

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 33/76</u>	:	<u>DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT REF NO: REFS/023309</u> Directorate: Logistics
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	A minimum of 3 years National Diploma/ Degree in Logistics/ Supply Chain Management/Accounting /Finance/Public Administration recognised by SAQA. A minimum of 5 years relevant experience in Supply Chain Management of which 3 years must be at an Assistant Director level. Knowledge and experience of operational procurement systems. Possession of a valid driver's license. Competency: Be able to demonstrate knowledge of the Public Finance Management Act, Treasury Regulations, Practice Notes, Circulars and policy frameworks, Broad Based Black Economic Empowerment Act 53 of 2003, the Preferential Procurement Policy Framework Act and other relevant public sector procurement legislation; Knowledge and experience of contract management, strategic sourcing, public sector supply chain models and processes; Understanding of delegation of authority; advanced planning, organizing, and problem solving skills; excellent communication (both verbal and written) and interpersonal skills; report writing skills, people management skills, computer literacy (Ms Word, PowerPoint, Excel, Internet and Outlook) will be advantageous.
<u>DUTIES</u>	:	Manage and monitor compliance with relevant legislative frameworks and procedures in terms of Procurement, Logistics and store services. Develop and manage the demand, acquisition, asset management and disposal processes. Give guidance and advice on procurement procedures, logistical processes and disposal processes. Develop and implement SCM policies and procedure manuals. Ensure proper sourcing in the entity. Formulate and monitor the implementation of policies and procedures when procuring goods and services. Manage the entity's demand and procurement plan in line with the allocated budget. Ensure that contract management is fully effective in the entity in conjunction with other relevant stakeholders. Ensure that the entity adheres to the requirements of PFMA, PPFA and relevant regulations, NT and GPT Circulars and other approved departmental policies and procedures. Conduct commodity analyses and check for alternatives in cases of strategic purchases. Serve as an advisor to the entity's management on matters pertaining to the tendering/quotation process.
<u>ENQUIRIES</u>	:	Mr X Mahleza Tel No: (011) 628-9008
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants

with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

CLOSING DATE

: 30 September 2025

POST 33/77

: **PHARMACIST REF NO: REFS/023316**
Directorate: Procurement

SALARY
CENTRE
REQUIREMENTS

: R848 862 per annum, (all-inclusive package)
: Medical Supplies Depot
: B. Pharm or equivalent qualification. Registration with the South African Pharmacy Council (SAPC) as a pharmacist. A good understanding of the relevant legislation, National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, and Good Pharmacy Practice relating to pharmaceutical services. Good verbal and written communication and presentation skills. Sound leadership, analytical and computer proficiency. Proven problem-solving and monitoring, evaluation and risk evaluation skills. 1 year or more of experience in a pharmaceutical warehouse/bulk storage environment and supply chain management knowledge will be an added advantage. Must be achievement-driven and self-motivated. Must have a valid Driver's license. Extensive knowledge of Pharmaceutical Services' approaches, policies and procedures. Understanding of the GWP, Medicines and Related Substances Act, and Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Good team-building and problem-solving skills. Sound knowledge and understanding of the mandate of the Medical Supplies Depot.

DUTIES

: The pharmacist is expected to coordinate and supervise the final processes in the medicine procurement at the facility level. To ensure stock delivery follow-up, tracing documentation for finalization of the processes to allow payment of suppliers within an acceptable time frame. Assist with the identification of long overdue orders and liaise with suppliers and demanders on completion of those orders. Develop, implement and monitor adherence to the unit SOPs, and ensure efficient resource management in the unit. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the unit. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in the depot. Coordinate training programmes for the support personnel. Help develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise personnel in the unit; assign responsibilities, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. Implement the Performance Management and Development system in the unit. Compiling reports for submission to MSD management as required and or on a monthly and quarterly basis.

ENQUIRIES
APPLICATIONS

: Ms K Hanise Tel No: (011) 628 9083
: Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za

NOTE

: Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official

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<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/78</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT & INTERNAL CONTROL</u> <u>REF NO: REFS/023320</u> Directorate: Risk Management & Internal Control
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Risk Management/Internal Auditing/ Accounting/Compliance Management. 3 years supervisory experience at level 7 or equivalent in Risk Management/Internal Audit services/Accounting/Internal Control. Valid driver's license. Competency: Public Sector Risk Management framework. COSO Framework. King report on Corporate Governance. Public Finance Management Act. Treasury Regulation. Protected Disclosure Act. Anti-fraud and corruption policies. Labour Relations, legislation, policies and procedures. Basic Conditions of Employment Act. Public Service Act. Internal Audit Standards and ISO 31000 Standards Skills: Analytical. Strategic Management. Financial Management. Facilitation. Investigation. Interviewing. People Management. Computer literacy (MS Word, Excel and PowerPoint). Time Management. Communication. Interpersonal. Presentation. Planning and organizing.
<u>DUTIES</u>	:	Monitor implementation of Risk management strategies/ policies and systems for the entity. Promote risk awareness culture and conduct risk assessment through communication and training programmes. Manage and maintain the risk register. Implement an integrated risk management framework for all aspects of risk across the entity. Manage fraud and corruption preliminary investigations in the entity. Manage resources within the Risk Management Unit. Conduct internal control assessments. Prepare reports for oversight structures. Coordinate internal and external audits. Assist in reviewing financial statements. Provide administrative support to the Strategic and Operational Risk Management Committee (RMC).
<u>ENQUIRIES</u>	:	Ms L Doorasamy Tel No: (011) 628-9020
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in

possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/79</u>	:	<u>INTERNAL CONTROL OFFICER REF NO: REFS/023321</u> Directorate: Internal Control and Risk Management
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Accounting/ Auditing/ Internal Audit, coupled with a minimum of two (2) years proven experience in an Internal Control and Internal Auditing environment. A valid driver's license. Competencies: Advanced knowledge of a variety of aspects such as: Public Sector; Internal Auditing; Internal Control Standards, Ethics and Practices. Knowledge and understanding Regulatory Framework for Public Services, e.g. PFMA, Public Services Regulations; National and Provincial Treasury Regulations, Preferential Procurement Policy Framework Act, Policies, Prescripts and Instructions, as well as Statutory Provisions. Broad knowledge of the Public Service Systems; knowledge of PowerPoint, Microsoft Excel and Microsoft Word. Administrative procedures and systems. Skills: Good Interpersonal, Analytical and problem-solving skills; Planning and Organising skills; Good Communication skills (written and verbal); Time Management; Report Writing; Interviewing; Presentation skills; Computer literate; Ability to work independently and as a team member; Ability to work under pressure and ability to meet tight deadlines.
<u>DUTIES</u>	:	Ensure adherence to relevant legislation, policies, and procedures. Document audit work and report on findings, weaknesses, and shortcomings to management. Identify and resolve audit-related queries and problems in a timely manner. Provide input on internal control systems and practices. coordinate compliance monitoring in relation to policies, processes, and procedures. Develop, monitor and review the entity's internal policies, procedures and processes. Assist in reviewing and monitoring the internal controls process and procedures. Facilitate the process of identification and addressing unauthorised, irregular and fruitless and wasteful expenditure. Assist in facilitating the process of internal and external auditing. Conduct internal control compliance assessments.
<u>ENQUIRIES</u>	:	Ms L. Doorasamy Tel No: (011) 628-9020
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

CLOSING DATE

: 30 September 2025

POST 33/80

: **ADMINISTRATION OFFICER REF NO: REFS/023305**
Directorate: Internal Control and Risk Management

SALARY
CENTRE

: R325 101 per annum (Level 07), plus benefits
: Medical Supplies Depot

REQUIREMENTS

: Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Risk Management / Internal Auditing or accounting and 2 years' functional experience in risk management and / internal auditing environment. Knowledge: Risk management processes, strategies and techniques. PFMA, Treasury Regulations and other public service Acts. Public Sector Risk Management Framework. ISO 31000 Standards and COSO II Framework. King III Report on Corporate Governance. Skills: Project management skills. Communication (written, verbal and presentation) and liaison skills. Planning and organising skills. Analytical skills. Presentation and facilitation skills. Attention to detail. Good interpersonal skills - ability to work with all levels of Management across Business Units. Good judgment and decision-making skills. Integrity, ethical behaviour, honesty, transparency and trustworthiness. The ability to work independently and as part of a team. The ability to work under pressure and meet tight deadlines. The ability to multitask. Computer literacy in MS Office, with experience in word processing, Outlook, PowerPoint and Excel.

DUTIES

: Monitor the implementation of the risk action plan progress. Identify and assess risks in the entity. Assist in providing recommendations for the risk management action plan. Assist in reviewing risk strategies to be in line with the entity's objectives. Maintain and compile risk registers. Conduct risk awareness campaigns. Verify management action plans and make follow-ups on the outstanding management action plans. Update risk registers and submit monthly and quarterly reports to the Assistant Director. Implementation of risk compliance. Update the operational risk control matrix on a quarterly basis. Compile risk compliance reports on a quarterly basis. Educate and train risk champions/coordinators and units on risk management principles and processes. Provide administrative support to the Strategic and Operational Risk Management Committee.

ENQUIRIES
APPLICATIONS

: Ms L. Doorasamy Tel No: (011) 628-9020
: Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed

NOTE

applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za

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CLOSING DATE

: 30 September 2025

POST 33/81

: **ADMINISTRATION OFFICER REF NO: REFS/023308**
Directorate: Management

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), (plus benefits)
: Medical Supplies Depot
: Grade 12 certificate and a Degree/National Diploma/NQF level 6/7
Commerce/Secretarial or Office Management and Technology with two years' experience rendering secretariat services. Basic knowledge of financial administration. Good verbal and written communication skills and the ability to communicate well with people at different levels. Good telephone etiquette. Computer literacy in MS Word, Excel and PowerPoint. Sound organizational skills. Good people skills. High level of reliability. Ability to act with sensitivity and discretion. Ability to do research and analyze documents and situations.

DUTIES

: Provides a secretarial/ receptionist support service to the senior manager. Manage telephone calls in the office of the senior manager and ability to exercise discretion. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers, is in good working order. Records the engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the senior manager regarding engagements. Compiles realistic schedules of appointments for the senior manager. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the senior manager. Scrutinizes routine submissions/ reports and makes a note and/ or recommendations for the senior manager. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Collects, analyzes and collates information requested by the senior manager. Clarifies instructions and notes on behalf of the senior manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the senior manager. Handles the procurement of standard items like stationery, refreshments, etc. for the activities of the senior manager. Provides support to the senior manager

regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the senior manager to inform him/ her of the contents. Records minutes/ decisions of the meeting of the senior management and communicates to relevant role players, and follows up on progress made. Prepares briefing notes for the senior manager as required. Coordinates logistical arrangements for meetings when required. Remains up to date with regard to the prescripts/policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the senior manager. Remains abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES
APPLICATIONS**

: Dr M Chiwakata Tel No: (011) 628-9131
: Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za

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CLOSING DATE

: 30 September 2025

POST 33/82

: **MATERIAL RECORDING CLERK REF NO: REFS 023317**
Directorate: Data

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), plus benefits
: Medical Supplies Depot
: Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Supply Chain Management / Commerce / Science or Public Management and 2 or more years of experience in Supply Chain Management and Drug Supply Management. Knowledge and understanding of the legislative framework governing the public service, e.g. Batho Pele, PFMA, Treasury Regulations, Financial Policies and Procedures. Good verbal and written communication skills, including intra- and interpersonal skills, typing, planning and organizing, problem-solving, time management, and ability to interpret directives. Service Delivery Innovation and Good Customer Relations. Ability to work under pressure and meet deadlines. The following will be added advantages: Experience in a Pharmaceutical environment and understanding of Drug Supply Management, warehousing and/or distribution. Understanding of MEDSAS and RDM computer systems.

<u>DUTIES</u>	:	Supervision of all DATA functions. Effective running of the department in line with SOP's, Policies and Legislation. Facilitate timeous Collection of all DATA reports. Follow up on all overdue issues, reversals and cancellations of issues. Timeous processing and management of internal orders. Ensure implementation and compliance with Gauteng Medical Supplies Depot Policies and Standard Operating Procedures. Receiving Green Cards from Facilities (hospitals, clinics, Emergency Medical Services (EMS) and Regional Pharmacies). Loading Green cards into MEDSAS and transferring RDM orders. Optimal utilization of official working hours. Train, Evaluate and Support Staff. Cost Centre Budget Management. Ensuring Compliance with Delivery Schedule by timeous Printing, sorting and distribution of Invoices (IV's) for Warehouse Picking and Dispatch of Pharmaceutical Stock. Answer all demanders' enquiries, process demanders' orders, and provide reports to demanders on request. Returning of Post to Hospitals. Filing of Finalized Iv's and Financial reports. Accurate compilation of Statistics and Reporting.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Sibande Tel No: (011) 628-9213
	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/83</u>	:	<u>AUXILIARY WORKER REF NO: REFS/023319 (X3 POSTS)</u> Directorate: Warehouse
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), plus benefits
	:	Medical Supplies Depot
	:	Grade 12 National Certificate, a qualification as a qualified Post-Basic pharmacist assistant and actively registered with the South African Pharmacy Council. Good leadership and proactive skills are required. A minimum of two years of experience in staff supervision is essential. Both written and verbal communication skills are necessary. Must have a minimum of five 2 or more years of experience in Pharmaceutical warehousing, stock management, stock-take, distribution and management. A qualification in supply chain management and an understanding of public health policies and prescripts will be an added advantage.

<u>DUTIES</u>	:	Management of store functions and staff supervision. Oversee and coordinate daily receiving, storage, issuing and distribution of pharmaceuticals within your designated store. Practice inventory management according to the FIFO/FEFO principles. Supervision, training and disciplining of staff within the respective area of responsibility. Preparation of the store for the annual and bi-annual stock-take. Assume responsibility for resolving complaints from health facilities. Maintain accurate documentation (batch records, delivery notes, temperature logs). Conduct cyclic stock counts and perform thorough investigations for inventory discrepancies. Monitor expiry dates, stock rotation (FEFO), and cold chain integrity, manage staff leave and conduct performance management development system processes for the respective area. Ensure that all rules, regulations, instructions, procedures and policies are adhered to (GPP, GDP and Good warehousing practice and SOP's). Ensure that all SOP's in the Warehouse are adhered to at all times. Ensure that the performance of staff members is managed and submitted according to the schedule. Manage the time and attendance of staff members in the stores. Assist with ensuring that the pharmacy store complies with OHS regulations at all times, including wearing protective clothing. Involvement in the development/training of staff members in the pharmacy store is essential. Do daily planning for the pharmacy store. Participate in internal audits and assist with CAPA implementation, operate and maintain warehouse equipment, and ensure the cleanliness and organization of the warehouse. Be willing to rotate within different sections of the Warehouse when operationally required.
<u>ENQUIRIES</u>	:	Ms. C Ramaphakela Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/84</u>	:	<u>MATERIAL RECORDING CLERK REF NO: REFS/023322</u> Directorate: Warehouse
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), plus benefits
	:	Medical Supplies Depot

<u>REQUIREMENTS</u>	:	Grade 12 National Certificate, must have a minimum of 2 or more years of experience in Pharmaceutical warehousing. A degree/ National diploma (NQF level 6/7 in Supply Chain Management /Commerce /Science /Logistics or Transport Management. A minimum of 1 year experience in staff supervision is essential. Good leadership and proactive skills are required. Proficiency in Microsoft Office (Word, Excel). Must have a good understanding of stock management, PFMA and public health policies. Computer literacy, planning, problem solving, good leadership, and proactive decision-making skills, paying attention to details, time management, strong written and verbal communication and interactive skills are essential. A qualification as a Basic or Post Basic Pharmacist Assistant will be an added advantage Skills: Computer literacy, planning, problem-solving, decision-making, paying attention to details, time management, good communication and interactive skills are essential.
<u>DUTIES</u>	:	To perform administrative and supervisory functions. Plan and allocate daily tasks to the material recording clerk, manage staff leave and monitor attendance times of staff in the store. Conduct staff performance review and implement performance management development system processes as required. Supervise, train, mentor and, where necessary, discipline staff to maintain code of conduct within the respective area of responsibility. Oversee and ensure accurate and timeous capturing and finalization of received invoices according to SOP. Monitor appropriate management of all processes, including proper record keeping and filing, timeous collection of purchase order documents and submission of invoices for payments and penalties. Ensure effective communication between different stakeholders in facilitating the management of expired stock, stock return documents and receipt vouchers. Manage and facilitate requisition and utilization of consumables in the designated area. Assist the receiving Pharmacist and Supervisors in resolving receiving-related queries for effective receiving processes. Ensure continuous compliance with SOPs, policies and Pharmacy-related legislation. Participate in warehouse meetings and attend training programmes as required. Be willing to rotate within different sections of the Warehouse when operationally required.
<u>ENQUIRIES</u>	:	Ms. C Ramaphakela Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of

any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/85</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: REFS/023311</u> Directorate: Finance
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a recognised 3-year Degree or Diploma (NQF Level 6/7) in Financial Management. 2 years of experience in finance in the public health environment. Skills And Competencies: Public Service Act. Treasury Regulation. PFMA. MEDSAS, BAS. Government Accounting Standards (GRAP); Economic Reporting Framework, including Standard Charts of Accounts. Communication (written and verbal). Computer Literacy (MS Word, Excel, etc.). Analytical and mathematical skills. Conflict resolution. Ability to work under pressure. Self-motivated. Reliable. Integrity and honesty.
<u>DUTIES</u>	:	Assist in the preparation of various budgets. Assist budget managers in compiling their budget inputs and expenditure reporting, manage the department's budget and notify budget managers on possible over/underspending and recommend solutions. Prepare and provide budget managers with management reports (cashflow statements) on a monthly basis, assist in the compilation of expenditure reports to various stakeholders, Accounts Payable and Receivable. Reconciliations and journals. Ensure application of prescribed financial procedures and policies, including PFMA and Treasury Regulations. Perform other duties as directed.
<u>ENQUIRIES</u>	:	Ms M Ngomane Tel No: (011) 628-9019
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	:	30 September 2025

<u>POST 33/86</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: REFS/023318 (X2 POSTS)</u> Directorate: Financial Reporting
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	The applicants must be in possession of a Grade 12 certificate and a recognised 3-year Degree or Diploma (NQF Level 6/7) in Financial Accounting or a related field in accounting or auditing with a minimum of 2 years of proven experience in financial reporting and financial management. Knowledge: Computer literacy and in particular – MS Office, Excel Data Analytics, BAS and PERSAL. Skills: Accounting and financial management and project management skills, High numerical skills; Communication: Good verbal and written communication skills; Creativity: Proactive, innovative thinker and must be able to work under pressure.
<u>DUTIES</u>	:	The successful candidate, reporting to the Assistant Director: Financial Reporting, will be responsible for, among other things, timeously collating all the entity's financial information for reporting purposes. The compilation and preparation of GRAP-compliant monthly, interim, and annual financial statements, as well as monthly management accounts. Maintain properly reconciled accounts up-to-the general ledger in the entity's books and assist with the provision of relevant information to several applicable internal and external stakeholders. Must apply sound knowledge of generally recognised Accounting Practice (GRAP) standards, Public Finance Management Act (PFMA), Treasury Regulations and Supply Chain Management (SCM) policies such as the PPPFA, among other things. Make effective use of MS Excel in the generation of numerous financial reports of the entity in a manner that is efficient for financial reporting. Use your acquired knowledge and experience in inventory management to add value to the entity's core business function. Ability to supervise staff and manage risks.
<u>ENQUIRIES</u>	:	Mr S.R Ntimane Tel No: (011) 628-9127
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	:	30 September 2025

<u>POST 33/87</u>	:	<u>MATERIAL RECORDING CLERK REF NO: REFS/023310</u> Directorate: Procurement
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Supply Chain Management / Commerce / science or Public Management. 3 – 5 years of experience in Supply Chain Management in a public health environment. Knowledge and understanding of the legislative framework governing public service e.g. Batho Pele, PFMA, Treasury Regulations, etc. Good verbal and written communication skills, planning and organizing, problem-solving, time management, and ability to interpret directives. Service delivery innovation and good customer relations. Ability to work under pressure and meet deadlines. Added advantages will be: Experience in staff supervision, Proficiency in Microsoft Office (Word, Excel). Experience in a Pharmaceutical environment and understanding of Drug Supply Management. Understanding of MEDSAS and RDM computer systems.
<u>DUTIES</u>	:	Assist the procurement unit and Medical Supplies Depot management in ensuring that the organization delivers on its core mandate of maintaining medicine availability at acceptable levels to all Gauteng facilities. Ensure the ordering process is initiated on time for the depot held stock, i.e. printing of provisioning advice, creation of orders and ensuring these orders are sent to suppliers on time. Ensure timeous retrieval of orders from RDM, printing and authorization of orders, both manual and electronic versions. Deal with queries from internal and external stakeholders efficiently. Ensure follow-up with suppliers is done and feedback given to demanders. Ensure submission of reports and that the unit's risk register is maintained and updated monthly. Supervision of staff and maintaining discipline in the unit, and ensuring that all Acts, rules and regulations, instructions, procedures and policies are adhered to. Ensure that contracting and performance assessment of staff members is managed and done according to schedule. Manage the time and attendance of staff members and ensure effective leave planning for the unit team.
<u>ENQUIRIES</u>	:	Ms. K Hanise Tel No: (011) 628-9083
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng

		Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/88</u>	:	<u>SUPPLY CHAIN MANAGEMENT: DEMAND, ACQUISITION AND LOGISTICS MANAGEMENT REF NO: REFS/023313</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), plus benefits Medical Supplies Depot Grade 12 certificate, an appropriate 3-year Degree/National Diploma in Logistics/SCM/Accounting /Public Management; A minimum of 3 years appropriate experience in supply chain management (demand, procurement, warehouse or logistics) processes and systems. A valid code B driving licence is an added advantage. Competencies: Be able to demonstrate knowledge of the Public Finance Management Act, Treasury Regulations, Practice Notes, Circulars and policy frameworks, Broad Based Black Economic Empowerment Act 53 of 2003, the Preferential Procurement Policy Framework Act and other relevant public sector procurement legislation; Knowledge and experience of contract management, strategic sourcing, public sector supply chain models and processes; Understanding of delegation of authority; Computer literacy (MS Word, Excel, PowerPoint); interpersonal; communication; knowledge of computerized Procurement Management Systems; Analytical thinking; Budgeting; Conflict resolution; reporting; Problem Solving; Stakeholder and Relationship management.
<u>DUTIES</u>	:	Render end-to-end administration of matters related to bids/quotation processing, specification, evaluation, and adjudication processes; Render demand, acquisition, assets and logistics support. Prepare annual procurement planning and aspects of demand management needs, commodity and market analyses; Supervise the effective and efficient management and administration of all provisioning and orders; Receive and verify goods from suppliers; Prepare documentation for the approval from the quotation committee, authorise official orders; Report on all Demand and Acquisition Management activities to the relevant structures internally and externally; Provide inventory management and support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A Schwab, Tel No: (011) 628-9154 or Ms L Beukes Tel No: (011) 628 9053 Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White

Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/89</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: REFS/023306</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 certificate, an appropriate recognized National Diploma / Degree in Safety Management. Must have a SAMTRAC certificate. 3 years' experience in the Occupational Health and Safety field. Registered with the SAIOSH professional bodies will be an added advantage. The candidate must have extensive knowledge of Occupational Health & Safety Act 85 of 1993, Public Finance Management Act 1 of 1999, Compensation of Occupational Injuries and Diseases Act 130 of 1993, Disaster Management Act 57 of 2002, and the EHW strategic Framework. The candidate must have excellent communication and problem-solving skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate, monitor, advise and render health and safety administration. Monitor OHS compliance. Conduct OHS inspections and audits. Facilitate prompt response and resolution of all faults identified. Monitor compliance with OHS requirements within the department. Coordinate OHS trainings and awareness programmes within the department. Monitor the functionality of the OHS Committee. Ensure compliance with emergency equipment. Prepare and implement the emergency/evacuation drills in the Department. Liaise with facilities management to conduct building inspections. Attend to IOD matters and develop an incident register. Facilitate and coordinate the development of occupational health and safety policies, procedures and guidelines. Ability to supervise staff.
<u>ENQUIRIES</u>	:	Ms. G.S Mbokazi Tel No: (011) 628-9012 / Mr V.M Maiwashe Tel No: (011) 628 9119
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng

	Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	: 30 September 2025
<u>POST 33/90</u>	: <u>PHARMACIST ASSISTANT POST BASIC REF NO: REFS/023314 (X2 POSTS)</u> Directorate: Warehouse
<u>SALARY</u>	: R264 750 per annum, (OSD), plus benefits
<u>CENTRE</u>	: Medical Supplies Depot
<u>REQUIREMENTS</u>	: Grade 12 certificate, Post Basic Pharmacist Assistant qualification. Registration with the South African Pharmacy Council as a Post Basic Pharmacist Assistant. Minimum of 1-year experience in warehousing, including stock management, stock-taking, distribution and general warehouse operations. Good leadership and supervisory skills, proactive decision-making skills, and strong written and verbal communication skills are necessary. Excellent time management and interactive skills Computer literacy. 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 principles. Physically fit and able to lift heavy boxes repeatedly, willingness to work in a temperature-controlled environment (cold-rooms).
<u>DUTIES</u>	: Support the warehouse supervisor/pharmacist in daily operations. Supervise and perform the receiving, storage, issuing and distribution of pharmaceuticals within the designated store, ensuring compliance with FIFO/FEFO stock management principles. Assist in staff supervision, including SOP training, disciplinary process, leave planning and time and attendance monitoring. Participate in stock control processes, including cyclic count and the preparation of the annual and bi-annual stock take. Assist in complaint resolution from health facilities in line with SOPs. Ensure compliance with all relevant legislation, SOPs, and quality standards (GPP, GDP, GWP, Pharmacy Act, PFMA. Ensure Occupational Health and Safety (OHS) compliance, including enforcement of wearing protective clothing and maintaining a safe warehouse environment. Support performance management processes by ensuring that performance reviews are completed as per schedule. Contribute to the development of staff in the warehouse. Must be willing to rotate within different sections of the Warehouse when operationally required.
<u>ENQUIRIES</u>	: Ms. C Ramaphakela Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<u>APPLICATIONS</u>	: Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	: Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/91</u>	:	<u>AUXILIARY WORKERS REF NO: REFS/023307 (X7 POSTS)</u> Directorate: Warehouse
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), plus benefits Medical Supplies Depot Grade 12 certificate (Mathematics core, life sciences, physical science and English as subjects). Must be physically fit and be able to lift heavy boxes repeatedly. Be reliable, a team player, willingness to work in a temperature-controlled environment (cold-rooms). Computer literate, Planning, problem solving, decision making, attention to detail, teamwork, good communication, good time management and interactive skills.
<u>DUTIES</u>	:	Receiving of stock from suppliers according to standard operating procedures, Good Distribution Practice and Good Pharmacy practice standards: offloading trucks and moving stock into the appropriate quarantine area, moving of stock to storage areas and packing stock on correct shelves according to FEFO/ FIFO principles. Participate in stock control processes, including cyclic count, annual and bi-annual stock take. Issuing of ordered stock according to standard operating procedures. Moving of roll-trainers to the dispatch area. Maintain cleanliness and organization of the warehouse according to standard operating procedures (SOPs). Participate in routine stock counts and inventory audits. Perform a range of manual and clerical tasks while maintaining strict adherence to Good Distribution Practice (GDP) and warehouse safety protocols. Safely operate equipment (pallet jacks, forklifts). Support the warehouse supervisor in day-to-day operation. Assist in store quality audits and corrective actions. Must be willing to be rotated in various stores in the warehouse.
<u>ENQUIRIES</u>	:	Ms. C Ramaphakela Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with

disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

CLOSING DATE

: 30 September 2025

POST 33/92

: **SECURITY OFFICER REF NO: REFS/023315**
Directorate: Security

SALARY

: R228 321 per annum (Level 05), plus benefits

CENTRE

: Medical Supplies Depot

REQUIREMENTS

: Grade 12 certificate, certificate in CCTV/Control room operations, 3 years' experience in the security and safety in the Public Health environment. Computer literacy (MS Word, Excel, PowerPoint, Email), knowledge of CCTV surveillance cameras, knowledge of access control systems and control room. Conflict resolution and negotiation skills. Report writing skills. Knowledge of legislative applicable to the security field, e.g. control of access to public premises and Vehicle Act, no. 53 of 1985, MISS and the Criminal Procedure Act 51 of 1977 etc. Firearm Control Act. Sound knowledge of Labour Relations process. PMDS, knowledge process and safety and fire Prevention. No criminal record.

DUTIES

: Supervise both internal and contracted security personnel. Monitor access control to prevent unauthorized entry in the buildings and other premises. Develop, implement and manage safety and security measures. Check security registers, SOPs, and personnel at relevant posts. Ensure both outsourced and in-house security work according to the prescribed contract. Do a walk-about inspection. Attend effectively to conflict solutions. Retrieve staff data from the computer on a monthly basis as requested by management. Identify risks and threats to the security of the department. Inspect and report all non-functioning security measures (e.g. Turnstiles, CCTV cameras, security lights), monitor and provide support in case of emergencies. Administer the key control system. Monitor and respond to the alarm system. Report faulty equipment/systems. Report all incidents and any identified non-compliance relating to security prescripts. Update all registers for the incidents observed. Perform any other duties delegated by the supervisor. Monitoring and operating electronic security systems and equipment in the control room.

ENQUIRIES

: Mr L Lekgothoane Tel No: (011) 628-9120

APPLICATIONS

: Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za

NOTE

: Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department

of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/93</u>	:	<u>HRM REGISTRY CLERK REF NO: REFS/023312</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R228 321 per annum, plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	A Grade 12 certificate, exposure in Records Management and/or Human Resource Management in public health will be an added advantage, reading, confidentiality, self-discipline, planning and organising, good verbal and written communication, computer literacy, flexibility, teamwork. Priority will be given to the EPWP or current and former MSD interns. Competencies: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer, knowledge and understanding of the legislative framework governing the public services, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in the registry and knowledge of disposal procedures.
<u>DUTIES</u>	:	Receive, register, and file all HR-related documents and correspondence. Open, maintain, and update physical and electronic files, ensuring they adhere to a proper classification system. Organise and maintain filing plans and systems, including allocating file reference numbers and performing spot checks to ensure accurate filing. Manage incoming and outgoing files, including registering hand-delivered items and operating franking machines. Process documents for archiving and disposal, preparing files for storage and compiling lists of documents to be archived. Retrieve requested documents for internal HR staff and assist auditors by providing files for investigations and audits. Provide registry counter services, assisting staff with their registry-related queries and tasks. Ensure the safe custody and protection of all files and records. Assist with departmental audits by preparing and providing necessary documentation and ensuring an audit trail for file movements. Perform various administrative tasks and operate office machines relevant to registry functions. Conduct accurate data entry and maintain electronic databases.
<u>ENQUIRIES</u>	:	Mr V.M Maiwashe Tel No: (011) 628-9119
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/94</u>	:	<u>AUXILIARY WORKERS REF NO: REFS/023303 (X4 POSTS)</u> Directorate: Warehouse
<u>SALARY</u>	:	R193 359 per annum (Level 04), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 certificate (Mathematics core, life sciences, physical science and English) as subjects. Must be physically fit and be able to lift heavy boxes repeatedly. Be reliable, a team player, willingness to work in a temperature-controlled environment (cold-rooms). Computer literate, Planning, problem solving, decision making, attention to detail, teamwork, good communication, good time management and interactive skills.
<u>DUTIES</u>	:	Receiving stock from suppliers: offloading trucks and moving stock into the appropriate quarantine area, moving of stock to stores and packing stock on correct shelves. Assist with collecting rolltainers and moving them to the dispatch area. Maintain cleanliness and organization of the warehouse according to standard operating procedures (SOPs). Participate in routine stock counts and inventory audits. Perform a range of manual and clerical tasks while maintaining strict adherence to Good Distribution Practice (GDP) and warehouse safety protocols. Safely operate equipment (pallet jacks, forklift).
<u>ENQUIRIES</u>	:	Ms. C Ramaphakela, Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	:	30 September 2025