

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH**

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities)

CLOSING DATE : 05 February 2010

NOTE : All applications must be submitted on Z83 form obtainable from any Public Service Department, or <http://www.ecdoh.gov.za/uploads/files/110706122520pdf> and must be completed in full accompanied by certified copies of ID, driver's licence (where applicable) and qualifications together with recent Curriculum Vitae, stating the reference number and the post for which being applied and forwarded to the address above. No faxed, e-mailed or late applications will be considered. Applicants may be assessed. The Department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

OTHER POSTS

POST 02/33 : **DENTIST: GRADE 3 REF NO: P5/TBH/D/003/010**

SALARY : Remuneration package: R499 269 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Taylor Bequest Hospital - Matatiele
A bachelor's degree in Dentistry, internship as a dentist, community service as a dentist, 3 years experience in the Public Sector, must be able to work in a rural area, Current Registration with HPCSA, Computer literacy and a valid driver's license.

DUTIES : Examine patient's teeth and gums using dental equipment and X-rays. Clean teeth and cavities and provide preventive care. Refer patients to dental specialists for further treatment. Maintain proper use, control and exercise care of government equipment in line with PFMA. Provide expert advice and guidance in purchasing of dental equipment. Promote a work environment conducive to development and learning

ENQUIRIES APPLICATIONS : Mr S Mbatha @ 039 737 3107
Taylor Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Taylor Bequest Hospital, Matatiele

POST 02/34 : **CLINICAL SUPPORT MANAGER REF NO P5/TBH/CSMM/001/010**

SALARY : Remuneration package: R378 456 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Taylor Bequest Hospital - Matatiele
Must be a Dietician, Pharmacist, Radiographer, Physiotherapist, Occupational health therapist or social worker. Registration with health professional council of South Africa or Pharmacy council. A bachelors degree with a minimum four years experience in relevant field as stated above. Computer literacy and well capacitated in statistics and reporting. A valid code 08 driver's license is essential.

DUTIES : Provide leadership to clinical support sub components of the hospital utilizing a multidisciplinary approach in terms of financial, administrative and clinical management and thereby ensuring that efforts are focused on service delivery. Ensure the necessary structures and procedures are in place to deliver a high level of care provided by allied in meeting the needs of both in and out patients, in cost effective and appropriate manner according to the departments quality workload and financial targets. Promote departmental research/audit through the ongoing clinical audit. Participate in clinical workload focusing on patient care, performance management and improvement.

ENQUIRIES APPLICATIONS : Mr S Mbatha @ 039 737 3107
Taylor Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Taylor Bequest Hospital, Matatiele

<u>POST 02/35</u>	:	<u>DENTAL PRACTITIONER REF NO: MCHC/DP/011/010</u>
<u>SALARY</u>	:	R376 257 per annum
<u>CENTRE</u>	:	Maluti Sub district Outreach
<u>REQUIREMENTS</u>	:	An appropriate Degree in Dentistry. Current registration with HPCSA, sound knowledge of relevant legislation and good communication skills.
<u>DUTIES</u>	:	Tooth extraction, cleaning and filling of teeth and giving dental care. Rendering outreach programme and oral care education.
<u>ENQUIRIES</u>	:	N Phambukele @ 039 256 0532
<u>APPLICATIONS</u>	:	Applications should be forwarded to Maluti Health Local Service Area, PO BOX 87, Matatiele, 4730.
<u>POST 02/36</u>	:	<u>OPERATIONAL MANAGER: FEMALE GENERAL WARD REF NO: P5/TBH/OMFW/002/010</u>
<u>SALARY</u>	:	R287 745 per annum
<u>REQUIREMENTS</u>	:	Registered Degree/Diploma in general nursing and midwifery/ 4 year course with general, psychiatry, community and midwifery nursing. Post basic qualification :Diploma in community nursing ,Diploma /certificate in trauma nursing will be an added advantage. A minimum experience of 5 years of which shall have been in a supervisory capacity. Current registration with the SANC(2009). Overall post registration experience of 7 years. Skill, knowledge, training and competences required: Extensive knowledge of SANC Rules and Regulations and the relevant public service Acts. Knowledge of scientific nursing processes, including research methodologies. Exceptional communication, interpersonal and management skills, understanding and ability to relate to all Human Resource principles relevant to nursing.
<u>DUTIES</u>	:	Planning implementation and monitoring of quality patient care. Optimal human resource management including principles of code of conduct and labour relations. Initiate quality improvement projects. Ensure cost effective management of resources. To effect solid multi-disciplinary approach to service delivery. To ensure realisation of the transformation process in casualty.
<u>ENQUIRIES</u>	:	Mr S Mbatha @ 039 737 3107
<u>APPLICATIONS</u>	:	Taylor Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Taylor Bequest Hospital, Matatiele
<u>POST 02/37</u>	:	<u>OPERATIONAL MANAGER 2 POSTS REF NO: NMC/OM/009/010</u>
<u>SALARY</u>	:	R287 745 per annum
<u>CENTRE</u>	:	Alfred Nzo District - Ntloa & Mzongwana Clinics
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with 1 year duration. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years experience of the period referred to above must be appropriate / recognizable experience after the obtained the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Provide leadership and planning mechanism to the clinic. Ensure provision of appropriate and quality health care services at lower level of care. Implement the Primary Health Care Package. Render administrative support services. Ensure implementation of Patients Rights Charter as well as Batho Pele Principles. Provide clinical support to nursing staff and provide clinical in-service training to subordinates and ensure that they provide optimal nursing services. Implement policies and protocols in the clinic. Ensure optimal use of resources. Implement referral policies and Quality standards. Control expenditure and keep records, facilitate establishment of Governance Structures. Develop a complaint mechanism for the clinic. Prepare clinic budget and control stock levels. Implement Performance Management & Development Systems.
<u>ENQUIRIES</u>	:	N Phambukele @ 039 256 0532
<u>APPLICATIONS</u>	:	Applications should be forwarded to Maluti Health Local Service Area, PO BOX 87, Matatiele, 4730.

POST 02/38 : **PHARMACIST REF NO:NH/P/016/010**

SALARY : R240 318 – R283 080 per annum
CENTRE : Nompumelelo Hospital - Peddie
REQUIREMENTS : A 4 year B degree in Pharmacy or equivalent qualification in Pharmacy. Current registration as a Pharmacist (Proof must be provided). Experience in Pharmaceutical services in the Public Sector of at least 5 years post qualification. Knowledge of scope of Pharmacy Practice. In depth knowledge of Good Pharmacy Practice (GPP), good dispensing practice (GDP) and essential drug list (EDL). Knowledge of Anti – Retroviral Therapy. Knowledge of applicable Legislation.

DUTIES : Provide quality Pharmaceutical services. Implement Policies, protocols and procedures in line with legislation and good Pharmacy practice. Plan and organize functions to allow for a smooth flow of Pharmaceutical services. Supervise Pharmacy Assistants and ensure that the work is done in accordance with the agreed standards. Responsible for budgeting and ordering of medicines/drugs and the monitoring thereof. Assist management to implement and monitor the projects geared towards effective service delivery. Engage in effective communication and interaction between departments personal and other service providers in order to render a quality service. Maintain a healthy and safe working environment in line with the Occupational Health and Safe Standards.

ENQUIRIES : Ms K Livi @ 043 643 6528
APPLICATIONS : Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600

POST 02/39 : **PROFESSIONAL NURSES GRADE 3 PNA4 4 POSTS REF NO: MCHC/PN/GR3/010/010**

SALARY : R195 936 per annum
CENTRE : Maluti Sub-district Outreach
REQUIREMENTS : Current registration with the SANC as a Professional Nurse in General Nursing, Community Nursing & Midwifery. Proof of registration i.e. Annual receipt and license to practice. A minimum of 4 years experience. Ability to work in a multi-disciplinary team.

DUTIES : Provide Nursing Care with scope of practice. Implement relevant Legislations; function as a member of a multi-disciplinary team. Provide 24 hr services (shift work), material and physical resources efficiently and effectively. Ensure Batho Pele Principles and Patient's Rights are used all the time.

ENQUIRIES : N Phambukele @ 039 256 0532
APPLICATIONS : Applications should be forwarded to Maluti Health Local Service Area, PO BOX 87, Matatiele, 4730.

POST 02/40 : **QUALITY ASSURANCE OFFICER REF NO: P5/TBH/QAO/004/010**

SALARY : R161 970 per annum
CENTRE : Tayler Bequest Hospital Matatiele
REQUIREMENTS : Recognized Degree/Diploma OR equivalent OR STD 10/ grade 12 with five yrs experience in Public Health Sector. Strong leadership and monitoring skills. Computer skills and code 08 driver's licence will be an added advantage. Good analytical skills. Good communication skills. Knowledge of infection control practises. SANC registration will be an added advantage.

DUTIES : To monitor Quality standards in the whole hospital. To do monthly reports on quality assurance issues. To produce client satisfaction surveys reports to roll out occupational health training Programmes, orientation and induction programmes for the hospital and clinics. To assists the Occupational Health Manager develop quality improvement plans, strategic plan. Policies and procedure. Ensure that the Hospital and equipments are safe and without risk to the health of staff, patients and visitors. Ensure compliance to the Occupational Health and Safety Act 85 of 1993

ENQUIRIES : Mr S Mbatha @ 039 737 3107
APPLICATIONS : Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Tayler Bequest Hospital, Matatiele

POST 02/41 : **SOCIAL WORKER REF NO: MP/SW/012/010**

SALARY : R130 467 – R186 006 per annum (Salary will be determined according to years of experience, therefore service record must be attached with the application)

CENTRE : Margery Parks TB Hospital

REQUIREMENTS : A grade 12 certificate with registration with SA Council for Social Service Professions. An appropriate degree in Social Services with at least 5 years experience as a Social Worker. Ability to work under pressure and display leadership skills. Knowledge of Performance Management & Development System, quality assurance and Batho Pele Principles. Understanding of needs of patients with TB and HIV/AIDS is strongly recommended. A valid code EB driver's licence will be an added advantage.

DUTIES : Assessment, counseling and referral services to patients and relatives where necessary. Work with other professional in the hospital. Perform administrative functions and accountability through effective record keeping relevant to the job. Implementation of Departmental policies at operational level.

ENQUIRIES : Mrs C Hopkins @ 049 893 0038

APPLICATIONS : Applications must be for forwarded to Camdeboo Sub-district Office, PO BOX 56, Graaff Reinet, 6280

POST 02/42 : **DIAGNOSTIC RADIOGRAPHER REF NO: EH/DR/014/010**

SALARY : R130 425 – R153 636 per annum

CENTRE : Elliot Hospital

REQUIREMENTS : An appropriate three years National Diploma/Degree in Diagnostic Radiographer PLUS Registration with HPCSA as a Diagnostic Radiographer. Sound knowledge of diagnostic radiography practice and ethos. Sound knowledge of radiation. Knowledge of relevant Health and Safety Acts. Good communication and interpersonal skills.

DUTIES : To provide high quality diagnostic radiography services. To provide 24 hour radiographic service. Contribute to overall process in the department. Promote good health practice and ensure optimal care of patients. Perform administrative duties within radiographic services. Participate in quality assurance and quality improvement programmes. Promote Batho Pele principles in the execution for effective service delivery. Inspect and utilise equipment professionally to ensure compliance with safety standards.

ENQUIRIES : Mrs Zwelibanzi @ 045 8071100

APPLICATIONS : Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600

POST 02/43 : **HUMAN RESOURCE PRACTITIONER REF NO: EH/HRP/015/010**

SALARY : R130 425 per annum

CENTRE : Elliot Hospital

REQUIREMENTS : Degree or 3 year ND in Human Resources Management or Grade 12 with a minimum of 5 years Human Resources experience. Knowledge of a variety of work procedures regarding Human Resources Management and Development. Excellent PERSAL knowledge. Competence in handling Employee Relations as well as championing Employee Wellness in the institution in accordance with departmental prescripts. Valid driver's licence (not a learner's driver's licence). Knowledge of Batho Pele Principles and Implementation thereof. Good communication and report writing skills. Co-ordinating and networking skills. Computer literacy. Willingness and ability to travel regularly between the institution, Chris Hani CSC and Provincial Office (when necessary)

DUTIES : Assist with coordination and controlling task allocated to the HR unit. Render HR support to line managers. Make logistic arrangements for the recruitment and selection processes for potential employees. Verify, Capture, Update and Resolve HR transactions on PERSAL. Prepare and Process Service Benefits. Resolve HR transactional queries. Assist in the implementation of the HRD plan for the institution in line with departmental policy. Assist managers in the formulation of individual development plans for employees. Facilitate performance evaluation of employees. Provide Registry Services.

ENQUIRIES : Mrs Zwelibanzi @ 045 8071100

APPLICATIONS : Recruitment Centre, Bundy Park, Schornville, Buffalo Street, King Williams Town, 5600

POST 02/44 : **INVENTORY CLERK REF NO: MP/IC/013/010**

SALARY : R105 645 – R124 443 per annum
CENTRE : Margery Parks TB Hospital
REQUIREMENTS : Grade 12 certificate and a minimum of 2-4 years experience in asset management, inventory control and computer literate. Good interpersonal and communication skills. A valid code EB driver's licence will be an added advantage.

DUTIES : Record keeping and verification of assets. Reconciliation of Asset register with General Ledger. Tagging of assets. Allocation, grouping and categorizing. Monitor movements, transfer and disposal of movable assets. Condemning and disposal of surplus broken or worn-out equipment and furniture. Do inventory control. Must report to Supply Chain Manager in the District.

ENQUIRIES : Mrs C Hopkins @ 049 893 0038
APPLICATIONS : Applications must be for forwarded to Camdeboo Sub-district Office, PO BOX 56, Graaff Reinet, 6280

POST 02/45 : **PHARMACY ASSISTANT GRADE 1 REF.NO:P5/TBH/AWP/003/010**

SALARY : R73 584 per annum
CENTRE : Tayler Bequest Hospital Matatiele
REQUIREMENTS : Grade 12 or equivalent. Experience in a pharmaceutical distribution environment. Inventory control and logistics. Conversant with minimum requirements of warehouse housekeeping. Good coordinating skills. Good interpersonal and communication skills. Ability to work under pressure. Must be self motivated.

DUTIES : Pre-packing of bulk medicines. Stock management including bulk ordering/ receipt of stock. Prepare the facility according to SOP accurately. Interpret and apply prep-pack instructions and procedures.

ENQUIRIES : Mr S Mbatha @ 039 737 3107
APPLICATIONS : Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Tayler Bequest Hospital, Matatiele

POST 02/46 : **GENERAL ASSISTANTS 2 POSTS REF NO: P5/ TBH/GA/007/010**
Stores and Warehouse

SALARY : R62 094 per annum
CENTRE : Tayler Bequest Hospital Matatiele
REQUIREMENTS : Basic literacy / ABET, ability to read and write. Commitment and hardworking. Experience in a warehouse or stores will be an added advantage. A code 08 South African driver's licence will be an added advantage. Ability to perform routine tasks and operate cleaning machines.

DUTIES : Offload delivered goods from the suppliers. Assist in packing the delivered items to the warehouse and offices. Assist in handling of goods. Record stock expiry dates on stock items. Pack delivered stock in prescribed order. Any other duties related to General Assistant work that may arise.

ENQUIRIES : Mr S Mbatha @ 039 737 3107
APPLICATIONS : Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Tayler Bequest Hospital, Matatiele

POST 02/47 : **PORTERS 2 POSTS REF NO: P5/TBH/POR/005/010**

SALARY : R51 936 per annum
CENTRE : Tayler Bequest Hospital Matatiele
REQUIREMENTS : Std 8/ Grade 10. The incumbent should be committed and a hard worker. Strong and healthy. Ability to read and write.

DUTIES : Wheel parties to and from the entrance to the wards. Wheel or accompany the patient from the admission area to the ward. Assist nurses to transfer patients from wards to the various service areas e.g. Operating Theatre, Pharmacy, X-Ray, Physio or Occupational Therapy. Assist nurses to transfer corpses from the wards to Mortuary. May be required to assist at the information desk. May be required to equipment or documentation to wards.

ENQUIRIES : Mr S Mbatha @ 039 737 3107
APPLICATIONS : Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Tayler Bequest Hospital, Matatiele

POST 02/48 : **MESSENGER REF NO: P5/TBH/MESS/006/010**

SALARY : R51 936 per annum
CENTRE : Tayler Bequest Hospital Matatiele
REQUIREMENTS : Adult Basic Education and Training (ABET) Level 5/Grade 10; One year experience as a messenger. A valid driver's license is essential. Skills and competencies: Basic Communication. Skills: The ability to read and write clearly; Sound interpersonal relations; Ability to liaise with team members and members of the public.

DUTIES : Collect and deliver mail to internal and external stakeholders. Distribute mail, faxes, invitations, memos and circulars to various offices. Collect postbag from the Post Office, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed parcels, mail and correspondence

ENQUIRIES : Mr S Mbatha @ 039 737 3107
APPLICATIONS : Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730 OR Hand delivered at Tayler Bequest Hospital, Matatiele