

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

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.



APPLICATIONS : Please forward all applications, clearly stating the post for which you are applying, The Human Resource Office, Northern Cape Department of Health, Dr Harry Surtie Hospital, Private Bag X5888, Upington, 8800 or Physical Address: Dr Harry Surtie Hospital, 26 Corner of Turner and Upington Drive, First Floor, Room A171.

FOR ATTENTION : Ms. G. Witbooi Acting Chief Executive Officer, Dr Harry Surtie Hospital

CLOSING DATE : 02 June 2017 @ 16:00

NOTE : People with disabilities and women are especially encouraged to apply for these positions. Applications must be submitted on form Z83 obtainable from any Public Service Department which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references) Service certificates and certified copies of original educational qualifications certificates, drivers licence (where applicable), ID document and proof of citizenship if not an SA citizen. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable). All applications, including those submitted via registered mail must reach the department before 16:00hrs on the day of the closing date. Incomplete applications, faxed applications, emailed applications or applications received after the closing date will be disqualified. Separate Z83 forms and accompanying CVs must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. The department reserves the right not to fill the post.

MANAGEMENT ECHELON

POST 20/114 : **CLINICAL MANAGER 4 POSTS REF NO: NCDOH 1/2017**

SALARY : R1 052 712.00 per annum (all-inclusive package)

CENTRE : Dr Harry Surtie Hospital, Upington

REQUIREMENTS : An MBChB and registration with the Health Professionals Council of South Africa as Medical Practitioner. A minimum of 3 years' appropriate experience as Medical Officer after registration with the HSCSA as Medical Practitioner. Knowledge of, and skills in dealing with relevant medico-legal matters.

DUTIES : Ensure provision of quality clinical healthcare. Effectively manage administrative functions. Optimally supervise, instruct and train junior doctors, including Allied Health practitioners. Render outreach and support services to the levels of care in our drainage areas. Participate in academic activities at undergraduate and postgraduate level as required.

ENQUIRIES : Ms. G. Witbooi, Tel: (054) 332 9154

NOTE : Please Note!! Medical Officers will be required to work commuted overtime.

POST 20/115 : **MEDICAL OFFICERS GRADE 1 -3 3 POSTS REF NO: NCDOH 2/2017**

SALARY : R 736 425.00 per annum: Grade 1 R 842 028.00 per annum: Grade 2 R 977 199.00 per annum: Grade 3

CENTRE : Dr Harry Surtie Hospital, Upington

<u>REQUIREMENTS</u>	:	An appropriate qualification that allows registration with the HPCSA as Medical Practitioner, Current registration with the HPCSA as Medical Practitioner, A valid Code 08 Driver's License. EXPERIENCE: Grade 1: None after registration as Medical Practitioner with the HPCSA Foreign qualified employees: One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council. Grade 2: Minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA, Foreign qualified employees: Minimum of 6 (six) years relevant experience after registration as Medical Practitioner with a recognized Health Professional Council. Grade 3: Minimum of 10 years' experience as Medical Practitioner after registration with the HPCSA. Foreign qualified employees: Minimum of 11 (eleven) years relevant experience after registration as Medical Practitioner with a recognized Health Professional Council.
<u>DUTIES</u>	:	Management of clinical services, attend to afterhours calls within the hospital, perform clinical visits, surgery and anaesthesia, participate in management activities, ensure Internal control and risk management, adhere to Batho Pele Principles and Patient Right Charter. Consult and assess patients comprehensively. Ensure comprehensive clinical record keeping.
<u>ENQUIRIES</u>	:	Ms. G. Witbooi, Tel: (054) 332 9154
<u>NOTE</u>	:	Please Note!! Medical Officers will be required to work commuted overtime.
<u>POST 20/116</u>	:	<u>PROFESSIONAL NURSE SPECIALITY GRADE 1-2 2 POSTS REF NO: NCDOH 3/2017</u>
<u>SALARY</u>	:	R340 431.00 – R394 665.00 per annum: Grade 1 R418 701.00 – R514 962.00 per annum: Grade 2
<u>CENTRE</u>	:	Harry Surtie Hospital, Upington
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degrees in nursing) or equivalent qualifications that allow registration with the South Africa Nursing Council (SANC) as Professional Nurse. Post basic nursing qualification, with duration of at least 1 year, accredited with the SANC. EXPERIENCE: Grade 1: minimum of 4 years appropriate and recognisable experience in nursing after registration as Professional Nurse and in General Nurse. Grade 2: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the South African Nurse Council in General Nursing. At least 10 years of the periods above must be appropriate/ recognisable experience in the specific speciality.
<u>DUTIES</u>	:	Render a clinical nursing practice in accordance with the scope of practice and nursing standards, Engage in capacity building programs of the institution for self and others Implement standards, practice criteria and indicators for quality nursing, Manage resource and assets allocated to areas of responsibility, Participate in research to come up with new strategies and interventions to improve the quality of patient/customer care, Ensure the implementation of Patient's Rights and Batho Pele principals, Provide optimal, holistic, specialised nursing care with set standards and within a professional/ legal framework, Effective utilisation of resources, Provide support to nursing services, Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. G. Witbooi, Tel: (054) 332 9154
<u>POST 20/117</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 5 POSTS REF NO: NCDOH 4/2017</u>
<u>SALARY</u>	:	R226 083.00 – R262 092.00 per annum: Grade 1R278 052.00 – R322 344.00 per annum: Grade 2 R340 431.00 – R431 262.00 per annum: Grade 3
<u>CENTRE</u>	:	Dr Harry Surtie Hospital, Upington
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse, Registration with the SANC as Professional Nurse, Service certificates from previous employer(s). EXPERIENCE: Grade 1: No experience. Grade 2: Minimum of 10 years' experience after registration with SANC as a Professional Nurse with the SANC in General Nursing.

		Grade 3: Minimum of 20 years' experience after registration with SANC as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care); Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing other stake holders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms. G. Witbooi, Tel: (054) 332 9154
<u>POST20/118</u>	:	<u>ENROLLED NURSES GRADE 1-3 11 POSTS REF NO: NCDOH 5/2017</u>
<u>SALARY</u>	:	R150 819.00 - R169 737.00 per annum: Grade 1 R180 075.00 - R202 674.00 per annum: Grade 2 R213 108.00 - R262 092.00 per annum: Grade 3
<u>CENTRE REQUIREMENTS</u>	:	Dr Harry Surtie Hospital, Upington
	:	Qualification that allows registration with the SANC as Enrolled Nurse, Registration with the Professional Council: Registration with SANC as Enrolled Nurse. EXPERIENCE: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse.
<u>DUTIES</u>	:	Develop and implement basic patient care plan, Provide basic clinical nursing care, Effective utilisation of resources, maintain professional growth, ethical standards and self- development, promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health care facility.
<u>ENQUIRIES</u>	:	Ms. G. Witbooi, Tel: (054) 332 9154
<u>POST 20/119</u>	:	<u>NURSING ASSISTANT GRADE 1-3 15 POSTS REF NO: NCDOH 6/2017</u>
<u>SALARY</u>	:	R116 625.00 – R131 265.00 per annum: Grade 1 R138 027.00 – R155 346.00 per annum: Grade 2 R164 796.00 - R202 674.00 per annum: Grade 3
<u>CENTRE REQUIREMENTS</u>	:	Dr Harry Surtie Hospital, Upington
	:	Qualification that allows registration with the SANC as Nursing Assistant, Registration with the Professional Council: Registration with SANC as Nursing Assistant. EXPERIENCE: Grade 1: None. Grade 2: A minimum of 10 years' experience after registration with the SANC as a Nursing assistant. Grade 3: A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Provide quality comprehensive care and execute treatment programmes under the supervision of a Professional Nurse, Promote the well-being of the patients to prevent physical and mental train, Participate and enhance self- development and quality care, Render quality care promotion, Implement and adhere to National and Provincial policies and guidelines.
<u>ENQUIRIES</u>	:	Ms. G. Witbooi Tel: (054) 332 9154