

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

APPLICATIONS

: Directed to the addresses as Indicated Below or hand delivered as indicated below:

Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.

Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, Bedford, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms L H Slatsha Tel no: 046 685 0046.

Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel no: 047 401 9000.

Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr Fenguza Tel no: 047 573 8900/1/2.

Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula Tel no 047 489 2417/16.

Post to: HR Office, Mquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa –Tel No: 047 491 0740.

Post to: Human Resource Office, Nkonkobe Sub-District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, or P.O. Box 967, Fort Beaufort, 5720: Enquiries : Ms NA Mcetywa Tel no 046 645 2695.

Post to: Nompumelelo Hospital, Private Bag X 13, Peddie 5640. Enquiries: Ms NG Tsako Tel no: 040 673 3321.

Post: SS Gida Hospital, Private Bag x12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel no: 040 658 0043.

Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms H Potgieter – Tel no: 046 645 1122.

Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141.

Post to: Winterberg Hospital PO Box 69, Fort Beaufort, 5720 or hand deliver 905 Alice Road Winterberg Hospital Fort Beaufort 5720. Enquires: Ms Z Maneli Tel: 046 645 1142.

Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane: Enquiries: Ms V. Motabele –Tel no 047 498 0026.

Post to: Cecilia Makhiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makhiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel: 0437082118

Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms. N. Mthitshana Tel No: 043 709 2487/2532.

Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600 or hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel no: 043 643 3304.

Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Langeni 043 761 2131.

Post to HR Office, Lilitha College of Nursing, Central Administration Office, 40 Lennox Road Amalinda, East London 5200 or Private Bag X

0028 Bhisho 5608. Enquiries: Ms. N Links: Principal Tel: 049 700 9704 or Ms. Y. Malgas: Tel: 040 608 9723.

Post to: Human Resource Office, Nessie Knight Hospital, P/bag X420, Qumbu, 5180 or hand delivery to Sulenkama Admin Area - Nessie Knight Hospital - Qumbu . Enquiries: Ms. O.N Sotsaka - Tel No: 047 553 6007/8/9.

Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Enquiries: Ms Ngwebeni – Tel no: 039 257 0099.

Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, Enquires: Ms Fourie - Tel no: 051 633 7700. .

Post to: Human Resource Office, Burgersdorp Hospital, Daantjie Van Den Heever street, Burgersdorp, 9744 or Hand deliver to: HR Office, Burgersdorp Hospital, Enquiries: Ms N Zondi - Tel no: 051 653 1881.

Post to: Human Resource Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750 or Hand deliver to: HR Office, Joe Gqabi District Office. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629.

Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037.

Post to: Human Resource Office, Maclear Hospital, PO Box 93, No 1 Fourie Street, Maclear, 5480 or Hand deliver to: HR Office, No 1 Fourie Street Maclear Hospital, Enquiries: Ms N Zuza - Tel no: 045 932 1203.

Post to: HR Office PE Pharmaceutical Depot Private Bag x6033 Struandale Port Elizabeth 6000 or Hand deliver to: HR Office PE Pharmaceutical Depot 1104 Struandale Port Elizabeth 6000. Enquiries: Ms U Xwayi Tel 041 406 9831.

Post to: Human Resource Office Empilweni TB Hospital, Private bag X6060, Port Elizabeth, 6200 or hand delivery to 1 Mati Road, New Brighton, Port Elizabeth, 6200. Enquires: Ms B Bomela Tel No: 041 406 7606/36.

Post to: Human Resources Office, Livingstone Tertiary Hospital Private Bag Private Bag X60572, Greenacres, Port Elizabeth 6057. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001. Enquiries: Ms Du Preez Tel no: 041 405 2647.

Post to: Elizabeth Donkin Hospital, Private Bag x6024 Port Elizabeth, 6000 or hand deliver to: Elizabeth Donkin Hospital, La Roche Drive, Forest Hill, Port Elizabeth 6000 Enquiries: Ms J Hill Tel no: 041 506 6213.

Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Mtsi – Tel No: 047-8770931.

Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela - Tel No: 047 874 0079

Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142, Lady Frere, 5410 or hand delivery to Glen Grey Hospital, 5410. Enquiries: Mr S Khumalo - Tel No: 083 585 7576.

Post to: Human Resource Office, Cala Hospital, Private bag X 516, CALA, 5455 or hand delivery to Drully Lane Street, CALA, 5455. Enquires: Ms Z Sentile - Tel No: 047 874 8000.

Post to: Human Resource Office, Inxuba Yethemba Sub-District, Private bag X90, Cradock, 5880. Enquires: Ms G.O Van Heerdin Tel no 048 881 2921

Posted to Human Resource Office, All Saints Hospital, Private Bag X 215 All Engcobo, 5605 or Hand Delivered to All Saints Hospital, Engcobo. Enquiries: Ms N. Matala Tel No: 047 5480022.

Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries SS Naku Tel.047-874 8000.

Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo - Tel No: 045 8084 272.

Post to: Human Resource Office, Lukhanji Sub District (Ilinge), Private bag x 1, Queenstown, 5320. Enquiries: Ms M Tweni – Tel No: 045 807 8908.

Post to: Human Resource Office, Komani Hospital, Private Bag x 4043. Queenstown.5320. Enquiries: Mrs A Sokutu Tel No: 045-858 8400.

Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba.5380. or Hand deliver to Cofimvaba Hospital. 5380. Enquiries: Ms A Mbana - Tel No: 047-874 0111.

Post to: Human Resource Office, Elliot Hospital, P.O. Box 523. Elliot, 5460 or Hand deliver to Elliot Hospital, Maclear road, Elliot, 5460. Enquiries: Ms NB Puza - Tel No: 045-9311321.

Post to: Human Resource Office No 4 Ndarhala road, Emalahleni SUB District, Lady Frere, 5410. Enquiries: Ms Mtshabe Mtshabe NP Tel No: 047 878 4300.

Post to: Human Resource Office, Forensic Pathology Services, P.O.Box 1024, Queenstown 5320 or hand delivered to CSSD Building Komani Psychiatric Hospital next to Recreation Hall. Enquiries: Ms D Zantsi Tel No: (045) 858 8112.

Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka N / Mr Gazi S. - Tel. 045-8071110/1101.

Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N Matala Tel No: 047 5480022.

Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, 5 Downing Street, Port Elizabeth 6001. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.

Post: Human Resource Office, Fort England Hospital, Private bag X 1002, Grahamstown, 6139 or hand delivery to Fort England Hospital York Road, Grahamstown, 6139. Enquires: Ms X Nazo – Tel no 046 602 2300.

Post to: The Human Resource Office, Kouga Sub District, P.O. Box 154, Humansdorp, or Hand Deliver to Room 38 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquires Mr D Ntuli Tel no 042 200 4214.

Post to: The Human Resource Office, PZ Mayer TB Hospital P.O. Box 479 Johnson Street, Graslaga, Humansdorp, 6300. Enquiries: Ms N Sompontsha Tel No 042 291 2064.

Post to: The Human Resource Office, Makana Sub District, Private Bag X1023, Grahamstown, 6140 or Hand Deliver at Makana Sub- District, 49 Beaufort Street, Grahamstown, 6140. Enquires: Mr Qalani Tel: 046 622 4901.

Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms N Sompontsha Tel no 042 291 2064

CLOSING DATE
NOTE

: 16 February 2018
: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-

listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

<u>POST 04/91</u>	:	<u>DIRECTOR INTERNAL AUDIT- REF NO. ECHEALTH/DIR/IAUD/HO/02/01/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174 – R1 116 918 per annum (Level 13) Bhisho, Head Office A undergraduate qualification in Accounting or Auditing (NQF Level 7) with GIA or CA (SA) is essential. Appropriate six (6) years Internal Auditing Experience with atleast five (5) years at middle management experience. Demonstrate knowledge, understanding and application of current Internal Audit standards and methodology. Knowledge of specialized Internal Audit Services such as IT audits, forensic audits and performance audit. Sound knowledge of CAATS, Preference will be given to candidates with proven Analytical, lateral and innovative thinking, problem solving and good Communication skills. Candidates should possess relevant core management competencies. A driver's license. Membership of the institute of Internal Auditors.
<u>DUTIES</u>	:	Preparing strategic and operational plans for the unit. Preparing risk based internal audit plans. Execution of Internal audit plans according to the International Professional Practice Framework. Management performance of Subordinates. Reporting to Audit Committee meetings. Working effectively with external auditors to ensure sufficient and efficient risk and audit Coverage. Facilitating training and development of Internal audit staff, Monitor Implementation of Internal audit recommendation by the department.
<u>ENQUIRIES</u>	:	Ms Kakaza Tel No 040 608 1063

OTHER POSTS

<u>POST 04/92</u>	:	<u>DEPUTY DIRECTOR: HRM REF NO. ECHEALTH/DDHRM/JGD/02/01/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657 558 – R 774 576 per annum (Level 11) Joe Gqabi District Office An appropriate Bachelor Degree or National Diploma in Human Resource Management or Public Administration/Management. A Postgraduate qualification will be added advantage. Five (5) years' experience in HR Administration of which 3 years should be at an Assistant Director level. A valid driver's license. Excellent knowledge of all public service statutory and regulatory requirements w.r.t. HRM. Management and leadership skills are essential in this post. Knowledge of the Public Service Act, PFMA and Regulations. White Paper on transformation of Public Service. Basic Condition of Employment Act. Employment Equity Act. Skills Development Act. Public Service transformation and management. Computer literacy with advanced skills in Excel, Word, Powerpoint packages. Planning and organizing skills, Problem solving, Presentation and information analysis skills, People and diversity management.

- Financial Management skills. Client orientation and customer focus. Communication and interpersonal skills. Project Management. Batho Pele Principles. Proven Knowledge of HR Information Management.
- DUTIES** : Develop and facilitate the implementation of all HR Administration policies. Quality assurance of all documents, statistics and PERSAL transactions before sign-off or authorisation. Ensure that HR systems and processes are in place to enable HR support to all employees in the Frere Hospital. Effective management of benefits and compensation framework, and records management. Coordinate the implementation and maintenance of an approved organisational structure. Manage and guide the recruitment and selection processes in the Frere Hospital. Develop and present monthly and quarterly reports on all areas of responsibility. Manage and lead a team of HR Practitioners in an effective and efficient.
- ENQUIRIES** : Mr J.S Ndzinde – Tel No: 051 633 9629.
- POST 04/93** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO. ECHEALTH/DDFM/CHHD/02/01/2018**
This is a re-advertisement. (Those who had applied before are welcome to apply again)
- SALARY CENTRE REQUIREMENTS** : R657 558– R774 576 per annum (Level 11)
: Chris Hani Health District Office
: National Diploma (NQF level 6) or B. Degree (NQF level 7) in B.Com/B.Compt /Financial Management majoring in Accounting. Minimum of 10 years' experience in a financial environment. 3 years managerial experience at Assistant Director's level in Public Finance. Understanding financial management as implemented in the Government and within the context of budgeting and spending. Knowledge and Understanding of PFMA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership programme and project management. People management and empowerment. Service delivery innovation. Knowledge Management. Client orientation and customer focus. A valid driver's license (Attach proof)
- DUTIES** : Give direction and coordinate all Financial Management functions in the District. Extract, analyse and validate financial information and prepare financial report. Expenditure management and conduct budget reviews Plan and control district budget. Manage supplier payments and ensure timeous processing of payment to creditors within supply chain guidelines and prescripts. Efficient management of staff salary related matters and implement corrective measures where necessary. Monitor payroll systems, non-payment of ghost employees. Manage the collection of revenue and management of debtors. Manage the allocated resources of the Sub -directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Develop Audit improvement Plan for the unit.
- ENQUIRES** : Mr Gazi Tel No 045 807 1110/1101
- POST 04/94** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: ECHEALTH/DDFA/NMAH/02/01/2018**
- SALARY CENTRE REQUIREMENTS** : R657 558 – R 774 576 per annum (Level 11)
: OR Tambo District, Nelson Mandela Academic Hospital
: Three year tertiary qualification or equivalent qualification/ an appropriate degree/diploma in commerce/Finance (Financial accounting or financial management related degrees or diploma) a minimum of 5 years' experience and at least 3 years as an Assistant Director in relevant experience in financial accounting services. Knowledge of financial legislation such as PFMA, Treasury regulations and acts. Basic Accounting System [BAS] and Salary Administration (PERSAL). Good

communication skills (written and verbal). Good office administration, planning and organizational skills Computer Literacy (MS Word, Excel, PowerPoint, etc.). Valid code 8/EB driver's license. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Analyse and interpret financial data, do report writing and conduct meetings. Analytical skills, strategic thinking and problem solving abilities. Good communication skills and sound interpersonal relations. Payment of suppliers within 30 days. Ensure audit and communication to external and internal auditors. Ability to work in a team environment. Strong computer literacy, project management and presentation skills. The ability to meet deadlines.

DUTIES : Monitor/review and implement policies, procedures and other relevant prescripts on PERSAL and BAS, approve/authorize transactions on PERSAL and BAS or LOGIS. Monitor and control suspense accounts and exceptions. Ensure the administration of departmental payments (30 days maintained). Manage all resources allocated within the Section. Identify budgetary risks. To prevent, detect, investigate and report unauthorised, irregular fruitless and wasteful expenditure. Compilation of monthly and quarterly reports. Verify and authorize appointments on PERSAL. Verify and authorize promotions on PERSAL. Analyse the PERSAL reports and allocate rejected transactions on PERSAL. Conduct post audit to confirm authenticity of payments after processing on PERSAL and BAS. Co-ordinate and respond to internal and external auditors. Monthly, quarterly and annual financial statements-inputs relevant to specific operational area submitted by due dates. Manage human resources issues. Provide inputs in to the strategic planning of section and execution of the operational plan. Ensure optimal performance of subordinates to enhance performance and service delivery. Manage quarterly assessment of sub-ordinates. Identify problems and possible solutions or alternate methods to ensure customer satisfaction. Support clients with payment related enquiries and implements corrective measures where necessary. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [PMDS].

ENQUIRIES : Ms Calaza Tel No 047 502 4320

POST 04/95 : **DEPUTY DIRECTOR INTERNAL AUDIT- REF NO. ECHEALTH/DD/IAUD/HO/02/01/2018**

SALARY CENTRE : R657 558 – R774 576 per annum (Level 11)
: Bhishe, Head Office

REQUIREMENTS : An appropriate Degree or equivalent qualification in Accounting and Internal Auditing with minimum of 5 years' experience and at least 3 years as an Assistant Director/ Supervisor level in an Internal Audit and Accounting environment. An understanding of government auditing practices is also required. Strong leadership and Management skills. To perform this job successful candidates must possess a working familiarity with COSD guidelines on Internal Audit control and must have a valid driver's license and must be willing to travel extensively throughout the province. A certified Internal Audit qualification will be an added advantage.

DUTIES : The manager will be responsible for planning of assignments, development of a tool to monitor the performance on assignments, preparation of audits Program which adequately address risks and reduce the exposure of the department, monitoring progress on assignments, enforce reporting on assignments by Assistant Manager, reviewing the work of Assistant Manager, preparation of audit reports on findings and reporting on these to the Senior Manager Internal Audit and Client Line Management. Demonstrate ability to think fast and take quick decisions and must be innovative at the practical level.

ENQUIRIES : Ms Kakaza Tel No 040 608 1063

POST 04/96 : **DEPUTY DIRECTOR: PERSAL CONTROLLER - REF NO. ECHEALTH/DD/PERS/HO/02/01/2018**
This is a re-advertisement. (Those who had applied before are welcome to apply again)

SALARY CENTRE REQUIREMENTS : R657 558 – R774 576 per annum (Level 11)
: Bhisho, Head Office
: A relevant tertiary qualification coupled by a minimum of five years' experience as an Assistant Manager. Possession of relevant modules like PERSAL Controller and Establishment Control. Proven experience in utilisation of Microsoft Office programmes like Access, Excel and Word. Computer programming course will be an added advantage. Ability to provide strategic and operational guidance to top management and users as well on functionality of post establishments. Excellent knowledge of human resource Regulatory Framework that governs public service.

DUTIES : Regular updating of PERSAL system with all changes in the departmental organogram within the department. Maintain organisational and establishment structures on PERSAL in close collaboration with Organisational Development Directorate of the department. Management movement of staff in terms of pay-points in order to eliminate any possibility of undesirable elements within the PERSAL system. Extract, manipulate and analyse PERSAL information and report to top management as part Management Information System. Up-to-date PERSAL database and adherence to minimum information standards. Ensure that there is at all times reliable and credible information on PERSAL. Manage all PERSAL controller functions as dictated by National Treasury, Provincial Treasury and Departmental management.

ENQUIRIES : Mr Makitshi Tel no 040 608 1953

POST 04/97 : **DEPUTY DIRECTOR: COMPLAINTS MANAGEMENT REF NO. ECHEALTH/DD/COMP/HO/02/01/2018**

SALARY CENTRE REQUIREMENTS : R657 558 – R774 576 per annum (Level 11)
: Bhisho, Head Office
: An appropriate Bachelor's Degree /National Diploma in Health Related field, 5 years' experience in Public Health Sector of which 3 years must be at Assistant Director Level preferable in Clinical Complaints Management. Strong leadership qualities and an understanding of the challenges facing the delivery of health care in the province. Creative and Innovative thinker, adaptable to change in the work environment. Valid drivers' license and must be willing to travel extensively in the province. Experience in Clinical Complaints Management will be an added advantage. Knowledge of Public Service Regulatory framework, policy and legal prescripts applicable to health care service delivery. Application of knowledge of operations in attaining service delivery imperatives. Capability to manage project and programmes. Computer literacy. Sound investigative and report writing skills. Good communication skills. Planning and organising skills.

DUTIES : Development, implementation, evaluation and communication of complaints management policies to health facilities. Undertake in depth investigation of clinical customer complaints. Render advisory service to the management in respect of the reported complaints. Overall co-ordination of complaints management in the entire spectrum of the province. Support districts and Sub districts in the implementation of National Core Standards. Manage the operationalization of Batho Pele principles and Patient Rights Charter. Undertake Patient satisfaction survey to monitor the quality of care. Implementation and coordination of National Flagship Programmes (e.g. Service delivery Improvement Plans). Management human resources. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES : Mrs Ngada Tel No 040 608 1346

POST 04/98 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT - REF NO. ECHEALTH/ DD/CONT/HO/02/01/2018**

SALARY : R657 558 – R774 576 per annum (Level 11)
CENTRE : Bhisho, Head Office

REQUIREMENTS : An appropriate recognized degree in Law with at least 5 years post graduate experience. Sound knowledge of the principles of administrative and Constitutional Law. An accounting or commercial background will be an added advantage. Experience or exposure in the area of Contracts and Agreements is Str ongly recommended. Knowledge and understanding of Supply Chain Management Framework also an added advantage. Knowledge of Public Finance Management Act, Treasury Regulations and relevant prescripts, broad legal framework. Negotiations and interpersonal skills, computer literacy, ability to write quality reports, communication and presentation skills, ability to analyse both legal and commercial risks. At least two years proven Managerial/Supervisory experience. Willing to travel extensively. Be prepared to work long hours and with no supervision at times. Valid driver's license essential.

DUTIES : Management of Departmental Contracts and Agreements. Ensuring implementation of contract management policy, procedure and systems. Ensure best practise Supply Chain Management standards for goods and services. Ensure compliance with PFMA, Treasury Regulations and all relevant legislation. Provide support and professional LEGAL advice on Supply Chain Management matters in particular and related issues to the Department. Drafting and Vetting of contracts. To be involved in disputes and complaints management. Staff supervision.

ENQUIRIES : Mr Mashumi Tel No 040 608 9517

POST 04/99 : **DEPUTY DIRECTOR: INTERGRATED STRATEGIC PLANNING REF NO: ECHEALTH/ DD/STR/HO/02/01/2018**

SALARY : R657 558 – R774 576 per annum (Level 11)
CENTRE : Bhisho, Head Office

REQUIREMENTS : An appropriate recognized three-year Bachelor's Degree / National Diploma or equivalent qualification in Health Sciences, Social Sciences and Public Management with at least five to eight years' experience within the Public Service; Knowledge of Public Sector Administration, National and Provincial Health Acts and their regulations, Public Service Act and Regulations, Public Finance Management Act and other relevant National and Provincial Prescripts; Knowledge and understanding of government planning processes and cycle; national Treasury Regulations, Guidelines and Frameworks on strategic planning and management of performance information; Clear understanding, interpretation and analysis of health indicators for strategic planning purposes; Good communication (verbal and written), analytical, people management and interpersonal skills. Ability to work independently with limited supervision. Knowledge, possession and application of computer skills e.g. Word, Power point, Excel, and other computer programmes for planning, etc. A valid code 08 (Code B) Driver's License is a must. Please note, not a learner's License.

DUTIES : Provide support in the development and review of the Strategic Plans, Annual Performance Plans, annual business plans and Operational Plans of the Eastern Cape Department of Health. Build and develop capacity in the Eastern Cape Department of Health for effective and efficient health planning and execution of departmental plans. Facilitate approvals and tabling of the strategic and annual performance plans to relevant oversight bodies within the stipulated time frames. Communicate the strategic imperatives to all employees of the department. Assist in the alignment of all plans (Facility, Districts and Province) with the strategic plan of the ECDoH, Provincial Development Plan, National Department of Health's Strategic Plans and Health Council Priorities, Medium Term Strategic Framework, National Development Plan, the Sustainable Development Goals and the Provincial Cross Cutting Obligations.

Judicious support and reporting responsibilities to the management and assist in the production of monthly and quarterly reports of the Integrated Strategic Planning Unit.

ENQUIRIES : Mr Bekwa Tel No 040 608 1123

POST 04/100 : **DEPUTY DIRECTOR: ICT APPLICATION SUPPORT REF NO: ECHEALTH/ DD/ICTAP/HO/02/01/2018**

SALARY : R657 558 – R774 576 per annum (Level 11)
CENTRE : Bhisho, Head Office

REQUIREMENTS : An appropriate Bachelor's Degree / Diploma in Information Systems. At least 5 years of full time work experience in an Application Support Analyst role and /or related functions. ITIL Certification, Business Analysis certification and experience. Project Management. Experience on the Microsoft Suite products and applications. Experience within the Health Environment will be an added advantage. Hands on team leadership and management experience, ideally coupled with suitable management qualifications. Report writing and problem solving skills.

DUTIES : Implementing systems also support administration and maintenance of already existing systems. Providing documentation and training staff in existing business information applications, testing system upgrades and preparing business reports relevant to the EDoH will also be necessary. Provide technical support to the users that can be done either in person, via telephone or via email. Ensure a better usability of the system, by enhancing it and manage different development tasks. Administer systems and implement new software. Provide incident management support to the Service Desk team and end-user ensuring all incidents are managed in accordance with IT Incident and Major Incident Management processes, within agreed service levels and according to Operational Level Agreements targets. Identifying new problems and providing problem management support to the Problem Management team, ensuring all problems are managed in accordance with the IT Problem Management process and within agreed service levels. Preparing and building approved application requests, service installations and system access requests in accordance with the IT Service Request process, within agreed service levels, and according to Operational Level Agreement targets. Preparing and building authorized changes, including the production of back out and testing plans, implementing approved changes where appropriate. Planning, design, build, configuration and testing of hardware and software releases to create a defined set of release components. Streamline the entire process for capturing, routing, and fulfilling request for application changes and IT services. Guide IT efforts from application development through testing and into production, helping to focus resources on timely delivery of a feature or set of features that the business needs, roll put application features to support the business without jeopardizing the stability of the operational environment. Provide guidelines and support for the deployment of releases. Assign authorized changes to release packages and to define the scope and content of the Releases .Develop a schedule for building, testing and deploying the release. Issue all necessary work orders and purchase request so that release components are either bought from outside vendors or developed/customized in house. Deploy the release components into live production environment. Training end-users and operating staff and circulating information/documentation on the newly deployed release or the services it supports. Resolve operational issues quickly during an initial period after release deployment and to remove any remaining errors or deficiencies. Formally close a release after verifying if activity logs and content are up to date. Review business services and infrastructure services on a regular basis to improve service quality where necessary and identify more economical ways of providing a service where possible. Evaluate process on a regular basis. Define specific initiatives aimed at improving services and processes, based on

the results of service reviews and process evaluations. Verify if improvement initiatives are proceeding according to plan, and to introduce corrective measures where necessary.

ENQUIRIES : Ms Gumede Tel No 040 608 1197

POST 04/101 : **DEPUTY DIRECTOR: ICT SECURITY- REF NO. ECHEALTH/DD/ICTSEC/HO/02/01/2018**

SALARY : R657 558 – R774 576 per annum (Level 11)
CENTRE : Bhisho, Head Office

REQUIREMENTS : An appropriate Bachelor's degree/ Diploma in Information Systems. Five (5) to seven (7) years full time work experience in IT Security, experience in an information security management and /or related function (such as IT audit and IT Risk Management). Certified Information Systems Security Professional qualifications such as CISSP or CISM. Hands on team leadership and management experience, ideally coupled with suitable management qualifications. Absolutely trustworthy with high standards of personal integrity (demonstrated by an unblemished career history, complete lack of criminal convictions etc), and willing to undergo vetting and / or personality assessments to verify this if necessary. Must be able to show commitment to security programs, have experience with budgets and know IT Systems in detail. Communication skills are crucial.

DUTIES : Create and Implement corporate IT Security practices and ensuring that employees follow those procedures. Securing Wi-Fi networks, handling offsite storage of backup tapes, establishing policies for lost laptops and much more. Providing line management, leadership and strategic direction for the function and liaising closely with other managers. Routine line management and leadership of staff. Leadership and strategic direction for the function, ranging from budgeting to motivational and promotional activities expounding the value of information security. Liaison with and offers strategic direction to related governance functions (such as Physical Security/ Facilities, Risk Management, IT, HR, Legal and Compliance) plus Senior and Middle Managers throughout the department as necessary, on information security matters such as a routine security activities plus emerging security risks and control technologies. Recruitment, leadership and direction for a loose network of information security ambassador distributed throughout the department. Lead the design, implementation, operation and maintenance of the Information Security Management System based on the ISO/IEC 27000 series standards, including certification against ISO / IEC 27001 where applicable. Offer Internal Management consultancy advice and practical assistance on information security risk and control matters throughout the organization and promoting the commercial advantages of managing information security risks more efficiently and effectively. Lead or commission the preparation and authorizes the implementation of necessary information security policies, standards, procedures and guidelines, in conjunction with the Security Committee and leads the design and operation of related compliance monitoring and improvement activities to ensure compliance both with internal security policies etc. and applicable laws and regulations. Lead or commission suitable information security awareness, training and educational activities and commissions information security risk assessments and controls selection activities, commissions activities relating to contingency planning, business continuity management and IT disaster recovery in conjunction with relevant functions and third parties. Ensure confidentiality, integrity and availability of an organization's assets, information, data and IT services. Ensure that the IT service providers can provide minimum agreed service levels in cases of disaster, by reducing the risk to an acceptable level and planning for the recovery of IT services.

ENQUIRIES : Ms Gumede Tel No 040 608 1197

POST 04/102 : **DEPUTY DIRECTOR: ICT ARCHITECT- REF NO: ECHEALTH/DD/ITART/HO/02/01/2018**

SALARY : R657 558 –R774 576 per annum (Level 11)
CENTRE : Bhisho, Head Office

REQUIREMENTS : An appropriate Bachelor's Degree / Diploma in Information Systems. Experience in management support systems, network security and system design. Strong written and communication skills to complement an aptitude for computer systems. Creativity, flexibility and adaptability will also serve well in this often-diverse environment. Must be able to provide a high degree of team leadership through complex projects. The candidate must be able to develop information as strategic tools to help business compete in a global environment. Analyze emerging technologies and make recommendations for adaptation. Must be able to implement a process –based approach to meeting organizational goals. Ability to work well individually and in teams. High technical aptitude. Excellent analytical and problem solving skills. Business Process Management. Services oriented Architecture. Must be able to provide technical leadership and consultation with strategic decision making.

DUTIES : Design information systems to be implemented according to an organization's goals, needs and objectives establish a system's basic structure, defining essential design features and providing a framework for developers to follow. IT Architect will participate in a variety of activities, including defining requirements, assessing server, storage and infrastructure sizing, analysing hardware sizing to meet application requirements and designing load balancing and clustering solutions according to architecture standards. Prepare Architectural design documentation, including diagrams and inventories. Oversee building business plans, strategic direction, and standards for procedures and policies as they relate to IT systems architecture. Ensure application requirements are understood and translated to technical solutions. Collaborate with staff, users and Senior Management on establishing business goals, reviewing new and existing IT projects, systems designs and plans, and conducting research on emerging technologies to support changes in infrastructure. Design, develop and supervise implementation of test plans and report findings, in addition to making recommendations to appropriate stakeholders. Monitoring system performance and addressing any network or server-related issues. Train newly hired employees and plan new networks. Design and maintain computer networks using computer design software to model and test network plans prior to implementation. Additionally, simulate adding new hubs, changing routers or making other modifications to existing networks. Responsible for scheduling technician assignments and assessing budgetary needs, which may include estimating upgrade costs or switching.

ENQUIRIES : Ms Gumede Tel No 040 608 1197

POST 04/103 : **SENIOR LEGAL ADMIN OFFICER (MR6) - REF NO. ECHEALTH/SLAO/HO/02/01/2018 (3 POSTS)**

SALARY : R420 909 – R1 023 054 per annum (OSD)
CENTRE : Bhisho, Head Office

REQUIREMENTS : A LLB or 4 year recognised qualification. At least 8 years appropriate Post qualification legal experience of which 3 years should be at a Managerial level. Experience in and knowledge of legislation drafting, Management of litigations, conducting research and provision of legal opinions, meeting the above requirements, fair knowledge or vast practice experience in clinical background, medical malpractices will be an added advantage, strong understanding and knowledge of South African Legal System including Legislation of the Public Service and strong knowledge and understanding of Health related Legislation Framework. Good communication (written and verbal) skills, good office

administration, planning, organisation and supervisory skills, Computer literate (MS Word, Excel, Power Point etc.). A valid driver's license, problem solving, interpersonal skills, strategic capabilities, leadership, project management, dispute resolution skills will be an added advantage.

DUTIES

: Develop and improve existing Departmental plans and strategic intervention related to implementation of relevant legislation, provide support services to the unit in relation to all performance improvement initiatives, draft and amend legislation administered by the Department and make necessary legislation inputs where necessary in line with instructions, drafting, editing and amending of regulations in the Department, ensuring that Department's Legislative process and Regulations development process are finalised within relevant time frames, provide advices on legal compliance and legal risks inherent, coordinate and liaise with relevant stakeholders on the effective implementation of Legal framework related to the Department. Develop legal documents, memoranda, reports, government notices, monitor and evaluate reports and related implementation of relevant legislation and draft legal research and ensure submission of strategic recommendation on appropriate intervention or relevant stakeholders for effective implementation of relevant legislation, compile and provide various reports, opinions and guidelines relevant to facilitate implementation of the relevant legislation, coordinate legal representation of the Department in litigation management, dispute resolution forums and internal appeals, assist the Senior Manager in coaching and mentoring junior colleagues and in scrutinising legal opinion, bills, regulations and legal research documents.

ENQUIRIES

: Mr Mlambo Tel No 040 608 1529

POST 04/104

: **CHIEF ARTISAN: ELECTRICAL GRADE A-B REF NO. ECHEALTH/CAE/MRH/02/01/2018**

SALARY
CENTRE
REQUIREMENTS

: R343 329- R552 876 per annum (OSD)
: OR Tambo District, Mthatha Regional Hospital
: A Electrical related qualification (N4 backed with a Trade Diploma or T3) in Electrical Environment with at least 3 years relevant experience on at least supervisory level (preferably Artisan Superintendent level). Computer Literacy. A valid Driver's License (Code EB). Display the willingness to work extended hours and perform stand-by duty and to travel. A sound knowledge of Preventative and Reactive maintenance programmes. Wireman's license. Experience in high voltage installations - transformers. Experience in serving a Health Institution in relevant field of work. In-depth knowledge of maintenance and repairs. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post. Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical-thinking & problem solving, skills. Knowledge of Project Management, Planning & Organising Skills. Good verbal and written communication skills with respect to interacting with management, subordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies.

DUTIES

: While reporting to the Manager: Electrical Engineering, the successful incumbent will: Manage the preventative/reactive maintenance programme for the institution. Conduct electrical administrative functions. Provide specialist advice, guidance and ensure policy implementation to comply with OHS Act and other relevant legislations. Manage the Electrical Maintenance budget allocations and expenditure at the cost centre level. Manage the Human Resources in terms of prescribed policies and procedures. Manage electrical related projects within the

cost centre. Conduct conditional electrical surveys. Support the institution in its strategic goals and objectives. Manage the staff in the section. Assist in the development and maintenance of policies, methods, practices and standards on quality services and legislation. Overall Quality Control of work in line with Batho Pele principles. Ensure that all purchases and acquisitions of material and/or goods are done in accordance with SCM prescripts. Assist management with technical advice.

ENQUIRIES

Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/105

CHIEF ARTISAN: BUILDING GRADE A-B REF NO. ECHEALTHCAB/MRH/02/01/2018

SALARY CENTRE REQUIREMENTS

R343 329 – R 552 876 per annum (OSD)
 OR Tambo District, Mthatha Regional Hospital
 A Building related qualification (N4 backed with a Trade Diploma or T3) in Building Environment with at least 3 years relevant experience on at least supervisory level (preferably Artisan Superintendent Level). Computer Literacy. A valid Driver's License (Code EB). Display the willingness to work extended hours and perform stand-by duty and to travel. A sound knowledge of Preventative and Reactive maintenance programmes. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post. Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical-thinking & problem solving, skills. Knowledge of Project Management, Planning & Organising Skills. Good verbal and written communication skills with respect to interacting with management, sub-ordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies.

DUTIES

While reporting to the Manager: Projects and Engineering, the successful incumbent will: Manage the preventative/reactive maintenance programme for the institution. Conduct building administrative functions. Provide specialist advice, guidance and ensure policy implementation to comply with OHS Act and other relevant legislations. Manage the Building Maintenance budget allocations and expenditure at the cost centre level. Manage the Human Resources in terms of prescribed policies and procedures. Manage building related projects within the cost centre. Conduct conditional building surveys. Support the institution in its strategic goals and objectives. Manage the staff in the section. Assist in the development and maintenance of policies, methods, practices and standards on quality services and legislation. Overall Quality Control of work in line with Batho Pele principles. Ensure that all purchases and acquisitions of material and/or goods are done in accordance with SCM prescripts. Assist management with technical advice.

ENQUIRIES

Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/106

CHIEF ARTISAN: MECHANICAL GRADE A -B REF NO. ECHEALTH/CAM/MRH/02/01/2018

SALARY CENTRE REQUIREMENTS

R343 329- R 552 876 per annum (OSD)
 OR Tambo District, Mthatha Regional Hospital
 A Mechanical related qualification (N4 backed with a Trade Diploma or T3) in Mechanical Environment with at least 3 years relevant experience on at least supervisory level (preferably Artisan Superintendent Level). Computer Literacy. A valid Driver's License (Code EB). Display the willingness to work extended hours and perform stand-by duty and to travel. A sound knowledge of Preventative and Reactive maintenance programmes. Experience in serving a Health Institution in relevant field of work. In-depth knowledge of maintenance and repairs. Knowledge of

PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post. Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical-thinking & problem solving, skills. Knowledge of Project Management, Planning & Organising Skills. Good verbal and written communication skills with respect to interacting with management, subordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies.

DUTIES : While reporting to the Manager: Projects and Engineering, the successful incumbent will: Manage the preventative/reactive maintenance programme for the institution. Conduct mechanical administrative functions. Provide specialist advice, guidance and ensure policy implementation to comply with OHS Act and other relevant legislations. Manage the Mechanical Maintenance budget allocations and expenditure at the cost centre level. Manage the Human Resources in terms of prescribed policies and procedures. Manage mechanical related projects within the cost centre. Conduct conditional mechanical surveys. Support the institution in its strategic goals and objectives. Manage the staff in the section. Assist in the development and maintenance of policies, methods, practices and standards on quality services and legislation. Overall Quality Control of work in line with Batho Pele principles. Ensure that all purchases and acquisitions of material and/or goods are done in accordance with SCM prescripts. Assist management with technical advice.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/107 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO.EC/HEALTH/EMS/AD-ADMIN/02/01/2018**

SALARY CENTRE REQUIREMENTS : R334 545 – R404 121 per annum (Level 9)
: Amathole EMS
: National Diploma/Degree in Human Resource Management/Public Administration with 3-5 years' experience in supervisory level. Knowledge of PERSAL, BAS and LOGIS. Knowledge of Public Service Act, Labour Relations Act and the Public Finance Management Act (PFMA). Must have a good knowledge of the OSD policy relating to emergency care Personnel. The candidate must have a good knowledge of Supply Chain Management processed policies and procedures. Good Communication and interpersonal skills. Knowledge of all Prescripts and/or policies relevant to the administration of EMS. Must be computer literate, especially in the use of Microsoft Office. Valid driver's license.

DUTIES : Manage and administer staff records pertaining to attendances, leave, salaries and related PERSAL issues. Prepare annual budget and procurement plan in line with policies, i.e. EC 4.1, EC 5.1 and Procurement Plan. Monitor management of staff records, especially relating to PILLIR, LEAVE GRATUITIES, PENSIONS, ACCRUALS, PMDS, OVERTIME and other salary related issues. Manage and maintain a database of disciplinary matters and the outcomes thereof. Report on a monthly basis expenditure trends within the allocated budget. Manage the asset 14 register of the institution and report timeously to the EMS District Manager for submission to the Directorate: EMS. Ensure that stock taking reports are generated and forwarded to the District Manager for timeous submission to the Directorate: EMS Management of the District Stores and SCM Unit in line with policy and procedures. Assist with the enforcement of a fair labour environment. Management of district logistics and provide fleet support.

ENQUIRIES : Mr AK Munilal Tel No 040 608 1693

POST 04/108 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO. ECHEALTH/GREYH/02/01/2018**

This is a re-advertisement. (Those who had applied before are welcome to apply again)

SALARY : R334 545 – R404 121 per annum (Level 9)
CENTRE : Amathole District, Grey Hospital
REQUIREMENTS : National Diploma/Degree in Public Admin/Human Resource Management or relevant Tertiary qualification with at least 3-5 years' supervisory level. Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, PERSAL, BCOEA, LRA, SDA and other Human Resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

DUTIES : Provide Human Resources Management services. Provide General Administration services. Provide Operational services. Provide Financial Management services. Provide Supply Chain Management services.

ENQUIRIES : Ms Phillip Tel No: 043 643 3304

POST 04/109 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO. ECHEALTH/ADA/SPH/02/01/2018**

SALARY : R334 545 – R 404 121 per annum (Level 9)
CENTRE : Alfred Nzo District, St Patricks Hospital
REQUIREMENTS : National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

DUTIES : Provide Human Resources Management services. Provide General Administration services. Provide Operational services. Provide Financial Management services. Provide Supply Chain Management services.

ENQUIRIES : Ms Jafta Tel No. 039 251 0236

POST 04/110 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO. ECHEALTH/ADA/HCH/02/01/2018**

This is a re-advertisement. (Those who had applied before are welcome to apply again)

SALARY : R334 545 – R 404 121 per annum (Level 9)
CENTRE : OR Tambo District, Holy Cross Hospital
REQUIREMENTS : National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

DUTIES : Provide Human Resources Management services. Provide General Administration services. Provide Operational services. Provide Financial Management services. Provide Supply Chain Management services.

ENQUIRIES : Mrs. N.C. Maqashalala Tel No 039 252 3000

POST 04/111 : **ASSISTANT DIRECTOR LABOUR RELATIONS & PRACTICES REF NO: ECHEALTH/AD-LAB/AND0/02/01/2018**

SALARY : R334 454 – R404 121 per annum (Level 9)
CENTRE : Alfred Nzo District Office

<u>REQUIREMENTS</u>	:	Degree / diploma in Human resource Management / Labour Relations or related qualification with 3 – 5 years supervisory experience. Computer literacy and valid driver's license. Ability to interpret and apply policies. Sound knowledge of the Public Service Act, Labour Relations Act, EEA, BCEA, Public Service Regulations. Diversity and conflict management, must be able to work under pressure, be a team player, communicate well (written and verbal), good supervisory and leadership skills. Good knowledge of PERSAL.
<u>DUTIES</u>	:	Supervise the HR Practices and Labour Relations division. Ensure Labour reports are consolidated and forwarded to Head Office timeously. Investigate and preside over cases within the District. Provide training and development on labour relations matters. Represent the employer at Conciliations and Arbitrations. Implement quality improvement initiatives. Ensure functional ITUs. Conflict management resolution / Grievance resolutions.
<u>ENQUIRIES</u>	:	Mr K Praim Tel No 039 797 6070
<u>POST 04/112</u>	:	<u>ASSISTANT DIRECTOR: TRAINING – CO ORDINATOR & EMPLOYEE RELATIONS REF NO. ECHEALTH/ADT/LC/02/01/2018</u>
<u>SALARY</u>	:	R334 545 – R404 121 per annum (Level 9)
<u>CENTRE</u>	:	Lilitha College (Central Office)
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Human Resource Development & Training or equivalent qualification with 3- 5 year experience at supervisory level. Good understanding of the Public Service Regulations and legislative mandates relevant to Human Resource Development and Training e.g. Skills Development Act, South African Qualification Authority Act, and National Qualification Framework. Experience in drawing up organizational training plans (Workplace Skills Plan- WSP), producing training material, and in delivering training when the need arise, learner ship and internship programmes in Public Service, Public Service Performance Management and Development System, excellent communication and report writing ability. Computer literacy. A valid driver's license. Experience in managing disciplines, grievances and appeals.
<u>DUTIES</u>	:	Promote effective implementation of the training programmes as per WSP and overseeing the development of careers for the employees, and Performance Management and Development System (PMDS) in the nursing college. Supervise technical training of college personnel, conduct induction sessions for newly appointed personnel. Prepare training plans and budget implementation. Evaluate training needs of the college and develop workplace training plan programmes accordingly. Manage and coordinate college personnel performance evaluations. Develop and maintain a database for the administration of all PMDS documents. Set organizational performance metrics. Facilitate the effective and efficient administration of disciplinary and appeals. Facilitate the effective handling of grievances and disputes. Monitor compliance in the implementation of collective agreements, policies including strike management.
<u>ENQUIRIES</u>	:	Ms. Y. Malgas: Tel: 040 608 9723
<u>POST 04/113</u>	:	<u>ASSISTANT DIRECTOR: HRD REF NO: ECHEALTH/AD/ORTD/02/01/2017</u>
<u>SALARY</u>	:	R334 545 – R404 121 per annum (Level 9)
<u>CENTRE</u>	:	OR Tambo District, OR Tambo District Office
<u>REQUIREMENTS</u>	:	National Diploma or an Advanced Certificate in ODETDP or equivalent NQF6 qualification with 6 years' experience in HRD, of which 3 years must be on Supervisory level and in the HRD environment. A degree in the related field will be an advantage. Registration with 99 relevant professional body, such as SABPP being an Assessor/Moderator would be an added advantage. Working knowledge of Government policies and

regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislation and policies in HRM/Development. Report writing and presentation skills. Effective communication at all level. Project management skills. Policy formulation, change and diversity management skills. The ability to conduct research and write proposals. The ability to work under pressure. Good administrative and organisational skills. Computer literacy.

DUTIES : Coordinate and implement Human Resource Development. Initiate in line with the strategic objective of the department. Coordinate and monitor training and development programmes. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses process and procedures. Administer the WSP/ATR processes, identify and implement career development and succession planning. Communicate information on skills development to stakeholders. Organise, guide and convene Training Committee Meetings. Assist with the preparation and monitoring of the training budget. Supervise the training unit.

ENQUIRIES : Mr S Stuma Tel No: 047 502 9016

POST 04/114 : **ASSISTANT DIRECTOR: (LABOUR RELATIONS) REF NO: ECHEALTH/ADHRM/MRH/02/07/2017**

SALARY : R334 545–R404 121 per annum (Level 9)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : A bachelor's degree/National Diploma in Human Resource Management/ Public Management/ Management and/or equivalent (NQF level and Credits) with 1 year certificate in Labour Law with 3 -5 years' experience at supervisory level. Knowledge of Labour Law, Departmental Polices on Labour Relations, Collective agreements and Dispute Resolutions and conflict management guidelines. Good Communication skills, problem Solving skills, Dispute Resolution, negotiations and report writing. Valid driver's license.

DUTIES : To assist the investigating officers/ employer representative in the management implementation of disciplinary process Ensure that cases of misconducts are investigated and finalised. To facilitate the appointment of Chairperson and employer representative for a disciplinary hearing. Assists in formulation of charge sheet. Advice employer representative and assists investigating officers give assistance to the procedure must be employee representative on procedures to be followed on hearings. To ensure facilitation between Management and stakeholders/ Labour organization in respect with sound labour. To Assists in the management of grievances within Livingstone hospital in order to resolved. To supervise staff and perform related administrative functions.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/115 : **ASSISTANT DIRECTOR: SALARIES & PAYMENTS REF NO: ECHEALTH/ADSP/MRH/02/01/2018**

SALARY : R334 545 –R404 121 per annum (Level 9)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : A relevant three year National Diploma/Degree in Financial Management or equivalent qualification with 3 – 5 years' experience at supervisory level and functioning in salaries/supplier payments environment. Computer Literacy. Knowledge of PFMA, BAS, LOGIS, PERSAL, Treasury Regulations, HR Policies and other Government Prescripts will be an added advantage. Good reporting skills. Strong skills in monitoring and reporting of key performance indicators both Creditor Payments and Salary Administration within prescribed deadlines. Proven Strategic Planning and problem solving skills. Valid code 8 Drivers License. NB: Not Learner's License.

- DUTIES** : While reporting to the Deputy Director Finance and Supply Chain Management the candidate will administer these key performance areas for Mthatha Regional Hospital. Management of Creditor Payments. Reconciliation of supplier accounts, payment of suppliers within 30 days, Administration of payment Voucher Registration System, Authorization of payments on LOGIS/BAS, management of Accruals, Preparation of reports for Annual Financial Statement. Compilation of monthly management reports on outputs and compliance. Management of Salary Administration Services. Coordinate and supervise payment of all salary related allowances, management of Payrolls, management of Accruals, Authorization of payments on PERSAL, preparation of reports for Annual Financial Statements, Compilation of monthly management reports on outputs and compliance. Administration of payment Voucher Registration Systems. Administration of Salary Reversal Control Account.
- ENQUIRIES** : Ms Mkhosi - Tel No: 047 502 4143/4008
- POST 04/116** : **ASSISTANT DIRECTOR CORPORATE SERVICES REF NO. ECHEALTH/ADCS/MPD/02/01/2018**
- SALARY CENTRE REQUIREMENTS** : R334 545 – R404 121 per annum (Level 9)
: OR Tambo District, Mthatha Pharmaceutical Depot [Corporate Services]
: Degree / National Diploma in Human Resource Management/ Public Management & Administration with 3-5 years' experience at Supervisory level. Knowledge and understanding of the Public Service Regulations, PSCBC Resolutions, BCOEA, LRA,SDA and other Human resources regulatory frameworks. Extensive knowledge of PERSAL System. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.
- DUTIES** : Overall management of Human Resources general administration: Guide execution of service benefits, recruitment and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the department. Supervise utilization of Physical, financial and human resource in the section. Compile budget proposal of the Section. Monitor budget spending. Assign to relevant officers in the section. Develop and review performance work plans and related job profiles. Evaluate performance of Subordinates (PMDS). Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the SNR Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records information and knowledge in the section. Implement corporate service, supervision and ensure smooth functioning across the board at the depot in financial and administrative management.
- ENQUIRIES** : Mr M Diko Tel No 047 532 5536
- POST 04/117** : **ASSISTANT DIRECTOR: LOGISTICS, ASSETS AND INVENTORY SERVICES (WAREHOUSE) REF NO: AMLAI/NMAH/02/01/2018**
- SALARY CENTRE REQUIREMENTS** : R334 545 – R 404 121 per annum (Level 9)
: OR Tambo District, Nelson Mandela Academic Hospital
: Applicants must be in possession of a degree/National diploma/NQF Level 6 certificate with 5 years' experience in Assets management, Logistics and Inventory services of which 2 years proven supervisory experience, or a senior certificate with more than 10 years' experience in Logistics and Inventory services and 5-7 years' proven supervisory experience. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts: Skills and Competencies: Inventory management, People

management skills; Research and analytical skills; Asset Management Framework, Reporting Framework for Financial Statements, Asset Management policies and prescripts; Management of Asset Registers and knowledge of BAS, LOGIS.; Project management skills; Financial management skills; Client orientation and customer focus skills; Communication (written and verbal) skills. Computer skills in MS Office software. Ability to motivate people. A valid driver's license.

DUTIES : Provide advice, guidance on inventory management and determine a strategy for safe keeping. Optimise the continuous availability of stock to meet demand. Define, set and monitor stock flow models and integrate with Supply Chain and cross-functional teams. Ensure proper record keep of stock by constant use of the relevant financial systems, e.g. LOGIS. Set, monitor and deliver inventory plans and achieve all inventory targets (service levels, stock, cover, focus accuracy, availability). Provide advice, guidance on asset management and determine a strategy for redundant, obsolete and unserviceable items; Provide asset management services & administer movable/ immovable assets; Develop/maintain/facilitate implementation of comprehensive Asset Management Strategy; Manage Losses and Disposal of redundant and obsolete assets as well as accounting of the asset management module; Reconcile Coordinate the administration of the asset management process. Conduct obsolescence planning of redundant inventories. Manage the performance of subordinates. Control procurement services of all stores related items. Ensure that records of stock purchased are kept in safe place. Ensure that the prescribed policies are correctly applied. Manage and monitor the transfer, movement, replacement, disposal and auction of assets. Maintain the hospital asset register.

ENQUIRIES : Ms Calaza - Tel No: 047 502 4320

POST 04/118 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO.: ECHEALTH/NMAH/02/01/2018**

SALARY : R334 545 – R 404 121 per annum (Level 9)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Applicants must be in possession of Tertiary qualifications in Public Administration, Management Accounting, Purchasing Management, Logistics, Supply Chain and/or a Senior Certificate with 8 years extensive relevant experience in Demand/acquisition Management. People management skills; Research and analytical skills; Policy development and analysis skills; Project management skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills. Sound knowledge of Acquisition and Demand Management. Planning in accordance with strategies, policies and applicable legislation including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA). Sound knowledge of LOGIS system. Computer skills in MS Office software (Ms Word, Excel, Power Point). Ability to motivate people. Successful completion of Acquisition and Demand management related and/or Supply Chain Management courses. A valid driver's license.

DUTIES : The incumbent will be responsible to ensure that the quotation process is complied with, i.e. invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance of the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Ensure that optimal sourcing strategies and techniques are used. Establish and maintain a database of suppliers when obtaining quotations. Co-ordinate and facilitate Procurement Committee meetings Demand and Acquisition Management including overseeing secretariat function of Bid Committees i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee. Logistics

Management i.e. monitoring of the ordering, receipt and storing of stationery and printing consumables. Advice and report to Head of Supply Management Unit (Deputy Director).

ENQUIRIES : Ms Calaza - Tel No: 047 502 4320

POST 04/119 : **ASSISTANT DIRECTOR: ICT- REF NO. ECHEALTH/AD/ICT/HO/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)

CENTRE : Bhisho, Head Office

REQUIREMENTS : An appropriate Bachelor's Degree/ Diploma in Information Systems. Experience in the management of large and complex contracts will be essential. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. ITIL Certification will be an added advantage. Must be in possession of a valid driver's license. Leadership and Management skills. Project Management understanding. People and customer service skills. Aware of tactical and strategic business decision/ business needs. Articulating skills, both written, verbal and presentation. Organizing documents and prioritizing work. Negotiation skills. Account management skills. Analytical and statistical skills.

DUTIES : Development and Implementation of Office Automation policies, systems and procedures, Management of office Automation projects, Management of office automation and cellular communications infrastructure, procurement of such systems and services strictly according to government legislation, Co-ordination of training on Office Automation and capacity building, Management of Service Level Agreements, Resource Management, Asset Management etc. Management of payments, procurements of services and systems. Liaise and co-ordination between Customer and IT delivery and development groups, providing general advice, assistance, escalation and consultancy, maintaining a high level of awareness of market developments. Provide regular input to IT and line management on IT Customers requirements in order to achieve an efficient allocation and prioritization of IT resources. Contribute to the development and planning of the IT strategy in collaboration with the IT Customers and IT management by articulating the IT Customer's business requirements and possible impact to IT. Prepare monthly and quarterly reports. Managing improvements to IT process and IT services. Continually measure the performance of the service provider and design improvements to process, services and infrastructure in order to increase efficiency, effectiveness, and cost effectiveness.

ENQUIRIES : Ms Gumede Tel No 040 608 1197

POST 04/120 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO. ECHEALTH/AD/INTERC/HO/02/01/2018-**

SALARY : R334 545 – R404 121 per annum (Level 9)

CENTRE : Bhisho, Head Office

REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma majoring in financial accounting and auditing preferably with Commercial/Business law and Labour Law as subjects. Three (3) years' experience as an Admin officer in a government department working in the environment of labour relations and/or dealing with financial misconduct. Knowledge of government financial legislation is key for the posts that is the PFMA, 1999 and Treasury Regulations, etc. AND appreciation of other financial prescripts like, Supply Chain Management legislation and policies. Knowledge of Irregular, Unauthorised, Fruitless and wasteful expenditure and how these should be prevented. Knowledge of Risk and Risk management and internal controls in the government financial environment. Management and supervision of staff. Business report

		writing and computer skills in Microsoft applications are essential for this post.
<u>DUTIES</u>	:	The incumbent will be responsible for the investigation of alleged financial misconduct cases in the department in line with Chapter 4 of the Treasury Regulations .Investigate and act on allegations of unauthorised, fruitless and wasteful and irregular expenditure. Coordinate hearings for financial misconduct. Maintain a financial misconduct register for the department. Report on compliance with the PFMA and financial regulations to the Provincial Treasury. Prepare and submit reports to Oversight Institutions namely, PSC, AGSA and SCOPA.
<u>ENQUIRIES</u>	:	Mr Ngaba Tel No 040 608 1558 / 1560
<u>POST 04/121</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO. ECHEALTH/AD/CONT/HO/02/01/2018</u>
<u>SALARY</u>	:	R334 545 – R404 121 per annum (Level 9)
<u>CENTRE</u>	:	Bhisho, Head Office
<u>REQUIREMENTS</u>	:	An appropriate recognized degree/diploma in Law. Sound Knowledge of the principles of administrative and Constitutional Law. In addition an accounting or commercial background will be an added advantage. Experience/exposure in management of contracts and Agreements will serve as an added advantage. Computer skills required, must have ability to write quality reports, communication and presentation skills. Understanding and exposure to procurement legislation will be a strong recommendation. A good understanding of the Public Finance Management Act, Treasury Regulations and relevant prescripts. Must have good interpersonal and negotiation and analytical skills. Must have a minimum of three (3) years post graduate legal or accounting experience. A valid driver's license will be an added advantage. Ability to work under pressure with minimum supervision and to work for long hours. Willingness to travel extensively.
<u>DUTIES</u>	:	Management of Departmental contract and Agreements. Ensuring implementation of contract management policy, procedures and systems. Ensure best practice Supply Chain Management standards for goods and services. Ensure compliance with PFMA, Treasury Regulations and all relevant legislation. Provide support and professional legal advice on Supply Chain Management matters in particular and related legal issues to the Department.
<u>ENQUIRIES</u>	:	Mr Mashumi Tel No 040 608 9517
<u>POST 04/122</u>	:	<u>OFFICE MANAGER: GM HUMAN RESOURCES DEVELOPMENT REF NO. ECHEALTH/OM/GMHRD/HO/02/01/2018</u>
<u>SALARY</u>	:	R334 545 – R404 121 per annum (Level 9)
<u>CENTRE</u>	:	Bhisho, Head Office
<u>REQUIREMENTS</u>	:	A B degree/ National Diploma in office management or relevant qualification O Grade 12 with three to five years' experience in the related field at a supervisory level. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Understanding of the Mandate of the Chief Directorate, Coordination, organising and Project Management skills. Good people relations or public relations skills. Good understanding of the Budgetary processes, SCM processes and Finance related processes. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's license.
<u>DUTIES</u>	:	Provide strategic leadership and plays an oversight role in the activities of the Chief Director's Office. Manage and coordinate administrative activities or tasks. Manage the Manager's and that of the chief directorate diary and year planner. Manage, organise, distribute and track correspondence of the chief directorate. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured

confidential documentation. Respond to and manage correspondence/invitations on behalf of the chief directorate. Monitor effective utilization of human, financial and physical resource in the Chief Director's office. Manage and Coordinate procurement, tracking of payments, budgetary processes and consolidation of the IYM variance reporting of the chief directorate. Coordinate Planning process, leave management and general office administration of the Chief Directorate. Coordinate and consolidate all reporting requirements of the Chief Directorates. Participation and assist in the organization of the chief directorate's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the Chief Director.

- ENQUIRIES** : Mr M Pinca Tel No 040 608 1445
- POST 04/123** : **ASSISTANT DIRECTOR: BURSARIES- REF NO: ECHEALTH/AD/BURS/HO/02/01/2018**
- SALARY CENTRE REQUIREMENTS** : R334 545 – R404 121 per annum (Level 9)
: Bhisho, Head Office
: Degree/National Diploma/ NQF Level 6 in Human Resource Management, HR Development or Management of Training. Minimum of 6 years' experience in Human Resource Development Environment, of which 3 should be at a Supervisory Level. Computer Literacy. Knowledge and understanding of HRD Regulatory Framework including PSCBC Resolutions, Public Service Act , Public Service Regulations as well as knowledge of HRD Prescripts. Good presentation and facilitation skills. Excellent written and verbal communication skills. Planning, Organising and Leadership skills. Analytical thinking. Resourcefulness. Time Management. Excellent Budget Management and Report Writing skills. A valid Drivers' License and willingness to travel.
- DUTIES** : Manage the overall functioning of Bursaries Sub Directorate. Administer daily operations within the Section to ensure efficiency. Ensure accurate record Management including updated student database and filing system. Oversees the Management, administration and tracing of Bursary Defaulters. Manage the Payment of student Fees in Universities. Plan, organise and implement the marketing of Bursaries and Health Related Careers to the public. Manage the administration of Recruitment of potential bursary beneficiaries. Manage Personnel in the section. Monitor the KRA's and ensure the development of Sub ordinates. Attend meetings, compile reports, and make presentation to higher authority when required. Compile the MTEF budget and monitor expenditure as per PFMA provision. Oversee the procurement process including record keeping. Implement measure to ensure risk management and prevention of corruption. Administer and assist in the management of the Cuban Medical Scholarship Programme.
- ENQUIRIES** : Mr Mbata Tel No 040 608 9670
- POST 04/124** : **ASSISTANT DIRECTOR GENERIC TRAINING AND DEVELOPMENT REF NO. ECHEALTH/AD/TRAIN/HO/02/01/2018**
- SALARY CENTRE REQUIREMENTS** : R334 545 – R404 121 per annum (Level 9)
: Bhisho, Head Office
: National Diploma/Degree in Human Resource Management/Public Management & Administration or 3-5 years' experience at supervisory level in HRD/HRM environment. Registration with relevant professional body, such as SABPP, Assessor, Moderator courses would be an added advantage. Working knowledge of Government policies and regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislation and policies governing HRD. Understanding of the Planning Process of the HRD Training Unit including the WSP Formulation processes. Report writing and presentation skills. Effective communication at all levels. Project

management skills. Policy Formulation, change and diversity management skills. The ability to conduct skills audit, present a report and a skills development plan. The ability to work under pressure and flexible hours. Willingness to undertake extensive travelling throughout the province. Good administrative and organisational skills. Computer literacy. Valid driver's license.

DUTIES : Coordinate and implement Generic Training and Development initiatives across the province. Initiate in line with the strategic objective of the department a comprehensive departmental training plan. Coordinate and monitor training and development programmes across the province. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses processes across the province. Assist in the compilation and the implementation of the WSP/ATR processes across the province. Assist in the implementation and monitoring of the career development and succession planning policy of the department. Communicate information on skills development plan to relevant stakeholders. Assist in organising and convening of provincial and head office training Committee Meetings. Assist with the preparation and monitoring of the training budget. Supervise the training unit. Coordinate the consolidation and compilation of statutory reports of the HRD Chief Directorate. Manage and coordinate all the HRD activities of the allocated Streams within the province. Assist in the management of the Skills Levy budget allocated to cost centres. Coordinate and consolidate financial reports in preparation for IYM. Any other duties as may be assigned by the Departmental SDF.

ENQUIRIES : Mr M Pinca Tel No 040 608 1445

POST 04/125 : **ASSISTANT DIRECTOR: PAYMENT MANAGEMENT (RECORDS)**
REF NO: ECHEALTH/AD/PAR/HO/02/01/2018

SALARY : R334 545 – R404 121 per annum (Level 9)
CENTRE : Bhisho, Head Office
REQUIREMENTS : Three year Diploma/Degree with Accounting/ Financial Management plus 5 years' relevant experience and a strong background in payment administration. 2 years' experience at supervisory level Computer literacy is essential especially Excel. Extensive knowledge of PFMA, BAS and LOGIS is also important. Knowledge of archiving and records management will be an added advantage. A valid code 8 driver's license.

DUTIES : Implementation of internal control policies. . Ensure that payments are processed within 30 days as per PMFA and Treasury Regulations. Manage available resources effectively and efficiently. Manage cash flow projection in relation to expenditure of Head Office and Institutions. Review invoices on payment monitoring tool and preparation of Head Office Monthly accruals. Check & verify batches on creditor payment advice and authorisation of payments on both BAS & LOGIS system. Ensure that credit transfers are prepared and submitted to bank. Ensure that paid batches are captured on PVREMS and acting as controller by resetting users throughout the province. Ensure archiving or payments records. Supervision of subordinates and preparation of reports thereof. Attend to all payment enquiries including NGO's.

ENQUIRIES : Ms Mjiwu Tel No 040 608 1253

POST 04/126 : **ASSISTANT DIRECTOR: PAYMENT- REF NO.**
ECHEALTH/AD/PAY/HO/02/01/2018

SALARY : R334 545 – R404 121 per annum (Level 9)
CENTRE : Bhisho, Head Office
REQUIREMENTS : Three year Diploma/Degree with Accounting/ Financial Management plus 5 years' relevant experience and a strong background in payment administration. 2 years' experience at supervisory level. Computer literacy is essential especially Excel. Extensive knowledge of PFMA, BAS and LOGIS is also important. A valid code 8 driver's license.

<u>DUTIES</u>	:	Implementation of internal control policies. Ensure that payments are processed within 30 days as per PMFA and Treasury Regulations. Manage available resources effectively and efficiently. Ensuring smooth process flow of invoices from Service Providers and batches from Supply Chain Management. Preparation of Head Office Monthly accruals. Reconcile creditor's accounts. Monitor Municipality accounts payments and attending bi-monthly meetings organized by COGTA. Supervision of subordinates and preparation of reports thereof. Attend to all payment enquiries including Municipalities.
<u>ENQUIRIES</u>	:	Ms Mjiwu Tel No 040 608 1253
<u>POST 04/127</u>	:	<u>ASSISTANT DIRECTOR: JOB EVALUATION- REF NO: ECHEALTH/AD/JE/HO/02/01/2018</u>
<u>SALARY</u>	:	R334 545 – R404 121 per annum (Level 9)
<u>CENTRE</u>	:	Bhisho, Head Office
<u>REQUIREMENTS</u>	:	A three year National Diploma/Bachelor's degree at NQF level 7 as recognized by SAQA, in Work study/Organizational Development, Management Services or equivalent qualification in the related field. A minimum of five years as a Senior Work study Officer with relevant work-study or OD experience. Practical understanding of or OD strategy. Extensive and in-depth knowledge and understanding of policies and regulatory framework governing Organizational Development/Work-study field in the Public Service. Knowledge of Organizational Design, Human Resource Planning and change management functions and processes as well as understanding of the Web-enabled or Evaluate Job Evaluation System as prescribed by MPSA is required. Strong and proven skills in organizational design, People management, Project management, Financial Management ,Change management and Service Delivery Innovation; Presentation; Analytical, diagnostic and investigative capabilities; Interpersonal and communication (verbal and written) skills; Computer literacy and report writing skills; Valid driver's license.
<u>DUTIES</u>	:	Facilitate and supervise development and maintenance of organizational design processes and systems, Support and facilitate determination and alignment of organizational structures with departmental strategy to improve efficiency and effectiveness, Supervise development and implementation of relevant OD interventions such as development of organizational structures, undertaking of business process mapping, organizational functionality assessment examinations, facilitate and supervise processes of job grading, change management processes, guide and direct implementation of OD policies and guidelines. Provide overall utilization and supervision of human resources.
<u>ENQUIRIES</u>	:	Dr S Ngantweni Tel No 040 608 1490
<u>POST 04/128</u>	:	<u>LEGAL ADMIN OFFICER (MR1- MR5) - REF NO: ECHEALTH/LAO/MR1-MR5/HO/02/01/2018 (2 POSTS)</u>
<u>SALARY</u>	:	R331 692 – R433 632 per annum (OSD)
<u>CENTRE</u>	:	Bhisho, Head Office
<u>REQUIREMENTS</u>	:	A LLB or 4 year recognised qualification. At least 4 years appropriate Post qualification legal experience. Experience in and knowledge of Legislation drafting, management of litigations, conducting research And provision of legal opinions, meeting the above requirements, Fair knowledge of vast practice experience in clinical background, Medical malpractices will be an added advantage. Strong understanding And knowledge of South African Legal System, including Legislation Of the Public Service and strong knowledge and understanding of Health related Legislation Framework. Good communication (written and verbal) skills, good office administration, planning, organisation and supervisory skills, computer literate (MS word, Excel, Power Point etc.). Valid driver's license, problem solving, interpersonal skills, Strategic capabilities,

- leadership, project management, dispute resolution Skills will be an added advantage.
- DUTIES** : Develop and improve existing Departmental plans and strategic Intervention related to implementation of relevant legislation, provide Initiatives, draft and amend legislation administered by the Department and Make necessary legislation inputs where necessary in line with the Instructions, drafting, editing and amending of regulations in the Support services to the unit in relation to all performance improvement Department, ensuring that Department's Legislative process and Regulation development process are finalised within relevant time frames, Provide advices on legal compliance and legal risks inherent, coordinate and Liaise with relevant stakeholders on the effective implementation of legal Framework related to the Department. Develop legal documents, Memoranda, reports, government notices, monitor and evaluate reports Related implementation of relevant legislation and draft legal research And ensure submission of strategic recommendation on appropriate Intervention or relevant stakeholders for effective implementation of Relevant legislation, compile and provide various reports, opinions And guidelines relevant to facilitate implementation of the relevant Legislation. Coordinate legal representation of the Department in litigation management, dispute resolution forums and internal appeals. Assist the Senior Manager in scrutinizing legal opinion, bills, regulations and legal research documents.
- ENQUIRIES** : Mr Mlambo Tel No 040 608 1529
- POST 04/129** : **SENIOR FINANCIAL PRACTITIONER: SALARY PAYMENTS SECTION REF NO.: ECHEALTH/SFP-SP/ORTDO/02/01/2018**
- SALARY CENTRE REQUIREMENTS** : R281 418 – R331 497 per annum (Level 8)
: OR Tambo District, District Office
: Grade 12/Std 10 (Accounting as a major subject) with least 10 years' experience In Financial Management or B Degree/Diploma in Financial Management with At Least 3- 5 years' experience In Financial Environment. Extensive Knowledge and Understanding of Public Service legislations Frame Work. Computer Skills, Presentation and Report Writing Skills. Knowledge and Application of PERSAL, Bas and LOGIS Systems, Public Legislative Acts and Its Related Policies and Treasury Regulations. Problem Solving Skills and Knowledge of Document Safe Keeping Will An. Valid Driver's License
- DUTIES** : Authorise All Salary Related Allowances, Deductions and Appointments. Knowledge of BAS and PERSAL Systems. To Ensure Effective Salary Administration Service Are Carried Out. Payroll Management. To Ensure Adherence To PFMA. Document Management. Must Be Able To Supervise Sub-Ordinates.
- ENQUIRIES** : Mr. S. Stuma TeL No: 047 502 9016
- POST 04/130** : **SENIOR PROVISIONNING ADMIN OFFICER: DEMAND MANAGEMENT REF NO.: ECHEALTH/SPAOD/ORTD/02/01/2018**
- SALARY CENTRE REQUIREMENTS** : R281 418–R331 497 per annum (Level 8)
: OR Tambo District Office
: Grade 12 with (Accounting as major) with 10 years' experience or B Degree /National Diploma in Financial Management/Supply Chain Management with 3 – 5 years' experience in Demand Management. Computer Skills, Presentation and writing skills. Sound knowledge of Demand Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Demand Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's license
- DUTIES** : Monthly demand management reports. Establishment of need assessment profile. Ensure quantity required and the specification are correctly determined. Establish procurement plans for all OR Tambo

institutions. Doing market analysis for bench marked price. Establish cross-functional committee at District Office and at institutional level. Provide specification secretarial services at district level.
Mr. S. Stuma Tel No: 047 502 9016

ENQUIRIES

POST 04/131

ADMINISTRATION OFFICER (TRAINING AND DEVELOPMENT) REF NO: ECHEALTH/AO/HRTD/HO/02/01/2018 (2 POSTS)

SALARY

CENTRE

REQUIREMENTS

R226 611- R266 943 per annum (Level 7)
Bhisho, Head Office
Degree/National Diploma in Management of Training, HRD/HRM or relevant qualification OR Grade 12 with 3-5 years' experience in Human Resource Development environment. Knowledge and understanding of operational issues affecting the administration of Human Resource Management and Development practices within the health service delivery environment. Ability to prioritise issues and other work related matter and to comply with time frames set. Good communication skills, both written and verbal. Report writing Skills. Computer Literate Skills. Planning and organisational skills. Presentation & facilitation skills. The ability to work under pressure and flexible hours. Willingness to undertake extensive travelling throughout the province. Valid driver's license.

DUTIES

Implement career management policies. Implement and provide assistance to all relevant stakeholders with regards to the application and administration of the training and development initiatives. Manage, coordinate and consolidate the skills audit outcomes for head office and designated cost centres. Ensure the effective and efficient utilisation of resources allocated to the component, including the development of the staff. Attending meetings of the directorate/statutory bodies and provide feedback. Attend to general enquires and queries related to training and development by the employees. Facilitate and administer approved training programmes. Assist in the compilation and consolidation of statutory reports and skills levy expenditure. Provide secretarial support to all HRD structures including the Skills Development Committee, Forums and Seminars/Indaba. Responsible for procurement, asset management and tracking of payments for the Directorate. Assist in the coordination of compulsory Induction Programmes for all levels of employees. Any other duties as may be assigned from time to time by the supervisor.

ENQUIRIES

Mr Pinca Tel No 040 608 1545

POST 04/132

ASSISTANT DIRECTOR: LOGISTIC SUPPORT MANAGEMENT REF NO: ECHEALTH/LSO/FEH/02/01/2018

SALARY

CENTRE

REQUIREMENTS

R334 545 – R404 121 per annum (Level 9)
Sarah Baartman District Office
National Diploma/ Degree in Accounting/Management or relevant qualification 3 - 5 years' experience at supervisory level and SCM or procurement environment. Extensive knowledge of the SCM legislation, which includes PFMA, PPPFA, treasury regulation, and practise notes. Computer literacy. Knowledge of SCM transversal system will be an added advantage. Valid driver's license is essential.

DUTIES

Provide procurement services including inventory services and management for the district. Ensure compliance with policies, guidelines and monitoring tools for procurement system and procedure. Monitor and manage the goods received from suppliers and resolve queries and product complaints, provide feedback on the performance of the suppliers. To submit management report on procurement issues. Ensure an efficient and effective transit and controls over warehouse stocks. Assist in the timeous payment of creditor's. Assist in the compilation of the AFS report. Management of staff discipline and performance.

ENQUIRES

Ms T. Mpitimpiti Tel No: 041 408 8509

POST 04/133 : **PERSONAL ASSISTANT: GM HUMAN RESOURCES DEVELOPMENT**
REF NO: ECHEALTH/PA/GMHRD/HO/02/01/2018-

SALARY : R226 611- R266 943 per annum (Level 7)
CENTRE : Bhisho, Head Office
REQUIREMENTS : A B degree/ National Diploma in office management or relevant qualification OR Grade 12 with 3-5 years' experience in the related field. Understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of working independently. Coordination, organising and office administration skills. Good people relations and public relations skills. Good understanding of the Budgetary processes, SCM processes and Finance related processes. Good communication skills, Ability to write reports and keep records, computer skills. A driver's license will be an added advantage.

DUTIES : Provide support and general office administration to the office of the Chief Director. Organize and coordinate all administrative activities or tasks of the CD Office. Manage the Chief Director's diary. Manage, receive, distribute and track correspondence of the chief directorate. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured confidential documentation .Coordinate procurement, tracking of payments, budgetary processes of the Chief Directorate. Provide secretarial support to the chief directorate meetings. Assist in the coordination and consolidation of all reporting requirements of the Chief Directorates. Receive and provide for necessary reception related activities for the visitors of the chief director. Any other duties as may be assigned from time to time by the Supervisors.

ENQUIRIES : Mr Pinca Tel No 040 608 1545

POST 04/134 : **ADMINISTRATIVE OFFICER: HR PLANNING & EMPLOYMENT**
EQUITY REF NO: ECHEALTH/AO/HRP/HO/02/01/2018

SALARY : R226 611- R266 943 per annum (Level 7)
CENTRE : Bhisho, Head Office
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or An appropriate recognized three-year Degree / National Diploma in HRM / Administration plus at least two (2) years administrative / support experience. Functional experience in HR Planning and Employment Equity Environment. The candidate must be able to draw HR information reports. Capable of analysing statistical data. Knowledge of Public Service Legislative and regulatory framework. Good written & verbal communication skills. Good administration and record keeping skills. Ability to liaise and co-operate with key stakeholders. Good Planning and organizing skills. Report writing. Ability to work under pressure and meet strict deadlines. A valid code 08 (Code EB) drivers' license would be an added advantage.

DUTIES : Assist in the implementation, monitoring and review of the Departmental Human Resource Plan and Employment Equity Plan. Conduct administrative duties with regards to placement of Internships, Community Service and Post community Service Health Professionals. Draw staff reports from Persal and compile HR Planning and EE status. Develop and maintain statistical database of all Placed Internships and Comm Serves. Facilitate and Liaise with HR appointments on appointment of Internships and Comm Serves. Prepare and compile reports on Placement of the new internships and Comm Serves. Communicate/update all stake holders with regards to HR Planning, Employment equity and Placement of New Internships, Comm Serves and post comm serves. Facilitate procurement of goods and services for the Sub-component.

ENQUIRIES : Mr Mpinga Tel No 040 608 1447

POST 04/135 : **PROVISIONING ADMIN OFFICER: CONTRACT - REF NO.ECHEALTH/PAO/CONT/HO/02/01/2018**

SALARY : R226 611- R266 943 per annum (Level 7)
CENTRE : Bhisho, Head Office
REQUIREMENTS : An appropriate tertiary qualification and / or post Matric qualification. Must have at least 5 years office experience of which three (3) must be relevant experience. Computer skills essential, ability to type not less than 45 wpm, interpersonal relations, customer care, communication and report writing skills. Project management skills recommended. Strong knowledge of office administration. Must have ability to type legal documents, take minutes and arrange meetings. Must have ability to read legal documents and to attend to various queries. Ability to work under pressure and long hours. Valid driver's license essential. Supervisory skills. NB. Candidates may be tested their typing skills.

DUTIES : Type legal documents. Ensure quality of all typed documents emanating from Contract Management Office. Take minutes and type hand written documents. Produce report for the Senior Manager, Contracts. Manage the flow of documents in the office. Organise the office of the Senior Manager, Contract Management. Provide help desk services to the suppliers. Compile monthly reports and quarterly reports. Maintain and update registers. Supervision of allocated staff.

ENQUIRIES : Mr Mashumi Tel no 040 608 9517

POST 04/136 : **PERSONAL ASSISTANT: CONTRACT MANAGEMENT REF NO: ECHEALTH/PA/CONT/HO/02/01/2018**

SALARY : R226 611- R266 943 per annum (Level 7)
CENTRE : Bhisho, Head Office
REQUIREMENTS : An appropriate recognized Diploma or an equivalent in professional secretariat service and general office administration with at least five (5) years' experience. Must be able to type at least 45 wpm (candidates will be required to undergo a test for computer literacy). Excellent writing and communication skills are essential. Must have excellent computer skills particularly power point, excel, word. Must be courteous and have excellent writing and communication skills. Must be able to arrange and co-ordinate meetings and take minutes both writing and mechanically. Must be able to manage the diary of the Senior Manager. Manage the flow of correspondence. Maintain certain registers. Must be very organized.

DUTIES : To arrange and co-ordinate meetings and take minutes both in writing and mechanically. Manage the diary and the office of the Senior Manager. To keep and maintain a proper filing system. To keep and maintain registers of the Contract Management office. Receive correspondence and distribute same. Receive walk in and telephone enquiries and direct same to relevant people. Manage records and provide all office support / or general office administration. To do a lot of typing, producing spread sheets, tables and graphs.

ENQUIRIES : Mr Mashumi Tel No 040 608 9517

POST 04/137 : **LOGISTIC SUPPORT OFFICER (RECORDS) - REF NO. ECHEALTH/LSO/REC/HO/02/01/2018**

SALARY : R226 611- R266 943 per annum (Level 7)
CENTRE : Bhisho, Head Office
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or An appropriate three year Bachelor's degree/ diploma in Public Management/ Supply Chain Management/ Logistic/ Document Management or equivalent qualifications. Computer Literacy. Knowledge of Supply Chain Legislations and SCM Records Management. At least 2 years' experience in document management in SCM is required. Certificate of Electronic Filing Systems / Archives /

		Records Management will be an added advantage. Valid driver's license .Additional Competencies: Presentation, report writing and Communication skills are needed. Must be able to communicate on all levels. Be able to take initiative to solve problems.
<u>DUTIES</u>	:	Ensure that proper filing is maintained system Physical file reference and document storage in bulk filers for easy access and auditing. Capturing all bid projects allocated to her on Electronic Filing System and transfer Lever Arch files to Z20 in line with File Plan Training SCM Officials on Electronic Filing System & manual filing throughout Eastern Cape Department of Health. Printing reports on Performance of System users. Checking status of bid projects on Electronic Filing system. Taking minutes during staff meetings. Procuring goods necessary for office operations.
<u>ENQUIRIES</u>	:	Ms Buza Tel No 040 608 9634
<u>POST 04/138</u>	:	<u>LOGISTIC SUPPORT OFFICER (LOGIS) - REF NO. ECHEALTH/LSO/LOG/HO/02/01/2018</u>
<u>SALARY</u>	:	R226 611- R266 943 per annum (Level 7)
<u>CENTRE</u>	:	Bhisho, Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or An appropriate three year Bachelor's degree/diploma in Public Management/ Supply Chain Management/ Logistics/ or equivalent qualifications. At least 2 years' experience obtain as a LOGIS system controller in the field (experience in LOGIS processes, Asset and Inventory management will be an added advantage). Prove of passed System controller's course, (implementation accreditation and Trainer accreditation will be an added advantage) Computer Literacy. Knowledge of PMFA, Treasury Regulations and SCM frame work. Presentation skills and Communication skills are needed. Ability to work under pressure and meet deadlines. A valid driver's license. Additional Competencies: Effective written and verbal communication skills and the ability to communication at all levels. Ability to train and maintain LOGIS system. Ability to generate reports, analyse and monitor it pertaining to Procurement, Inventory and Assets. Effective filing skills and document control. Ability to take initiative and work under pressure. Ability to interpret and execute instruction from National Treasury regarding the LOGIS system.
<u>DUTIES</u>	:	To render support to all LOGIS users in the department on LOGIS. To perform the duties of a system controller for the department. To project management implementation of LOGIS in districts and institutions. To ensure that all users are trained on LOGIS. To log calls from the districts and to escalate calls to LOGIS. To ensure full utilization of LOGIS in all institutions. Must be in a position to monitor user account management compliance. To implement any new enhancement and improvements on LOGIS. Liaison with BAS system controller with regards to LOGIS Procurement integration.
<u>ENQUIRIES</u>	:	Ms Buza Tel No 040 608 9634
<u>POST 04/139</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/BUTTH/02/01/2018 (2 POSTS)</u>
<u>SALARY</u>	:	R226 611 – R 266 943 per annum (Level 7)
<u>CENTRE</u>	:	Amathole District, Butterworth Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret

	:	human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRES</u>	:	Ms P Mtshemla Tel No: 047 401 9000
<u>POST 04/140</u>	:	<u>EMPLOYEE WELLNESS PRACTITIONER REF NO. ECHEALTH/EWP/JGD/02/01/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 – R 266 943 per annum (Level 7)
	:	Joe Gqabi District Office
	:	Grade 12, three year degree / national diploma in Social /Behavioural Science /Psychology /Social Work or relevant qualification. (1 – 3 years) supervisory level experience in Employee Wellness Programmes. A valid driver's license and must be willing to travel. Skills in depth knowledge of the public service prescripts, employee health and wellness frame work. Proven computer literacy in Ms Word, MS Excel, and MS Outlook, ability to administer counsellor. Good communication (verbal and written). Ability to work under pressure for extended hours.
<u>DUTIES</u>	:	Responsible to develop, implement wellness programmes (HIV & TB management), Health and Productivity Management, wellness & SHEQ Management. Facilitate the functionality of Wellness Committee. Manage all resources of the section (physical, human and financial). Develop partnership and network with relevant stakeholders. Manage and analyse data and other wellness information for reporting purpose and produce reports thereof. Manage high level of confidentiality.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde – Tel No: 051 633 9629.
<u>POST 04/141</u>	:	<u>TRANSPORT OFFICER REF NO. ECHEALTH/TO/JGDO/02/01/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 – R 266 943 per annum (Level 7)
	:	Joe Gqabi District Office
	:	Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Transport Management or equivalent with 0-2 years' relevant experience. Valid driver's license is compulsory.
<u>DUTIES</u>	:	Check filling in log sheets before and after trips. Do transport returns. Delegate work and supervise section. Receive work instructions and respond. Manage transport office. Control government fleet Book service and maintain government vehicles. Receive and record documents. Monitor loading and dispatching of items. Check and verify the vehicle condition. Check lights, windscreen, wipers, hooter, and tyre condition and check vehicle license Check dates for vehicle service and report. Check road worthiness of vehicles.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde – Tel No: 051 633 9629.
<u>POST 04/142</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/ALFD/02/01/2018</u>
<u>SALARY CENTRE</u>	:	R226 611 – R 266 943 per annum (Level 7)
	:	Alfred Nzo District, District Office

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr K Praim Tel No 039 797 6070
<u>POST 04/143</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/SPH/02/01/2018</u>
<u>SALARY</u>	:	R226 611 – R 266 943 per annum (Level 7)
<u>CENTRE</u>	:	Alfred Nzo District, Sipetu Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr EF Madaka Tel No 039 255 0077
<u>POST 04/144</u>	:	<u>FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/ SPH /02/01/2018</u>
<u>SALARY</u>	:	R226 611 - R266 943 per annum (Level 7)
<u>CENTRE</u>	:	Alfred Ndzo District, Sipetu Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 2-5 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations.

Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.

DUTIES : Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

ENQUIRIES : Mr EF Madaka Tel: 039 255 0077

POST 04/145 : **FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/GH/02/01/2018**

SALARY : R226 611 - R266 943 per annum (Level 7)
CENTRE : Alfred Ndzo District, Greenville Hospital
REQUIREMENTS : Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 2-5 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.

DUTIES : Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

ENQUIRIES : Mr Bango – Tel No 039 251 3009

POST 04/146 : **LOGISTIC SUPPORT OFFICER (PHARMACEUTICAL) REF NO. ECHEALTH/LSO/PEDOT/02/01/2018**
This is a re-advertisement. (Those who had applied before are welcome to apply again)

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : Nelson Mandela Metro, PE Pharmaceutical Depot
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management or Supply Chain Management or relevant qualification with 0-2 years' experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's license.

DUTIES : Manage pharmaceutical/non pharmaceutical store, do provisional advises to inform procurement projections. Receive bulk stock from the main receiving area, attend to all queries from demanders on items in the stores. Do cycling count and general stocktaking when required. Provide information for stock adjustment when required. Provide weekly reports for the prescriptions. Inventory Management. Stores supervision.

ENQUIRIES : Ms U Xwayi Tel 041 406 9831

POST 04/147 : **PERSONAL ASSISTANT REF NO. ECHEALTH/PA/KH/02/01/2018**

SALARY : R226 611-R266 943 per annum (Level 7)
CENTRE : Chris Hani, District, Komani Hospital
REQUIREMENTS : National Diploma in Office Administration/ Public Management. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette.

	:	Knowledge of filing system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.
<u>DUTIES</u>	:	Provide secretarial services, make transport and accommodation arrangements. Manage the Manger's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.
<u>ENQUIRIES</u>	:	Mrs A Sokutu Tel no 045-858 8400.
<u>POST 04/148</u>	:	<u>ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/GGH/02/01/2018</u>
<u>SALARY</u>	:	R226 611 – R266 943 per annum (Level 7)
<u>CENTRE</u>	:	Chris Hani District, Glen Grey Hospital
<u>REQUIREMENTS</u>	:	National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.
<u>DUTIES</u>	:	Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.
<u>ENQUIRIES</u>	:	Mr S Khumalo – Tel no 083 585 7576
<u>POST 04/149</u>	:	<u>PERSONAL ASSISTANT REF NO. ECHEALTH/PA/CHDO/02/01/2018 (2 POSTS)</u>
<u>SALARY</u>	:	R226 611-R266 943 per annum (Level 7)
<u>CENTRE</u>	:	Chris Hani District Office
<u>REQUIREMENTS</u>	:	National Diploma in Office Administration/ Public Management. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filling system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.
<u>DUTIES</u>	:	Provide secretarial services, make transport and accommodation arrangements. Manage the Manger's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.
<u>ENQUIRES</u>	:	Ms Nyoka Tel 045-8071110/1101.
<u>POST 04/150</u>	:	<u>ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/CMH/02/01/2018 (3 POSTS)</u>
<u>SALARY</u>	:	R226 611 – R266 943 per annum (Level 7)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilla Makiwane Hospital
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification with 3 years qualification in Hospital administration or Grade 12 with at least 7 years' experience, computer literacy in office programme skills and interpersonal relations, proven organizational skills.
<u>DUTIES</u>	:	Manage provision of registry administrative services: Monitor flow of record correspondence and mail. Proper handling of routine oncoming

and outgoing correspondence. Routine check and tracking of files in the registry. Draft routine correspondence (type documents) Open new files/volumes and update through recording on the filing system. Maintain distribution list of general correspondence. Continuous updating of the filing system. Retrieve and store institutional data and correspondence. Store master copies of circulars and internal communication. Archive closed volumes of files. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Provide office automation and reprographic services. Allocate telephones, faxes, and photocopiers to all users according to needs. Attend to queries from users and suppliers with regard to application of various equipment, operational problems and render advice. Arrange for the replacement and upgrading of telephone infrastructure. Process telephone billings. Provide an effective and efficient transport management service: Allocate vehicles to drivers and departmental officials. Monitor utilization of drivers. Make and confirm vehicle bookings for hospital officials attending meetings, conferences and workshops Control usage of official vehicles. Investigate accidents, abuse and misuse of official vehicles. Maintain hospital official transport services. Supervise human and physical resources.

ENQUIRES :

Ms Mncotso Tel no 043 708 2121

POST 04/151 :

FOOD SERVICE MANAGER REF NO.
ECHEALTH/FSM/FTH/02/01/2018

SALARY CENTRE REQUIREMENTS :

R266 611 – R266 943 per annum (Level 7)
Buffalo City Metro, Frere Tertiary Hospital
Degree/ National Diploma in Food Service Management or relevant field. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho principles, Public Service Regulations, Labor Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

DUTIES :

Manage food services. Facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources. Ensure healthy and hygienic environment. Compile cycle menus and recipes monitor stock levels, order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews and identify training needs.

ENQUIRIES :

Ms. N. Mthitshana Tel: 043 709 2487/2532

POST 04/152 :

HUMAN RESOURCE PRACTITIONER REF NO.
ECHEALTH/HRP/LC/02/01/2018

SALARY CENTRE REQUIREMENTS :

R226 611 – R266 943 per annum (Level 7)
Lilitha College (Central Office)
Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.

DUTIES :

Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR

Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. Y. Malgas: Tel: 040 608 9723

POST 04/153 : **LOGISTIC SUPPORT OFFICER REF NO.**
ECHEALTH/LSO/FEH/02/01/2018

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : Sarah Baartman District, Fort England Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience or National Diploma in SCM with 0-2 years' experience in SCM environment. Good management and communication skills. Practical knowledge of LOGIS, knowledge of Treasury Regulations, PFMA and all relevant prescripts. Computer literacy in MS office (Word and Excel). Possession of valid and endorsed code EB (code 8) driver's license. Good interpersonal relations; Hospital experience will be an advantage; Experience in Warehouse Management is required.

DUTIES : Compliance to Financial Regulations, Procurement Policies & Procedures; Management and control of stock and equipment; Assist with drafting of Specs for Stock Take items; Management and supervision duties; Performance Management (PMDS); Preparing required reporting schedules; Administer budgetary control; Attend meetings as directed; Be prepared to travel if and when required; Risk Management; Office Administrative duties; Ensure effective filing and retrieval practices; Implement the Inventory levels (min/max) to re-order; Enforce best practice procurement standards for Goods and Services; Ensure goods and services are obtained economically and efficiently and to the best advantage of the Department.

ENQUIRES : Ms X Nazo – Tel no 046 602 2300

POST 04/154 : **HUMAN RESOURCE PRACTITIONER RER NO.**
ECHEALTH/HRP/PAH/02/01/2018

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : Sarah Baartman District, Port Alfred Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience or Degree/National Diploma in Human Resource Management/Public Administration or equivalent qualification with 0-2 years' experience in HRM field. Knowledge of PERSAL system. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms N Sompontsha Tel no 042 291 2064

POST 04/155 : **PATIENT ADMINISTRATION OFFICER REF NO. ECHEALTH/PAO/FEH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : Sarah Baartman District, Fort England Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience or Degree/National Diploma in Public Administration with 0-2 years' experience in the public sector administrative environment. Computer literacy in MS Office suite especially Word & Excel. Previous administration in a hospital environment will serve as an advantage. This position is based in a psychiatric hospital. Knowledge of government policies and prescripts. Service delivery and innovation. A good understanding of patient administration in a psychiatric institution. Knowledge of Mental Health Care Act 17 of 2002 and all appropriate Public Service Legislation. Policy formulation and editing. Managing interpersonal conflict and resolve problems. Applied strategic thinking and team leadership. Written and verbal communication. Computer literacy. Report writing skills.

DUTIES : Implement and give advice on government policies/legislations which are of an administrative nature. Interpretation of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Supervise patient administration clerks and administrative personnel at lower levels. Identify and plan for training and development. Act as formal disciplinary authority. Collect and analyse work statistics. Ensure compliance with statutory obligations which may include specifications.

ENQUIRES : Ms X Nazo – Tel No 046 602 2300

POST 04/156 : **TRANSPORT OFFICER REF NO. ECHEALTH/TO/FEH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : Sarah Baartman District, Fort England Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience or Degree/National Diploma in Public Administration or equivalent qualification with 0-2 years' experience in the public sector administrative environment. Supervisory skills, Communication skills, Customer care, Listening skills, Sound organizational skills, Interpersonal skills, Time management skills, Good written and verbal skills and Computer Literacy. A valid driver's license with PDP. The following requirements will serve as an advantage: A good understanding of fleet management in a hospital environment. Knowledge appropriate Public Service Legislation. Policy formulation and editing. Managing interpersonal conflict and resolve problems. Applied strategic thinking and team leadership. Written and verbal communication. Computer literacy. Report writing skills.

DUTIES : Manage all support functions that relate to fleet management. Supervise drivers. Plan and organize vehicle inspection services for roadworthiness. Write reports re vehicle usage and weekly inspection reports. Provide transport services to the institution. Manage change and diversity. Solve problems by implementing innovative thinking. Respond promptly to the needs of the internal and external clients. Manage change and diversity so as to maximise teamwork and thus contributing to productivity improve Management of human and physical resources: Supervise employees for effective service delivery. Manage physical resources of the component. Function within the parameters of the Public Finance Management Act; Treasury Regulations and Fleet Management policies and procedures.

ENQUIRES : Ms X Nazo – Tel no 046 602 2300

POST 04/157 : **HOUSEKEEPING SUPERVISOR REF NO.**
ECHEALTH/HS/FEH/02/01/2018

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : Sarah Baartman District, Fort England Hospital
REQUIREMENTS : Grade 12 or equivalent with 10 years relevant experience of which at least 5 years as a supervisor or National Diploma/Degree in Public Administration or General Management with 0-2 years' experience. Certificate in Housekeeping and/or Laundry will be an added advantage. Good Written and Verbal communication skills, ability to communicate at all levels. Computer Experience and proficiency is essential using Microsoft Office. All Experience must be verifiable through written references. Unendorsed Code EB Driver's License. Certificates or previous experience in supervising of cleaning/ housekeeping / hotel services will be an advantage.

DUTIES : Reporting to the Senior Assistant Director Operations the incumbent will take charge of the Housekeeping services which include Cleaning Services; Laundry Services and Waste Management. Ensure that all Wards and Departments receive full housekeeping services in line with the requisite health package. Ensure that all Wards and Departments participate and observe in infection control practices in collaboration with the Infection Control Manager. Ensure compliance to the National Core Standards and its requisite key indicators relevant to Housekeeping. Perform direct line supervisor functions relating staff under your control in respect of Performance Management; Leave Management; Discipline, Employee Wellness. Monitor, control and report on consumables and stores, requisitioning. Able to work under pressure and according to deadlines both administratively and environmentally. Provide unit plans, reports and insights. Ensure optimal management of resources so as to achieve best results and meet service delivery requirements. Analyse needs so as to deliver a cost effective service. Use and care of cleaning machinery & equipment used in daily activities. Solve problems by applying standing instructions or procedures. Prepared to work weekends and public holidays if ever required. Attend meetings, forums and panels appointed to. Assist with any other general related duties as directed by Management.

ENQUIRES : Ms X Nazo – Tel No 046 602 2300

POST 04/158 : **SENIOR PROVISIONING ADMIN OFFICER: ACQISITION**
MANAGEMENT REF NO.: ECHEALTH/SPAOA/02/01/2018

SALARY : R226 611 - R266 943 per annum (Level 7)
CENTRE : OR Tambo District Office
REQUIREMENTS : Grade 12 with 10 years relevant experience in the Public Sector or B Degree/diploma in Financial Management /Supply chain Management/Public Management with 0-2 years' experience in Supply Chain Management. Communication skills ,Computer skills ,Presentation and report writing skills, Sound knowledge of procurement Policies and Processes, Tender procedures, Public finance Management act, Treasury Regulations. Experience in BAS & LOGIS will be an added advantage. Valid driver's license.

DUTIES : Monthly acquisition management reports. Assist in compilation of tender or bid documents and requests quotes. Place adverts for tenders or bid for all O.R Tambo institutions. Render guidance in crafting of specification. Respond to queries from the relevant stakeholders. Provide administrative support to procurement and bid evaluation committee. Assist on interpretation of bid documents/briefing sessions.

ENQUIRIES : Mr S Stuma - Tel No: 047 502 9016

POST 04/159 : **FINANCIAL PRACTITIONER (REF NO. ECHEALTH/FP/ZH/02/01/2018)**

SALARY : R226 611 - R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Zitulele Hospital
REQUIREMENTS : Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license

DUTIES : Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

ENQUIRES : Mr Sobethwa Tel No: 047 573 8953/6/7

POST 04/160 : **HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/MRH02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Grade 12 with 10 years' work related experience or National Diploma/Degree in Management or related qualification. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

DUTIES : Supervise and provide cleaning services: develop work schedules and allocation lists (duty roster). Allocate work to general assistants and cleaners. Guide the provision of general worker and related work in all designated areas in ward such as ward bed side/, Doctors room, change room, toilets. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, moping, striping and polishing of floors of all the designated areas in the ward. Guide and clean all items such as windows, wall, basin, sink, locker and pan. Provide route general work, housekeeping, and cleaning compliance services: check compliance on Hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safe guarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical / mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/161 : **CHIEF HUMAN RESOURCE REGISTRY CLERK REF NO. ECHEALTH/CHRC/MRH/02/01/2018**

SALARY : R226 611-R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Std 10/Grade 12 with 10 year experience relevant experience or Degree/National Diploma in Public Administration or relevant qualification with 0-2 years' experience in Public Service. Experience in keeping of

records. Excellent communication skills both verbal and written. Post-Matric qualification in Human Resources including short courses. Exposure to relevant Acts / policies / legislations. A team player. Observation of Batho Pele principles. Supervisory skills. Sound interpersonal skills. Good verbal and written communication skills. Computer literacy. The ability to write reports, memos and letters.

DUTIES : Ensure that personal files for each employee are created. Update personnel records in the Complex. Ensure the accuracy in the filing of documents received. Keep record of files taken out of Registry. Ensure timeous return of files to Registry. Ensure maintenance of all other human resources records as required. Ensure that NMIR are met regarding the employee files. Adhere to the filing regulations. Supervise Registry Clerks. Manage performance of supervisees. Ensure conformance to policies and procedures. Ensure response to queries emanating from institutions.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/162 : **HUMAN RESOURCE OFFICER: EMPLOYEE ASSISTANCE PROGRAMMES (EAP) REF NO. ECHEALTH/HROEAP/MRH/02/01/2018**

SALARY : R266 611-R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Grade 12 with 10 years relevant experience or Degree/National Diploma in Social Science/Industrial Psychology or equivalent qualification with 0-2 years' experience in counselling and behaviour observation. Experience in the implementation of HR special programmes. Driver's license. Computer Literacy. Exposure in the implementation of Employee Assistance Programme (EAP). Exposure in Negotiation and Project management processes. Any qualification in Human Resources, mentoring / coaching including short courses. Knowledge of relevant prescripts and legislations. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Good verbal and written communication skills. The ability to write reports, memos and letters.

DUTIES : While reporting to the Manager: Human Resource Management Services, the successful incumbent will: Provide in-service training to supervisees and mentor the activities to achieve the desired quality and speed in service delivery. Render direct EAP services to the Complex in a manner that ensures full confidentiality and strong code of ethics. Perform assessments, referrals and short term problem solving. Render counselling services. Implement the employee assistance programmes. Arrange counselling services for staff in the Complex. Implement the HIV/AIDS policy in the Complex. Establish and maintain partnership with relevant units and external organisations. Supervise employees in the unit.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/163 : **IT PRACTITIONER NETWORK CONTROLLER REF NO. ECHEALTH/ITP/MRH02/01/2018**

SALARY : R226 611-R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : A relevant post-matric qualification in Information Technology such as A+, N+, MCSE, coupled with One to two years' experience in the field of Information Technology. Computer literacy which includes reporting software packages. Technical knowledge and experience of: Routers, hubs, switches, network protocols as well as knowledge and experience in supporting Novell/Microsoft networks. Driver's license (code EB). Applicants should possess the following competencies: Good interpersonal, organising and planning skills. Self-motivated and willing to work under pressure.

DUTIES : While reporting to the Manager: Information Technology, the successful incumbent will be responsible for: Installation, configuration and support of network equipment, computer and computer applications. Repair of computer equipment such as printers, Personal Computers, and servers. Rendering back-up services. Manage IT resources. Rendering support on office automation services such as telephone systems, copiers, faxes and cellular phones. Assist Manager: IT in compiling monthly, quarterly and annual reports of the sub-directorate.

ENQUIRIES : Ms Mkhosi - Tel no: 047 502 4143/4008

POST 04/164 : **LABOUR RELATIONS PRACTITIONER: REF NO: ECHEALTH/LRP/MRH/02/01/2018**

SALARY CENTRE REQUIREMENTS : R226 611-R266 943 per annum (Level 7)
 : OR Tambo District, Mthatha Regional Hospital
 : Grade 12 with 10 years relevant experience or Degree/National Diploma in Human Resource /Labour Relations/Legal with 0-2 years' experience in Labour Relations. Valid driver's license. Computer literacy which includes reporting software packages. Relevant short courses in Human Resources including Labour Relations fields. Knowledge of Human Resource prescripts and relevant legislations. Negotiation skills. Knowledge of Disciplinary Code and procedures for the Public Service, grievance procedures. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Good verbal and written communication skills. The ability to write reports, memos and letters.

DUTIES : While reporting to the Manager: Staff Relations, the successful incumbent will: Ensure application of best procedure and policies to ensure a healthy labour relations climate. Facilitate and handle disciplinary and grievance cases. Advice on policies matters with specific references to employee relations. Assist management and staff on dispute resolutions. Promote labour peace in the Complex. Train employees in the application of sound labour relations practices and participate in negotiations with the employee organisations. Take responsibility on correspondence and report writing.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/165 : **PERSONAL ASSISTANT TO THE CEO REF NO: ECHEALTH/PACEO/MRH/02/01/2018**

SALARY CENTRE REQUIREMENTS : R226 611 – R266 943 per annum (Level 7)
 : OR Tambo District, Mthatha Regional Hospital
 : Diploma/Degree in Office Technology and Administration, Information Management Systems. Knowledge on Secretarial field with proven knowledge of Word processing and IT skills with good knowledge of a range of software packages (PowerPoint, Word, Excel, Publisher, Web browser etc.). Good Typing Skills 1-3-year experience in a relevant field. Display the willingness to work extended hours and perform under pressure and willingness to travel. Secretary and Office Administration experience. Knowledge of Procurement processes, Public Service Regulations, analytical-thinking & problem solving skills. Good verbal and written communication skills with respect to interacting with management, clients and co-workers in respect of procedural matters and the ability to write reports, minutes, memos and letter. Ability to work under pressure and tight deadlines. Good organisational and time management skills. Good presentation skills. Excellent interpersonal skills. Honest and reliable, flexibility and adaptability. A valid Driver's License (Code EB).

DUTIES : While reporting to the CEO, the successful incumbent will maintain office systems including data management, filling record keeping system in the office. Organise and maintain dairies making appointments. Arrange meetings, traveling and accommodation. Record incoming and outgoing documents in the office. Screen phone calls, enquiries, requests and

other means of communication (email, faxes and posts). Type routine notes, minutes, memorandum, letters, and reports and prepare circulars on behalf of the CEO. Arrange workshops within the Directorate, the Divisions and Department at all levels; Compile, manage and distribute and collect material on behalf of the office. Receive visitors for the office. Ensure the availability of stationery and aids for the office at all the times. Consolidate reports from sub-directorates. Render administrative activities relating to the management of the office.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/166 : **PERSONAL ASSISTANT TO MANAGER CLINICAL REF NO: ECHEALTH/PAMC/MRH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Diploma / Degree in Office Technology and Administration, Information Management Systems. Knowledge on Secretarial field with proven knowledge of Word processing, PowerPoint and Spread Sheet Computer Programmes. Good Typing Skills 1-3-year experience in a relevant field. Display the willingness to work extended hours and perform under pressure and willingness to travel. Secretary and Office Administration experience. Knowledge of Procurement processes, Public Service Regulations, analytical-thinking & problem solving skills. A valid Driver's License (Code EB). Good verbal and written communication skills with respect to interacting with management, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, minutes, memos and letter.

DUTIES : While reporting to the CEO, the successful incumbent will manage CEO's Dairy and schedule meetings, recording incoming and outgoing documents in the office of the CEO. Handle CEO's telephone and other means of communication. Type routine notes, minutes, memorandum, letters, and reports and prepare circulars on behalf of the CEO. Arrange meetings / workshops within the Directorate, the Divisions and Department at all levels; Compile, manage and distribute and collect material on behalf of the office. Receive visitors for the office. Ensure the availability of stationery and aids for the office at all the times. Arrange travel and accommodation for the CEO. Maintain a good filing and record keeping system in the office. Consolidate reports from sub-directorates. Render administrative activities relating to the management of the office.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/167 : **ADMIN OFFICER SCM REF NO: ECHEALTH/AOSCM/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Grade 12 with 10 years' experience or National Diploma in Supply Chain Management, Public Management / Financial Management or equivalent qualification with 0-2 years' experience in Supply Chain Management. Extensive knowledge of Supply Chain Management in Public Sector. Good understanding and Sound knowledge LOGIS and BAS. Understanding of procurement processes, PFMA, Treasury Regulations, PPPFA Act, BBBEE Act and related Practice Notes. Must have knowledge of Management of resources, Communication, Problem Solving, Computer, Numeracy and report writing skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership, Presentation skills, planning and organizing. With Valid RSA driver's license.

DUTIES : Manage stores administration in the institution. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Management report, verify and do stock takes reports. Monitor LOGIS report and verify and update con. Do Follow-ups on deliveries.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/168 : **ADMINISTRATION OFFICER: PATIENT ADMINISTRATION REF NO: ECHEALTH/AOPA/MRH/02/01/2018**

SALARY : R226 611- R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Grade 12 with 10 years relevant experience or Degree or Diploma in Public Administration/Management coupled with 0-2 year's relevant experience. Clear operational understanding of Delta 9 system. Supervisory skills. Computer literacy which includes reporting software packages. Valid code EB Driver's license. Relevant experience in Public Health Institution. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Good verbal and written communication skills. The ability to write reports, memos and letters.

DUTIES : While reporting to the Assistant Director: Patient Administration, the successful incumbent will: Be responsible for the management and delivery of the patient administration services in terms of:- Providing comprehensive patient registration services for outpatients, admissions, casualty and emergency procedures; Maintaining medical records in accordance with registry procedures; Providing for patient record filing and retrieval as well as file maintenance; Providing patient discharge and revenue collection procedures; Safekeeping of patients' money, valuables and clothes; Tracking patients' movements by up to date patients, ward and bed number registers; Providing efficient mortuary and Portering services; Providing ward administration through clerical assistance for clinical staff. Maintain service levels agreements concluded with the institutions. Provide continuous quality assurance improvement to ensure an acceptable standard of patient administration. Ensure maximum utilisation of available resources both human and material to achieve return on investment. Maintain information systems that comply with the needs of the working environment. Attend to own staff training needs. Mentor and motivate own supervisees. Manage performance of own staff. Review transactions, documents, records, reports and methods for accuracy and effectiveness. Conduct necessary investigations and compile reports thereon. Ensure adherence to all patient administration related service standards and prescripts to decrease disasters and risks. Observe the administrative processes and guiding prescripts. Advise supervisor/manager on irregularities noticed.
Ms Mkhosi - Tel No: 047 502 4143/4008

ENQUIRIES :

POST 04/169 : **STATE ACCONTANT- PRE-AUDIT REF NO: ECHEALTH/SAPA/MRH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Grade 12 with 10 years relevant experience or A Diploma / Degree in Finance/ Accounting or Auditing or relevant 3 year Diploma with 3-5 years working in the section. Experience in the application of PFMA, Treasury Regulations and ability to use BAS. Computer literacy which includes reporting software packages. Knowledge and understanding of Division of Revenue Act (DORA), Generally Recognised Accounting Practices (GRAP) and Generally Accepted Accounting Principles (GAAP), BAS & LOGIS. Knowledge in Project Management. Ability to develop and implement turn-around strategies. Knowledge of computerised Public Service Financial Management Systems. Exposure to PERSAL and LOGIS. Excellent written and verbal communication skills. Self-motivated and willing to work under pressure. Good verbal and written communication skills with respect to interacting with co-workers and clients in respect of procedural matters and the ability to write reports, memos and letters. Experience working at Pre-Audit will be an added advantage.

DUTIES : While reporting to the Assistant Director Mthatha Regional Hospital, the successful incumbent will: ensure adherence and compliance to all applicable financial regulations and legislations. Liaise with internal and external audit reports and address risks identified. Develop and maintain a Risk Management Framework/Plan. Provide effective and efficient support and advisory services to the Complex regarding internal controls. Ensure timeous closure of financial year on BAS. Manage accounts controlling. Report on progress on implementation of effective risk management. Promote communication of key stakeholders. Prepare inputs from the section for the compilation of monthly, quarterly and annual reports.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/170 : **SYSTEM CONTROLLER: IT REF NO:**
ECHEALTH/SCIT/MRH/02/01/2018

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : A relevant post-matric qualification in Information Technology/Systems Management or five (5) years' experience as an IT systems controller. Computer literacy which includes reporting software packages. Experience on the Delta 9 Patient Management System. Driver's license (code EB). Applicants should possess the following competencies: Good interpersonal, organising and planning skills. Self-motivated and willing to work under pressure.

DUTIES : While reporting to the Manager: Information Technology, the successful incumbent will be responsible for: Provision of system support. Management of user accounts. Rendering system back-ups. Support and capacitating system users on operation of systems. Generating system reports and performing data validation. Managing the in interaction between system users and the supplier of the systems and represent the hospital on the Systems Users Forum. Assist Manager: IT in compiling monthly, quarterly and annual reports of the sub-directorate.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/171 : **COMMUNICATION OFFICER REF NO:**
ECHEALTH/AMCS/MRH/02/01/2018

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : A three-year tertiary qualification in Journalism, Communication or Marketing with 0-2 years' relevant experience in Public Service. Computer literacy. Valid code 8 driver's license. Knowledge in Project Management. Excellent written and verbal communication skills. Extensive and proven writing and editing skills on features and articles for publications. Proficiency in taking pictures. An understanding of the design and layout processes will be an added advantage. Applicants should possess the following competencies: Strategic capability and leadership, financial management, change management, problem solving and analysis, client orientation and customer focus. Knowledge of PSA, PSR, PFMA, SDA, LRA, BCEA and other relevant prescripts.

DUTIES : While reporting to the Deputy Director: Strategic Management, Monitoring and Evaluation, the successful incumbent will ensure: Gathering of relevant information for preparation of replies for parliamentary questions. Liaison with internal stakeholders to source articles for publications. Writing of articles and taking of pictures at events for the departmental and institutional newsletters. Dissemination of information to internal stakeholders. Support of internal communication plans. Implementation and adherence to all related policy requirements. Scanning daily newspapers for health related news. Maximum utilisation of available resources both human and material to achieve return on investment. Continuous quality assurance developments. Elementary

research on matters relating to activities within the scope of work.
Compilation of monthly, quarterly and annual reports for the HR & General Administration.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/172 : **WASTE MANAGEMENT SUPERVISOR REF NO:**
ECHEALTH/WMS/MRH/02/01/2018

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : An appropriate Diploma / Bachelor's Degree or equivalent qualification in Waste Management plus 1-3-year experience in a relevant field. Computer literacy. A Driver's license (code EB). Knowledge of PFMA, Procurement, Public Service Regulations, OHS Act and Waste Management and other legislation applicable to the post. Strong leadership, negotiation, people management, presentation, policy implementation, analytical thinking and problem solving, contract administration skills. Good verbal and written communication skills with respect to interacting with peers. Subordinates, other employees, clients and co-workers in respect of procedural matters and ability to write reports. Proven ability to coordinate, comply and enforce the implementation of policies. Display the willingness to work extended hours. Experience in a Health/ Hospital environment (Medical Waste and domestic waste management).

DUTIES : Policy formulation and implementation, coordinate minor Waste Management Project. Conduct waste management impact assessment and inspections. Assist with waste management audits. Establish, maintain and interpret the waste management database. Provide office administration functions. Conduct and participate in meetings. Analyse information to compile reports according to stakeholder requirements. Oversee and programme Environmental Health Programme for the Institution, Control service programme of external companies in waste management for the institution. Support the institution in strategic goals and objectives. Liaise with colleagues of different ranks with regard to required support from the sub-directorate. Manage staff on the direct and indirect levels in the sub-directorate. Allocate, control and monitor the resources within the sub-directorate. Implement and maintain policies, methods, practices and standards on quality services and legislation. Overall quality control of work in line with Batho Pele Principles. To solve problems of an operational nature. Assist management with advice relating to waste Management Health Services.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/173 : **STATE ACCOUNTANT- PRE-AUDIT (REF NO:**
ECHEALTH/SAPA/NMAH/02/01/2018

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Grade 12 with 10 years relevant experience or Degree/National Diploma in Finance/ Accounting or Auditing with 0-2 years' experience. Experience in the application of PFMA, Treasury Regulations and ability to use BAS. Computer literacy which includes reporting software packages. Knowledge and understanding of Division of Revenue Act (DORA), Generally Recognised Accounting Practices (GRAP) and Generally Accepted Accounting Principles (GAAP), BAS & LOGIS. Knowledge in Project Management. Ability to develop and implement turn-around strategies. Knowledge of computerised Public Service Financial Management Systems. Exposure to Persal and LOGIS. Excellent written and verbal communication skills. Self-motivated and willing to work under pressure. Good verbal and written communication skills with respect to interacting with co-workers and clients in respect of

		procedural matters and the ability to write reports, memos and letters. Experience working at Pre-Audit will be an added advantage.
<u>DUTIES</u>	:	While reporting to the Assistant Director Nelson Mandela Academic Hospital, the successful incumbent will: ensure adherence and compliance to all applicable financial regulations and legislations. Liaise with internal and external audit reports and address risks identified. Develop and maintain a Risk Management Framework/Plan. Provide effective and efficient support and advisory services to the Complex regarding internal controls. Ensure timeous closure of financial year on BAS. Manage accounts controlling. Report on progress on implementation of effective risk management. Promote communication of key stakeholders. Prepare inputs from the section for the compilation of monthly, quarterly and annual reports.
<u>ENQUIRIES</u>	:	Ms Calaza - Tel No: 047 502 4320
<u>POST 04/174</u>	:	<u>LOGISTIC SUPPORT OFFICER: ASSETS MANAGEMENT REF NO. ECHEALTH/LSOAM/NMAH/02/01/2018</u>
<u>SALARY</u>	:	R226 611 – R266 943 per annum (Level 7)
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with 10 years' experience or Degree/ National Diploma in SCM or relevant qualification with 0-2 years' experience in assets management. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. Sound knowledge of LOGIS system. Skills and Competencies: People management skills; Research and analytical skills; analysis skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills. Computer skills in MS Office software. Ability to motivate people. Driver's license will be an advantage.
<u>DUTIES</u>	:	Ensure implementation of the Asset Management strategy plans. Manage resources allocated to Asset Unit. Develop and monitor controls of assets safeguarding and maintain loss register. Ensure effective integration and working procedures between asset management function and supply chain management. Assist with effective management of assets within the institutions according to the Asset Management Strategy and the requirements of PFMA. Adhere to asset management reporting requirements by preparing, analysis and submission of asset management report utilizing appropriate systems within the Department. Ensure monthly reconciliation of assets registers. Conduct quarterly and annual asset verification. Provide facilities and office management services in the Province. Manage maintenance record of facilities equipment. Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorized, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Supervise subordinate staff and support GFMS planning processes.
<u>ENQUIRIES</u>	:	Ms Calaza - Tel no: 047 502 4320
<u>POST 04/175</u>	:	<u>LOGISTIC SUPPORT OFFICER: WAREHOUSE MANAGEMENT REF NO. ECHEALTH/LSOW/NMAH/02/01/2018</u>
<u>SALARY</u>	:	R226 611 – R266 943 per annum (Level 7)
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with 10 years' experience or Degree/ National Diploma in SCM or relevant qualification with 0-2 years' experience in assets management. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. Sound knowledge of LOGIS system. Skills and Competencies:

		People management skills; Research and analytical skills; analysis skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills. Computer skills in MS Office software. Ability to motivate people. Driver's license will be an advantage.
<u>DUTIES</u>	:	Optimise the continuous availability of stock to meet demand. Define, set and monitor stock flow models and integrate with Supply Chain and cross-functional teams. Ensure proper record keep of stock by constant use of the relevant financial systems, e.g. LOGIS. Set, monitor and deliver inventory plans and achieve all inventory targets (service levels, stock, cover, focus accuracy, availability).
<u>ENQUIRIES</u>	:	Ms Calaza - Tel No: 047 502 4320
<u>POST 04/176</u>	:	<u>PERSONAL ASSISTANT: CHIEF EXECUTIVE OFFICER REF NO. ECHEALTH/PA-CEO/NMAH/02/01/2018</u>
<u>SALARY</u>	:	R226 611- R266 943 per annum (Level 7)
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	Diploma in Office Administration or relevant qualification with 1-2 years' experience. Excellent writing and reporting skills, Good communication verbal and non-verbal, organisational skills, Sound interpersonal skills and high levels of reliability, Knowledge and understanding of the PFMA, and other relevant legislation and regulations that govern Public Service, Ability to work under pressure and meet strict deadlines, Attention to details, Computer proficiency, Customer service, Planning, organizing and Control, Problem solving skill, Team work, Professional conduct, Stress tolerance, Self-management, Work ethics, Integrity and Honesty, A valid driver's license and willingness to travel. Applicant must be willing to work irregular hours.
<u>DUTIES</u>	:	Monitor and co-ordinate manager's diary, Screen all telephone calls, enquiries and requests for appointments, Make appointments and verify correctness of arrangements concerning venues, time, participants, Ensure manager has all relevant documentation and background information when attending meetings, workshop, conferences, and when travelling, Ensure that the manager's office is always staffed during office hours, telephones answered an enquiries dealt with expeditiously, Handle day to day tasks, as requested by the manager, Ensure effective liaison and good relationship between the manager's office and management, staff, other government department and the public, Project appropriate image of the manager's office, Plan, manage, implement, monitor and support the activities of the manager, Ensure success and timeous completion of all projects/tasks/activities, Take responsibility for the smooth running of the office of the manager, Ensure accurate filing of all mail and documentation. Provide secretariat support to the management structures linked to the office.
<u>ENQUIRIES</u>	:	Ms Calaza - Tel No: 047 502 4320
<u>POST 04/177</u>	:	<u>HUMAN RESOURCE PRACTITIONER RER NO: ECHEALTH/HRP/ORTDO/02/01/2018</u>
<u>SALARY</u>	:	R226 611 – R266 943 per annum (Level 7)
<u>CENTRE</u>	:	OR Tambo District Office
<u>REQUIREMENTS</u>	:	Grade 12 plus 3-5 years' experience in Human Resource or Degree/National Diploma. Knowledge of PERSAL system. Knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions

on Persal according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES

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Mr S Stuma - Tel No: 047 502 9016

POST 04/178

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STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO. ECHEALTH/SASA/NMAH/02/01//2018 (3 POSTS)

**SALARY
CENTRE
REQUIREMENTS**

:

R226 611 – R266 943 per annum (Level 7)

:

OR Tambo District, Nelson Mandela Academic Hospital

:

Grade 12 with 10 years relevant experience or Degree/National Diploma in Accounting/Financial management or relevant qualification with 0-2 years' experience. Computer literacy (MS Excel). Knowledge of and experience in PERSAL and a Government financial system. Sound interpersonal, communication and problem solving skills. Ability to meet deadlines and accept responsibility. Competencies: A good understanding and application of National, Provincial and Departmental policies, prescripts and practices regarding financial matters, especially the PFMA; Working knowledge of Accounting Systems; Good communication (written and verbal) and report writing skills; Proven computer literacy in MS Office; Record keeping and report writing skills.

DUTIES

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The incumbent will be responsible to capture PERSAL deductions, allowances and all salary related transactions. Administrate, reconcile and maintain salary ledger accounts. Distribute salary advices and salary reports as well as subsequent follow-up. Reconcile salary records and distribute monthly statements. Pay periodical workers and fuel claims pertaining to subsidised or privately owned vehicles. Administrate leave without pay, service terminations, and transfers to and from the Department and new appointments. Handle Tax related matters and salary related enquiries.

**ENQUIRIES
NOTE**

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Ms Calaza - Tel No: 047 502 4320

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Candidates will be tested on their knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999), Treasury Regulations, PERSAL and accounting principles