

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

- APPLICATIONS** : Applications directed to the addresses as indicated below or Hand Delivery as indicated below: All Chief Executive Officer Posts to be submitted to Head Office with the exception of the Clinical Manager vacancy at Grey Hospital. Post to: Recruitment & Selection, Department of Health (Head Office), Private Bag X0038, Bhisho, 5605 or Hand Deliver to: Recruitment & Selection, Department of Health (Head Office), Global Life Building (The Old Department of Education space), Corner of Independence Road & Circular Drive, Bhisho 5605.
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.
- CLOSING DATE** : 25 May 2018
- NOTE** : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past 03 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). 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 Personnel Suitability checks will be conducted on 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

- POST 19/49** : **CLINICAL MANAGER/CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CLM-CEO/01/05/2018**
- SALARY** : R1 052 712 – R1 316 136 per annum (OSD) / R779 295- R917 970 per annum (Level 12)
- CENTRE** : Joe Gqabi District, Burgersdorp Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level or A Degree/Advanced Diploma in a Health related field plus a Degree/Diploma in Health Management or Degree/Diploma in Management field. Registration with the relevant Professional Council. At least five years managerial experience in the health Sector at Middle Management. Experience in management in Health environment. A valid work permit (if not South African resident). Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. A valid driver's license.
- DUTIES** : To plan, direct, coordinate and manage the efficient and Effective delivery of clinical and Administrative support services through working with the key executive management team at the Hospital within the legal regulatory

framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational efficiently within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES :

POST 19/50 :

CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/GREYH/01/05/2018

SALARY CENTRE REQUIREMENTS :

R1 052 712 – R1 316 136 per annum (OSD)
Buffalo City Metro, Grey Hospital
Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES :

Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

ENQUIRIES :

Ms Mnyiphika Tel No: 060 563 1398

OTHER POSTS

POST 19/51 :

CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/HCH/01/05/2018

SALARY CENTRE REQUIREMENTS :

R779 295 – R917 970 per annum (Level 12)
OR Tambo District, Holy Cross Hospital
A Degree/Advanced Diploma in Health related field PLUS a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years management experience in the Health Sector at middle management. Experience as a Health Service Manager or significant experience in management in a Health service environment. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's Licence.

DUTIES :

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within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation and Asset and Risk Management.

ENQUIRIES

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Dr Moko Tel No: 083 378 0177

POST 19/52

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**CHIEF EXECUTIVE OFFICER REF NO:
ECHEALTH/CEO/EMPIH/01/05/2018**

**SALARY
CENTRE
REQUIREMENTS**

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R779 295 – R917 970 per annum (Level 12)
Nelson Mandela Metro, Empilweni TB Hospital
A Degree/Advanced Diploma in Health related field PLUS a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years management experience in the Health Sector at middle management. Experience as a Health Service Manager or significant experience in management in a Health service environment. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

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ENQUIRIES

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Ms M Nokwe Tel No: 083 378 0461