

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : Applications can be forwarded through one of the following options: Post to: The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605 or Hand Delivery: Department: Cooperative Governance & Traditional Affairs; Tyhamzashe Building; Foyer Bhisho.
- CLOSING DATE** : 17 August 2018
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), 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 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 DPSA 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 31/67** : **DEPUTY DIRECTOR-GENERAL: TRADITIONAL AFFAIRS**
- SALARY** : R1 370 973 – R1 607 079. Commencing salary R1 370 973 per annum
- CENTRE** : Bhisho
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and a post-graduate qualification (NQF level 8). Master's degree in a management field will be an added advantage. Eight (8) to ten (10) years' experience at Senior Managerial level. Knowledge: Public Administration, Public Service Legislation, International Relations, Management of Diversity, Administration support to political office bearers, Financial Management Legislation, Regulation Policy and Treasury Instructions, Knowledge of Traditional Affairs legislation, Land matters legislation, Housing Act, Municipal Structures Act, Systems Act, Powers and functions and all other related pieces of legislation. Skills: Programme and project management, Strategic leadership skills, Business and public sector financial and people management skills, Corporate management abilities, Financial management, Problem solving and analysis, Communication, including formal presentations, organizing, Control, Effective internal relations, Function under pressure, Team Work, Co-ordination, Leadership, Innovative thinking, Computer, Policy development and analysis, Writing skills, Interviewing skills, Corporate Governance, Change management, Organizational, Transformation. Values/ Attitudes: Honesty and Integrity, Professionalism, Self-Driven, Assertive, Responsibility, Political sensitivity, Diplomacy.
- DUTIES** : Responsible for efficient management of the Branch including the effective utilization and training of staff and traditional leaders, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the Branch and ensure the formulation and implementation of strategy and policies which will enable the

Branch/ administration to successful its role in delivering services to the communities/ clients. Ensure that policies of the government of the day (relevant the department) are translated and implemented properly to achieve the desired goals. Ensure the restoration of dignity, integrity and image of Traditional Leadership institutions (this includes the rendering of management and support services to the Provincial and Local Houses, as well as research on claims and disputes on Traditional Leadership matters). Ensure proper management and transformation of Traditional Leadership institutions. Ensure proper management of the integration of Traditional Leadership and institutions with democratically elected local government structures. Facilitate traditional community development matters and initiatives. Ensure that good relations are maintained between the Branch and all stakeholders such as SALGA, Municipalities, standing committees, Treasury, OTP, emerging contractors, NGO's consultants etc. Manages and monitor Branch budget and action plans in consultation with CFO. Managing and exercise overall control over all functions and personnel under his/her supervision, in order to determine if organisational goals are achieved and taking corrective actions. Ensure compliance with PFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Structures Act, Municipal Systems Act, Traditional Leadership and Governance Act and other relevant legislation and mandates that are relevant to the department and also governing local government and traditional institutions. Ensure the maximization of transformation issues, employment equity practices, improvement of sound labour relations and performance management. Facilitate the development and implementation of provincial Traditional leadership and governance policies and legislation.

ENQUIRIES

: can be directed to Ms T. Dyani at 040-609 5480

NOTE

: Preference will be given to African Female/Male.

DEPARTMENT OF HEALTH

APPLICATIONS

: Applications directed to the addresses as indicated below or Hand Delivered as indicated below:

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

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

Aliwal North Hospital: 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.

Maclear Hospital: 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 1028.

Kouga Sub district: Post to: The Human Resource Office, Kouga Sub District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquires Mrs Phillips Tel No: 042 200 4214.

Camdeboo Sub-District: Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel No: 049 893 0031.

Bisho Head Office: Post to: Recruitment & Selection Office, Department of Health, Private Bag X0038, Bisho 5605 or Hand deliver at: Recruitment & Selection Office, Department of Health, (Old Department of Education space) Global Life Building, Independence Avenue, Bisho, 5605. Enquiries: Makitshi Tel No: 040 608 9526/1954/ 1953

Dora Nginza Hospital: Post to: HR Office, Private Bag X11951 Algoa Park 6005 or Hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries Mr J. Johaar Tel No: 041 406 4435.

Empilweni TB Hospital: Post to: Human Resource Office, Empilweni TB Hospital, Private Bag X6060, Port Elizabeth, 6200 or Hand delivery to No 1 Mati Road, New Brighton, Port Elizabeth, 6200. Enquiries: Ms B Bomela Tel No: 041 406 7607/36.

PE Pharmaceutical Depot: Post to: HR Office PE Pharmaceutical Depot, Private Bag X6033, Struandale Port Elizabeth 6000 or Hand delivery to: HR Office PE Pharmaceutical Depot 1104 Struanway Road Struandale, Port Elizabeth 6000 Enquiries: Ms Xwayi Tel No: 041 406 9831.

Livingstone Tertiary Hospital: Post to: The Human Resource Manager, Recruitment Section, Private bag X Korsten, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Mr Mjindi 041- 405 2121.

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

Cradock Hospital: Post to: Human Resource Office, Cradock Hospital, Private bag X55, Cradock, 5460 or hand delivery to Cradock Hospital, 5880. Enquires: Ms F Danster – Tel No: 048 881 2123.

Frontier Regional Hospital: 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: 045 808 4300.

Mjanyana Hospital: Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries: Ms SS Naku Tel No: 047 547 1001.

Chris Hani District Office: 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 Tel No: 045 807 1110/1101.

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

Dodrecht Hospital: Post to: Human Resource Office, Dodrecht Hospital, P. O. Box 80, Dodrecht 5434 or Hand Deliver to No1 Grey Street, Dodrecht 5434. Enquiries: Mrs A Sokutu Tel No: 045 943 1195.

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

Cecilia Makiwane Hospital: Post to: Human Resource Office, Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecilia Makhiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel No: 0437082118.

Frere Tertiary Hospital: 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.

Nkqubela TB Hospital: 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.

Buffalo City Metro Office: Post to: BCM District Office: 18 Sheffield Road Woodbrook West Bank East London 5200, Enquiries: Hazel, Tel: 043 708 1823/1700.

New Haven Hospital: Post to: New Haven Hospital, 12 Cavendish Road, Vincent, East London 5247. Enquiries: Ms Mntumni Tel No: 049 726 3325/3225.

Butterworth Hospital: 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.

SS Gida Hospital: Post to: Human Resource Office, SS Gida Hospital, Private Bag x12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel No: 040 658 0043.

Nompumelelo Hospital: Post to: Human Resource Office, Nompumelelo Hospital Private Bag X13 Peddie 5640. Enquiries: Ms Tsako Tel No: 040 673 3321.

Mbashe Sub District: Post to: Human Resource Section, to Mbashe Sub District, Private Bag X1232, Dutywa, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula at (047) 489 2417/16.

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

Nkonkobe Sub-District: Post to: HR Office, Nkonkobe Health Sub-district, P.O Box 967, Fort Beaufort, 5720 or Hand deliver to: Room 08, Nkonkobe Health Sub-district, 1st Floor, Cape College Building, Fort Beaufort, Enquiries to: Ms V Mhlanga Tel No: 0466451892.

Tower Hospital: Post to: Human Resource Office, Tower Hospital Private Bag X 228 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms Mafani Tel No: 046 645 007.

Amathole District Office: Post to: Human Resource Office, Private Bag X 002, Southernwood, East London or Hand Delivered 19 St James Road, Medical Centre Building Southernwood, East London 5200: Enquiries: Ms. Bonase / Ms. N. Nene Tel No: 043 707 6748/49.

Isilimela Hospital: Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel No: 047 564 2805.

Mthatha Pharmaceutical Depot: Postal Address: P.O Box 52899 Mthatha 5099 or hand deliver to Human Resource Office, Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital Mthatha. Enquiries: Mr M Diko Tel No: 047 532 5536.

St Barbabas Hospital: Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms U Toni - Tel No: 047 555 5300.

St Elizabeth Hospital: Post to: Human Resource Office, St Elizabeth Hospital, Private Bag x1007, Lusikisik, 4820. Enquiries: Mr M Nozaza - Tel No: 039 253 5012.

Nelson Mandela Academic Hospital: Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4400/4320

OR Tambo District Office: Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel No: 047 502 9000

Fort England Hospital: Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Mr Dyalvane Tel No: 046 602 2300.

St Patricks Hospital: Post to: Human Resource Office, St Patricks Hospital Private Bag X531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Jafta Tel No: 039 251 0236

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

Mt Ayliff Hospital: Post to: Human Resource Office, Mt Ayliff Hospital, Private Bag X504; Mt Ayliff, 4735. Enquiries: Ms Bukma Tel No: 039 254 0190.

CLOSING DATE
NOTE

: 17 August 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 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. People with disabilities are encouraged to apply for these posts. The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The Eastern Cape Department of Health has the right not to fill these posts.

MANAGEMENT ECHELON

POST 31/68 : **DIRECTOR: STRATEGIC PLANNING REF NO:**
ECHEALTH/DIR/SPL/HO/01/07/2018

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R948 174 – R1 116 918 per annum (Level 13)
: Bhisho, Head Office
: A recognised (NQF level 7) B Degree in Social Science / Public Administration / Business Management/ Health Science with at least 5 – 10 years’ experience in strategic management, performance information management and monitoring and Evaluation of which 5 years must be middle management level. Proven experience in strategic planning, internal policy formulation, development of strategic operational plans, annual reports and other reports. Team development, decision making, problem solving, Report writing and general (Academic) writing skills, Financial management, Budgeting systems, Analytical skills. Lead transformation of the organisation as a whole. Sound experience and knowledge of the Provincial Development Plan, Medium Term Strategic Framework, National Development Plan, Sustainable Development Goals and the National Health council priorities. Broad understanding of the strategic management regulatory framework, prescripts governing public service and other relevant legislation. Excellent computer skills. Ability to relate all levels within the organisation. A valid driver’s licence.

DUTIES : The incumbent is responsible for leading the strategic planning and management of the department. Develop and maintain strategic planning framework and guidelines. Facilitate the development of the five-year Strategic Plan, Annual Performance Plan, District Health Plans, Service Delivery Improvement Plans and the operational plans in accordance with the National outcomes as well as provincial and health sector priorities. Communicate and execute the departmental strategy, prepare presentations and other communication material to internal, external stakeholders and oversight bodies. Support policy development, review and analysis within the department. Ensure compliance with legislative frameworks especially the PFMA and manage human resource of the directorate.

OTHER POSTS

POST 31/69 : **DEPUTY DIRECTOR: SOFT SERVICES REF NO:**
ECHEALTH/DD/SS/DNH/01/07/2018

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R697 011 – R821 052 per annum (Level 11)
: Nelson Mandela Metro, Livingstone Tertiary Hospital
: A Bachelor’s Degree/ 3 year National Diploma in Public Management/Administration /Business Management/Hospitality Management or equivalent. Minimum of 3-5 years’ combined experience in any of two (2) soft services units (laundry, cleaning/housekeeping, waste management and catering) in a Public/Private Hospitality environment at an Assistant Director/Junior Manager level. Computer literate in MS package (Word, Excel, Power-point).A valid driver’s licence. Competencies: Knowledge, understanding and implementation of methods, practices, policies, regulations and acts that governs soft services and laundry services. Ability to develop policies and internal Standard Operating Procedure. Strong leadership skills, team building and sound interpersonal skills. Excellent verbal and written communication skills and report-writing skills. Client and Customer Orientation, Strategic leadership, Project Management, Human Resources management and Finance Management skills. Ability to multi - task and

		prioritize and ability to work in a high volume and highly pressurized environment. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA.
<u>DUTIES</u>	:	Responsible for the overall day - to - day soft services sub-directorate, which includes security, laundry, catering cleaning and housekeeping, gardens and grounds. Control and monitor human, financial and other resources. Develop strategies, programmes and projects to improve service provision. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Participate in Budget Advisory, Procurement and Bid Committees. Ensure that the Soft Services sub-directorate is compliant to National Core standards, Occupational Health and Safety and Machinery Acts, regulations and Policies. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turnaround plans.
<u>POST 31/70</u>	:	<u>DEPUTY DIRECTOR: DISTRICT HEALTH INFORMATION SYSTEMS REF NO: ECHEALTH/DD/AMATDO/01/07/2018</u>
<u>SALARY</u>	:	An all- inclusive remuneration: R697 011 – R821 052 per annum (Level 11)
<u>CENTRE</u>	:	Amathole District Office
<u>REQUIREMENTS</u>	:	A Degree/ National Diploma in Public Health or equivalent qualification in Health Sciences coupled with 5 years' experience in the field of which 3 years must be at Assistant Director Level. Extensive data management and packaging skills Computer literacy. Valid driver's Licence. In depth knowledge and understanding of District Health Information Systems. Knowledge of TIER. Net, ETR, DHMIS and GIS (Geographic Information System). Communication skills (report writing and facilitation skills) Strong strategic and Leadership skills.
<u>DUTIES</u>	:	Operate DHIS Software at an advanced user level including the full range of capture, validation, import and export. To implement national and provincial policies and legislative framework including National Health Act, 61 of 2003 at District Level. Coordinate collection and collation of data by Sub Districts on Monthly basis. Guide and assist program managers, sub districts managers and Hospital CEO's in development of Quality Plans to address limitation in program performance to ensure that decisions are based on relevant and reliable information at all times. Collaborate with Planning Manager in facilitation and Development of District strategic documents i.e. District Health Plan, Integrated Development Plan in alignment with Amatole District Municipality, District Implementation Plan, District Quarterly reports, District Operational Plans and District Health Review (DHER) and above all aligned with NDOH and ECDOH Strategic documents.
<u>POST 31/71</u>	:	<u>DEPUTY DIRECTOR: MCWH REF NO: ECHEALTH/DD/MCWH/HO/01/07/2018</u>
<u>SALARY</u>	:	An all- inclusive remuneration: R697 011 – R821 052 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	A relevant Degree / Diploma in Nursing/ Midwifery or equivalent qualification coupled with 5 years' experience of which 3 years must be at Assistant Director level. Diploma in Paediatrics as a post basic course Current registration with the South African Nursing Council. A valid driver's licence. Computer Literacy.
<u>DUTIES</u>	:	Manage and coordinate the Child Health Services for the province of the Eastern Cape facilitating the implementation of the following key performance areas: Coordination and monitoring of the implementation of expanded programme on Immunizations. Coordination and monitoring of the implementation of integrated management of childhood illness (IMCI) and community (IMCI). Coordination and monitoring of the implementation of child identification programme (CHIPP). Policy planning and review for the programme. Support to districts for programme implementation.

POST 31/72 : **DEPUTY DIRECTOR: NUTRITION REF NO: ECHEALTH/DD/NUT/HO/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all- inclusive remuneration: R697 011 – R821 052 per annum (Level 11)
: Bhisho Head Office
: A 3 year National Diploma/Degree in Dietetics/Nutrition coupled with 5 years' experience of which 3 years must be at Assistant Director Level. A valid HPCSA registration certificate as a Dietician. Strong managerial, leadership and co-ordination skills. Diversity management coupled with problem solving and decision making skills. Knowledge in budgeting and financial planning. Performance appraisals, monitoring and evaluation. Clear understanding and interpretation of health policies for strategic planning purposes. Broader knowledge and competency in clinical dietetics, food service management and community nutrition. A valid driver's licence. Computer Literacy.

DUTIES : Develop policy and guidelines, norms and standards in line with national standards regarding the integrated Nutrition programme. Ensure that stakeholder participation in all areas designated by the strategic and management plans are met. Coordinate the implementation of clinical nutrition (therapeutic nutrition) for disease management in all hospitals and review of policies thereof. Implement strategies to reduce under five child mortality. Promote and co-ordinate inter-sectoral collaboration with stakeholders in improving quality of care. Co-ordinate nutrition activities with educational and research institutions. Ensure promotion of optimum nutrition and prevention of growth faltering in children under five years of age. Ensure promotion of healthy lifestyle guidelines for prevention of chronic disease of lifestyle at a community, PHC and hospital level. Monitor implementation of vitamin A and deworming policies. Co-ordinate and ensure implementation of food service policy and guidelines. Monitor and evaluate food service management catering specifications (insourcing and outsourcing). Facilitate the assessments of facilities with maternity to meet the global criteria on the ten steps of successful breastfeeding and maintenance thereof. Ensure that growth monitoring and promotion is implementation of ten steps of severe acute malnutrition. Manage health systems development.

POST 31/73 : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE REF NO: ECHEALTH/DD/ITS/HO/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all- inclusive remuneration: R697 011 – R821 052 per annum (Level 11)
: Bhisho Head Office
: A relevant Degree / Diploma in Information Communication Technology or equivalent qualification coupled with 5 years' experience in the field of which 3 years must be at Assistant Director Level. Sound knowledge and understanding of the following: The Public Finance Management Act, 1990 (Act 1 of 1999) (PFMA), Treasury Regulations, The Promotion of Access to Information Act, 2000 (Act 2 of 2000) (PAIA), ITIL and Cobit Frameworks, Minimum information Security Standards (MISS), E-Health Strategy. Good corporate governance principles. Telecommunication Services and Product Offerings. Specific knowledge of the following: Procurement of complex ICT systems at the enterprise level. Basic maintenance and system administration of Microsoft Enterprise Systems such as AD, Exchange and SharePoint etc. and a virtualised server environment (VMWare and Hyper V). Telephony and voice systems (Microsoft Skype for Business). Application of IT recognised management frameworks (e.g. ITIL, COBIT). Basic labour and ICT legislation. IT Trends within the technical business environment. Researching and implementing solutions. Business process improvement. Skills: Leadership and people management skills, Contract management skills, ICT technical/specialist skills at the server and system administration level, Excellent Written and Oral Skills, Problem solving skills, Project management skills. A valid driver's licence as well as willingness to travel and work extended hours.

DUTIES : Develop and Implement policies in respect of Information Technology Services. Implementation and updating of Corporate Governance on Information Technology Framework. To provide expert advice and strategic input for developing a strategic vision for ICT as a business enabler for the department.

Participate in ICT operational governance processes as a member of the ICT management team. To ensure that the department's ICT strategies are implemented in a cost effective manner to meet the capacity requirements of the department which may include the drafting of RFQ/RFP specifications for the procurement thereof. Oversee procurement of IT equipment and maintenance of network connectivity. Ensure maximum value-add from investment in ICT infrastructure and equipment through secure operation, optimal utilisation and availability. Manage IT infrastructure. Responsible for maintenance of all server infrastructure. Responsible for all Microsoft offerings and projects. Manage all SITA Service Level Agreements (SLA). Manage Helpdesk: Incident & problem management. To manage the security and risks related to the ICT Infrastructure including information security. To manage contracts and service level agreements for outsourced services. Managing, coaching and mentoring of staff. Financial management of the ICT operations section. Responsible for providing all Audit information and ensuring timeous submission. Responsible for the Audit Improvement Plan (AIP) reporting. Responsible for cell phone requisitions and management of the account.

POST 31/74 : **OFFICE MANAGER: OFFICE OF THE CEO REF NO: ECHEALTH/DD-OM/NMAH/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R697 011 - R821 052 per annum (Level 11)
 : OR Tambo District, Nelson Mandela Academic Hospital
 : A National Diploma/Degree in Office Management/Public Administration or related qualification with 3 - 5 years' experience at supervisory level and a background of clinical services having worked in a hospital environment. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Outstanding interpersonal and communication skills. Ability of practical approach and working independently. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's licence.

DUTIES : Provide strategic leadership and plays an oversight role in the activities of the Chief Executive officer's Office. Manage and coordinate clinical administrative activities or tasks. Manage the Manager's diary. Organize the CEO's office environment. Supervise and oversee manager's filing system. Ensure safe and secured confidential documentation. Respond to correspondence/invitation on behalf of the CEO. Monitor effective utilization human, financial and physical resources in the Chief Executive office's office. Coordinate performance and audit reporting for the institution Health Services Management.

POST 31/75 : **CHIEF ARTISAN REF NO: ECHEALTH/CA/DNH/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R365 646 - R418 062 per annum (OSD)
 : Nelson Mandela Metro, Dora Nginza Hospital
 : Grade 12 certificate and electrical trade test certificate from an accredited trade test centre with NTC 6 electrical diploma. Minimum ten (10) year experience after trade test has been completed. A valid code EB driver's licence. Additional requirements: Working experience in a Hospital workshop environment. Experience working with high voltage installation.

DUTIES : Responsible for all staff of the electrical and mechanical workshop as well as assisting with the building maintenance. Supervise and progress monitoring of all staff in electrical and mechanical sections as well the building section. Responsible for all maintenance work and defects repairs of the selection under supervision. Liaise with Manager with scheduling of all project and installation maintenance as and when necessary. Responsible for repairs on all equipment performed or completes within the predetermined response time and benchmarks. Equipment maintenance and service confirm to the OHS Act and related legislation. Ensure that the quality of work done by the staff is of recommendable standard.

POST 31/76 : **ASSISTANT DIRECTOR: ASSETS AND TRANSPORT MANAGEMENT REF NO: ECHEALTH/AD-ATM/NMAH/01/07/2018**

SALARY : An all-inclusive remuneration: R356 289 - R419 679 per annum (Level 09)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : A National Diploma/Degree in Public Administration/Finance/Commerce or related field with Accounting coupled with 3 - 5 years' experience at supervisory level. Sound knowledge of Public Finance Act (PFMA) and National Treasury Regulations. Technical experience and knowledge of asset verification and the LOGIS System. Profound knowledge in reconciliation of accounts. Proven knowledge of MS Office especially MS Excel. Competencies: Knowledge and experience in Asset Management and Supply Chain Management in movable assets. Excellent communication skills (verbal and written) Report writing skills, Problem solving skills, Ability to work independent. A valid driver's licence.

DUTIES : Manage movable assets, manage and control the Asset Management Units, Reconciliation of the Asset Register(Floor to Register and Register to Floor), Reconciliation between LOGIS and BAS, Responsible for the development and implementation of the Asset purchase plan, Physical asset verification plan and asset maintenance plan, Supervise the half yearly physical verification, Provide training and guidance to asset officials, Manage donations, disposals and theft and losses, Report all fraud and misuse of departmental assets, Oversee the daily update and general maintenance of the asset register and bar coding of assets. Manage the replacement request, maintenance, movement, and transfer of assets. Manage and coordinate the development, maintenance and implementation of fleet administration policies and procedures. Manage the processes for the sourcing of data and information for billing. Manage the provisioning of accident and loss administration services. Manage the provisioning of fleet item licensing renewal services in line with AARTO requirements. Manage the verification and reconciliation of fuel and repairs accounts. Manage the administration of traffic violation services. Supervise the allocated resources of the hospital in line with legislative and policy directives and ensure compliance with corporate governance and planning imperatives. Ensure adherence to the Audit queries, and findings.

POST 31/77 : **ASSISTANT DIRECTOR: HR PLANNING & HR INFORMATION SERVICES REF NO: ECHEALTH/ASD-HRIS/FTH/01/07/2018**

SALARY : R356 289 - R419 679 per annum (Level 09)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : A National Diploma/Degree in Human Resources Management, Personnel Management or equivalent qualification (NQF level 7) coupled with 3-5 years of supervisory working experience in the Personnel/ Staff Office /Human Resources section of which 3 years must be at supervisory level. Extensive Knowledge of PERSAL System in the executing of HR activities and in maintaining PERSAL establishment. Working knowledge of Public Service legislation, HR prescripts and policies. Advanced competency in Excel and other Microsoft packages including MS Word, Powerpoint, and Outlook. Able to work under pressure, interacting with multiple stakeholders. A valid driver's licence.

DUTIES : Manage the staff establishment of Frere Hospital. Perform PERSAL control functions and supervise all users within the institution. Liaise with the Head Office regarding matters of staff establishment, allocation of PERSAL functions, and drawing exception reports, and Auditor General's matters in relation to HR. Draw and analyse Human Resource Information from PERSAL for Planning and Management purposes. Assist in the development of HR Plan and Employment Equity Plan of the organisation. Manage the recruitment and appointment processes against approved organogram. Supervise staff of the section.

POST 31/78 : **ASSISTANT DIRECTOR: NETWORKING REF NO: ECHEALTH/AD-NC/NMAH/01/07/2018**

SALARY : R356 289 - R419 679 per annum (Level 09)

- CENTRE REQUIREMENTS** : OR Tambo District, Nelson Mandela Academic Hospital
 : A National Diploma/Degree in Information Technology or Cisco, Juniper, Microsoft, or other IT certification with 3-5 years' experience at supervisory level dealing with Desktop, LAN and WAN. Expert understanding of network topologies, operating systems, system backups, IP routing, and firewalls. The candidate should have experience in supporting BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. The ability to design, plan, and implement data connectivity of LAN, WAN and software-defined WAN systems. The identification and resolution of complex problems within the network without compromising performance. The candidate should have the ability to work under pressure, odd hours and in a hospital environment and be time conscious, client orientation and customer focus. Good problem solving and analytical skills. Knowledge of telephone switchboard, PABX is needed and will be an added advantage. Good communication, reporting and planning skills also required as well as a good attendance profile. A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for managing, constantly monitoring the continuous functioning of the LAN and WAN. To resolve LAN and WAN connectivity issues and design new topologies. Install network systems to maintain connectivity of systems and sources. Provide technical support and maintain desktop and other hardware for all users in the hospital, perform network troubleshooting and support. Install computer hardware software and configure network devices internet and email accounts for all users in the hospital and the supported facilities. Provide support to end-users, devices to be able to access BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. Review daily tickets and ensure assigned cases are resolved in a timely fashion.
- POST 31/79** : **ASSISTANT DIRECTOR: PROCUREMENT & INVENTORY REF NO: ECHEALTH/DO/SEH/01/07/2018**
- SALARY CENTRE REQUIREMENTS** : R356 289 – R430 389 per annum (Level 09)
 : Joe Gqabi District Office
 : An appropriate 3 years Degree/National Diploma in Accounting, Management or relevant qualification with 3-5 years' experience in the supply chain management environment, of which 3 years would at a supervisory level. Extensive knowledge of the SCM legislation, which includes PFMA, PPPFA, treasury regulation, and practice 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.
- POST 31/80** : **ASSISTANT DIRECTOR: SYSTEMS CONTROLLER REF NO: ECHEALTH/AD-SC/NMAH/01/07/2018**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration: R356 289 - R419 679 per annum (Level 09)
 : OR Tambo District, Nelson Mandela Academic Hospital
 : A National Diploma/Degree in Information Technology, Computer Engineering or related qualification coupled with 3 – 5 years' experience at supervisory level and dealing with system engineering and IT support. Expert understanding of most coding languages. The candidate should have experience in Department of Health transversal systems and Microsoft packages. The ability to design, plan, and implement systems to increase productivity. The candidate should have the ability to work under pressure, odd hours and in a hospital environment and be time conscious, client orientation and customer focus. Good problem solving and analytical skills. Good communication, reporting and planning skills also required as well as a good attendance profile. A valid driver's licence.

DUTIES : Use skills and experience in object-oriented development using solutions to develop and maintain system interfaces for the Hospital. Maintenance and support of developed applications. Responsible for monitoring system performance, resolving technical problems, and improving the overall operational readiness of the hospitals IT systems. Provide technical support and maintain onsite developed desktop applications and 3rd party programs for all users in the hospital. Provide support to end-users, devices to be able to access BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. Review daily tickets and ensure assigned cases are resolved in a timely fashion.

POST 31/81 : **ASSISTANT DIRECTOR: NETWORK CONTROLLER REF NO: ECHEALTH/AD-NC/NMAH/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R356 289 - R419 679 per annum (Level 09)
: OR Tambo District, Nelson Mandela Academic Hospital
: A National Diploma/Degree in Information Technology or Cisco, Juniper, Microsoft, or other IT certification with 3-5 years' experience at supervisory level dealing with Desktop, LAN and WAN. Expert understanding of network topologies, operating systems, system backups, IP routing, and firewalls. The candidate should have experience in supporting BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. The ability to design, plan, and implement data connectivity of LAN, WAN and software-defined WAN systems. The identification and resolution of complex problems within the network without compromising performance. The candidate should have the ability to work under pressure, odd hours and in a hospital environment and be time conscious, client orientation and customer focus. Good problem solving and analytical skills. Knowledge of telephone switchboard, PABX is needed and will be an added advantage. Good communication, reporting and planning skills also required as well as a good attendance profile. A valid driver's licence.

DUTIES : The successful candidate will be responsible for managing, constantly monitoring the continuous functioning of the LAN and WAN. To resolve LAN and WAN connectivity issues and design new topologies. Install network systems to maintain connectivity of systems and sources. Provide technical support and maintain desktop and other hardware for all users in the hospital, perform network troubleshooting and support. Install computer hardware software and configure network devices internet and email accounts for all users in the hospital and the supported facilities. Provide support to end-users, devices to be able to access BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. Review daily tickets and ensure assigned cases are resolved in a timely fashion.

POST 31/82 : **ASSISTANT DIRECTOR: LOGISTIC SUPPORT MANAGEMENT REF NO: ECHEALTH/DO/SEH/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R356 289 – R430 389 per annum (Level 09)
: Joe Gqabi District Office
: An appropriate 3 years Degree/National Diploma in Accounting, Management or relevant qualification with 3-5 years' experience in the supply chain management environment, of which 3 years would at a supervisory level. Extensive knowledge of the SCM legislation, which includes PFMA, PPPFA, treasury regulation, and practice notes. Computer literacy. Knowledge of SCM transversal system will be an added advantage. Valid driver's licence 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.

POST 31/83 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/AD: HRM/CHDO/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 09)
: Chris Hani District, Frontier Hospital
: A National Diploma/Degree in Human Resource Management/Public Administration or equivalent (NQF level and Credits) with 5 years' experience in the Human Resource Management Administration field of which 3 years at Supervisory level. Provable knowledge of the Persal system with extensive computer skills in MS Word, MS Excel and MS PowerPoint. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations prescripts and Collective Agreements applicable to the health sector. Understanding of the Public Finance Management Act and other finance and SCM prescripts. Ability to interpret HR policies and decisions. Planning and coordinating skills. Good communication skills, good interpersonal skills, good conflict resolution skills, good problem solving skills. In possession of a valid Code EB drivers licence.

DUTIES : Manage the Human Resource planning and implementation functions for the institution. Manage the implementation of HR policies, systems and procedures. Development of departmental HR Policies Manage the recruitment and provision of employees in line with Annual Recruitment Plan. Manage the timeous processing of employee benefits and allowance. Manage the conditions of service and termination of exiting employees. Manage the development and implementation of the Workplace Skills Plan. Manage the employee Performance Management and Development system and payment of performance incentives. Manage the employee wellness and employee relations function in the institution. Facilitate the internal control, risk register and the auditing process in the institution.

POST 31/84 : **ASSISTANT DIRECTOR: HR INFORMATION MANAGEMENT SYSTEM AND RECRUITMENT (PERSAL CONTROLLER) REF NO: ECHEALTH/ASD-HRIS/FTH/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R356 289 - R419 679 per annum (Level 09)
: Buffalo City Metro, Frere Tertiary Hospital
: A National Diploma/Degree in Human Resources Management, Personnel Management or equivalent qualification (NQF level 7) coupled with 3-5 years of supervisory working experience in the Personnel/ Staff Office /Human Resources section of which 3 years must be at supervisory level. Extensive Knowledge of PERSAL System in the executing of HR activities and in maintaining PERSAL establishment. Working knowledge of Public Service legislation, HR prescripts and policies. Advanced competency in Excel and other Microsoft packages including MS Word, Powerpoint, and Outlook. Able to work under pressure, interacting with multiple stakeholders. A valid driver's licence.

DUTIES : Manage the staff establishment of Frere Hospital. Perform PERSAL control functions and supervise all users within the institution. Liaise with the Head Office regarding matters of staff establishment, allocation of PERSAL functions, and drawing exception reports, and Auditor General's matters in relation to HR. Draw and analyse Human Resource Information from PERSAL for Planning and Management purposes. Assist in the development of HR Plan and Employment Equity Plan of the organisation. Manage the recruitment and appointment processes against approved organogram. Supervise staff of the section.

POST 31/85 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/AD: ADMIN/STPH/01/07/2018**

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

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 09)
: Alfred Nzo District, St Patricks Hospital
: A National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience of which 3 years must be in

- 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 a stressful environment. Computer literacy. A valid driver's licence.
- 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 resource 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 work programs and project to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS) Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the CEO. 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.
- POST 31/86** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/AD: ADMIN/CHDO/01/07/2018**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 09)
: Chris Hani District, Cradock Hospital
: Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience of which 3 years must be in Supervisory level. Knowledge and understanding of the Public services 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. Computer literacy. A valid driver's licence.
- 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 resource 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 work programs and project to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS) Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the to the CEO Assess process and performance risks in then section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the section.
- POST 31/87** : **ASSISTANT DIRECTOR: PAYMENT ADMINISTRATION REF NO: ECHEALTH/AD/AMATDO/01/07/2018**
- SALARY CENTRE REQUIREMENTS** : An all- inclusive remuneration: R356 289 – R419 679 per annum (Level 09)
: Amathole District Office
: A National Diploma/Degree in Financial Management or Accounting or equivalent qualification coupled with 3-5 years relevant experience within the Finance Directorate in which 3 years must be in Supervisory level as Senior State Accountant (Level 8). Extensive knowledge of PERSAL, BAS and LOGIS System. Sound knowledge of PFMA, Treasury Regulations and other relevant finance prescripts. Good interpersonal relations, Communication and presentation skills, problem solving, leadership and strategic skills. Ability to meet deadlines and work under pressure. Computer literacy and valid driver's licence.

<u>DUTIES</u>	:	Supervise staff and control salary and payment administration at District. Coordinate capturing of all allowances and appointments. Approval and authorisation of all salary related payments. Authorise payments on Logis and report progress continuously. Monitor the submission of all monthly reports. Ensure compliance to 30 days payment period. Reconciliation of supplier's payments. Attend and take responsibility for all Audit queries. Review and manage attendance, leave and payroll. Document management and records management.
<u>POST 31/88</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNT PAYABLE (PAYMENTS) REF NO: ECHEALTH/AD/AMATDO/01/07/2018</u>
<u>SALARY</u>	:	R356 289 – R430 389 per annum (Level 09)
<u>CENTRE</u>	:	Amathole District Office
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Financial Management or Accounting or equivalent qualification coupled with 3-5 years relevant experience within the Finance Directorate in which 3 years must be in Supervisory level as Senior State Accountant (Level 8). Extensive knowledge of PERSAL, BAS and LOGIS System. Sound knowledge of PFMA, Treasury Regulations and other relevant finance prescripts. Good interpersonal relations, Communication and presentation skills, problem solving, leadership and strategic skills. Ability to meet deadlines and work under pressure. Computer literacy and valid driver's license.
<u>DUTIES</u>	:	Supervise staff and control salary and payment administration at District. Coordinate capturing of all allowances and appointments. Approval and authorisation of all salary related payments. Authorise payments on LOGIS and report progress continuously. Monitor the submission of all monthly reports. Ensure compliance to 30 days payment period. Reconciliation of supplier's payments. Attend and take responsibility for all Audit queries. Review and manage attendance, leave and payroll. Document management and records management.
<u>POST 31/89</u>	:	<u>ASSISTANT DIRECTOR: HR ADMIN SERVICES REF NO: ECHEALTH/AD/HRA/LTH/01/07/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 09)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	A Bachelor's Degree / National Diploma in Human Resource Management or Public Administration/Management or equivalent. 3-5 years' experience in Human Resource management /Administration at a supervisory level. A valid driver's licence. Competencies: In-depth knowledge of PERSAL, public service human resource practices. In-depth knowledge of Human Resource policies and regulations i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, White Paper on Transformation of the Public Service, Employment Equity Act, Skills Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer skills.
<u>DUTIES</u>	:	Manage the administration of conditions of services. Facilitate processing and payment of employee benefits. Monitor payment of service benefits to employees, Manage timeous identification and processing of grade progressions for all qualifying employees. Manage rendering of leave administration services inclusive of timeous capturing and authorization of leave transactions. Timeous processing of leave gratuities and other exit benefits. Manage the provision of a quality Human Resource Registry service. Manage the performance and optima utilization of all the allocated resources. Manage records and ensure safekeeping of assets Provide guidance to line managers on HR practices/policies related to the functional area. Ensure functionality of frontline office and development of turnaround times in response cases.

POST 31/90 : **ASSISTANT DIRECTOR: HR PLANNING, RECRUITMENT AND INFORMATION REF NO: ECHEALTH/AD/HRPRI/LTH/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 09)
: Nelson Mandela Metro, Livingstone Tertiary Hospital
: A Bachelor's Degree / National Diploma in Human Resource Management or Public Administration/Management or equivalent coupled with 3-5 years' experience in Human Resource Management /Administration at a supervisory level. A valid driver's licence. Competencies: In-depth knowledge of PERSAL, public service human resource practices. In-depth knowledge of Human Resource policies and regulations i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, White Paper on Transformation of the Public Service, Employment Equity Act, Skills Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer skills.

DUTIES : Develop and guide implementation and maintenance of HR Plan and EE Plan. Check alignment of HR Plan with the recruitment strategy. Monitor and ensure maintenance of HR information system (PERSAL). Monitor information on PERSAL. Provide PERSAL reports for decision making. Manage optimum utilization of the PERSAL functionality. Provide PERSAL control functions. Perform regular audits on Profiles. Facilitate and co-ordinate audit queries and responses. Supervise the rendering of recruitment and appointments services. Facilitate interviews and appointments of candidates on PERSAL Provide guidance to line managers on HR practices/policies related to the functional area.

POST 31/91 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: ECHEALTH/ETPGA/CMH/01/06/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R293 652 – R314 853 per annum (OSD)
: Buffalo City Metro, Cecilia Makiwane Hospital
: National Diploma in Clinical/ Electrical/ Electronic engineering or equivalent. Three (3) years' experience working in a hospital or on Medical equipment and practicing clinical engineering. Good communication skills (verbal and written). Ability to work under pressure. Skilled in the use of various hand tools and test equipment. A valid driver's licence. Computer literacy.

DUTIES : Manage the Clinical Engineering workshop running and organization). Perform in-house repairs and maintenance of medical equipment. Attend medical equipment related meetings. Give advice on procurement of medical equipment, prepare and monitor maintenance program, monitor repair costs of equipment and advise on equipment life cycle costs. Monitor and manage performance of out-sourced contracts. Liaise with suppliers for services, repair-parts, and training, consumables and accessories. Maintain the medical equipment assets register, updated. Perform standby and respond to after-hours call-out duties. Prepare medical equipment maintenance and replacement plans. Provide input into the budgeting planning process.

POST 31/92 : **ARTISAN FOREMAN REF NO: ECHEALTH/ART/BH/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all- inclusive remuneration: R286 500 – R326 055 per annum (OSD)
: Amathole District, Tower Hospital
: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's Licence is required.

DUTIES : Coordinate effective rendering of technical services. Lead and guide on all technical activities. Compile technical/ inspection reports. Monitor adherence to safety standard. Ensure maintenance of technical services. Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain the electrical infrastructure of the institution. Maintain

domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work. Supervise human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.

POST 31/93 : **INFORMATION TECHNOLOGY OFFICER REF NO: ECHEALTH/ITO/DO/01/07/2018**

SALARY : An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)
CENTRE : Nelson Mandela Metro Office
REQUIREMENTS :

A Bachelor's Degree / National Diploma in IT/Computer Science with 3-5 years' experience in the field or Grade 12 with EITHER A+ AND N+ (Exams Completed) with 10 years' practical experience. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. 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. Must be in possession of a valid code 8 driver's licence.

DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copies, faxes and cellular phones etc. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

POST 31/94 : **INFORMATION OFFICER REF NO: ECHEALTH/SIO/CMH/01/07/2018**

SALARY : An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)
CENTRE : Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS :

Grade 12 or equivalent qualification with 10 years' experience or National Diploma/Degree in Information Management or relevant qualification with 0-2 years' experience. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory. A valid driver's licence.

DUTIES : Co-ordinate all capturing of statistics. Analyze health information data. Manage health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organize and conduct information sharing meetings in the facility.

<u>POST 31/95</u>	:	<u>ADMINISTRATION OFFICER REF NO: ECHEALTH/SAO/FTH/01/07/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 10 years relevant working experience in Finance or National Diploma/Degree in Finance with 0-2 years' experience in Finance. Knowledge of Public Admin systems and processes. Knowledge of public service regulations, policies and procedure. Computer literacy in office programme skills and interpersonal relations, proven organisational skills.
<u>DUTIES</u>	:	Assist to manage and document compliance with PFMA in respect of reporting, performance expenditure. Partake in sub-directorate activities in terms of: Assist in planning payment within 30 days, reporting, Authorise Payments Manually and on the transversal system of the ECDOH. Analysis of BAS Expenditure reports. Identify and process payments. Assist in preparation and implementation of the payment monitoring tool and creditor's reconciliation. Promote sound financial management in line with the PFMA.
<u>POST 31/96</u>	:	<u>ADMINISTRATION OFFICER REF NO: ECHEALTH/SAO/FTH/01/07/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Buffalo City Metro, Nkqubela TB Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 0-2 years' experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's Licence.
<u>DUTIES</u>	:	Responsible for the effective control of the institution's administrative and support functions, including HR, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.
<u>POST 31/97</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/TBH/01/07/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Joe Gqabi District, Taylor Bequest 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 licence 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.

POST 31/98 : **LOGISTIC SUPPORT OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/LSO/JQDO/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)
: Joe Gqabi District Office
: 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 stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreements.

POST 31/99 : **ADMINISTRATION OFFICER: FINANCE REF NO: ECHEALTH/AOF/FEH/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 07)
: Sarah Baartman District, Fort England Hospital
: Grade 12 or equivalent experience with 10 years' experience in Finance or an appropriate Degree/National Diploma in Finance, Accounting, Auditing with 0-2 year experience in Finance or. Good Management and communication skills. Practical knowledge of BAS and LOGIS. Knowledge of treasury regulations, PFMA and all relevant prescripts. Computer Literacy in MS Office. Good interpersonal relations. A valid (code 8) driver's licence.

DUTIES : Compliance to Financial Regulations; Procurement Policies & Procedures. Checking and correcting of batches and compliance. Creditor's reconciliation. Payment monitoring. Processing payment transaction on BAS or LOGIS. Report direct to Assistant Director Finance. Preparing of required reporting schedules. Supervision of other finance personnel. Performance management. Administer budgetary control. Ensure effective filing & retrieval practices. Attend meetings as directed. Be prepared to travel if required. Risk Management. Office administrative duties.

POST 31/100 : **CHIEF ACCOUNTING CLERK REF NO: ECHEALTH/CAC/HO/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R242 745 – R285 630 per annum (Level 07)
: Bhisho, Head Office
: Grade 12 or equivalent qualification with 10 years' experience or National Diploma/Degree in Accounting/Financial Management with 0-2 years' experience in the Supplier Payment's administration. Computer literacy is essential. Extensive knowledge of PFMA, Treasury Regulations, BAS and LOGIS is also important. A valid driver's licence will be an added advantage.

DUTIES : Process payments of departmental liabilities in respect of suppliers and service providers. Ensuring that all invoices received from the Finance Registry are captured and updated on the Reconciliation spread sheet. Prepare monthly reconciliation report. Ensure that quarterly supplier confirmations are prepared. Pre- authorize payments on LOGIS. Check creditor's reconciliation and endorse signature as proof thereon. Supervision of subordinates. Attending to all payment enquiries including municipalities.

POST 31/101 : **PERSONAL ASSISTANT: GENERAL MANAGER FINANCIAL MANAGEMENT REF NO: ECHEALTH/PA/FTH/01/07/2018**

SALARY CENTRE : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
: Bhisho, Head Office

<u>REQUIREMENTS</u>	:	National Diploma in Office Administration/ Public Administration or equivalent qualification coupled with 2-3 years' 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>POST 31/102</u>	:	<u>ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/FH/01/07/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Chris Hani District, Frontier Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 10 years' relevant experience or National Diploma /Degree in Public Administration/Office Administration or equivalent qualification with 0-2 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' licence will be an added advantage.
<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. 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.
<u>POST 31/103</u>	:	<u>FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/DNH/01/07/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Nginza Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification 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 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' licence.
<u>DUTIES</u>	:	Provide effective and comprehensive financial administration / resource services in the institution. Ensure that the payments are processed within 30 as per PMFA and Treasury regulations. Review invoices on payment monitoring tool and preparation of Head Office monthly accruals. Check and verify batches on creditors. Payment advice and authorization of payments both BAS and LOGIS

system. Ensure that paid batches are captured on PVREMS. Supervision of subordinates and preparation of reports.

- POST 31/104** : **ADMINISTRATION OFFICER REF NO: ECHEALTH/SAO/CHDO/01/07/2018**
- SALARY** : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE : Chris Hani District Office
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' experience or National Diploma /Degree in Public Administration/ Human Resource Management or equivalent qualification with 0-2 years' experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's Licence.
- DUTIES** : Responsible for the effective control of the institution's administrative and support functions, including HR, Student Support, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.
- POST 31/105** : **FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/CMH/01/07/2018**
- SALARY** : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE : Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS : Matric with 10 years working experience in the field or A National Diploma/Degree in Financial Management or equivalent qualification coupled with 0-2 years' experience in Expenditure or Payment Management. Understanding of Specific delegations from the relevant Act, Treasury Regulations and PFMA. Internal Policies. LOGIS and BAS system. Decision making, Presentation, Problem Solving, Analytical and Training. Interpersonal and communication skills.
- DUTIES** : Check and verify captured payments. Pre-authorize payments on Logis system. Resolve creditor's queries on unprocessed payments. Perform supplier reconciliation. Capture Payment Voucher Registration. Dispute resolution. Attend and take responsibility of allocated reports. Consolidate PMDS. Supervision of subordinates.
- POST 31/106** : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/FTH/01/07/2018**
- SALARY** : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resource 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 licence.
- 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.

- POST 31/107** : **ADMINISTRATION OFFICER REF NO: ECHEALTH/SAO/ISH/02/07/2017**
- SALARY** : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE : OR Tambo District, Isilimela Hospital
REQUIREMENTS : Grade 12 with 10 years' experience in the field or A National Diploma /Degree in Public Administration/ Human Resource Management with 0-2 years' experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's Licence.
- DUTIES** : Responsible for the effective control of the institution's administrative and support functions, including HR, Student Support, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.
- POST 31/108** : **LOGISTIC SUPPORT OFFICER: ACQUISITION AND DEMAND MANAGEMENT REF NO: ECHEALTH/LSO-ADM/NMAH/01/07/2018 (X2 POSTS)**
- SALARY** : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : A Grade 12 with 10 years' experience in the field or A National Diploma/Degree in SCM/Logistics/Public Administration or related qualification coupled with 0-2 years' experience in Demand and Acquisition Management. Sound knowledge of Public Service Purchasing/Procurement management, Public Finance Management Act (PFMA), PPPFA; Treasury Regulations and other relevant prescripts. Sound skills and competency in understanding and interpreting of Contracts and Service Level Agreements. Sound practical experience and knowledge in contract management. Computer literacy (MS Word, email and internet). Communication skills (written and verbal); Organizational skills; Planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self-motivated.
- 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. Generate purchase orders. Perform quality check on every order before generating an order to avoid wasteful, unauthorised and fruitless expenditure. Liaise with warehouse clerks to determine if inventory quantities are sufficient for needs, ordering more materials when necessary. Manage commitments. Respond to customer and supplier inquiries about order status, changes, or cancellations. Assist in the management of commitments. Perform contractual and general administrative duties as required by the unit. Advise and report to Assistant Director.
- POST 31/109** : **LOGISTIC SUPPORT OFFICER: ASSET MANAGEMENT REF NO: ECHEALTH/LSO-AM/NMAH/01/07/2018**
- SALARY** : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Grade 12 with 10 years' experience in the field or A National Diploma/Degree in SCM/Logistics or related qualification coupled 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. Drivers licence 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>POST 31/110</u>	:	<u>LOGISTIC SUPPORT OFFICER: LOGISTIC AND WAREHOUSE MANAGEMENT REF NO: ECHEALTH/LSO-LWM/NMAH/01/07/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	Grade 12 with 10 years' experience in the field or A National Diploma/Degree in SCM/Logistics or related qualification coupled 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. Drivers licence will be an advantage.
<u>DUTIES</u>	:	Optimize 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>POST 31/111</u>	:	<u>ADMINISTRATION OFFICER: CONTRACTS MANAGEMENT REF NO: ECHEALTH/AO-CM/NMAH/01/07/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	Grade 12 or equivalent qualification with 10 years' experience in the field or A National Diploma/Degree in SCM or related qualification coupled with 0-2 years' experience in the field of contracts management. Knowledge of LOGIS system and basic provisioning administration prescripts. Competencies: Planning and organising skills. Communication (written and verbal) skills. Problem-solving skills. Computer skills in MS Office software (Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	The incumbent will be responsible to render an effective general clerical support service to Contracts Management sub-section. Arrange, facilitate and organise meetings. Compile minutes/take record during meetings. Scan documents for an electronic filing system. Maintain a proper and effective filing system. Proper record keeping and timeous updating of registers. Assist with the collection of contract and supplier performance information as well as verification of the completeness of supplier performance register. Report to Senior Admin Officer/Assistant Director: Contracts Management (SCM Unit).

<u>POST 31/112</u>	:	<u>TRANSPORT OFFICER REF NO: ECHEALTH/TO/NMAH/01/07/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07) OR Tambo District, Nelson Mandela Academic Hospital Grade 12 with 10 years' experience or A National Diploma/Degree in Transport Management/Public Administration or equivalent qualification coupled with 0-2 years' experience in the field. Knowledge of prescripts that govern government vehicles. The candidate must have good organizational, time management and interpersonal skills. A Valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will be responsible for the administration of the fleet within the Hospital, handle general administration duties for general fleet related matters, handle the administration of the compilation of accident reports, keeping a database of vehicles involved in accidents, filing all documentation and log sheets, do out and in vehicle inspections, facilitate the completion of trip forms with the District. Ensure that the licensing renewal services in line with AARTO requirements are done. Vehicle compliance is maintained. Report all fraud and misuse of departmental assets, Oversee the daily update and general maintenance. Scheduling driver duty rosters to ensure cost effective utilisation of drivers and vehicles. Accessing and booking of vehicles, Maintenance, safekeeping and care of vehicles and Monitoring utilisation of drivers and vehicles. Monitor asset register of all the fleet in the hospital. Coordinate and monitor the payments of fines to the relevant traffic authorities. Make recommendation on the acquisition of fleet. Manage and oversee the registration of new fleet. Ensure regular interactions with the services providers for the maintenance and repairs of vehicles.
<u>POST 31/113</u>	:	<u>FINANCIAL PRACTITIONER: SALARY PAYMENTS REF NO: ECHEALTH/SFP-SP/ORTDO/01/07/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07) OR Tambo District Office Grade 12 or equivalent qualification with least 10 years' experience In Financial Management or Degree/Diploma in Financial Management with 0-2 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 Licence.
<u>DUTIES</u>	:	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.
<u>POST 31/114</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT REF NO: ECHEALTH/SPAOD/ORTD/01/07/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07) 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 0-2 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 licence
<u>DUTIES</u>	:	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.

POST 31/115 : **STATE ACCOUNTANT: REVENUE AND BILLING MANAGEMENT REF NO: ECHEALTH/SA-RBM/NMAH/01/07/2018 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
: OR Tambo District, Nelson Mandela Academic Hospital
: Grade 12 or equivalent qualification with 10 years' experience or A National Diploma/Degree in Financial Management / Cost and Management with finance as a subject coupled with 0-2 years' relevant experience. Knowledge: Public Finance Management Act, Public Service Regulations, Public Service Act, Treasury Regulations, Generally Recognized Accounting Principles, Generally Accepted Accounting Principles, Unemployment Insurance Act, And Unemployment Insurance Contributions Act. Skills: Financial Management ,Communication, Computer literacy, Time Management, Report Writing, Planning and Organizing, Analytical, Creative, Numeracy, Presentation. A valid driver's licence.

DUTIES : Collection of revenue for the hospital. Billing and safekeeping of the hospital revenue. Journals on BAS. Management of the human resources of the section.

POST 31/116 : **STATE ACCOUNTANT: SUPPLIER PAYMENTS REF NO: ECHEALTH/SA-SP/NMAH/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
: OR Tambo District, Nelson Mandela Academic Hospital
: Grade 12 or equivalent qualification with 10 years' experience or A National Diploma/Degree in Public Management/Public Administration/Finance/Accounting with 0-2 years' experience. Computer literacy certificate and LOGIS literacy. Effective communication and Interpersonal skills and LOGIS payments certificate will be an added advantage. Ability to understand the public sector financial administration and the provisions of the PFMA, Treasury Regulations and other Public finance guidelines. A good knowledge and understanding of BAS.

DUTIES : Check and verify creditor's reconciliation of accounts. Supervise subordinates, check payment batches before manual approval. Ensures that all invoices that are processed are validated with the end-user before they are disclosed as accruals or accounts payable. Request Disbursement reports Pre-authorise supplier payments on Logis system, do quality control on PVR Rems. Assist the manager on compiling a spreadsheet for submission to Provincial Cost Containment committee. Ensures that payment monitoring tool (PMT) is maintained and updated on a weekly bases and submit the monthly accruals report to manager payment for monthly reporting.

POST 31/117 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/MPDEP/01/07/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
: OR Tambo District, Mthatha Pharmaceutical Depot
: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management /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 licence.

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.

POST 31/118 : **STATE ACCOUNTANT: PRE AUDIT REF NO: ECHEALTH/SA-PA/SEH/01/07/2018**

SALARY : An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 07)
CENTRE : OR Tambo District, St Elizabeth Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' experience in the field or Degree/ Diploma in financial Management/Supply Chain Management or equivalent qualification with 0-2 years' experience in the field. Understanding of PFMA, Treasury regulations, procurement and expenditure processes. Knowledge of transversal systems BAS, PERSAL and LOGIS. Good communication skills, accuracy and attention to details. Ability to work under pressure. A valid driver's licence.

DUTIES : Applying the internal control when the activities, programme, projects and events are in progress to ensure procedures are compliant to Treasury Regulations and PFMA. Examine documents to ensure all information is correct before the department undergoes expenditure. Ensure adherence of internal controls and authorising orders. Issue compliant certificate per service. Monthly reporting on irregular, unauthorised, wasteful and fruitless expenditure to the authorities.

POST 31/119 : **ARTISAN PRODUCTION GRADE A - C REF NO: ECHEALTH/APDC/FTH/01/07/2018**

SALARY : An all-inclusive remuneration: R179 523 – R307 197 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years' experience in supervisory level. Valid Driver Licence is required.

DUTIES : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

POST 31/120 : **ARTISAN GRADE A REF NO: ECHEALTH/ART/SBH/01/07/2018**

SALARY : An all-inclusive remuneration: R179 523 – R199 242 per annum (OSD)
CENTRE : OR Tambo District, St Barnabas Hospital
REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's Licence is required.

DUTIES : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities.

Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

OFFICE OF THE PREMIER

APPLICATIONS : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION : Mnikelo Mbangi

CLOSING DATE : 17 August 2018

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), 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 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 DPSA 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. Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

OTHER POSTS

POST 31/121 : **DEPUTY DIRECTOR: HRD & PERFORMANCE MANAGEMENT REF NO: 04/07/2018**

SALARY : R697 011 – R821 052 per Annum (Level 11)

CENTRE : Bhisho

REQUIREMENTS : NQF Level 7 recognised by SAQA/ Bachelor Degree or Advanced Diploma in HRM or Public Management. Minimum of three (3) years' experience as an Assistant Director in HRD & Performance Management environment. Knowledge & Skills: In depth knowledge of legislative framework that governs the Public Service; knowledge and application of legislative framework as well as polices that govern the skills development. The candidate must be able to manage conflict and resolve problems; must demonstrate applied strategic thinking; ability to apply technology and financial management and budgeting. He/she must also be in possession of

		communication and information Management skills and ability to manage diversity and implement continuous improvement techniques.
<u>DUTIES</u>	:	Manage and monitor the implementation of the skills development policies and strategy. Manage implementation of training and development processes and programmes. Manage learnership and internship programmes. Manage and monitor implementation of performance management and development system. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to Mr. M. Mbangi @ 040 609 6424
<u>POST 31/122</u>	:	<u>ASSISTANT MANAGER: HRIMS REF NO: 05/07/2018</u>
<u>SALARY</u>	:	R356 289 - R419 679 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A three (3) Year degree or diploma in HRM or equivalent qualification. 3 - 5 years' in HRIMS (Persal) or similar environment. Persal Introduction and Establishment course are required. 3 – 5 years' experience in dealing with Organisational and Establishment Administration on Persal. Knowledge: Planning monitoring and review processes; Policy analysis and implementation. Knowledge of modern systems of governance and administration. Knowledge of government procedures and processes on public finance, human resources management and supply chain management. Skills: Presentation, Communication, Problem Solving, Reporting, Computer literacy, Verbal and written communication skills and Planning and organizing skills.
<u>DUTIES</u>	:	Ensure that all users and supervisors in the department are properly trained on the Human Resource Management Information System. This will include continuous training as and when enhancements to systems are affected. Assessment of training needs. Registration and maintenance of supervisors and users in the department and allocation of specific functions in relation to their job descriptions and levels. Assist in the development, review and implementation of the departmental HRIMS policy. Evaluation and recommendation to the management on system changes. Responsible for the creation and maintenance of the departmental code file. Manage and control Persal notices and messages and bring important issues to the attention of management. Responsible for the creation, abolishment, freezing / unfreezing and movement of posts. Report on statistics and information on the HRIMS. Implementation and maintenance of the approved organizational structure on the HRIMS system. Extract data from the HRIMS for reporting and monitoring purposes.
<u>ENQUIRIES</u>	:	can be directed to Mr. M. Mbangi @ 040 609 6424
<u>POST 31/123</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: 06/07/2018</u>
<u>SALARY</u>	:	R356 289 - R419 679 per Annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	NQF Level 7 recognised by SAQA in Human Resources Management\ Public Administration. Minimum 3-5 years' experience in the Employee Wellness Environment. Knowledge: Sound understanding of legislative requirements governing Health and Safety at the workplace, IOD Process, Basic procurement process, PERSAL, Batho Pele principles. Public service employee regulatory framework. National & Provincial Employee Wellness Model. Skills: Planning & Organising, Computer literacy at intermediate level, Communication & information Management, Conflict Management and resolution, Project Management, Networking and Building Bonds and Applied Strategic Thinking.
<u>DUTIES</u>	:	Implement employee wellness programmes. Facilitate the health and productivity services (HPM) in the department. Implement HIV & AIDS and TB management. Implement Safety & Health programmes (SHEQ). Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to Mr. M. Mbangi @ 040 609 6424

DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY

The Department of Transport: GFMS Trading Entity is in the Eastern Cape is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office No 9.
- FOR ATTENTION** : Mrs P. Mbewu
- CLOSING DATE** : 17 August 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), obtainable from any Public Service Department go to www.dpsa.gov.za and should be accompanied by a comprehensive CV including at least two contactable referees and certified copies of educational qualifications, driver's license (where applicable)and Identity Document (with an original certification stamp). The Z83 form must be signed by original signatures. Incomplete and unsigned applications will be disqualified. It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subject to security vetting, reference checking, verification of qualification and driving test. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. None South African citizens must attach proof of permanent residence in South Africa. Applicants are respectfully informed that if no notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful and that communication including correspondence will only be entered into with short listed candidates. Applications received after closing date will not be considered. No faxed/email and late applications will be accepted.

MANAGEMENT ECHELON

- POST 31/124** : **DIRECTOR: FLEET DEVELOPMENT & PROVISIONING: REF NO: GFMS 01/07/2018**
(1 year fixed term performance based contract)
- SALARY** : An all –inclusive remuneration package of (R948 174 – R1 116 918) per annum (Level 13)
- CENTRE** : East London
- REQUIREMENTS** : A Degree in Accounting/ Statistics/ Economics/ Business Administration/ Finance with 10 years working experience of which 5 years must have been at a Middle management level and 3 years in fleet modelling and pricing. Competencies: Strategic Capability and Leadership Programme and Project Management Financial Management Change Management Knowledge Management Problem Solving and Analysis People Management and Empowerment Communication.
- DUTIES** : Provide specialist services to establish and maintain processes and systems to develop and maintain an effective, efficient, reliable and a “fit for purpose” fleet for the Eastern Cape Provincial Government. Establish cost-effective and efficient systems for the provision of short-term rental vehicles to provincial government departments. Provide research, data analysis, statistical reporting, management and product pricing services. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives as a member of the executive management team, support the optimal functioning of GFMS's governance structures and the sustainability of the Entity.
- ENQUIRIES** : can be directed to Mrs P Mbewu at 043-731 2980/043 731 1249

OTHER POSTS

- POST 31/125** : **DEPUTY DIRECTOR: CLIENT RELATIONS MANAGEMENT: REF NO: GFMS 02/07/2018**
(Permanent)
- SALARY** : R826 053 – R973 047 per annum (Level 12)
CENTRE : East London
REQUIREMENTS : B.Degree/ National Diploma (NQF 6) in Marketing/ Public Relations/ Business Administration/ Business Management/ Management/ Public Administration and Communication with 5 years working experience of which 3 years must be at a Supervisory level (9) in fleet management environment. Competencies: Applied strategic thinking. Budgeting and Financial Management. Communication and Information Management. Continuous improvement. Developing others Impact and influence. Managing interpersonal Conflict and resolving problems. Planning and Organising. Decision Making.
- DUTIES** : Business Development. Clients relations management. Debt Management. Vehicle replacement conformation and allocation. Fleet Advisory and Consultation. SLA review and implementation management. Fleet Management training and development* Supervise the allocated resources.
- ENQUIRIES** : can be directed to Mrs P Mbewu at 043-731 2980/043 731 1249
- POST 31/126** : **DEPUTY DIRECTOR: ACCOUNTING AND REPORTING: REF NO: GFMS 03/07/2018**
(Permanent)
- SALARY** : R697 011 – R821 052 per annum (Level 11)
CENTRE : East London
REQUIREMENTS : B Com in Accounting and minimum of two (2) years post SAICA articles experience in an accrual financial management environment. Competencies: Applied strategic thinking; Budgeting and Financial Management; Continuous improvement; Impact and influence; Planning and Organising; Problem solving and Decision Making; Project Management; Practical knowledge of Pastel and Caseware; Preparation of Annual Financial Statement.
- DUTIES** : Provide technical assistance with the development and maintenance of the GFMS's financial management system in line with legislative, treasury and GRAP standards. Manage reporting and accounts management. Manage and oversee the maintenance of the GFMS financial management information system. Preparation of quarterly and annual financial statements. Manage and coordinate the planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Supervise the allocated resources of the Sub-Unit in line with legislative and GFMS policy directives and ensure compliance with corporate governance and planning imperatives.
- ENQUIRIES** : can be directed to Mrs P Mbewu at 043-731 2980/043 731 1249
- POST 31/127** : **ASSISTANT MANAGER: RISK MANAGEMENT: REF NO: GFMS 04/07/2018**
(Permanent)
- SALARY** : R444 693 – R523 818 per annum (Level 10)
CENTRE : East London
REQUIREMENTS : B. Degree/ National Diploma (NQF 6) in Risk Management / Finance/ Internal Audit with 3 years working experience in operational risk management. Competencies: Creative thinking; Organisational communication effective; Team Leadership; Self-management; Problem analysis and Solving; Technical proficiency; Project Management.
- DUTIES** : Provide technical support with the development and maintenance of GFMS's Risk Management Governance Structure, framework, policies and instruments; Implement GFMS's enterprise-wide risk management framework; Supervise and implement the GFMS's ethics and integrity management framework. Supervise subordinate staff and support departmental planning processes.
- ENQUIRIES** : can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/128 : **ASSISTANT MANAGER: SMALL MEDIUM MICRO ENTERPRISES (SMME) DEVELOPMENT: REF NO: GFMS 05/07/2018**
(1 year fixed term contract)

SALARY : R444 693 – R523 818 per annum (Level 09) plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : Tertiary Qualification (NQF Level 6 and above) with 3 years working experience of which one (01) year must be in a SMME Development environment. A valid code 08 driving license. Competencies: Computer Literacy; Creative thinking; Innovative; Decision Making; Good Organizational Communication effectiveness; Problem Analysis; Good Self-Management; Detail Orientated.

DUTIES : Manage rendering of technical administrative support services to the SMME Development unit. Coordinate the development of Supplier data base. Manage and coordinate the creation of Partnerships with institutions of higher learning to execute the skills development plan for the Auto Sector. Manage in overhaul Skills Development and Training of SMME in the Auto Sector. Coordinate Resource Mobilisation for Merchant development. Analyses of financial reports on spend on suppliers especially BEE Merchants. Leverage on OEMs CSI programmes for capacity building. Manage budget of the unit with all planning activities. Manage and coordinate the implementation of unit projects.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/129 : **ASSISTANT MANAGER: CLIENT RELATIONS MANAGEMENT UNIT REF NO: GFMS 06/07/2018 (X3 POSTS)**
(Permanent)

SALARY : R444 693 – R523 818 per annum (Level 10)
CENTRE : East London
REQUIREMENTS : Tertiary Qualification(NQF Level 6 and above) with a minimum of 5 years' experience in client relations management of which 2 years must be in a fleet management environment. A valid Code 8 driving licence is essential. Competencies: Proficient knowledge and skills of communication practices including good knowledge of the public service management framework; Good verbal and written communication; Resolving Conflict; Good listening skills; Multi-tasking; Customer Service; Promoting Process Improvement; Problem Solving; Thoroughness; Quality Focus; Self-driven; Excellent people skills & team player; Practice sound business ethics; Excellent Presentation skills; Time Management and advanced Computer Literacy with proficiency in Microsoft Office package.

DUTIES : Responsible for managing, developing and penetrating the existing customer base. Operate as the lead point of contact for any and all matters specific to customer management. Build and maintain strong, long-lasting customer relationships. Develop a trusted advisor relationship with key accounts, external & internal stakeholders regarding the fleet e.g. fleet analysis, updated fleet registers, account statement, management of traffic fines, service projections. Ensure the timely and successful delivery of services according to customer needs and objectives. Assist with high severity requests or issue escalations as needed. Ensure timeous payment of client invoices. Prepare and communicate reports on account status to internal and external stakeholders. Identify potential new clients and grow opportunities. Computer competency will be tested.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/130 : **VEHICLE QUALITY MANAGEMENT OFFICER: FLEET DEVELOPMENT AND PROVISIONING REF NO: GFMS 07/07/2018**
(1 Year fixed term contract)

SALARY : R299 709 – R353 043 per annum (Level 08) plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : B.Degree/National Diploma in Mechanical Engineering (NQF 6) or Auto Trade Test with an NQF Level 6 qualification. At least 3 years working experience in a technical field/ fleet management environment. A working knowledge of

		engineering drafting and designing is essential. A valid Code 08 driving licence. Experience in the motor industry or fleet management will be an added advantage. Competencies: Creative Thinking Decision Making. Communication. Problem Analysis. Self-Management. Team Membership. Technical Proficiency.
<u>DUTIES</u>	:	Researching and assessing suitability and fitness for purpose of fleet vehicles. Facilitating the vehicle needs analysis process. Investigating and resolving technical queries and complaints on vehicle performance problems. Coordinating and organising technical and driver training sessions. Development of vehicle modification specifications to satisfy the special needs of client departments. Monitoring and quality control of vehicle conversion projects. Facilitating the disposal of defleeted vehicles. Managing and coordinating the processes for the development and maintenance of the Annual Fleet Replacement Plan. Facilitating processes for the procurement of fleet enhancement and replacement vehicles in line with the Annual Fleet Replacement Plan. Managing and coordinating processes for the requisition of official orders for the procurement of fleet enhancement and replacement items as per the approved Fleet Acquisition Schedule. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249
<u>POST 31/131</u>	:	<u>SENIOR ADMINISTRATION OFFICER: FLEET LOGISTICS MANAGEMENT (ENATIS) REF NO: GFMS 08/07/2018 (X2 POSTS)</u> (1 year fixed term contract)
<u>SALARY</u>	:	R299 709 – R 353 043 per annum (Level 08) plus 37% lieu of benefits
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Tertiary Qualification (NQF 6 and above) three (3) years working experience of which two (2) years must be in an eNatis environment. Competencies: Good communication skills; Team player; Self-management; Problem Solving and Decision Making; Technical proficiency; Computer Literacy.
<u>DUTIES</u>	:	Process the registration & licensing of new vehicles in line with AARTO & NRTA requirements on eNatis system. Process the license renewal services, re & de-registration, COFs, Police clearance services, change of ownership, auction support and all services related to functions of eNatis. Distributing Face Value Documents to each user to print Registration Certificates and License Discs and reconcile FVDs used and returned record and print detailed reports. Process the payment of eNatis & related cost recovery processes including ensuring that all transactions are accounted for. Provide general office administration and projects support services. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249
<u>POST 31/132</u>	:	<u>STATE ACCOUNTANT – ACCOUNTS PAYABLE: REF NO: GFMS 09/07/2018</u> (1 Year fixed term contract)
<u>SALARY</u>	:	R242 475 – R285 630 per annum (Level 07) plus 37% lieu of benefits
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	B Com in Accounting/ National Diploma (NQF 6) in Accounting with 2 years working experience in Finance, in an accrual environment. Practical experience in Pastel is essential. Competencies: Creative Thinking; Decision Making; Problem Solving; Team Player; Technical Proficiency. Practical knowledge of Pastel.
<u>DUTIES</u>	:	Processing of Supplier invoices. Preparation of Supplier reconciliations. Updating of invoice tracking register. Preparation of payment submissions. Maintenance of commitments register. Maintenance of Irregular, Fruitless and wasteful expenditure register.
<u>ENQUIRIES</u>	:	can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/133 : **STATE ACCOUNTANT – BILLING AND DEBT MANAGEMENT REF NO. GFMS 10/07/2018 (X3 POSTS)**
(1 Year fixed term contract)

SALARY : R242 475 – R285 630 per annum (Level 07) plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : B Com in Accounting/ National Diploma (NQF 6) in Accounting with 2 years relevant working experience in Finance, in an accrual environment. Practical experience in Pastel is essential. Competencies: Creative Thinking; Decision Making; Problem Solving; Team Player; Technical Proficiency.

DUTIES : Preparation of billing schedules and invoices to clients. Allocation of receipts from clients. Processing of customer invoices. Preparation of debtors reconciliations. Preparation of journals relating to Accounts receivable.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/134 : **ADMINISTRATION OFFICER: FLEET MAINTENANCE REF NO: GFMS 11/07/2018 (X2 POSTS)**
(1 year fixed term contract)

SALARY : R242 475 – R285 630 per annum (Level 07) plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : Tertiary Qualification (NQF 6 and above) with 3 years working experience of which one (1) year must be in a fleet maintenance environment. Computer Literacy - Advanced Microsoft Excel / Word and PowerPoint skills. A valid code 08 driving license. Vehicle Repairs, Fleet Maintenance and Original Equipment Manufacturers (OEM) / Dealer network background will be an added advantage. Competencies: Creative thinking; Decision Making; Good Organizational Communication effectiveness; Problem Analysis; Good Self-Management; Detail Orientated; Technical Proficiency and work well in a team environment.

DUTIES : Maintain an active fleet register*Reconciliation of monthly bills (authorised invoices from Suppliers). Ad-hoc duties when required. Report on vehicles. Analyse all transactions and categorise on a monthly basis. Check and sign authorisations as per delegations. Identify vehicles that are down and create the downtime report for the month to be reviewed by the Chief Artisan*Coordinate the requests for relief vehicles and record as such.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/135 : **HUMAN RESOURCE OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: GFMS 12/07/2018**
(1 year fixed term contract)

SALARY : R242 475 – R285 630 per annum (Level 07) plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : B. Degree/ National Diploma (NQF 6) in Human Resource Management/ Human Resource Development with 2 years clerical experience in Service Conditions, Human Resource Development and Employee Relations. Valid code 08 driving license is essential. Knowledge of HR Government Prescripts. Competencies: PERSAL system; Records Management; Service Termination Leave Management; Employee Benefits; Salary administration; Implementation of PMDS outcomes; Employee Relations; Computer Literacy.

DUTIES : Perform administrative support functions for the administration of Service Benefits (Housing Allowance, Acting Allowance, State Guarantee, IOD, S&T claims, Service Termination, Resettlement and PILIR). Administer PMDS in the GFMS. Provide administrative support with the implementation of GFMS's Workplace Skills Plan and talent development programmes. Provide Human Resource document management and registry services in line with National Minimum Information Requirement standards (NMIR) issued by the MPSA. Leave Administration. Provide help Desk Services. Provide administrative support with the implementation of grievances and disciplinary procedures.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/136 : **ADMINISTRATION CLERK: FLEET MAINTENANCE REF NO. GFMS 13/07/2018 (X2 POSTS)**
(1 year fixed term contract)

SALARY : R163 563 – R192 666 per annum (Level 05) plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : Tertiary Qualification (NQF 6 and above) with 2 years working experience of which one (1) year must be in a fleet maintenance environment. A valid code 08 driving license. Competencies: Computer Literacy; Creative Thinking; Creative and Innovative; Decision Making; Good Communication Skills; Telephone Etiquette; Self-Management; Detail Oriented and work well in a team environment.

DUTIES : Provide clerical support services with fleet maintenance and repair authorizations/ receive & capture all authorisation requests from service provider. Provide clerical support services with the provisioning of fleet maintenance and repair services. Coordinate the signing of all authorisations and file – Daily. Reconcile the work done the previous day vs the actual signed off authorisations. Booking services and follow-ups on vehicles at merchants. Compile daily, weekly and monthly reports for fleet maintenance office. Categorise the work done and record vehicles that are down with the information from merchants and districts. Maintain an active fleet register. Administer and provide administrative support for Head Office and district staff. Split MM/FML authorised and record daily for cost recovery at the end of the month. Perform all administrative functions in the office and in support of district staff. Liaise on behalf of supervisors with internal and external stakeholders with the objective of sourcing and securing supporting documentation internally and externally.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/137 : **SECRETARY – FINANCE: REF NO: GFMS 14/07/2018**
(1 Year fixed term contract)

SALARY : R163 563 – R192 666 per annum (Level 05) plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : B. Degree/ National Diploma (NQF 6) in Secretarial/ Office Administration/ Office Management with 2 years working experience as a Secretary or in Office management. At least 1 year experience supporting in a Finance environment. Competencies: Creative Thinking; Problem Solving; Team Player; Ability to work with minimal supervision; take initiative.

DUTIES : Render administrative support. Provide secretarial/receptionist support service to the Senior Managers. Provide support for Unit Managers.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

POST 31/138 : **ADMINISTRATION CLERK: FLEET RISK MANAGEMENT REF NO: GFMS 15/07/2018**
(1 year fixed term contract)

SALARY : R163 563 – R192 666 per annum (Level 05) plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : Tertiary Qualification (NQF Level 6 and above) with two (2) years working experience of which one (1) year must be in a fleet risk management environment. Competencies: Good communication skills; Team player; Self-management; Problem Solving and Decision Making; Computer Literacy.

DUTIES : Process accident related claims, vehicle losses & related cost recovery processes. Identify & process fuel exceptions (irregularities with fuel transactions) and related cost recovery processes and facilitate reporting for the relevant investigations. Coordinate the vehicle tracking system installations, de-installation, repairs, driver identification tags, invoice payment and relevant reports. Assist with any other administrative duties of the unit and on special projects.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249

<u>POST 31/139</u>	:	<u>ADMINISTRATION CLERK: FLEET LOGISTICS REF NO: GFMS 16/07/2018 (X3 POSTS)</u> (1 Year fixed term contract)
<u>SALARY CENTRE</u>	:	R163 563 – R192 666 per annum (Level 05) plus 37% lieu of benefits East London (X2 Posts) Port Elizabeth (X1 Post)
<u>REQUIREMENTS</u>	:	Tertiary Qualification (NQF Level 6 and above) with 2 years working experience of which one (1) year must be in a logistics/ warehousing/ asset management environment. A valid code 08 driving license. Competencies: Good communication skills; Team player; Self-management; Problem Solving and Decision Making; Computer Literacy.
<u>DUTIES</u>	:	Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Dispatching of vehicles to the different users. Stock reconciliation and reporting. Manage the post delivery services and key management of all vehicles. Perform messenger duties and any other duties assigned.
<u>ENQUIRIES</u>	:	can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249
<u>POST 31/140</u>	:	<u>ADMINISTRATION CLERK: FACILITIES AND SECURITY MANAGEMENT REF NO: GFMS 17/07/2018</u> (1 Year fixed term contract)
<u>SALARY CENTRE</u>	:	R163 563 – R192 666 per annum (Level 05) plus 37% lieu of benefits East London
<u>REQUIREMENTS</u>	:	Tertiary Qualification (NQF Level 6 and above) with 2 years working experience. Experience in a fleet environment will be an added advantage. Competencies: Creative thinking; Interpersonal skills; Communication skills; Problem Solving; Computer Literacy. Knowledge: Knowledge MISS, PSIRA, OHS Act; Knowledge Control of Access to Public Premises and Vehicles Act, 1985 as amended.
<u>DUTIES</u>	:	Facilitate the implementation of Service Level Agreements (SLAs). Facilitate monitoring and evaluation of SLA implementation. Assist in the implementation of OHS Act 85 of 1993 as amended. Implement OHS and Security inspection findings. Provide administrative support in the area of facilities and security management. Provide central document and records management services. Assist in the development/review of SLA. Coordinate and manage all incoming and outgoing correspondence, including driver/ messenger itinerary.
<u>ENQUIRIES</u>	:	can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249
<u>POST 31/141</u>	:	<u>DRIVER/ MESSENGER: FACILITIES AND SECURITY MANAGEMENT REF NO: GFMS 18/07/2018</u> (Permanent)
<u>SALARY CENTRE</u>	:	R115 437 – R135 981 per annum (Level 03) East London
<u>REQUIREMENTS</u>	:	Grade 10 plus valid Driver's license with PDP. 2 years driving experience. Competencies: Basic: reading, writing, good verbal communication, team work, driving skills.
<u>DUTIES</u>	:	Provide driving service. Provide general administrative support services.
<u>ENQUIRIES</u>	:	can be directed to Mrs P. Mbewu at 043-731 2980/043 731 1249