

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

APPLICATIONS

- : Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:
- All Chief Executive Officer post be forwarded to: **Bisho Head Office:** Post to: Private Bag X0038, Bhisho, 5605 or Hand delivered at Global Life Building, Independence Avenue, Bhisho, 5605.
- 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: Ms V Mhlanga Tel No: 046 645 1864.
- SS Gida Hospital:** Post to: SS Gida Hospital, Private Bag X12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel No: 040 658 0043
- Victoria Hospital:** Post to: Victoria Hospital, Private Bag X1300 Alice 5700. Enquiries: Ms L Mangesi Tel No: 040 653 1141.
- Tower Psych Hospital:** Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms H Potgieter – Tel No: 046 645 1122
- Bedford Hospital:** Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, Bedford, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms L H Slatsha Tel No: 046 685 0046.
- Tafalofefe Hospital:** Post to: HR Office, Tafalofefe Hospital, Private Bag X3024 Centane: Enquiries: Ms V. Motabele –Tel No: 047- 498 0026.
- Mbhashe Sub-District:** Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula Tel No: 047 489 2417/16.
- 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.
- Taylor Bequest Hospital (Matatiele):** Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso Tel No: 039 737 3107
- Mount Ayliff Hospital:** Post to: Human Resource Office, P/Bag X504 Mount Ayliff Hospital 4735 or hand delivery to: HR Office, Mount Ayliff Hospital, 8 Ntsizwa Street Mount Ayliff 4735 Enquiries: Mrs Pencil Tel No: 039 254 0236.
- Dora Nginza Regional Hospital:** Post to: HR Office, Dora Nginza Hospital, 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.
- Uitenhage Provincial Hospital:** Post to: Uitenhage Provincial Hospital Private Bag x36 Uitenhage 6320 or Hand deliver to: HR Office, Uitenhage Provincial Hospital 162 Channer Street Leyvale Uitenhage. Enquiries: Mr P Oosthuizen Tel No: 041 995 1129.
- Nelson Mandela Health District Office:** Post to: HR Office, Private Bag X28000 Greenarces Port Elizabeth or hand deliver to: HR Office Nelson Mandela Health District Office (Old Walton Building) Conningham Street Parson Hill Port Elizabeth. Attention Ms P Makuluma Tel No: 041 391 8164
- Frontier 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 4272
- Intsika Yethu Sub-District Office:** Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District Office, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela – Tel No: 047 874 0079.
- Cofimvaba Hospital:** Post to: Human Resource Office, Cofimvaba Hospital, Private Bag X 1207 Cofimvaba 5380. Enquiries: Ms A Mbana – Tel No: 047 874 0111.
- Ngcobo Sub-District:** Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N. Matala Tel No: 047 5480022/34/0738199730.

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

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.

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

KSD Sub-District: Post to: District Manager, KSD Sub district Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel No: 047 531 0823.

Nyandeni Sub-District: Post to: Human Resource Office, Nyandeni LSA, P. O. Box 208, Libode, 5160, or Hand Deliver to: Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms Daniso – Tel No: 047 555 0151/0023.

Qaukeni Sub-District: Post to: Qaukeni Sub District: Lusikisiki College of Education, Department of Health Offices, Private bag X1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo – Tel No: 039 253 1541.

Lady Grey Hospital: Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand deliver at the HR Office, Lady Grey Hospital. Enquiries: Ms N Skisazana – Tel No: 051 603 0093.

Frere Tertiary Hospital: Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or hand Deliver: 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. Enquiries: Ms Loliwe Tel No: 043 761 2131.

Cecilia Makiwane Hospital: Post to: Cecilia Makiwane Hospital: Private Bag X 001, Mdantsane, 5225 or Hand Deliver to Human Resource Office, Cecilia Makiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel No: 043 708 2118

EMS College Port Elizabeth: Post to: HR Office, Private Bag X28000 Greenarces 6057 or hand deliver to: HR Office, EMS College situated at Livingstone Hospital Port Elizabeth 6057. Enquiries: Mr N Ndamase Tel No: 041 453 0911.

Amahlathi Sub-District: Post to: Human Resources Office Amahlathi Sub-District Private Bag X 7425 King Williamstown 5600 or Hand Delivery Amahlathi Sub District 01 Bridge Street West Bank King Williamstown 5600 Enquiries Ms B Mngxe Tel No: 043 6434775/6

Cathcart Hospital: Post to: Human Resources Office, Private Bag X10 Cathcart 5310 or hand deliver to: Human Resources Office 10 Hankop Street Cathcart 5310. Enquiries: Ms Velaphi Tel No: 045 843 1029.

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

Komani Hospital: Post to: Human Resource Office, Komani Hospital Private Bag X4043 Queenstown 5320. Enquiries: Ms A Sokutu Tel No: 045 858 8400.

Lukhanji Sub-District: Post to: Human Resource Office, Lukhanji Sub District Private Bag X1 Queenstown 5320. Enquiries: Ms Mtweni Tel No: 045 807 8908

Emalahleni Sub District: Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410 Enquiries: Ms NP Mtshabe Tel No: 047 878 4300

Inxuba Yethembu Sub District: Human Resource Office, Inxuba Yethembu Sub District Private Bag X90 Cradock 5880. Enquiries: Ms GO Van Heerden Tel No: 048 881 2921

Molteno Hospital: Human Resource Office, Molteno Hospital, Stuart Street Molteno 5880. Enquiries: Ms D Zantsi Telo No: 045 858 8112.

Nelson Mandela Academic Hospital: Post to: Human Resource Office, Nelson Mandela Academic Hospital, Private Bag X5014 Mthatha, 5099 or hand deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha, 5099. Enquiries: Ms Calaza - Tel No: 047 502 4320.

CLOSING DATE
NOTE

: 21 September 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). 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. Additional Note: 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. Adverts are placed per district so to accommodate other facilities within the district.

MANAGEMENT ECHELON

POST 36/57 : **DIRECTOR: CHANGE MANAGEMENT REF NO:**
ECHEALTH/DIRCM/HO/01/09/2018
 (One year contract)

SALARY : R1 005 063 – R1 183 932 per annum (Level 13)
CENTRE : Bhisho, Head Office
REQUIREMENTS : A undergraduate qualification (NQF Level 7) in Social Science / Behavioral Sciences/ Public Administration coupled with 5 years’ experience at Middle Management level. Experience in facilitating and leading change initiatives to improve organizational performance. Experience in remuneration management and budgeting for employee total cost of employment. A post graduate qualification will be an added advantage. Key competencies: Strategic Analysis, Strategic Leadership, Systems Analysis, Organizational Change, Consultation and Facilitation, Process Improvement, People and Relationship Management, exceptional communication both verbal and written, Human Resources Management Information System. Knowledge of the public sector environment and regulatory framework. Depth in knowledge of project management approaches, tools and phases of project lifecycle. Experience and knowledge of change management principles, methodologies and tools. Computer literacy with advanced knowledge of project management software programme, Visio and Excel. A valid driver’s license.

DUTIES : Support the Department for successful change management implementation. Conduct a stakeholder analysis to develop a stakeholder management plan per initiative/project, which should be continually used to drive appropriate change activities. Stakeholder Engagement to build positive internal and external relationships. Conduct change impact analyses and assess change readiness. Governance and decision making for effective change management outcomes. Design varied types of change engagement, including face to face engagement, while using a multimedia approach. Support the organization to achieve the appropriate levels of governance. Project Management. Coaching of staff and management in readiness for and management of various change initiatives. Leadership and empowerment of change sponsors. Coordinate change management initiatives Monitoring and evaluation and reporting on change management initiatives. Coordinate and write change management accountability reports.

ENQUIRIES : Mr S Makitshi Tel No: 040 608 1954
APPLICATIONS : Bisho Head Office: Post to: Recruitment & Selection Office Private Bag X0038, Bhisho 5605, or Hand deliver: Recruitment & Selection Office, (Old Dept of Education space) Global Life Building, Independence Avenue, Bhisho, 5605.

OTHER POSTS

POST 36/58 : **GENERAL MANAGER: MEDICAL SERVICES REF NO:**
ECHEALTH/SMMS/NMAH/02/08/2018

SALARY : R1 718 418 – R2 054 577 per annum (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Appropriate qualification that allows full registration with the Health Professional Council South Africa (HPCSA) as a Medical Practitioner. A minimum of three (3) appropriate experience after registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA. A valid driver's license. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Relevant experience in managing hospitals/senior medical staff.

DUTIES : Give strategic direction and leadership to the Clinical and support division. Work with Chief Executive Officer to ensure effective efficiency and sustainable delivery of the Nelson Mandela Academic Hospital Clinical Governance strategy. Plan, implement, lead and support the development of clinical and related support services in the hospital working the Heads of the Clinical Departments, Pharmaceutical services, Clinical support and Nursing Services Management. Develop and maintain leadership including co-ordination and communication with staff and clients in the clinical services. Working in partnership with others to develop, take forward and evaluate direction and strategies. Develop a culture that improves quality of provided clinical services. Promote health and well-being of patients and prevent adverse effects on health and the well-being of patients through contributing to the development, implementation and evaluation of related policies. Plan, implement, monitor and evaluate the hospital outreach and support programmes. Plan, develop and evaluate methods and processes for gathering analysis, interpreting and presenting health information.

ENQUIRIES : Ms Makwedini Tel No: 083 378 0141

POST 36/59 : **HEAD CLINICAL UNIT (NEUROSURGERY) REF NO:**
ECHEALTH/HCU/FTH/02/08/2018

SALARY : R1 643 352 – R1 744 191 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : An appropriate medical qualification that allows registration with HPCSA in Neurosurgery. HPCSA registration certificate as a Medical Specialist in Neurosurgery. A minimum of 3 years post registration with HPCSA as Medical Specialist in the respective discipline. Appropriate specialist procedures and protocols within field of expertise. Leadership, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counselling and conflict resolution skills. Competencies: Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programme. A valid driver's licence.

DUTIES : Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Problem solving, participate in the provision of tertiary and central services. Provide outreach services to clinicians including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.

ENQUIRIES : Ms N Mthitshana Tel No: 043 709 2487/2532

POST 36/60 : **HEAD CLINICAL UNIT (ACCIDENT & EMERGENCY) GRADE 1 REF NO: ECHEALTH/HCU/02/08/2018**

SALARY : R1 643 352 – R1 744 191 per annum (OSD)
CENTRE : Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS : An appropriate medical qualification that allows registration with HPCSA in Accident & Emergency. HPCSA registration certificate as a Medical Specialist. A minimum of 3 years' experience as a Medical Specialist in Emergency after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in. A valid driver's license. Competencies: Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programme. A valid driver's licence.

DUTIES : Provide clinical leadership (strategic planning, monitoring and evaluation) the supervisory management of the department. Responsible for the development and maintenance of high quality, evidence based emergency assessment, treatment and rehabilitation programmes. Provide in an effective emergency consultation services and outreach to outreach to the sub-districts that from part of the Cecilia Makiwane area services platform. Monitor and develop improvement plans regarding clinical output, new services & cost containment. Optimally supervise, instruct and train junior personnel including registrars Participate in academic activities at undergraduate and post graduate levels. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of undergraduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities.

ENQUIRIES : Ms. P. Mncotsho Tel No: 043 708 2118

POST 36/61 : **HEAD CLINICAL UNIT (ACCIDENT & EMERGENCY) GRADE 1 REF NO: ECHEALTH/HCU/02/08/2018**

SALARY : R1 643 352 – R1 744 191 per annum (OSD)
CENTRE : Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS : An appropriate medical qualification that allows registration with HPCSA in Accident & Emergency. HPCSA registration certificate as a Medical Specialist. A minimum of 3 years' experience as a Medical Specialist in Emergency after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Emergency. A valid driver's license. Competencies: Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programme. A valid driver's licence.

DUTIES : Provide clinical leadership (strategic planning, monitoring and evaluation) the supervisory management of the department. Responsible for the development and maintenance of high quality, evidence based emergency assessment, treatment and rehabilitation programmes. Provide in an effective emergency

consultation services and outreach to outreach to the sub-districts that from part of the Cecilia Makiwane area services platform. Monitor and develop improvement plans regarding clinical output, new services & cost containment. Optimally supervise, instruct and train junior personnel including registrars Participate in academic activities at undergraduate and post graduate levels. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of undergraduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities.

ENQUIRIES : Ms. P. Mncotsho Tel No: 043 708 2118

POST 36/62 : **HEAD CLINICAL UNIT (MENTAL HEALTH UNIT) GRADE 1 REF NO: ECHEALTH/HCU/02/08/2018**

SALARY : R1 643 352 – R1 744 191 per annum (OSD)
CENTRE : Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS : An appropriate medical qualification that allows registration with HPCSA in Psychiatry. HPCSA registration certificate as a Medical Specialist. A minimum of 3 years' experience as a Medical Specialist in Psychiatry after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Psychiatry. A valid driver's license. Competencies: Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programme. A valid driver's licence.

DUTIES : Provide clinical leadership (strategic planning, monitoring and evaluation) the supervisory management of the department. Responsible for the development and maintenance of high quality, evidence based emergency assessment, treatment and rehabilitation programmes. Provide in an effective emergency consultation services and outreach to outreach to the sub-districts that from part of the Cecilia Makiwane area services platform. Monitor and develop improvement plans regarding clinical output, new services & cost containment. Optimally supervise, instruct and train junior personnel including registrars Participate in academic activities at undergraduate and post graduate levels. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of undergraduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities.

ENQUIRIES : Ms. P. Mncotsho Tel No: 043 708 2118

POST 36/63 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/NQH/02/08/2018**

SALARY : R1 115 874 – R1 275 885 per annum (OSD)
CENTRE : Buffalo City Metro, Nkqubela TB Hospital
REQUIREMENTS : An appropriate medical qualification that allows registration with HPCSA in Medical Practitioner. HPCSA registration certificate as a Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. A valid driver's license. Experience at a supervisory level will be added as advantage. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial

- management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes. A valid driver's licence.
- DUTIES** : Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Senior Manager Medical Services. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
- ENQUIRIES** : Ms. Loliwe Tel No: 043 761 2131
- POST 36/64** : **CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/SSG/02/08/2018**
This is a re-advertisement. (Those who had applied before are welcome to apply again)
- SALARY CENTRE REQUIREMENTS** : R1 115 874 – R1 275 885 per annum (OSD)
: Amathole District, SS Gida Hospital
: An appropriate medical qualification that allows registration with HPCSA as Medical Practitioner. HPCSA registration certificate as a Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. A valid driver's license. Experience at a supervisory level will be added as advantage. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes. A valid driver's licence.
- DUTIES** : Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Senior Manager Medical Services. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of

		subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors. Ms Fumanisa Tel No: 040 658 0043
<u>ENQUIRIES</u>	:	
<u>POST 36/65</u>	:	<u>DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: ECHEALTH/DDCM/HO/01/09/2018 (X3 POSTS)</u> (One year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R826 053 – R973 047 per annum (Level 12) Bhisho, Head Office An relevant qualification in Social Science/ Behaviour Sciences/Public Administration or qualification related to PERSAL Management, Change Management, loading of organograms or systems design coupled with 5 years' experience in the field of which 3 years' must be at Assistant Director level. Experience in organisational development environment. Key Competencies: Systems analysis, organizational change, consultation and facilitation, process improvement, people and relationship management, excellent communication both verbal and written, human resources management information system management. Knowledge of the public sector environment and regulatory framework. Depth Good in knowledge of project management approaches, tools and phases of project lifecycle. Experience and knowledge of change management principles, methodologies and tools. Knowledge of project management software programme, Visio and Excel. Knowledge of PERSAL will be an added advantage. A valid driver's licence.
<u>DUTIES</u>	:	Create and manage change management systems and processes. Coordinate efforts with other task owners. Integrate change management activities in project plan. Provide project administration services for the PMO. Create and distribute Change Management reports. Ensure that all preparations have been made for a change management sessions, meeting, including creating of agenda, circulation of and submit these to professional secretariat. Utilizes the Change Management reporting system to monitor and track changes. Creates consolidated change schedule and resolves any scheduling conflicts. Develop and maintain the change management dashboard. Lead and support loading of the organizational structure. Ensure integrity of the organizational structure at all times.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Makitshi Tel No: 040 608 1954 Bisho Head Office: Post to: Recruitment & Selection Office Private Bag X0038, Bhisho 5605, or Hand deliver: Recruitment & Selection Office, (Old Dept of Education space) Global Life Building, Independence Avenue, Bhisho, 5605.
<u>POST 36/66</u>	:	<u>CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/NOMH/02/08/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R826 053 – R873 047 per annum (Level 12) Amathole District, Nompumelelo Hospital A Degree/Advanced Diploma in Health related field PLUS a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years management experience in the Health Sector at middle management. Experience as a Health Service Manager or significant experience in management in a Health service environment. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.
<u>DUTIES</u>	:	To plan, direct, coordinate and manage the efficient and Effective delivery of clinical and Administrative support services through working with the key executive management team at the Hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational efficiency within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources.

Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management.
Dr Matiwane Tel No: 040 608 1163

ENQUIRIES

POST 36/67

**CHIEF EXECUTIVE OFFICER REF NO:
ECHEALTH/CEO/MDWAH/02/08/2018**

**SALARY
CENTRE
REQUIREMENTS**

R826 053 – R873 047 per annum (Level 12)
Amathole District, Madwaleni Hospital
A Degree/Advanced Diploma in Health related field PLUS a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years management experience in the Health Sector at middle management. Experience as a Health Service Manager or significant experience in management in a Health service environment. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES

To plan, direct, coordinate and manage the efficient and Effective delivery of clinical and Administrative support services through working with the key executive management team at the Hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational efficiency within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management.
Dr Matiwane Tel No: 040 608 1163

ENQUIRIES

POST 36/68

**MEDICAL OFFICER GRADE 1 – 3 REF NO:
ECHEALTH/MO/FTH/02/08/2018 (X3 POSTS)**

SALARY

Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

**CENTRE
REQUIREMENTS**

Buffalo City Metro, Frere Tertiary Hospital
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. **Grade 2:** Minimum of 5 years relevant experience after registration. **Grade 3:** Minimum of 10 years' experience after registration.

DUTIES

Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with

all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

<u>ENQUIRIES</u>	:	Ms. N. Mthitshana Tel No: 043 709 2487/2532
<u>POST 36/69</u>	:	<u>PHARMACIST GRADE 1-3 REF NO: ECHEALTH/PHARM/FTH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R655 890 – R696 234 per annum (OSD) Grade 2: R713 904 – R757 707 per annum (OSD) Grade 3: R780 616 – R828 507 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.
<u>DUTIES</u>	:	Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.
<u>ENQUIRIES</u>	:	Ms. N. Mthitshana Tel No: 043 709 2487/2532
<u>POST 36/70</u>	:	<u>PHARMACIST GRADE 1-3 REF NO: ECHEALTH/CH/FRH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R655 890 – R696 234 per annum (OSD) Grade 2: R713 904 – R757 707 per annum (OSD) Grade 3: R780 616 – R828 507 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Frontier Regional Hospital Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.
<u>DUTIES</u>	:	Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according

to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Mrs P Marongo – Tel No: 045 808 4272

POST 36/71 : **PHARMACIST GRADE 1-3 REF NO: ECHEALTH/CH/COFH/02/08/2018**

SALARY : Grade 1: R655 890 – R696 234 per annum (OSD)
Grade 2: R713 904 – R757 707 per annum (OSD)
Grade 3: R780 616 – R828 507 per annum (OSD)

CENTRE REQUIREMENTS : Chris Hani District, Cofimvaba Hospital
Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. **Grade 2:** A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Ms A Mbana – Tel No: 047 874 0111

POST 36/72 : **ASSISTANT MANAGER: NURSING (THEATRE) REF NO: ECHEALTH/AMN/TBH/02/08/2018**

SALARY : R581 826 – R654 840 per annum (OSD)

CENTRE REQUIREMENTS : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing at least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report

<u>DUTIES</u>	:	writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
	:	Plan, direct, coordinate, evaluate and review all activities necessary to manage Theatre/CSSD and make decisions regarding problems in the unit. Assist with medical care and research in the unit. Provide emergency care to patients in a crisis situation. Give actual nursing care, Develop rapport, Teach nurses and patients. Control environment, such as equipment, Supplies records, Staff and Traffic. Assist in PMDS evaluation of staff within the unit. Identify staff training needs and participate in monitoring training.
<u>ENQUIRIES</u>	:	Mr Kholiso Tel No: 039 737 3107
<u>POST 36/73</u>	:	<u>ASSISTANT MANAGER NURSING (MALE WARD) - REF NO: ECHEALTH/AMNS/TBH/02/08/2018</u>
<u>SALARY</u>	:	R532 445 – R617 253 per annum (OSD)
<u>CENTRE</u>	:	Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Mr Kholiso Tel No: 039 737 3107
<u>POST 36/74</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/LGH/02/08/2018</u>
<u>SALARY</u>	:	R532 449 – R617 253 per annum (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Lady Grey Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Ms N Skisazana Tel No: 051 603 0093
<u>POST 36/75</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) – NIGHT SHIFT REF NO: ECHEALTH/AM/FTH/02/08/2018</u>
<u>SALARY</u>	:	R532 449 – R617 253 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Ms N Mthitshana Tel No: 043 709 2487/2532

POST 36/76 : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AM/NKQH/02/08/2018**

SALARY : R532 449 – R617 253 per annum (OSD)
CENTRE : Buffalo City Metro, Nkqubela TB Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Ms. Loliwe Tel No: 043 761 2131

POST 36/77 : **OPERATIONAL MANAGER SPECIALTY (PEADS) REF NO: ECHEALTH/OMS/DNRH/02/08/2018**

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Paediatrics Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change

management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES :

Mr J Johaar Tel No: 041 406 4435.

POST 36/78 :

OPERATIONAL MANAGER SPECIALTY (CATHLAB) REF NO: ECHEALTH/OPCAT/NMAH/02/08/2018

SALARY CENTRE REQUIREMENTS :

R532 449 – R599 274 per annum (OSD)
OR Tambo District, Nelson Mandela Academic Hospital
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Operating Theatre Technique/Critical Care. Experience in Nursing Cardiology patients and working at CATHLAB. A minimum of 9 years or more as a registered nurse. At least 5 years of the period referred to above must be appropriate experience after obtaining 1 year post basic qualification in relevant specialty.

DUTIES :

Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management, Promote and ensure quality of nursing as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how it impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES :

Ms Calaza Tel No: 047 502 4320

POST 36/79 :

OPERATIONAL MANAGER (PAEDIATRICS) REF NO: ECHEALTH/OM/CMH/02/08/2018

SALARY CENTRE REQUIREMENTS :

R532 449 – R599 274 per annum (OSD)
Buffalo City Metro, Cecilia Makiwane Hospital
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Paediatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES :

To implement standard practices and criteria for quality nursing care. Practice in accordance to laws and regulations relevant to the unit. Provide direction and supervision for implementation of nursing care plans (Quality Nursing Care) in the unit as well as overall supervision of the hospital. Utilize all resources effectively and efficiently in a specialty department (Paediatric / Neonatal ICU).

ENQUIRIES :

Ms. P. Mncotsho Tel No: 043 708 2118

POST 36/80 :

OPERATIONAL MANAGER (INTERNAL MEDICINE) REF NO: ECHEALTH/OM/CMH/02/08/2018

SALARY CENTRE REQUIREMENTS :

R532 449 – R599 274 per annum (OSD)
Buffalo City Metro, Cecilia Makiwane Hospital
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as

		a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Paediatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	To implement standard practices and criteria for quality nursing care. Practice in accordance to laws and regulations relevant to the unit. Provide direction and supervision for implementation of nursing care plans (Quality Nursing Care) in the unit as well as overall supervision of the hospital. Utilize all resources effectively and efficiently in a specialty department (Paediatric / Neonatal ICU).
<u>ENQUIRIES</u>	:	Ms. P. Mncotsho Tel No: 043 708 2118
<u>POST 36/81</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (OBS & GYNAE) REF NO: ECHEALTH/OMS/GH/02/08/2018</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms. N. Mthitshana Tel No: 043 709 2487/2532
<u>POST 36/82</u>	:	<u>OPERATIONAL MANAGER NURSING (MATERNITY) REF NO: ECHEALTH/OMN/AMAT/SSGH/02/08/2018</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD)
<u>CENTRE</u>	:	Amathole District, SS Gida Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 (Advanced Midwifery and Neonatology). A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of

		practices and nursing standards as determined by the Legislation. Implementation of Patient's Rights Charter and Batho Pele Principles. Ms Fumanisa Tel No: 040 658 0043
<u>ENQUIRIES</u>	:	
<u>POST 36/83</u>	:	<u>OPERATIONAL MANAGER NURSING (MATERNITY) REF NO: ECHEALTH/OMN/AMAT/BEDFH/02/08/2018</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD)
<u>CENTRE</u>	:	Amathole District, Bedford Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 (Advanced Midwifery and Neonatology). A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient's Rights Charter and Batho Pele Principles.
<u>ENQUIRIES</u>	:	Ms L H Slatsha Tel No: 046 685 0046
<u>POST 36/84</u>	:	<u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/CD-SSD-BC/02/08/2018</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD)
<u>CENTRE</u>	:	Sakhisizwe Sub-District, Beestekraal Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms B Mtsi Tel No: 047-8770931
<u>POST 36/85</u>	:	<u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE (X3 POSTS)</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD)
<u>CENTRE</u>	:	Nkonkobe Sub-District, Zihlahleni Clinic Ref No: ECHEALTH/OM-PHC/ZLHC/02/08/2018 Upper Ncerha Clinic Ref No: ECHEALTH/OM-PHC/UNCEC/02/08/2018 Adelaide Clinic Ref No: ECHEALTH/OMPHC/ADEC/02/08/2018
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as

		a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms V Mhlanga Tel No: 046 645 1864
<u>POST 36/86</u>	:	<u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM-PHC/CHD-LSD-MC/02/08/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R532 449 – R599 274 per annum (OSD) Lukhanji Sub District, Molteno Clinic Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms Mtweni Tel No: 045 807 8908
<u>POST 36/87</u>	:	<u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM-PHC/CHD-ESD-NC/02/08/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R532 449 – R599 274 per annum (OSD) Emalahleni Sub-District, Ngonyama Clinic Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms NP Mtshabe Tel No: 047 878 4300

POST 36/88 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM-PHC/CHD-ESD-MC/02/08/2018**

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Emalahleni Sub-District, Machubeni Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms NP Mtshabe Tel No: 047 878 4300

POST 36/89 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM-PHC/CHD-ESD-PC/02/08/2018**

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Emalahleni Sub-District, Philani Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms NP Mtshabe Tel No: 047 878 4300

POST 36/90 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM-PHC/CHD-NSD-KC/02/08/2018**

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Ngcobo Sub-District, Khumanco Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the

		scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms N. Matala Tel No: 047 5480022/34/0738199730
<u>POST 36/91</u>	:	<u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/NBC/02/08/2018</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, New Brighton Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms P Makuluma Tel No: 041 391 8164
<u>POST 36/92</u>	:	<u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/LUDC/02/08/2018</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD)
<u>CENTRE</u>	:	Nyandeni Sub- District, Ludalasi Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms Daniso – Tel No: 047 555 0151/0023
<u>POST 36/93</u>	:	<u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/PSJCHC/02/08/2018</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD)
<u>CENTRE</u>	:	Nyandeni Sub- District, Port St Johns CHC
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of

		at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms Daniso – Tel No: 047 555 0151/0023
<u>POST 36/94</u>	:	<u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/MBHAC/02/08/2018</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD)
<u>CENTRE</u>	:	Qaukeni Sub- District, Mbadango Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms N Hlobo – Tel No: 039 253 1541
<u>POST 36/95</u>	:	<u>CHIEF CLINICAL TECHNOLOGIST (CATHLAB) GRADE 1- 2 REF NO: ECHEALTH/CCT/NMAH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R440 982 – R489 429 per annum (OSD) Grade 2: R504 219 – R559 611 per annum (OSD)
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	National Diploma or equivalent relevant qualification. Registration with HPCSA as a Clinical Technologist – Cardiology. Minimum of 5 years appropriate experience in the field of Cardiology and registration with HPCSA. In addition, a minimum of 1 years' experience as a Clinical Technologist. Able to use specialized procedures and sophisticated apparatus to diagnose and help with corrective treatment for patients. To work with the doctor or specialist concerned and sometimes as members of a medical team. To be able work outside of normal working hours. Knowledge and experience in Cardiovascular Perfusion will be an added advantage.
<u>DUTIES</u>	:	Performance of investigative procedures including: Preparation and calibration of equipment. Preparation and instruction of patients. Performance of the actual investigation Editing (i.e. assessment of validation of results) Calculation of test data and preparation of reports for/and interpretations. Performance of quality control procedures. Performance of corrective and therapeutic invasive and non-invasive service to patients in conjunction with a registered medical specialist and or practitioner. Performance of preventive maintenance and calibration of equipment. Development of medical equipment and systems as well as software. Evaluation of equipment for clinical physiological measurement and treatment. Selection of equipment for clinical and physiological measurement and treatment. Drawing up of

specifications for equipment. Approval of selected equipment during the buying cycle. Supervision of equipment control, safety and maintenance programs and systems.

ENQUIRIES : Ms Calaza - Tel No: 047 502 4320

POST 36/96 : **OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMS/MCHC/02/08/2018**

SALARY CENTRE REQUIREMENTS : R420 318 – R473 067 per annum (OSD)
: Nelson Mandela Metro, Motherwell CHC
: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms P Makuluma Tel No: 041 391 8164

POST 36/97 : **OPERATIONAL MANAGER GENERAL (FEMALE WARD) REF NO: ECHEALTH/OMS/VICH/02/08/2018**

SALARY CENTRE REQUIREMENTS : R420 318 – R473 067 per annum (OSD)
: Amathole District, Victoria Hospital
: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms L Mangesi Tel No: 040 653 1141

POST 36/98 : **OPERATIONAL MANAGER GENERAL (MALE WARD) REF NO: ECHEALTH/OMS/VICH/02/08/2018**

SALARY CENTRE REQUIREMENTS : R420 318 – R473 067 per annum (OSD)
: Amathole District, Victoria Hospital
: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant

		health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms L Mangesi Tel No: 040 653 1141
<u>POST 36/99</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMG/NKQH/02/08/2018</u>
<u>SALARY</u>	:	R420 318 – R473 067 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Nkqubela TB Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms. Loliwe Tel No: 043 761 2131
<u>POST 36/100</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/FRBC/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE</u>	:	Nkonkobe Sub-District, Fort Beaufort Gateway Clinic
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Child Nursing Science/ Community Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	Ms V Mhlanga Tel No: 046 645 1864
<u>POST 36/101</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (MATERNITY) GRADE 1-2 REF NO: ECHEALTH/PROFS/SSGH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE</u>	:	Amathole District, SS Gida Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse

plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Ms Fumanisa Tel No: 040 658 0043

POST 36/102 : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/TPH/02/08/2018**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : Amathole District, Tower Psychiatric Hospital
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Psychiatric Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Ms H Potgieter – Tel No: 046 645 1122

POST 36/103 : **PROFESSIONAL NURSE SPECIALTY (PSYCHIATRY) REF NO: ECHEALTH/PROFS/DNRH/02/08/2018 (X4 POSTS)**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Dora Nginza Regional Hospital
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year Advanced Psychiatric Nursing Science ,accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience

		in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.
<u>ENQUIRIES</u>	:	Mr J Johaar Tel No: 041 406 4435
<u>POST 36/104</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PROFS/UPH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Uitenhage Provincial Hospital Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	Mr P Oosthuizen Tel No: 041 995 1129
<u>POST 36/105</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (NEONATAL) REF NO: ECHEALTH/PROFS/UPH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Uitenhage Provincial Hospital Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	Mr P Oosthuizen Tel No: 041 995 1129

POST 36/106 : **PROFESSIONAL NURSE SPECIALTY (CHILD HEALTH) REF NO: ECHEALTH/PROFS/UPH/02/08/2018**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Uitenhage Provincial Hospital
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Paediatric Nursing Science accredited with SANC. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Mr P Oosthuizen Tel No: 041 995 1129

POST 36/107 : **PROFESSIONAL NURSE SPECIALTY (THEATRE) REF NO: ECHEALTH/PROFS/UPH/02/08/2018**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Uitenhage Provincial Hospital
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Operating Theatre Technique accredited with SANC. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Mr P Oosthuizen Tel No: 041 995 1129

POST 36/108 : **PROFESSIONAL NURSE SPECIALTY (HIGH CARE) REF NO: ECHEALTH/PROFS/UPH/02/08/2018**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Uitenhage Provincial Hospital
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Operating Theatre Technique accredited with SANC. Current registration with

the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Mr P Oosthuizen Tel No: 041 995 1129

POST 36/109 : **CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: ECHEALTH/CNP/CH-SSD-U/LC/02/08/2018**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : Sakhisizwe Sub-District, Upper Lufuta Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in "Curative Skills in Primary Health Care" with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. **Grade 1:** Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

ENQUIRIES : Ms B Mtsi Tel No: 047-8770931

POST 36/110 : **CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: ECHEALTH/PROFS/CHD-SSD-TC/02/08/2018 (X2 POSTS)**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : Sakhisizwe Sub-District, Tembalethu Clinic
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be

<u>DUTIES</u>	:	appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality. Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	Ms B Mtsi Tel No: 047-8770931
<u>POST 36/111</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: ECHEALTH/CNP/NCAMC/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	King Sabatha Dalindyebo Sub- District, Ncambele Clinic Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in “Curative Skills in Primary Health Care” with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients’ conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.
<u>ENQUIRIES</u>	:	Ms O Gcagca Tel No: 047 531 0823
<u>POST 36/112</u>	:	<u>PHYSIOTHERAPIST GRADE 1 REF NO: ECHEALTH/PHYS/SSGH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R300 828 – R342 357 per annum (OSD) Grade 2: R352 707 – R403 303 per annum (OSD) Grade 3: R415 482 – R504 219 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, SS Gida Hospital Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Current registration with the Health Professional Council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current health public service regulations, regulations and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures. Grade 1: Experience none after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed Community Services as required. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in respect of qualified employees who performed Community Service as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA in

		the relevant profession in respect of qualified employees who performed Community Service as required in South Africa.
<u>DUTIES</u>	:	Provide clinical responsibility and management of resources to ensure optimal service delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in the wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that an effective physiotherapy service is delivered by the unit.
<u>ENQUIRIES</u>	:	Ms Fumanisa Tel No: 040 658 0043
<u>POST 36/113</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1-3 (CATHLAB) REF NO: ECHEALTH/DRGR/NMAH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R300 828 – R342 357 per annum (OSD) Grade 2: R352 707 – R403 303 per annum (OSD) Grade 3: R415 482 – R504 219 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nelson Mandela Academic Hospital National Diploma/Degree in Diagnostic Radiography, Certified copy of original registration with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy of current registration with HPCSA for 2018/2019 as a diagnostic radiographer (independent Practise). Certificates of service to be attached as proof of experience. Knowledge, skills and experience: Sound knowledge of diagnostic radiography procedures and equipment including CT, MRI and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control and safety measures. Ability to perform quality assurance tests as stipulated by the Radiation Control Directorate. Computer literacy. Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource. Must have an ability to communicate with people of all ages and react quickly in emergencies is essential. Participate in after hours and standby duties which include nights, weekends and Public Holidays.
<u>DUTIES</u>	:	Provide high quality diagnostic service observing safe radiation protection standards. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, inservice training and National Core Standards. Ensure safety health rules and regulations are adhered to.
<u>ENQUIRIES</u>	:	Ms Calaza - Tel No: 047 502 4320
<u>POST 36/114</u>	:	<u>PHYSIOTHERAPIST GRADE 1-3 REF NO: ECHEALTH/PHYS/FTH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R300 828 – R342 357 per annum (OSD) Grade 2: R352 707 – R403 303 per annum (OSD) Grade 3: R415 482 – R504 219 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Current registration with Health Professional Council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current clinical literate, current protocols as well as current health public service regulations and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures. Grade 1: Experience none after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed Community Services as required. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in respect of qualified employees who performed Community Service as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of qualified employees who performed Community Service as required in South Africa.
<u>DUTIES</u>	:	Provide clinical responsibility and management of resources to ensure optimal service delivery in the institution. Apply correct protocols to obtain service

delivery. Screening of patients in the wards. Implement quality assurance programs effective and efficient service delivery. Ensure that an effective physiotherapy service is delivered by the unit.

<u>ENQUIRIES</u>	:	Ms. N. Mthitshana Tel No: 043 709 2487/2532
<u>POST 36/115</u>	:	<u>EMS COURSE COORDINATOR REF NO:</u> <u>ECHEALTH/EMSCC/EMSC/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R299 475 – R340 830 per annum (OSD) Grade 2: R365 523 – R417 945 per annum (OSD) Grade 3: R430 566 – R463 851 per annum (OSD) Grade 4: R477 873 – R538 320 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, EMS College (Port Elizabeth) B Degree/National Diploma in Emergency Medical Care. Registration with HPCSA for a minimum period of 3 years as an Emergency Care Practitioner/Paramedic (ECP). Minimum of 2 years' experience as an EMS Paramedic Lecturer. Training and management experience will be advantage. Valid code 10 driver's licence with PDP, qualification as an assessor, facilitator, mentor and moderator is advantageous. Computer literacy. Excellent communication (written and verbal) and interpersonal skills. Due to the strategic objectives of the Eastern Cape Department of Health and implementation of National Emergency Care Education and Training policy (NECET) preference will be given to candidates with registration as ECP with HPCSA.
<u>DUTIES</u>	:	Understand and work within the EMS education, training and development in South Africa. Understand the legislation act, regulations and policy framework governing EMS education and training e.g SAQA Act, skills Development Act, Employment Equity Act, PFMA and other key legislations. Ensure that all aspects of course are aligned with HPCSA regulations. Co-ordinate all theoretical and practical components of the course management of quality assurance of all aspects of the course. Liaison and communication with various stakeholders of the college including HPCSA, hospitals and districts managers and coordination of experiential learning phase of the course. Must be willing to work with learners on road shifts and oversee learners on hospital and practical phase. Be able to manage formative and summative assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned HPCSA regulations and sound education practices. Must be willing and able to participate in research at the College. Performance of any other duties that may be required by the principal.
<u>ENQUIRIES</u>	:	Mr N Ndamase Tel No: 041 453 0911
<u>POST 36/116</u>	:	<u>CLINICAL ASSOCIATE – REF NO: ECHEALTH/CLINA/NOMPH/02/08/2018</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Nompumelelo Hospital Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Ms. NG Tsako Tel No: 040 673 3321
<u>POST 36/117</u>	:	<u>CLINICAL ASSOCIATE – REF NO: ECHEALTH/CLINA/TAFH/02/08/2018</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Tafalofefe Hospital Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when

		need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Ms V. Motabele –Tel No: 047- 498 0026
<u>POST 36/118</u>	:	<u>CLINICAL ASSOCIATE – REF NO: ECHEALTH/CLINA/SSGH/02/08/2018</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Amathole District, SS Gida Hospital
<u>REQUIREMENTS</u>	:	Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Ms Fumanisa Tel No: 040 658 0043
<u>POST 36/119</u>	:	<u>PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/TOWH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD) Grade 2: R297 516 – R343 296 per annum (OSD) Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE</u>	:	Amathole District, Tower Psych Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms H Potgieter – Tel No: 046 645 1122
<u>POST 36/120</u>	:	<u>PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/VICH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD) Grade 2: R297 516 – R343 296 per annum (OSD) Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE</u>	:	Amathole District, Victoria Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience

- in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
- ENQUIRIES** : Ms L Mangesi Tel No: 040 653 1141
- POST 36/121** : **PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/SSGH/02/08/2018 (X2 POSTS)**
- SALARY** : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)
- CENTRE REQUIREMENTS** : Amathole District, SS Gida Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
- ENQUIRIES** : Ms Fumanisa Tel No: 040 658 0043
- POST 36/122** : **PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/CCH/02/08/2018**
- SALARY** : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)
- CENTRE REQUIREMENTS** : Amathole District, Cathcart Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures.

Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms Velaphi Tel No: 045 843 1029

POST 36/123 : **PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/KATC/02/08/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Amahlati Sub-District, Kati Kati Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms B Mngxe Tel No: 043 6434775/6

POST 36/124 : **PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/BRNC/02/08/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Amahlati Sub-District, Burnshill Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To

		ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms B Mngxe Tel No: 043 6434775/6
<u>POST 36/125</u>	:	<u>PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/DONC/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD) Grade 2: R297 516 – R343 296 per annum (OSD) Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amahlati Sub-District, Donnington Clinic Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms B Mngxe Tel No: 043 6434775/6
<u>POST 36/126</u>	:	<u>PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/KATC/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD) Grade 2: R297 516 – R343 296 per annum (OSD) Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amahlati Sub-District, Kati Kati Clinic Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management

		and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms B Mngxe Tel No: 043 6434775/6
<u>POST 36/127</u>	:	<u>PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/WICHC/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD) Grade 2: R297 516 – R343 296 per annum (OSD) Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Mbhashe Sub-District, Willowvale CHC
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms X Bushula Tel No: 047 489 2417/16
<u>POST 36/128</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/CHD-KPH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD) Grade 2: R297 516 – R343 296 per annum (OSD) Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Komani Psychiatric Hospital
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms A Sokutu Tel No: 045 858 8400

<u>POST 36/129</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 (X8 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD) Grade 2: R297 516 – R343 296 per annum (OSD) Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE</u>	:	Inxuba Yethemba Sub-District, Rocklands Clinic Ref No: ECHEALTH/PROFG/RC/02/08/2018 (X2 Posts) Eluxolweni Clinic Ref No: ECHEALTH/PROFG/EC/02/08/2018 Springrove Clinic Ref No: ECHEALTH/PROFG/SP/02/08/2018 (X2 Posts) Mitford Clinic Ref No: ECHEALTH/PROFG/MC/02/08/2018 Hofmeyer Clinic Ref No: ECHEALTH/PROFG/HC/02/08/2018 (X2 Posts)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms GO Van Heerden Tel No: 048 881 2921
<u>POST 36/130</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/CD-CH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD) Grade 2: R297 516 – R343 296 per annum (OSD) Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE</u>	:	Chris Hani District, Cradock Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms F Danster – Tel No: 048 881 2123

<u>POST 36/131</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD) Grade 2: R297 516 – R343 296 per annum (OSD) Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE</u>	:	Lukhanji Sub District, Sada Clinic Ref No: ECHEALTH/PROFG/CHD-LSD-SC/02/08/2018 Ilinge Clinic Ref No: ECHEALTH/PROFG/CHD-LSD-IC/02/08/2018 Philani Clinic Ref No: ECHEALTH/PROFG/CHD-LSD-PC/02/08/2018 Haytor Clinic Ref No: ECHEALTH/PROFG/CHD-LSD-HC/02/08/2018
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms Mtweni Tel No: 045 807 8908
<u>POST 36/132</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/CHD-NSD-KHUC/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD) Grade 2: R297 516 – R343 296 per annum (OSD) Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE</u>	:	Ngcobo Sub District, Khumanco Clinic
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms N. Matala Tel No: 047 5480022/34/0738199730

POST 36/133 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/CHD-NSD-NC/02/08/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Ngcobo Sub District, Nkwenkwana Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms N. Matala Tel No: 047 5480022/34/0738199730

POST 36/134 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/GGH/02/08/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Chris Hani District, Glen Grey Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Mr S Khumalo – Tel No: 083 585 7576

POST 36/135 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/CHD-MH/02/08/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Grade 3: R362 559 – R459 294 per annum (OSD) Chris Hani District, Molteno Hospital
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms D Zantsi Telo No: 045 858 8112
<u>POST 36/136</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/CHD-NCHC/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD) Grade 2: R297 516 – R343 296 per annum (OSD) Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Ngcobo Sub District, Ngcobo CHC
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms N. Matala Tel No: 047 5480022/34/0738199730
<u>POST 36/137</u>	:	<u>PHARMACY ASSISTANT POST BASIC REF NO: ECHEALTH/PA-PB/DNRH/02/08/2018</u>
<u>SALARY</u>	:	R196 218 – R221 034 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
	:	As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A

		minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<u>DUTIES</u>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<u>ENQUIRIES</u>	:	Mr J Johaar Tel No: 041 406 4435
<u>POST 36/138</u>	:	<u>PHARMACY ASSISTANT POST BASIC GRADE 1-3 REF NO: ECHEALTH/PHARM-PB/WOSC/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R196 218 – R221 034 per annum (OSD) Grade 2: R212 823 – R241 701 per annum (OSD) Grade 3: R246 768 – R282 165 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amahlali Sub-District, Wosley Clinic
	:	As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<u>DUTIES</u>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<u>ENQUIRIES</u>	:	Ms B Mngxe Tel No: 043 6434775/6
<u>POST 36/139</u>	:	<u>PHARMACY ASSISTANT POST BASIC GRADE 1-3 REF NO: ECHEALTH/PHARM-PB/IDCHCC/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R196 218 – R221 034 per annum (OSD) Grade 2: R212 823 – R241 701 per annum (OSD) Grade 3: R246 768 – R282 165 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Mbhashe Sub-District, Idutywa CHC
	:	As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<u>DUTIES</u>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<u>ENQUIRIES</u>	:	Ms X Bushula Tel No: 047 489 2417/16
<u>POST 36/140</u>	:	<u>NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/MAH/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R124 788 – R140 454 per annum (OSD) Grade 2: R147 690 – R166 221 per annum (OSD) Grade 3: R176 331 – R218 861 per annum (OSD)
<u>CENTRE</u>	:	Alfred Nzo District, Mount Ayliff Hospital

<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
<u>ENQUIRIES</u>	:	Mrs Pencil Tel No: 039 254 0236
<u>POST 36/141</u>	:	<u>NURSING ASSISTANT GRADE 1-3 REF NO:</u> <u>ECHEALTH/NA/FTH/02/08/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R124 788 – R140 454 per annum (OSD) Grade 2: R147 690 – R166 221 per annum (OSD) Grade 3: R176 331 – R218 861 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Grade 2: A Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant with the SANC in General Nursing. Grade 3: A Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as Nursing Assistant with the SANC in General Nursing.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
<u>ENQUIRIES</u>	:	Ms. N. Mthitshana Tel No: 043 709 2487/2532
<u>POST 36/142</u>	:	<u>PHARMACY ASSISTANT (BASIC) REF NO:</u> <u>ECHEALTH/PAB/MCHC/02/08/2018</u>
<u>SALARY</u>	:	R115 818 – R122 928 per annum (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Motherwell CHC
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. A National Certificate as a Pharmacist Assistant Qualification and registration with the SAPC as a Pharmacist Assistant (Basic). The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Proof of payment for current annual fees.
<u>DUTIES</u>	:	Receive and record all stock from suppliers. Filing of stock cards. Cycling stock counts in the medicine room and dispensary. Validation and dispensing prescriptions. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Pre-packing of bulk items into patient's ready pack Work under indirect supervision of Pharmacist. Storage and distribution of pharmaceuticals. Cold chain management in the clinics.
<u>ENQUIRIES</u>	:	Ms P Makuluma Tel No: 041 391 8164
<u>POST 36/143</u>	:	<u>PHARMACIST ASSISTANT BASIC GRADE 1 – 3 REF NO:</u> <u>ECHEALTH/PHARMAB/STEGC/02/08/2018</u>
<u>SALARY</u>	:	Grade 1: R115 818 – R122 928 per annum (OSD) Grade 2: R156 957 – R179 451 per annum (OSD) Grade 3: R184 875 – R 214 554 per annum (OSD)
<u>CENTRE</u>	:	Qaukeni Sub- District- St Elizabeth Gateway Clinic

- REQUIREMENTS** : Grade 12 or equivalent qualification. A National Certificate as a Pharmacist Assistant Qualification and registration with the SAPC as a Pharmacist Assistant (Basic). The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Proof of payment for current annual fees. **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC.
- DUTIES** : Receive and record all stock from suppliers. Filing of stock cards. Cycling stock counts in the medicine room and dispensary. Validation and dispensing prescriptions. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Pre-packing of bulk items into patient's ready pack Work under indirect supervision of Pharmacist. Storage and distribution of pharmaceuticals. Cold chain management in the hospital.
- ENQUIRIES** : Ms N Hlobo – Tel No: 039 253 1541

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** : 21 September 2018
- NOTE** : Directions to candidates: Applications must be submitted on the prescribed application form Z.83, which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. A comprehensive CV and certified copies of educational qualifications, identity document, and driver's license must be attached. Failure to comply with the above may result in immediate disqualification. Short-listed candidates will be subjected to security clearance. All shortlisted candidates 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 the department. Following the interview and 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 assessment tools. The successful incumbent will be required to undergo security vetting and enter into a performance agreement. The Eastern Cape Provincial Administration is an equal opportunity affirmative action employer. Females and disabled persons are encouraged to apply.

MANAGEMENT ECHELON

- POST 36/144** : **HEAD OF THE DEPARTMENT OF HUMAN SETTLEMENTS (REF NO: DHS01/08/2018)**
(Five-year performance based contract)
- SALARY** : All-inclusive remuneration package of R1 446 378 per annum (Level 15) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
- CENTRE** : Head Office – Bhisho
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to human settlements; and a post graduate qualification (NQF level 8) as recognized by SAQA in management sciences or a field related to human settlements. At least 8 to 10 years' relevant experience at senior management level (including at least 3 years at the executive management level) preferably within human settlements environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as experience within the human settlements sector would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose

predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. The knowledge of the relationship between the various tiers of government and civil society as well as the structures and industry requirements for the promotion and facilitation of adequate human settlements development is critical. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

- DUTIES** : The successful candidate shall be the Head of Department and Accounting Officer of the Department of Human Settlements and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Facilitating the development of spatially economically viable and socially and environmentally sustainable human settlements. Accelerating delivery in support of improving the quality of living standards and basic services. Ensure the development and implementation of integrated multi-year housing plan. Facilitate the integration of human settlements needs in the social needs departments and other key role player's plans. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework. Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Human Settlements. Ensuring the creation of an enabling environment for effective service delivery through the mobilization and utilization of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.
- ENQUIRIES** : Mr Emmanuel Pahliney / M. Mbangi Tel No: (040 609 6443)

PROVINCIAL TREASURY

The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho
- FOR ATTENTION** : Ms Bonelwa Ndayi
- CLOSING DATE** : 21 September 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting

results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

OTHER POSTS

POST 36/145 : **FINANCIAL MANAGEMENT SPECIALISTS: TECHNICAL SUPPORT UNIT**
REF NO: PT 01/09/2018 (X2 POSTS)
 (Contract)

SALARY : R697 011 - R1 189 338 per annum (Level 11-14). The salary scales applicable to this assignment are as follows (depending on expertise and experience in the field). Contract Period: One year, renewable every year up to three years based on performance (achievement of agreed targets).

CENTRE : Bhisho
REQUIREMENTS : A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Finance/Auditing (qualification at NQF level 7) with extensive knowledge and experience in an accounting environment (at least 3 years' experience at an Assistant Director Level). A Certified Chartered Accountant (SA) qualification or equivalent postgraduate degree in Finance and Auditing as well as active membership in professional bodies like SAICA, etc., coupled with extensive Public Sector Financial Management experience will be an added advantage. Knowledge and Skills: Proven record of Leadership and Strategic capability in managing large and complex environments, innovation and project management capabilities, excellent communication and problem solving skills, project management skills, advanced technological skills (expert/competent on the use of Microsoft Applications), A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers' licence.

DUTIES : The incumbent will be supporting the Chief Financial Officer (and in some instances act as Chief Financial Officer) in sector departments, public entities and/or municipalities, covering amongst others: Developing and executing financial management and business support strategy on the entity, based on the mandate and in line with the requirements of the Public Finance Management Act (PFMA) and/or Municipal Finance Management Act (MFMA). Exercise managerial oversight in the formulation and implementation of the entity corporate financial governance programme. Provide leadership for effective and sustainable management of the entity's finance function having due regard of stakeholder requirements. Ensure alignment of functions and business processes as well as acquisitions and utilization of appropriate systems and solutions within Business support functions. Contribute, as part of the Executive Management collective, to the accountability for performance of the entity. Ensure that the entity's financial management programmes and models meet all statutory and relevant corporate governance conventions and standards. Oversee the implementation of the budgetary controls and ensuring effective internal control systems in the accounting and reporting cycles. Oversee the implementation of the Supply Chain and Asset Management systems.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/146 : **DEPUTY DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES**
(TIAS) REF NO: PT02/09/2018
 Purpose: To promote and manage the implementation of Transversal Internal Audit Services in Provincial Departments and Public Entities.

SALARY : R697 011 per annum Level 11
CENTRE : Bhisho
REQUIREMENTS : An appropriate B.Com degree or three year National Diploma in Internal Auditing or Auditing (A relevant post-graduate qualification/ BTech in Internal Auditing or Auditing, CIA, IAT, PIA or Accreditation in QAR will be an added

DUTIES

advantage). Appropriate minimum of five (5) years' Internal Audit experience, of which a minimum of three (3) years must be in the immediate lower position (Assistant Director level management experience).

: Monitor compliance with the International Standards for Professional Practice of internal auditing (ISPPF): Manage the review / development of standard Internal Audit and Audit Committee Charters. Provide guidance on development and implementation of charters by departmental Internal Audit units and Audit Committees. Provide recommendations and guidance on implementation of IA Standards by the departments. Determine that all departments have standard strategic documents for effective IA operations. i.e. Charters, Internal Audit Manuals and Internal Audit Methodology. Conduct workshops for Provincial departments on Internal Audit methodology. Provide guidance on development of departments' 3 year and 1 year Internal Audit Plans. Review provincial departments recommendations whether they are achievable and workable. Report on progress against Internal Audit Plans for departments. Promote the image of internal audit both internally and externally: Provide and ensure sound Internal Audit and Audit Committees in the province. Engage Chief Audit Executives of departments and other relevant stakeholders of emerging issues which places a lot of lateral thinking and analytical abilities during (CAEF) Chief Audit Executive's Forum. Engage Audit Committee Chairpersons of all departments and other relevant stakeholders on emerging governance issues. Assess the performance of Audit Committees in the province. Monitor and report on the performance of all Internal Audit units and Audit Committees in the province. Provide secretariat duties on the sittings of CAEF and ACCF meetings. Perform specialised audits: Perform the Internal Quality Assurance Reviews for departments. Monitor, advise and report on the implementation of Quality Assurance Improvement Plans. Coordinate the External Quality Assurance Reviews. Ensure that Quality Assurance Reviews reports are finalised and reported to relevant departments timely. Perform Information Communication Technology audits (ICT Audits) in-house as well as manage the ICT Audits conducted by the service providers. Provide inputs into the Terms of Reference for procurement of service providers to conduct Specialised Audits i.e. ICT & Performance Audits. Manage Service Level Agreements of the service providers conducting Specialised Audits. Ensure Specialised Audits reports are completed and reported timely. Monitor Implementation of Recommendations: Monitor department's Internal Audit Units to produce reliable, accurate and factual reports on internal controls provincially. Facilitate the development of best practice monitoring tools that are suitable for Internal Audit functions. Analyse and provide recommendations on how audit reports should be structured, presented and well populated. Provide technical support and capacity building in provincial departments and entities: Identify key Internal Audit training and capacity building initiatives in respect of topical key areas of the profession and ensure coordination of such training. Provide Continuous Professional Development training for Internal Audit throughout the province. Analyse and workshop departments on service delivery performance areas in the province. Manage performance of subordinates: Ensure optimum performance management of Assistant Directors in line with their job profile & policy of the department.

ENQUIRIES

: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/147

: **DEPUTY DIRECTOR: MUNICIPAL SCM AND ASSET MANAGEMENT:
CHRIS HANI DISTRICT: REF NO: PT03/09/2018**

**SALARY
CENTRE
REQUIREMENTS**

: R697 011 per annum Level 11
: Queenstown

: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Accounting / Financial Management or related field coupled with Minimum 5 years experience of which 3 years must have been at middle managerial level (Assistant Director Level) in financial management environment. Previous experience in monitoring or working in Municipal environment is essential. Computer literate. Knowledge and Skills: In-depth understanding of Legislative Framework that Governs the Public Service. In-depth understanding of Supply Chain Management Policies and Prescripts. In-depth understanding and application Municipal Finance Management Act.

DUTIES

Understanding and application of National Treasury Regulations and Circulars.

: Provide guidance and support on technical application of accounting standards in compliance with the financial reporting framework as required by the municipal finance management act: Assess and determine the capability and capacity of Municipalities in relation to the implementation of the latest prescribed GRAP Reporting Framework as well as updates on Standards of GRAP and submit inputs for risk based training plan to the Director to improve compliance. Provide training, advice and technical assistance/application on GRAP related issues to municipalities in the district in consultation with National Treasury. Prepare response to improve the quality of financial reporting by conducting research on technical accounting queries / issues raised by municipalities as well as Exposure Drafts as issued by the Accounting Standards Board and submit to the Director. Conduct visits to selected municipalities to assess the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Director with recommendation to improve compliance with the MFMA. Provide report to the supervisor on the analysis and interpretation of Annual Financial Statements to ascertain financial health of municipalities. Monitor MSCOA Implementation Plans of municipalities against set timelines to improve compliance with MSCOA Regulations to ensure alignment with GRAP Standards and Business Processes. Assess, advise and monitor municipalities on the preparation of monthly, quarterly and annual financial statements. Review the analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out Transversal support. Conduct research and co-ordinate the development of Position Papers, on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction. Monitor and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements. Participate in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Coordinate, manage and provide a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements. Conduct sessions and provide Financial Standing Procedure Manuals relating to Accounting in consultation with National Treasury. Give guidance and advice to stakeholders on accounting practice compile documents/presentations for discussion on various topics related to accounting on various sessions. Respond to queries raised on accounting issues by providing advice and technical assistance to municipalities. To provide support and control mechanism on issues of compliance to Supply Chain Management (SCM) and Asset Management (AM): Develop analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities for submission to the Director. Conduct analysis of municipal SCM policy against the SCM Model Policy, legislation regulatory framework as well as National Treasury policy and practice notes and against any determined assessment tool ensuring that municipal SCM policy is aligned to current legislation and policy frameworks for SCM. Designing and implementing SCM / moveable asset management training Interventions to develop skill and capacity within municipalities. Assessment of compliance of regulatory framework for supply chain and moveable asset management. Monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury. Conduct research on queries/issues raised on SCM & AM through the help desk by municipalities and prepare response on improving compliance for submission to the Director. Conduct assessment on the functionality of Bid Committees as per developed checklist and provide advice on gaps identified. Participate in supplier open days and supplier developmental initiatives. Monitor mSCOA Implementation Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes. Assess the training needs as support/intervention for municipalities to improve compliance to each district's unique needs and submit inputs for risk based/bespoke training plan to the Director. Evaluate reports and conduct research to improve integrity of data on the financial systems to assist in compliance with SCM regulations. Conduct Budget assessment on the alignment of Service Delivery Budget

Implementation Plans with Procurement Plans & Infrastructure Plans and provide report to the Director on the recommendations to improve compliance with the MFMA. Monitor Compliance with Financial Assets, Liabilities and Revenue Management: Monitoring financial asset management compliance and compile a report. Provide support and advisory services in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Monitor and facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Provide Support on the Implementation and Management of Risk, Finance, Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Develop Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely can be directed to Ms B Ndayi Tel No: 040 1010 072/071

ENQUIRIES

:

POST 36/148

:

WEBMASTER: ASSISTANT DIRECTOR LEVEL REF NO: PT04/09/2018

Purpose: To develop and provide the departmental website and intranet support services.

This is a re-advertisement. (Applicants who applied for the post in the previous advert need not to re-apply as their applications will be considered).

**SALARY
CENTRE
REQUIREMENTS**

:
:
:

R356 289 per annum (Level 09)

Bhisho

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Computer Science/ Information Systems/ Information Technology or any related field coupled by Minimum 3 year's experience in Web Application, Web Development, Programming, Microsoft Visual Studio, #C, Asp.net and Microsoft SQL. Knowledge: Web Application and Website Development. Programming procedures. Data processing requirements. MS Visual Studio, #C, Asp.net, Java, WCF, Reports Designing. MS SQL, MySQL server or other database software. Computer systems, operations equipment, programming languages, programming system analysis and design. Programming procedures and programming languages. Business management systems. Flow charts and Programming logic and codes. Technical instructions. MS Excel.

DUTIES

:

Render Support in the Development of Policies and Procedure for the Department: Develop policy for approval Website policies, processes, procedures, standards and guidelines aligned to provincial standards. Implement and maintain approved Website policies, processes and procedures and establish website standards and guidelines. Render Support in the Development of Website and Intranet: Design and implement technological website solutions in accordance with provincial standards. Develop and implement on-going revision and new areas of departmental websites. Ensure adherence agreement with services provider for relevant infrastructure. Implement and maintain website security by performing back-ups and checking files for reliability. Create and maintain departmental intranet sites and sub-sites for Microsoft SharePoint. Research into best-practice and new trends / approaches related to web-design. Perform technical research

and analytical functions in respect of website technology and recommend changes for improvement to the website, Analyse and manage user feedback, web site statistics and response time and use findings to improve and refine sites. Annually review performance of service providers. Render Support to End Users: Provides SharePoint support to end users. Implement standards and guidelines for content of the websites to support the departmental web services for optimal performance, reliability and availability. Develop training documents and tools for staff in preparing appropriately formatted documents for the websites. Design and Develop Programmes: Perform system analysis and program development on assigned projects. Design and implement application programs from approved functional and technical specifications. Database Maintenance: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Create and Maintain stored procedures. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases (ERD). Application Testing and Quality Assurance: Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/149 : **ASSISTANT DIRECTOR: PERSAL TRAINER REF NO: PT05/09/2018**
 Purpose: To render PERSAL Systems Training to Provincial Departments.
 This is a re-advertisement. (Applicants who applied for the post in the previous advert need not to re-apply as their applications will be considered).

SALARY CENTRE REQUIREMENTS : R356 289 per annum (Level 09)
 : Bhisho
 : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Information Systems or Human Resource Management or any related field plus Minimum of 3 years experience in PERSAL Training. Certification as a PERSAL trainer will be an added advantage. Skills and Competencies: Computer literacy, Knowledge of key PERSAL functions, Microsoft Office Applications, Communication, Presentation.

DUTIES : Provide Training Programmes for Persal Transversal System Users: Conduct training needs assessments and analysis to determine skills gaps in the relevant departments. Develop training plans and communicate to all departments. Conduct PERSAL training on all modules within PERSAL for client departments both in Bhisho and in the regions. Set and mark the assessments and collate scores and submit results for review by training manager. Submit monthly and quarterly reports to the Deputy Director on the number of users trained and users passed. Maintain the user profiles and the training environment. Coordinate the distribution of certificates. Produce quarterly training statistics. Update the training material for all functional areas and maintain the systems training environment. Mentor and develop Trainers. Provide Training Analysis for Continuous Improvement for Persal Transversal System Training Environment: Maintain standardised attendance registers. Conduct training impact analysis to determine the level of performance in the use of the system at client departments. Produce review of class with regard to level of training by means of a post training evaluation and report accordingly.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/150 : **SENIOR SOFTWARE DEVELOPER(S): ICT REF NO: PT06/09/2018 (X2 POSTS)**
 Purpose: To facilitate the provision of programming support services to Information Communications Technology in terms of designing, developing programmes, reports, documentation and instructions for computer operation. (One year contract)

SALARY CENTRE REQUIREMENTS : R356 289 per annum (Level 09)
 : Bhisho
 : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised

university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Systems / Computer Science / Information Technology or any related field coupled with Minimum 3 year's experience in Programming Web Application, using Microsoft Visual Studio, C#, Asp.net with at least one year in Microsoft SQL.

DUTIES : Design and Develop Programmes: Perform system analysis and program development on assigned projects. Determine data needs, appropriate hardware and software, and operating instruction procedure. Consolidate documentation of program development and revisions. Design and implement application programs from approved functional and technical specifications. Accurately gather all relevant information from current existing systems in order to inform integration of overall systems. Database Maintenance: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Advises standards pertaining to the Data Base and Data Base Control and Recovery Concepts. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases (ERD). Render Support Services to Users: Consult with and provide assistance, information, and training for administrator system users. Provision of reports as per user requirements. Documentation of instructions for computer operation. Application testing and quality assurance: Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly. Set-up and manage continuous data integration.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/151 : **PERSAL SUPPORT AND ADMINISTRATION: REF NO: PT08/09/2018 (X1 POST)**
 Purpose: Act as user type 2 for three centralised departments and also support the user type1 in the carrying out of his duties.
 (Fixed Term Contract of 12 Months)

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
 : Bhishe
 : A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Public Administration or relevant field. Knowledge of PERSAL system Copy of PERSAL course(s) must be attached. At least 2 years' experience in an HR environment. Knowledge of regulations related to Human Resource Management.

DUTIES : Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCC's for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision making.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

<u>POST 36/152</u>	:	<u>PERSAL APPOINTMENT AUTHORISER: PERSAL CENTRALISATION REF NO: PT09/09/2018 (X1 POST)</u> Purpose: Implementation of PERSAL Centralisation in relation to authorization of appointments processed by Provincial government departments. (One Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum (Level 07) Bhisho A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management / Public Admin / Public Management / Finance/ IT with 2 year's experience in Human Resource Management environment or systems. Understanding of Treasury environment and budget controls will be an added advantage. Knowledge of PERSAL system. Copy of PERSAL certificate(s) must be attached. Skills: Knowledge of Human Resource Management prescripts and legislation and PERSAL. Project Management, Analytical thinking, Decision Making, Planning and Organising. People Management, Good Communication Skills (verbal & written). Computer Literate.
<u>DUTIES</u>	:	Support Departments with the Implementation Of Appointments: Receive appointment files from various departments. Verify supporting documents for appointment on files received. Prepare receipt register for record purposes. Confirm Availability of Funds for Appointments: Process submission to Budget Office for budget/funds verification. Make a follow-up with Budget office on the submission made to determine the availability of funds for appointments. Authorize Appointments on Persal System: Verify if appointment details are correctly captured on PERSAL. Authorize appointment transaction on PERSAL. Stamp verified documents during authorization. Render Administrative Support Services on Compilation of Statistics: Compile and submit weekly statistics of all authorized and rejected appointments. can be directed to Ms B Ndayi Tel No: 040 1010 072/071
<u>ENQUIRIES</u>	:	
<u>POST 36/153</u>	:	<u>ADMIN OFFICER: HUMAN RESOURCE ADMINISTRATION REF NO: PT10/09/2018</u> Purpose: To render administrative and office support services to the Human Resource Administration Services, Organisational Development and Human Resource Planning Directorate.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum (Level 07) Bhisho A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration any other related qualification coupled with a Minimum of two years experience in administration environment. Computer literacy. Knowledge of PERSAL will be an added advantage.
<u>DUTIES</u>	:	Render the Implementation of Employee Service Benefits: Facilitate the timeous processing of applications and payment of employee service benefits on termination of service e.g. housing allowances, long service recognitions, pensions and leave gratuities.Process termination of service on PERSAL.Verify calculations for S & T's and quality check all documentation. Administer Leave Matters: Conduct quarterly leave reconciliations and compile a report. Capture / approve leave advices on PERSAL, audit leave credits and amend leave accruals. Render advice to all departmental employees on leave matters. Captures / approve leave discounting and gratuity on PERSAL. Render Administrative Support Services to the Human Resource Administration Services Directorate: Ensure effective flow of information and documents from and to the office of the Directorate. Co-ordinate Directorate reports i.e. Monthly and Quarterly Reports, Management Reports, Scrutinise routine submissions / reports and make notes for the Director. Respond to enquiries received internal and from external stakeholders. Draft documents as required. Collects, analyse and collates information as requested. Coordinate travel arrangements for the Directorate. Manage leave register for the Directorate. Administer procurement of standard items (stationery & refreshments) for the Directorate. Obtain necessary signatures on documents pertaining to the Directorate. Provide Secretariat

Support Services to the Directorate: Collects and compiles necessary documents for the Directorate meetings. Record minutes and circulate to all relevant role players, and make follow-up on progress made. Prepare briefings notes for the Director as required. Coordinate logistical arrangement for the Directorate meetings. Provide Financial Administration Support Services for the Directorate: Collects and coordinate all documents related to the Directorates budget. Assist the Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert Director of possible over – and under spending. Check and collerates BAS reports, and ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the Director and compile draft memo for this purpose. can be directed to Ms B Ndayi Tel No: 040 1010 072/071

ENQUIRIES

POST 36/154

ADMIN OFFICER: FINANCIAL ASSET MANAGEMENT REF NO: PT11/09/2018

Purpose: To render office administrative and management support services to Financial Asset Management Directorate.

SALARY CENTRE REQUIREMENTS

R242 475 per annum (Level 07)
Bhisho

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration/ Public Administration or any other related qualification coupled with a Minimum of two years expereince in administration environment.

DUTIES

Render Administrative and Management Support Services to the Directorate: Administratively manage, organise and coordinate activities to ensure seamless flow of information within the directorate. Screen incoming and outgoing correspondence in the Directorate. Scrutinise routing submissions, reports and prepare notes for Director. Prioritise matters within the office of the Directorate. Circulate correspondence to relevant offices as and when required. Draft on instruction correspondence for the Directorate. Keep safe and regularly back-up all documentation and electronic correspondence in the office of the Director in line with the approved File Plan, and relevant legislation and policies. Administer attendance register, leave register, payroll slips and telephone accounts for the Directorate Make follow-ups on outstanding reports. Develop and maintain record management system in the Director's office. Facilitate the travel and accommodation in the office of the Director and process S&T claims. Draft documents or reports as and when required for Directorate. Facilitate the procurement of standard items for the office of the Director. Undertake ad-hoc administrative duties such as photocopying, faxing, scanning etc. for the directorate. Ensure that office equipment is in good working order. Coordinate Reports within the Directorate: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Directorate .Make follow ups on outstanding reports and prepare report for submission to the Director .Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Directorate. Administer Budget Processes and Planning within the Directorate: Provide inputs in the budget planning of Directorate. Consolidate budget forms for the Directorate. Develop and implement Procurement Plan according to 12 months projections. Monitor proper utilisation of the budget according to monthly projections. Keep records of expenditure commitments, monitor expenditure by means of checking BAS reports and alert the Directorates of possible over – and under spending .Compile the Directorate's monthly In-Year Monitoring Reports. Prepare and make presentation on the spending of budget of the Directorate on monthly meetings. Identify the need to move funds between items, consult with the heads of Directorates and compile draft memo for this purpose. Make follow-ups on progress of supplier payments to avoid accruals. Manage Area of Responsibility: Prepare progress reports on compliance matters and submit reports to internal and external stakeholders. Determine most effective procedures and methods and render advice relating organisational efficiency to achieve organisational goals. Maintain high standards by ensuring that the team / section produces excellent work in terms

of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage daily and enforce timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. can be directed to Ms B Ndayi Tel No: 040 1010 072/071

ENQUIRIES

:

POST 36/155

:

PROVISIONING ADMIN CLERK: REF NO: PT07/09/2018

Purpose: To render administrative support in the provisioning of Asset & Fleet Management Services in the Department.

**SALARY
CENTRE
REQUIREMENTS**

:

R163 563 per annum Level 05

:

Bhisho

:

Matric/ Grade 12 coupled with a Minimum of 1 year experience in Asset Management environment. Tertiary qualification in Commerce/Supply Chain Management / Procurement / Logistics or any related will be an added advantage. Certificate of BAS and LOGIS is essential. Skills: Movable Asset Management, Procedure on internal and external transfers of assets. Physical verification, Disposal procedure, Safeguarding, Theft and Losses management. Techniques and practices of asset verification accounting. Reconciliation, Asset management framework.

DUTIES

:

Assist In the Provisioning of Asset and Fleet Management Services in the Department: Maintain and update departmental asset register. Perform stock counting, verification and evaluation of departmental assets. Ensure marking and bar-coding of all new assets in the Department. Identify and report redundant, broken obsolete assets that are due for disposal. Render Asset Management Clerical Support: Compile and maintain records (e.g asset records / databases), Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Assist in Conducting of Asset Needs Assessment, Acquisition Management, Operational and Disposal Plans: Render support in identification of asset needs assessment, acquisition management, operational and disposal plans. Facilitate the development and alignment of disposal plans with departmental budget. Assist in the implementation of annual asset acquisition. Assist with the implementation of policies and procedures to minimize risks of losses and promotion of effective management of departmental assets.

ENQUIRIES

:

can be directed to Ms B Ndayi Tel No: 040 1010 072/071