

**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 applications for **Chief Executive Officer and DSCT** posts be forwarded to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605
- Madzikane Ka Zulu Hospital** - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr Sigola Tel No: 039 255 8200/11/12.
- St Patrick's Hospital** - Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Jafta Tel No: 039 251 0236
- Khotsong Hospital** - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata Tel No: 039 737 3801.
- Taylor Bequest Hospital** - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Enquiries: Ms Ngwabeni – Tel No: 039 257 0099.
- Empilisweni District Hospital** - Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel No: 051 611 0037.
- Lukhanji Sub District** - Post to: Human Resource Office, Lukhanji Sub District, Private bag x 1, Queenstown, 5320. Enquiries: Ms M Tweni – Tel No: 045 807 8908.
- Intsika Yethu Sub-District** - Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela – Tel No: 047 874 0079.
- 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.
- Emalahleni Sub District** - Post to: Human Resource Office No 4 Ndarhala Road, Emalahleni Sub District, Lady Frere, 5410. Enquiries: Ms Mtshabe Tel No: 047 878 4300.
- Maletswai Sub-District** - Post to: Human Resource Office, Parklane Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand deliver to: HR Office, Maletswai Sub-District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Ms L.J Jood – Tel No: 051 633 9617.
- King Sabata Dalinyebo 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
- Holy Cross Hospital** - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms Z Nompandana Tel No: 039 252 2026/8.
- St Barnabas Hospital** - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase – Tel No: 047 555 5300
- Isilimela Hospital** - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel No: 047 564 2805
- Nelson Mandela Academic Hospital** - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469
- 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
- Dr Malizo Mpehle Hospital** - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel No: 047 542 6000

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

Tower Psychiatric Hospital - Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Tower Psychiatric Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Mrs V Whitecross Tel No: 046 645 5000.

SS Gida Hospital - Post to: S.S. Gida Hospital: Private Bag x12 Keiskammahoek, 5670. Enquiries: N. E Fumanisa Tel No: 040 658 0043.

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane 4980 Enquiries: Ms V. Motabele –Tel No: 047 498 0026.

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

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

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.

Empilweni TB Hospital - Post to: Human Resource Office, Empilweni TB Hospital, Private Bag X 6060, Port Elizabeth, 6200 or Hand delivery to No 1 Mati Road, New Brighton, Port Elizabeth, 6200. Enquiries: Ms B Bomela Tel No: 041 406 7607 / 36.

Dora Nginza Hospital - Post to: HR Office, Dora Nginza Hospital Private Bag X 11951 Algoa Park 6005 or hand deliver to: Room DG71 Admin Building 1st Floor, Dora Nginza Spondo Street Zwide Port Elizabeth 6201. Enquiries: Mr Johaar Tel No: 041 406 4435

Glen Grey Hospital – Post to: Hospital Manager, Glen Grey Hospital, Private Bag x1142, Lady Frere 5410 Enquiries: Mr S Kumalo Tel No: 047 878 2800

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

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

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

Nkqubela 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 Langeni Tel No: 043 761 2131.

Buffalo City Metro Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms Hlulani Tel No: 043 708 1700.

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

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

Makana Sub- District - Post to: Human Resource, Recruitment Office Makana Sub- District Private Bag X 1023 Grahamstown 6140 or Hand deliver to Makana Sub District 49 Beaufort Street Grahamstown 6140. Enquiries: Ms. Qaleni Tel No: 046 622 4901

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

Midlands Hospital - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf-Reinet, 6280 or Hand Deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M. Human Tel No: 049 807 7739

Port Alfred Hospital - Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms N Raco Tel No: 046 604 4000.

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

Settlers Hospital - Post to: HR Office, Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires Ms. S Diva Tel No: 046 602 5046.

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

Komga Hospital – Human Resource Office, Komga Hospital PO Box 33 Komga 4950 or hand deliver to: Human Resource Office, Victoria Road Komga 4950 Enquiries: Ms T Lali Tel No: 043 831 1013.

Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 531, BIZANA 4800 Enquiries: Ms D.N Mdanyana Tel No: 039 727 2090

Mt Ayliff Hospital - Post to: Human Resource Office, Private Bag X504, Mount Ayliff Hospital, 4735 or Hand deliver to: Human Resource Office, Mt Ayliff Hospital No .8 Ntsizwa Street Mount Ayliff 4735 Enquiries: Mrs O Mjoka Tel No: 039 254 0236

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

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

Elundini Sub–District - Post to: Human Resource Office, P Bag X1129, Mount Fletcher, 4770 or Hand deliver at the HR Office, Elundini Sub–District Office, Enquiries: Mrs Du Plessis – Tel No: 039 257 2400.

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

Steynsburg Hospital - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand deliver at the HR Office, 1 Henning Street, Steynsburg. Enquiries: Ms L.J Jood – Tel No: 051 633 9617.

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

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

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima 047-542 6000.

Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 5080. Enquiries: Ms N Tengile Tel No: 047 573 8936/073 200 0217.

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel 047 502 9000.

Bambisana Hospital - Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangeni –Tel No: 039 253 7262/0835860659.

Qaukeni Sub District - Post to: Human Resource Office, Qaukeni Sub District, Private Bag X1058, Lusikisiki, 4820 or Hand deliver to: Human Resource Office, Lusikisiki College of Education, Lusikisiki, Enquiries: Ms N Hlobo Tel No: 039 253 1541.

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.

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

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

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

Winterberg Hospital - Post to: Winterberg Hospital Alice Road 69, Fort Beaufort, 5720. Enquires: Ms Z Maneli Tel No: 046 645 1142.

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

Fort Beaufort Hospital - Post to: Human Resource Office, Private Bag X226, Fort Beaufort, 5720 or hand delivery to: Human Resource Office, Fort Beaufort Hospital No 6 Bell Street, Fort Beaufort, 5720: Enquiries: S Zetu Tel No: 046 645 1111/12/13/14

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

Nelson Mandela Bay Health District – Post to: Human Resource Office, Nelson Mandela Bay Health District Private Bag X 28000 Greenacres Port Elizabeth 6000 or Hand delivery to Registry Office Nelson Mandela Bay Health District Office (Old Walton Building) Coningham Street Parsons Hill Port Elizabeth. Enquiries: Ms P Makuluma, Tel No: 041 391 8164.

Elizabeth Donkin Hospital – Post to: Human Recourses Section, Elizabeth Donkin Hospital, Private Bag X 6024, Port Elizabeth 6001. Enquiries: Mr E Felkers Tel No: 041 585 2323

Jose Pearson TB Hospital – Post to: Human Resource Office, Jose Pearson TB Hospital P.O. Box 10692 Linton Grange Port Elizabeth 6015 or hand deliver to: Human Resource Office, Jose Pearson TB Hospital Mission Road, Bethelsdorp Port Elizabeth 6015. Enquiries: Ms N Klassen Tel No: 041 372 8000

Orsmond TB Hospital – Post to: Human Resource Office, Orsmond TB Hospital P.O. Box 246 Uitenhage 6320 or hand deliver to No1 John Dissel Drive Allanridge Uitenhage Enquiries: Mrs C Bekker Tel No: 041 988 1111.

Uitenhage Provincial Hospital – Post to: The Human Resource Office, Uitenhege Provincial Hospital P/Bag X 36 Uitenhage 6230 or Hand deliver to Channer Street 6230 Levyvake. Enquiries: Mr P Oosthuizen Tel No: 041 995 1129

Livingstone Tertiary Hospital- Post to: The Human Resource Manager, Recruitment Section, Livingstone Tertiary Hospital Private bag X Korsten, Port Elizabeth, 6014 or Hand deliver to Nurses Home, 2nd Floor, Stanford Road, Korsten Port Elizabeth 6000. Enquiries: Mr Mjindi Tel No: 041 405 2121.

Dora Nginza Hospital: Post to: HR Office, Dora Nginza Regional 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.

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.

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

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

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

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Buffalo City Metro Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms Hlulani Tel No: 043 708 1700.

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

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

Tower Psychiatric Hospital - Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Tower Psychiatric Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Mrs V Whitecross Tel No: 046 645 5000.

CLOSING DATE
NOTE

: 30 November 2018
: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, a relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. People with disabilities are encouraged to apply for these posts. The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

MANAGEMENT ECHELON

POST 46/104 : **DIRECTOR: ENGINEERING & TECHNICAL SUPPORT REF NO: ECHEALTH/DIR/ETS/HO/01/11/2018**

SALARY : R1 005 063 – R1 183 932 per annum (Level 13)
CENTRE : Head Office, Bisho
REQUIREMENTS : A Bachelor's degree in Civil / Structure /Electrical or Mechanical Engineering at NQF level 7 as recognized by South African Qualification Authority (SAQA) and a Postgraduate qualification in Civil / Structure or Electrical / Mechanical Engineering. Executive Course or Certificate in Infrastructure Delivery Management will be an added advantage Registration as a professional Engineer with Engineering Council of South Africa (ESCA). Minimum of Five (5) years' experience in middle management level coupled with Five (5) years relevant post registration with (ESCA). Experience in Health care engineering. Extensive knowledge of Public Service Regulatory Framework. Programme and project management, Engineering, legal and operational compliance. Knowledge in Engineering design, analysis, Research and Development and Computer-aided engineering. Technical consulting and management skills. Proven leadership, strategic management and financial management Excellent administrative, coordination and organizational skills. Good communication skills (Verbal and written), report writing and presentation skills. Computer literate. Valid Driver's license.

DUTIES : To provide for the effective and efficient management of the maintenance of Health Facilities, laundries, utilities, other infrastructure and the related technical support services that sustain an enabling environment for healthcare delivery in a cost effective manner. Manage the maintenance of health facilities, utilities and infrastructure. Manage the provision of professional engineering services and providing support to the Chief Directorate and Health Facilities. Manage the provision of linen and laundry services to Health Facilities. Manage the acquisition and development of maintenance resources. Compliance of the provisions of the occupational Health and Safety Act (OHS) related to equipment and effective waste management. Management healthcare infrastructure risk and quality improvement programme. Management of the finances as Programme Manager for the Directorate. Strategic Management. Management of the human resources.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bisho, 5605

OTHER POSTS

POST 46/105 : **ADVANCED PAEDIATRIC NURSING PROFESSIONAL (DCST) NO: ECHEALTH/APNP/CHD01/11/2018**

SALARY : R902 550 – R1 015 842 per annum (OSD)
CENTRE : Chris Hani District
REQUIREMENTS : A basic qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse; plus a post basic nursing qualification (Advanced Paediatric or Neonatal Nursing Science) with a duration of at least 1 year accredited with the SANC; plus 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. At least 4 years of the period referred to above must be appropriate/ recognisable experience at management level. (Please note: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign country, and which registration is recognised by the SANC for registration in the particular discipline). Sound knowledge of the following: Ethical nursing practices,

DUTIES

Programme planning, implementation and evaluation, Clinical governance, Information management programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Problem solving, Functioning in a multi-disciplinary team, Teaching, mentorship and coaching, Diversity management, Basic computer literacy.

: Represent paediatric and neonatal nursing as a member of a DCST responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency in paediatric and neonatal health care. Primarily support district hospitals with all aspects of service delivery related to paediatric and neonatal health care. Secondly support clinics and community health centres with service delivery related to paediatric and neonatal health care. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination and implementation of clinical and nursing protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Support the training, development and mentorship of nursing and allied health professionals and community workers. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality nursing care. Assist, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Assist, support and participate in clinical audit and quality improvement cycles in health facilities in the district. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaboration within the DCST and with other professionals in the district involved in the delivery of paediatric and neonatal care. Enable engagement with the local community and relevant non-government organisations and private providers, promoting adherence to district clinical public health guidance as appropriate. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Coordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES

: Dr ML Matiwane Tel No: 040 608 1133/66

POST 46/106

: **ADVANCED PAEDIATRIC NURSING PROFESSIONAL (DCST) NO: ECHEALTH/APNP/CHD01/11/2018**

SALARY

: R902 550 – R1 015 842 per annum (OSD)

CENTRE

: Nelson Mandela Metro

REQUIREMENTS

: A basic qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse; plus a post basic nursing qualification (Advanced Paediatric or Neonatal Nursing Science) with a duration of at least 1 year accredited with the SANC; plus 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. At least 4 years of the period referred to above must be appropriate/ recognisable experience at management level. (Please note: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign

		country, and which registration is recognised by the SANC for registration in the particular discipline). Sound knowledge of the following: Ethical nursing practices, Programme planning, implementation and evaluation, Clinical governance, Information management programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Problem solving, Functioning in a multi-disciplinary team, Teaching, mentorship and coaching, Diversity management, Basic computer literacy.
<u>DUTIES</u>	:	Represent paediatric and neonatal nursing as a member of a DCST responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency in paediatric and neonatal health care. Primarily support district hospitals with all aspects of service delivery related to paediatric and neonatal health care. Secondly support clinics and community health centres with service delivery related to paediatric and neonatal health care. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination and implementation of clinical and nursing protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Support the training, development and mentorship of nursing and allied health professionals and community workers. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality nursing care. Assist, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Assist, support and participate in clinical audit and quality improvement cycles in health facilities in the district. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaboration within the DCST and with other professionals in the district involved in the delivery of paediatric and neonatal care. Enable engagement with the local community and relevant non-government organisations and private providers, promoting adherence to district clinical public health guidance as appropriate. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Coordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.
<u>ENQUIRIES</u>	:	Dr ML Matiwane Tel No: 040 608 1133/66
<u>POST 46/107</u>	:	<u>CHIEF QUANTITY SURVEYOR: PLANNING REF NO: ECHEALTH/CQS-P/HO/02/11/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R854 154 - R821 052 per annum (OSD) Head Office, Bisho
	:	Bachelor's Degree in Quantity Surveying at NQF level 7 as recognized by South African Qualification Authority (SAQA). Six (6) years' experience post qualification as a Quantity Surveyor. Registration as Professional Quantity Surveyor with South African Council of Quantity Surveyor Profession (SACQSP). Valid driver's license. Computer Literacy.
<u>DUTIES</u>	:	Perform final review and approvals or audits on quantity survey procedures. Coordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology Maintain quantity survey operational effectiveness manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity survey

standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.: Allocate, monitor and control resources Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements.

- ENQUIRIES** : Mr M Tuswa Tel No: 040 608 1170
- APPLICATIONS** : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605
- POST 46/108** : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/EH/01/11/2018**
- SALARY** : R826 053 – R973 047 per annum (Level 12)
- CENTRE** : Joe Gqabi District, Empilisweni Hospital
- REQUIREMENTS** : 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 efficiently within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management.
- ENQUIRIES** : Dr ML Matiwane Tel No: 040 608 1133/66

POST 46/109 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/MJH/01/11/2018**

SALARY : R826 053 – R973 047 per annum (Level 12)
CENTRE : Chris Hani District, Mjanyana Hospital
REQUIREMENTS : 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' 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 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 administration support services through working 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 effectively 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 mobilization. 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 mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Dr ML Matiwane Tel No: 040 608 1133/66

POST 46/110 : **DEPUTY MANAGER: NURSING REF NO: ECHEALTH/DMN/HCH/01/11/2018**

SALARY : R801 918 – R902 550 per annum (OSD)
CENTRE : OR Tambo District, Holy Cross Hospital
REQUIREMENTS : Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 9 years after registration as a Professional Nurse, at least 4 years appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA; HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. A valid driver's licence.

DUTIES : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES : Ms Z Nompandana Tel No: 039 252 2026/8

POST 46/111 : **DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/EMPH/01/11/2018**

SALARY : R801 918 – R902 550 per annum (OSD)
CENTRE : Nelson Mandela Metro, Empilweni TB Hospital
REQUIREMENTS : Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. A minimum of 9 years after registration as a Professional Nurse, at least 4 years appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

DUTIES : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES : Ms B Bomela Tel No: 041 406 7607/36

POST 46/112 : **MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/MDZKH/01/11/2018**

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 : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : 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.

ENQUIRIES : Mr Sigola Tel No: 039 255 8200/11/12

POST 46/113 : **MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/FEH/01/11/2018**

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 : Sarah Baartman District, Fort England Psychiatric Hospital

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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>	:	Mr Daniso Tel No: 046 602 2300
<u>POST 46/114</u>	:	<u>MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/SETH/01/11/2018</u>
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Sarah Baartman District, Settlers Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 S Diva Tel No: 046 602 5046
<u>POST 46/115</u>	:	<u>MEDICAL OFFICER GRADE 1 -3: REF NO: ECHEALTH/MO/KOMGH/01/11/2018</u>
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Komga Hospital
<u>REQUIREMENTS</u>	:	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.
- ENQUIRIES** : Ms T Lali Tel No: 043 831 1013
- POST 46/116** : **DEPUTY DIRECTOR: MONITORING & EVALUATION/INFRASTRUCTURE REF NO: ECHEALTH/DD/ME/HO/03/11/2018**
- SALARY** : R697 011 - R821 052 per annum (Level 11)
CENTRE : Head Office, Bisho
REQUIREMENTS : A Bachelor's degree or National Diploma in Monitoring and Evaluation at NQF level 7.as recognized by South African Qualification Authority (SAQA). Minimum of three (3) years' experience of the health system, standards, management practices, Monitoring & Evaluation systems, and provincial infrastructure delivery systems of which two (2) years must be at Assistant Director Level. Ability to interact at high level while maintaining sound interpersonal relations. Presentation skills, knowledge and practical experience on Microsoft Office. Well-developed co-ordination skills and report writing. Knowledge of government prescripts and legislations. Valid driver's license. Computer Literate.
- DUTIES** : To initiate, lead, coordinate, report and manage the monitoring and evaluation of all activities required to successfully implement the infrastructure and related technical support services portfolio of the Department. Strategic alignment of infrastructure projects and related technical support services. Infrastructure inputs and reporting. Establish norms and benchmarks for monitoring and evaluation of infrastructure and related technical support programme and projects. Programme and Project performance measurement.
- ENQUIRIES** : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bisho, 5605
- POST 46/117** : **DEPUTY DIRECTOR: INSTITUTIONAL IMPROVEMENT REF NO: ECHEALTH/DD/IIMPR/HO/04/11/2018**
- SALARY** : R697 011 - R821 052 per annum (Level 11)
CENTRE : Head Office, Bisho
REQUIREMENTS : A Bachelor's degree in Health Sciences at NQF level 7 as recognized by South African Qualification Authority (SAQA). Professional Registration with Health Profession Council of South Africa (HPCSA) Valid driver's license. Computer literacy. Minimum of three (3) years' experience of the health system, standards, management practices, Institutional Improvement of which two (2) years must be at Assistant Director Level.
- DUTIES** : To provide institutional support to the identified health facilities where infrastructure projects are implemented and charges in the operational health systems are required. Implementation of organizational development strategies aimed towards seamless service delivery during infrastructure project implementation at Health Facilities. Facilitate change management programmes at Health Facilities as part of the delivery of infrastructure. Implementation of quality assurance programmes as part of the delivery of infrastructure. Monitor and report progress with implementation of institutional systems aligned to infrastructure delivery.
- ENQUIRIES** : Mr M Tuswa Tel No: 040 608 1170

APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/118 : **ENGINEER REF NO: ECHEALTH/ENG/HO/05/11/2018 (X2 POSTS)**

SALARY : R679 338 - R728 400 per annum (OSD)

CENTRE : Head Office, Bisho

REQUIREMENTS : A Bachelor Degree in Engineering and / or equivalent qualification at NQF level 7 as recognized by South African Qualification Authority (SAQA). Registration as a professional Engineer with Engineering Council of South Africa (ECSA). Certificate in Infrastructure Delivery Management System will be an added advantage. Minimum of three (3) years' experience post qualification. Valid drivers' license. Computer literate.

DUTIES : Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes; and Administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; and Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170

APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/119 : **CONSTRUCTION PROJECT MANAGER REF NO: ECHEALTH/CPM/HO/06/11/2018**

SALARY : R679 338 - R728 400 per annum (OSD)

CENTRE : Head Office, Bisho

REQUIREMENTS : National Diploma (Built Environment field) at NQF level 6 as recognized by South African Qualification Authority (SAQA) with a minimum of 4 years and six months certified experience. BTech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Computer Literate.

DUTIES : Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope and effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office administration. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library;

and utilize resources allocated effectively. Research and development. Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies and Liaise with relevant bodies/councils on project management.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/120 : **PHARMACIST GRADE 1 - 3 REF NO: ECHEALTH/PHARM/VICTH/01/11/2018**

SALARY : Grade 1: R655 980 – R696 234 per annum (OSD)
Grade 2: R713 904 – R757 707 per annum (OSD)
Grade 3: R780 612 – R828 507 per annum (OSD)

CENTRE : Amathole District, Victoria Hospital
REQUIREMENTS : 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 L Mangesi Tel No: 040 653 1141

POST 46/121 : **ARCHITECT REF NO: ECHEALTH/ARCT/HO/07/11/2018**

SALARY : R585 366 – R630 597 per annum (OSD)

CENTRE : Head Office, Bisho

REQUIREMENTS : A Bachelor's Degree in Architecture or relevant qualification at NQF level 7 as recognized by South African Qualification Authority (SAQA Three (3) years post qualification architectural experience required. Computer Literate. Valid driver's license. Registration as a Professional Architect with SACAP.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities.co-ordinate professional teams on all aspects regarding architecture; ensure adherence and compliance to legal, safety and health requirements. Provide architectural advice and technical support in the evaluation of solutions. ensure the adoption of technical and quality strategies; develop architectural related policies, methods and practices; provide solution on non-compliance and failure of designs; review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration .Mentor and

train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes Administer Performance management and development. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; liaise with relevant bodies/councils on architectural-related matters

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/122 : **ASSISTANT MANAGER NURSING SPECIALTY MATERNITY REF NO: ECHEALTH/AMNS/SPH/01/11/2018**

SALARY : R581 826 – R654 840 per annum (OSD)
CENTRE : Alfred Nzo District, St Patrick’s Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425(i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Advanced Midwifery. A minimum of 10 years appropriate/recognizable 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/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. A valid driver’s licence.

DUTIES : Promote quality of nursing care. 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 practice and nursing standards as determined by the hospital. Ensure the implementation of the Patient’s Rights Charter as well as Batho Pele Principles.

ENQUIRIES : Ms Jafta Tel No: 039 251 0236

POST 46/123 : **ASSISTANT MANAGER NURSING SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMN -MAT/DMMMH/01/11/2018**

SALARY : R581 826 – R654 840 per annum (OSD)
CENTRE : OR Tambo District, Dr Malizo Mpehle Memorial Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425(i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Advanced Midwifery. A minimum of 10 years appropriate/recognizable 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/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. A valid driver’s licence.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set of standards and a professional/ legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms Makalima Tel No: 047 542 6000

POST 46/124 : **ASSISTANT MANAGER NURSING SPECIALTY (THEATRE CSSD & HIGH CARE) REF NO: ECHEALTH/AMN-T&HC/DMMM/01/11/2018**

SALARY CENTRE REQUIREMENTS : R581 826 – R654 840 per annum (OSD)
: OR Tambo District, Dr Malizo Mpehle Memorial Hospital
: Basic qualification accredited with SANC in terms of Government Notice 425(i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Theatre Technique. A minimum of 10 years appropriate/recognizable 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/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. A valid driver's licence.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set of standards and a professional/ legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms Makalima Tel No: 047 542 6000

POST 46/125 : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: ECHEALTH/PN-B4/CH/TOWEH/01/11/2018**

SALARY CENTRE REQUIREMENTS : R581 826 – R654 840 per annum (OSD)
: Amathole District, Tower Psychiatric 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 plus a post basic qualification with a duration of at least 1 year accredited with the South African Nursing Council in terms of Government Notice R212 (Advanced Midwifery and Neonatal Science). A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse in General Nursing. At least 6 years of the period referred to above must be recognisable experience after obtaining the 1 year post basic qualification. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. A valid driver's licence.

DUTIES : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilisation of financial and physical resources.

ENQUIRIES : Mrs V Whitecross Tel No: 046 645 5000

POST 46/126 : **ASSISTANT MANAGER NURSING (THEATRE) REF NO: ECHEALTH/AMN-THR/DORAH/01/11/2018**

SALARY CENTRE REQUIREMENTS : R581 826 – R654 840 per annum (OSD)
: Nelson Mandela Metro, Dora Nginza Regional Hospital
: Basic R425 Qualification i.e. (Diploma / Degree) in Nursing or Equivalent that follows registration with the South African Nursing Council. A post basic qualification in Theatre specialty, with at least 1 year accredited with SANC. A minimum of 10 years appropriate / recognizable experience in nursing as a professional nurse with the SANC in general nursing. At least 6 years of the period referred to above must be appropriate / recognizable 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 / recognizable experience at management level. Knowledge of PFMA, Batho Pele Principles, Patient's 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 the six Key Priority Area, Ability to work under pressure. Computer literacy and valid driver's license.

DUTIES : Co-ordination of optimal / holistic specialized nursing care provided within set standards and a professional / legal frame work. Manage effectively utilization of resources and supervision of resources. Co-ordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Provision of effective support to nursing services. General management i.e. PMDS, payroll management, leave register, attendance / time management, quality improvement projects, formal and informal training including WSP, Resuscitation trolley, monthly checking of drug registers.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 46/127 : **ASSISTANT MANAGER NURSING SPECIALITY REF NO: ECHEALTH/PAC/CH-CH/01/11/2018 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R581 826 – R654 840 per annum (OSD)
 : Chris Hani District, Komani 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 Advanced Psychiatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 10 years appropriate/recognizable 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/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty (ADVANCED PSYCH). At least 3 years of the period referred to above must be appropriate/ recognizable experience at management Ability to work in a multi-disciplinary team. Management qualification and computer literacy. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. 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 is a pre-requisite.

DUTIES : Ensure comprehensive nursing treatment and care in a cost effective and efficient and equitable manner and ensure compliance to professional, legal and ethical practice. Demonstrate overall management of nursing services i.e. operational human resource and finance. Ensure that nursing care is rendered in accordance with the scope of practice and standards. Promote quality care, give direction to and coordinate nursing services. Demonstrate effective communication with all health workers and stake holders. To maintain an environment that promotes the rights of patients and advocacy of the patients. To ensure that the Batho Pele Principles, 6 Ministerial Priorities and the National Core Standards are adhered to at all times. To be able to develop contact and build network of professional relation and to enhance service delivery. Demonstrate the required computer literacy to adequate manage information and report writing. To demonstrate the understanding of strategic, operational and turnaround planning. Co-ordination of optimal, holistic specialised nursing care provided within set standards and a professional/ legal framework. Manage effectively the supervision and utilisation of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : Mrs A Sokutu Tel No: 045 858 8400

POST 46/128 : **ASSISTANT MANAGER NURSING (BURNS UNIT) REF NO: ECHEALTH/AMN-BUR/DORAH/01/11/2018**

SALARY : R532 449 – R617 253 per annum (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : Basic R425 Qualification i.e. (Diploma / Degree) in Nursing or Equivalent that follows registration with the South African Nursing Council. A minimum of 8 years appropriate / recognizable experience in nursing as a professional nurse with the SANC in general nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. An experience in surgical unit / Ability to work in multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient's 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 the six Key Priority Area, Ability to work under pressure. Computer literacy and valid driver's license.

DUTIES : Delegate, supervise and Co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and stakeholders (inter-professional, inter-sectoral and multidisciplinary team work). 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 relevant, accurate and comprehensive information on health care. General management i.e. PMDS, payroll management, leave register, attendance / time management, quality improvement projects, formal and informal training including WSP, Resuscitation trolley, monthly checking of drug registers.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 46/129 : **ASSISTANT MANAGER NURSING (OPD) REF NO: ECHEALTH/AMN/TBH/01/11/2018**

SALARY : R532 449 – R617 253 per annum (OSD)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : 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 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 : Mr S.L Bosholo – Tel No: 051 611 0037

POST 46/130 : **ASSISTANT MANAGER: NURSING (AREA) REF NO: ECHEALTH/AMN/KTBH/01/11/2018**

SALARY : R532 449 – R617 253 per annum (OSD)
CENTRE : Alfred Nzo District: Khotsong TB Hospital

<u>REQUIREMENTS</u>	:	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 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 A Lebata Tel No: 039 737 3801
<u>POST 46/131</u>	:	<u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM/GWABC/01/11/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R532 449 – R599 274 per annum (OSD) Amahlati Sub District, Gwabeni Clinic
<u>DUTIES</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 Mngxe Tel No: 043 6434775/6
<u>POST 46/132</u>	:	<u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R532 449 – R599 274 per annum (OSD) Lukhanji Sub District: Mitford Clinic Ref No ECHEALTH/OMPHC/MC/01/11/2018 Thornhill Clinic Ref No: ECHEALTH/OMPHC/NORC/01/11/2018
<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. 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 M Tweni – Tel No: 045 807 8908

POST 46/133 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE (X3 POSTS)**

SALARY CENTRE : R532 449 – R599 274 per annum (OSD)
King Sabata Dalinyebo Sub District:
Mahlungulu Clinic Ref No ECHEALTH/OM-PHC/KSD-MAH/01/11/2018
Mapuzi Clinic Ref No ECHEALTH/OM-PHC/KSD-MAP/01/11/2018
Ndibela Clinic Ref No: ECHEALTH/OM-PHC/KSD-NDI/01/11/2018

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 O Gcagca Tel No: 047 531 0823

POST 46/134 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE**

SALARY CENTRE : R532 449 – R599 274 per annum (OSD)
Nyandeni Sub District, Libode Clinic Ref No: ECHEALTH/OM-PHC/NSD-
/LIBC/01/11/2018
Mgwenyane Clinic Ref No: ECHEALTH/OM-PHC/NSD-MGWC/01/11/2018

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/recognizable 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/ recognizable 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 Daniso – Tel No: 047 555 0151

POST 46/135 : **OPERATIONAL MANAGER (PAEDS) REF NO: ECHEALTH/OM-PDSR/DORAH/01/11/2018**

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : Diploma/Degree in nursing that allows registration with SANC as a professional Nurse. One year post basic qualification in Child Nursing Science. A minimum of 9 years appropriate experience in Nursing after registration as a general Professional Nurse with SANC as a general Nurse. Proof of current registration with SANC. At least 5 years recognisable experience in Child Nursing after obtaining a post basic qualification in Child Nursing Science. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedure as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Added advantage: One year Post basic Qualification in Nursing Administration obtained from a recognisable university. Valid driver's licence.

DUTIES : Managing effectively the supervision and utilisation of material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programmes. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, protocol/procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multidisciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Co-ordinate the implementation of continuing professional development (CPD) for nurses. Working shifts. Monitoring and reporting Patient Safety Incidents and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information policy.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 46/136 : **OPERATIONAL MANAGER (THEATRE) REF NO: ECHEALTH/OM-THR/DORAH/01/11/2018**

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 R245 (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 Theatre Technique accredited with SANC in terms of Governmental Notice R212. A minimum of 9 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to the appropriate / recognizable experience in the specific specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Computer literacy and valid driver's license.

DUTIES : Co-ordination / provide optimal, holistic specialized nursing care provided within set standards and a professional / legal frame work. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Co-ordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Provision of effective support to nursing service. General management i.e. PMDS, payroll management, leave register, attendance / time management, quality improvement projects, formal and informal

training including WSP, Resuscitation trolley, monthly checking of drug registers. Client orientation and customer focused, personnel 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. (National Core Standards). Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues more complex report writing when required.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 46/137 : **CANDIDATE ARCHITECT: DELIVERY REF NO: ECHEALTH/CA-D/HO/08/11/2018**

SALARY CENTRE REQUIREMENTS : R506 682 - R537 789 per annum (OSD)
: Head Office, Bisho
: A Bachelor's Degree in Architecture or relevant qualification at NQF level 7 as recognized by South African Qualification Authority (SAQA. Valid driver's license. Registration with SACAP as an Architect in training is compulsory upon appointment. No previous experience required.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities; adhere to legal, safety and health requirements provide technical support; contribute to the development of architectural related policies, methods and practices; and contribute to the review of plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel. Provide assistance with tender (bid) administration; liaise and interact with service providers; contribute to the human resources and related activities; maintain the record management system and the architectural library Report on service delivery regularly; and utilise resources allocated effectively. Keep up with new technologies and procedures Research/literature on new architectural and construction material, techniques, and methods. Liaise with relevant bodies/councils on architectural-related matters; and Follow approved programme of development for registration purposes.

ENQUIRIES APPLICATIONS : Mr M Tuswa Tel No: 040 608 1170
: Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/138 : **CANDIDATE QUANTITY SURVEYOR: DELIVERY REF NO: ECHEALTH/CQC-D/HO/09/11/2018**

SALARY CENTRE REQUIREMENTS : R506 682 - R537 789 per annum (OSD)
: Head Office, Bisho
: A Bachelor's Degree in Quantity Survey or relevant qualification at NQF level 7 as recognized by South African Qualification Authority (SAQA valid driver's license. Registration with SACQSP as a candidate is compulsory upon appointment. No experience required.

DUTIES : Perform quantity surveying activities on project plans, structures or facilities under the supervision of a quantity surveyor. Adhere to building standards to ensure safety and health requirements. Provide technical support, contribute to the development of quantity survey related policies, methods and practices and contribute to the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel. Provide assistance with tender (bid) administration. Liaise and interact with service providers; contribute to the human resources and related activities. Maintain the record management system and the quantity survey library and utilise resources allocated effectively. Keep up with new technologies and procedures; Research/literature on new quantity survey and construction material, techniques, and methods. Liaise with relevant bodies/councils on quantity survey related matters and follow approved programme of development for registration purposes.

ENQUIRIES APPLICATIONS : Mr M Tuswa Tel No: 040 608 1170
: Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life

Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/139 : **ASSISTANT DIRECTOR: RADIOGRAPHER REF NO:**
ECHEALTH/ASDR/NMAH/01/11/2018

SALARY : R489 429 – R543 195 per annum (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : An appropriate three year National Diploma/Degree in Diagnostic Radiography that allows for registration with HPCSA. A certified Proof of current renewal of practice license with HPCSA as a Radiographer. (Independent practice). A minimum of 6 years in a hospital environment post community service of which a minimum of current working experience must be 3 years at chief level. Certificate of service or proof of experience must be endorsed by HR section. Added advantage: Experience in a radiotherapy and nuclear medicine environment. A post qualification in management and or a Specialty in radiography and management experience in the public sector. Knowledge, skills and Competencies required: Sound knowledge of radiography procedures and equipment including CT, MRI and or Mammography and PACS/RIS application. Public service act and regulations, Health and safety Act and any other Act required in executing duties, extensive radiation knowledge and sound clinical skills, ability to perform quality assurance tests, applied strategic capability, strong leadership and management, diversity management, problem solving and decision making skills, Budgeting and financial management, human resource management, computer literacy, good communication and interpersonal skills. A valid driver's licence.

DUTIES : Ensure provision of high quality radiology/imaging services (Diagnostic, Ultrasonography, Oncology/radiation therapy and Nuclear medicine services) and coordination of the radiation protection program for the radiology/imaging department, performance management and development of staff, ensuring that safety protocols are in compliance with the department of health radiation protection services. Assist in the integration of all radiology/imaging services and plan strategically in consultation with the Radiology management team, coordinate development of budgeting for own section and exercise control of expenditure within your departmental cost centre.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 46/140 : **ASSISTANT DIRECTOR: PHYSIOTHERAPY REF NO:**
ECHEALTH/ASDPHY/NMAH/01/11/2018

SALARY : R489 429 – R543 195 per annum (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : An appropriate three year National Diploma/Degree in Physiotherapy that allows for registration with HPCSA. A certified Proof of current renewal of practice license with HPCSA as a Physiotherapist. (Independent practice). A minimum of 7 years in a hospital environment post community service of which a minimum of current working experience must be 3years at supervisory/management level. Certificate of service or proof of experience must be endorsed by HR section. Added advantage: Experience in management of Club foot and Cerebral Palsy services, Management experience in the public sector academic hospital and a post qualification. Knowledge, skills and Competencies required: Sound knowledge of Physiotherapy policies, procedures and equipment application. Public service act and regulations, Health and safety Act and any other Act required in executing duties, sound clinical skills, applied strategic capability, strong leadership and management, diversity management, problem solving and decision making skills, Budgeting and financial management, human resource management, computer literacy, good communication and interpersonal skills. A valid driver's licence.

DUTIES : Responsible for the overall management of Physiotherapy services in an academic hospital, Ensure provision of high quality physiotherapy services and coordination of Physiotherapy programs, Responsible for performance management and development of staff, Responsible for the implementation of appropriate measures and systems for optimal Clinical, administration and good governance. Assist in the integration of all Physiotherapy services and plan strategically in consultation

with the Clinical support management team, coordinate development of budgeting for own section and exercise control of expenditure within your departmental cost center. Responsible for procurement, management and maintenance of all physiotherapy equipment and service level agreements. Responsible for the production and compilation of monthly, quarterly and annual reports for the physiotherapy department.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 46/141 : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: ECHEALTH/CRGR/HCH/01/11/2018**

SALARY : R440 982 – R468 051 per annum (OSD)

CENTRE : OR Tambo District, Holy Cross Hospital

REQUIREMENTS : An appropriate qualification that allows registration with the HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate/recognizable experience in the relevant experience profession after registration with the HPCSA. Current registration with the HPCSA as a Diagnostic Radiographer. Supervisory Experience will be an added advantage. Competencies: Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.

DUTIES : To administer the operations, management and good governance of diagnostic radiography services including all the resources in the Department. Manage the provision of quality Radiography services in the Department, through the implementation of appropriate systems and measures. Adhere and ensure compliance with HPCSA Legislation. Monitor and Evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Diagnostic Radiography services. Participate in the development of internal policy, and interact with other related professions within the multi-disciplinary health team. Manage and facilitate the continuous training and Development of staff.

ENQUIRES : Ms Z Nompanzana Tel No: 039 252 2026/8

POST 46/142 : **CHIEF DIAGNOSTIC RADIOGRAPHER (CATHLAB) GRADE 1 REF NO: ECHEALTH/CRGR/NMAH/01/11/2018**

SALARY : R440 982 – R468 051 per annum (OSD)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : National Diploma/Degree in Diagnostic Radiography, Certified copy of original registration with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. A minimum of 3 years appropriate the experience in the relevant profession after registration with HPCSA. 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.

DUTIES : To administer the operations, management and good governance of diagnostic radiography services including all the resources in the Department. Manage the

provision of quality Radiography services in the Department, through the implementation of appropriate systems and measures. Adhere and ensure compliance with HPCSA Legislation. Monitor and Evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Diagnostic Radiography services. Participate in the development of internal policy, and interact with other related professions within the multi-disciplinary health team. Manage and facilitate the continuous training and Development of staff.

ENQUIRIES :

Ms Calaza - Tel No: 047 502 4320

POST 46/143 :

OPERATIONAL MANAGER GENERAL REF NO:
ECHEALTH/OM/FH/01/11/2018

SALARY :
CENTRE :
REQUIREMENTS :

R420 318 – R473 067 per annum (OSD)
Chris Hani District, Frontier 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 :

Mrs P Marongo - Tel No: 045 808 4272

POST 46/144 :

OPERATIONAL MANAGER GENERAL REF NO:
ECHEALTH/OM-G/BH/01/11/2018 (X2 POSTS)

SALARY :
CENTRE :
REQUIREMENTS :

R420 318 – R473 067 per annum (OSD)
Buffalo City Metro, Bisho 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 T Alwyn Tel No: 040 635 2950

POST 46/145 :

OPERATIONAL MANAGER GENERAL REF NO:
ECHEALTH/OMG/STBH/01/11/2018

SALARY :
CENTRE :
REQUIREMENTS :

R420 318 – R473 067 per annum (OSD)
OR Tambo District, St Barnabas Hospital
Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse. A minimum of 9 years' experience in Nursing after registration as a general Professional Nurse with SANC. Current registration with SANC. Good

communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Valid driver's license.

DUTIES : Managing material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol / procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multi-disciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Coordinate the implementation of continuing professional development (CPD) for nurses and midwives. Working shifts. Monitoring and reporting of Adverse Events and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information policy.

ENQUIRIES : Ms Ndamase – Tel No: 047 555 5300

POST 46/146 : **OPERATIONAL MANAGER GENERAL REF NO:**
ECHEALTH/OMG/STEH/01/11/2018

SALARY CENTRE REQUIREMENTS : R420 318 – R473 067 per annum (OSD)
: OR Tambo District, St Elizabeth Hospital
: Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse. A minimum of 9 years' experience in Nursing after registration as a general Professional Nurse with SANC. Current registration with SANC. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Valid driver's license.

DUTIES : Managing material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol / procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multi-disciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Coordinate the implementation of continuing professional development (CPD) for nurses and midwives. Working shifts. Monitoring and reporting of Adverse Events and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information policy.

ENQUIRIES : Mr M Nozaza – Tel No: 039 253 5012

POST 46/147 : **CONTROL ENGINEERING TECHNICIAN REF NO:**
ECHEALTH/CET/HO/10/11/2018

SALARY CENTRE : R422 139 - R482 676 per annum (OSD)
: Head Office, Bisho

<u>REQUIREMENTS</u>	:	Bachelor of Technology in Engineering (B Tech) or relevant qualification at NQF level 7 as recognized by South African Qualification Authority (SAQA) with Six years post experience in Engineering Technology. Valid driver's license. Compulsory registration with ECSA as an Engineering Technologist.
<u>DUTIES</u>	:	Manage technical services: Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities Ensure the promotion of safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. (b) Manage administrative and related functions. Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Ensure the development, implementation and maintenance databases; and Manage, supervise and control technical and related personnel and assets (c) Research and development: Continuous professional development to keep up with new technologies and procedures Research/literature studies on technical engineering technology to improve expertise; and To liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Tuswa Tel No: 040 608 1170
<u>POST 46/148</u>	:	<u>CHIEF ARTISAN (MECHANICAL) REF NO: ECHEALTH/CART-MEC/DORAH/01/11/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R362 559 – R420 318 per annum (OSD) Nelson Mandela Metro, Dora Nginza Regional Hospital
<u>DUTIES</u>	:	Grade 12 certificate and mechanical trade test certificate from an accredited trade test centre with NTC 6 Mechanical Diploma. Minimum of ten (10) years' experience after trade test has been completed. A valid code EB drivers' license. Additional Requirements: Working experience in a hospital workshop environment. Experience working with mechanical plant, infrastructure and equipment. Manage and control all mechanical workshops resources to ensure an effective service delivery. Ensure Admin work is in order. Manage planned maintenance and break down repairs. To maintain a safe & healthy working environment according to the OHS Act. Responsible for all staff of the mechanical workshop as well assisting with the building maintenance. Supervise and progress monitoring of all staff in mechanical sections as well the building section. Responsible for all maintenance work and defects repairs of the selection under supervision. Liaise with Manager with scheduling of all project and installation maintenance as and when necessary. Responsible for repairs on all equipment performed or complete within the predetermined response time and benchmarks. Equipment, plant and infrastructure maintenance and service confirm to the OHS Act and related legislation. Ensure that the quality of work done by the staff is of recommendable standard.
<u>ENQUIRIES</u>	:	Mr Johaar Tel No: 041 406 4435
<u>POST 46/149</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 – 2 (THEATRE) REF NO: ECHEALTH/PNS/SPH/01/11/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD) Alfred Nzo District, St Patrick's 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 Theatre Technique 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 Jafta Tel No: 039 251 0236
<u>POST 46/150</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ANTENATAL) GRADE 1-2 REF NO: ECHEALTH/PNS-ANT/DORAH/01/11/2018</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, Dora Nginza Regional Hospital
	:	Basic R425 qualification (i.e. Degree / Diploma in nursing or equivalent qualification that allows registration with the SANC as 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 Advanced Midwifery and Neonatal Nursing Science. Current registration with 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 optimal, holistically specialized care with set standards and within a professional / legal frame work. Utilize human, material resource and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standards and self-development. Provide support to nursing services. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Maintain a constructive working relationship with nursing and other stakeholders. Provide direction and supervision for the implementation of the nursing plan (clinical practice / quality patient care). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	Mr Johaar Tel No: 041 406 4435
<u>POST 46/151</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PAEDS) GRADE 1-2 REF NO: ECHEALTH/PNS-PDS/DORAH/01/11/2018</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, Dora Nginza Regional Hospital
	:	Basic R425 qualification (i.e. Degree / Diploma in nursing or equivalent qualification that allows registration with the SANC as 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 Child Nursing Science (Midwifery Nursing Science. Current registration with 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 optimal, holistically specialized care with set standards and within a professional / legal frame work. Utilize human, material resource and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standards and self-development. Provide support to nursing services. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Maintain a constructive working relationship with nursing and other stakeholders. Provide direction and supervision for the implementation of the nursing plan (clinical practice / quality patient care). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	Mr Johaar Tel No: 041 406 4435
<u>POST 46/152</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (NEONATAL HIGH CARE) GRADE 1-2 REF NO: ECHEALTH/PNS-NHC/DORAH/01/11/2018 (X2 POSTS)</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, Dora Nginza Regional Hospital Basic R425 qualification (i.e. Degree / Diploma in nursing or equivalent qualification that allows registration with the SANC as 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 Neonatal Science, Child Nursing Science (Midwifery and Neonatal Nursing Science). Current registration with 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 optimal, holistically specialized care with set standards and within a professional / legal frame work. Utilize human, material resource and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standards and self-development. Provide support to nursing services. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Maintain a constructive working relationship with nursing and other stakeholders. Provide direction and supervision for the implementation of the nursing plan (clinical practice / quality patient care). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	Mr Johaar Tel No: 041 406 4435
<u>POST 46/153</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (MATERNITY) - REF NO: ECHEALTH/PN-S/BH/01/11/2018</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>	:	Buffalo City Metro, Bisho 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 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 / recognizable 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/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide optimal, holistically specialized care with set standards and within a professional / legal frame work. Utilize human, material resource and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standards and self-development. Provide support to nursing services. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Maintain a constructive working relationship with nursing and other stakeholders. Provide direction and supervision for the implementation of the nursing plan (clinical practice / quality patient care). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Ms. T Alwyn Tel No: 040 635 2950

POST 46/154 : **PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PROFS/WILLC/01/11/2018**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)

Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE : Mbhashe District, Willowvale CHC

REQUIREMENTS : 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 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 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 clinic.

ENQUIRIES : Ms X Bushula Tel No: 047 489 2417/16

POST 46/155 : **PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE) GRADE 1-2 REF NO: ECHEALTH/PNS/GGH/01/11/2018**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)

Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE : Chris Hani District, Glen Grey Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing with Theatre technique) 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 Theatre Technique. 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>	:	Provision of optimal, holistic specialised nursing care with set standards and within a professional / legal framework. Effective utilisation of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ ethical standards and self-development. The incumbent will also be required to practise nursing and health care in accordance with laws and regulations of the department. Maintain constructive working relationship with nursing and other stakeholders. Promote quality nursing care.
<u>ENQUIRIES</u>	:	Mr S Kumalo Tel No: 047 878 2800
<u>POST 46/156</u>	:	<u>PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PRO-NURSE-SPEC/NONTYA/01/11/2018 (X2 POSTS)</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>	:	Buffalo City Metro, Nontyatyambo CHC
	:	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 Clinical Assessment, Treatment and Care. 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 / recognizable 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/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
<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 Hlulani Tel No: 043 708 1700
<u>POST 46/157</u>	:	<u>PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PRO-NURSE-SPEC/DVDH/01/11/2018 (X2 POSTS)</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>	:	Buffalo City Metro, Duncan Village Day 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 ,accredited with the SANC in terms of Government Notice R212 in Clinical Assessment, Treatment and Care. 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 / recognizable 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/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

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. H Hlulani Tel No: 043 708 1700

POST 46/158 : **CLINICAL NURSE PRACTITIONER REF NO:**
ECHEALTH/CNP/JAMAC/01/11/2018

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

CENTRE REQUIREMENTS : Amahlati Sub District, Jama 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 Mngxe Tel No: 043 6434775/6

POST 46/159 : **CLINICAL NURSE PRACTITIONER REF NO:**
ECHEALTH/CNP/KAKC/01/11/2018

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 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. 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 B Mngxe Tel No: 043 6434775/6
<u>POST 46/160</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO:</u> <u>ECHEALTH/CNP/PUNZC/01/11/2018</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>	:	Amahlati Sub District, Punzana 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 B Mngxe Tel No: 043 6434775/6
<u>POST 46/161</u>	:	<u>ASSISTANT DIRECTOR OPERATIONS REF NO:</u> <u>ECHEALTH/ADOP/FH/02/11/2018</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Frontier Hospital
	:	National Diploma/Degree in Facilities /Operations or equivalent qualification with 3-5 years' experience in Operations and Auxiliary services. A valid driver's licence. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994), PFMA, OHSA and National Building Regulations. Skills and competencies: Project Management skills. Good financial management skills, planning and organising. Strong communication skills, strategic and conceptual orientation. People management skills and computer literacy.

DUTIES : Supervise general operations in the hospital. Monitor compliance with necessary statutory requirements for facility, building maintenance and related work. Provide support to Housekeeping, horticulture, pest control and landscape. Compile business report for facility maintenance. Provide technical inputs in drawing up specifications and monitor compliance by service providers regarding health and safety matters. Implement regular compliance inspections and audits. Report emergency cases affecting Land and Buildings i.e., interruptions to power supply, water supply and sewage system. Provide security services for buildings and assets. Supervise and train sub-ordinates in Facility Management Unit (FMU). Monitor construction projects and identify areas that need urgent and on-going attention. Validate recommendations on payment for work completed. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms.

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

POST 46/162 : **ASSISTANT DIRECTOR: JOB EVALUATION REF NO: ECHEALTH/AD/JE/HO/02/11/2018**

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

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

CENTRE : Head Office, Bhisho

REQUIREMENTS : A three year National Diploma / Bachelor's degree at NQF level 7 as recognised by SAQA, in Workstudy/Organizational Development, Management Services or equivalent qualification in the related field. A minimum of seven (7) years as a Workstudy Officer/ Workstudy Practitioner / OD Practitioner with relevant workstudy or OD experience. Valid driver's licence. Practical understanding of workstudy or OD strategy. Extensive and in-depth knowledge and understanding of policies and regulatory framework governing Organizational Development / Workstudy field in the Public Service. Knowledge of Organizational Design, Human Resource Planning and change management functions and processes as well as understanding of the Web- enabled or Evaluate Job Evaluation Systems as prescribed by MPSA is required. Competencies: Strong and proven skills in organizational design, People management, Project management, Financial management, Change management and Service Delivery Innovation, Presentation, Analytical, diagnostic and investigative capabilities, interpersonal and communication (verbal and written) skills, Computer Literacy and report writing skills. A valid driver's licence.

DUTIES : Facilitate and supervise development and maintenance of organizational design processes and systems. Support and facilitate determination and alignment of organizational structures with departmental strategy to improve efficiency and effectiveness. Supervise development and implementation of relevant OD interventions such as development of organizational structures, undertaking of business process mapping, organizational functionality assessment examinations, facilitate and supervise process of job grading, change management processes, guide and direct implementation of OD policies and guidelines. Provide overall utilization and supervision of human resources.

ENQUIRIES : Dr S Ngantweni Tel No: 040 608 9635

POST 46/163 : **ASSISTANT DIRECTOR: DESIGN & LAYOUT (AUDIO-VISUAL) REF NO: ECHEALTH/ASDGD/HO/02/11/2018**

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

CENTRE : Head Office, Bhisho

REQUIREMENTS : A National Diploma/Degree in Graphic Design or equivalent qualification with 3 - 5 years' experience in the field. In-depth knowledge of the following software: Coral

Draw, Photoshop, Microsoft Suite Products, Outlook, Adobe Acrobat pro. Highly specialized skills in design, layout and related capabilities. Innovative mind with team-building attributes. Ability to work under extreme pressure, meet deadlines. And be willing to work irregular and sometimes long hours. A sound layout profile with a proven track record. (Those short listed will be asked to bring in their profiles). A valid driver's licence.

DUTIES : The successful candidate will be responsible to assist the Manager in the Design and Layout Unit. The candidate's will be maintaining good working relationship with programme managers both internally and externally. To initiate designs that are consistent with the departments corporate identity and image as and when required. To provide graphic design support to programmes in terms of design of all corporate material. To provide graphic design support to Strategic Planning and Monitoring and evaluation Unit in terms of design of all the departmental Statutory Documents (Policy Speech, Operational and Annual Performance Plan, Service Delivery Improvement Plan and Annual report). In conjunction with corporate communication to ensure proper utilization of corporate colours and adherence to corporate guidelines.

ENQUIRIES : Mr S Manana Tel No: 040 608 1065

POST 46/164 : **PHYSIOTHERAPIST GRADE 1-3 REF NO: ECHEALTH/PHY/GGH/01/11/2018**

SALARY : Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 - R403 302 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE REQUIREMENTS : Chris Hani District, Glen Grey 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 services regulations an, regulation 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 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 HPCSA in the relevant profession in respect of qualified employees who performed community services as required in South Africa.

DUTIES : Provide clinical responsibility and management of resources to ensure optimal services delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that and effective physiotherapy service is delivered by the unit. Participate in Education and training programs for continuous professional development and quality service delivery. Provide quality physiotherapist treatment to the highest possible level. Consult and collaborate with consulting physicians and other medical professionals in providing physiotherapy treatment.

ENQUIRIES : Mr S Kumalo Tel No: 047 878 2800

POST 46/165 : **PHYSIOTHERAPIST GRADE 1-3 REF NO: ECHEALTH/PHY/BH/01/11/2018**

SALARY : Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 - R403 302 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Bisho 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 services

regulations an, regulation 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 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 HPCSA in the relevant profession in respect of qualified employees who performed community services as required in South Africa.

DUTIES : Provide clinical responsibility and management of resources to ensure optimal services delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that and effective physiotherapy service is delivered by the unit. Participate in Education and training programs for continuous professional development and quality service delivery. Provide quality physiotherapist treatment to the highest possible level. Consult and collaborate with consulting physicians and other medical professionals in providing physiotherapy treatment.

ENQUIRIES : Ms. T Alwyn Tel No: 040 635 2950

POST 46/166 : **DIAGNOSTIC RADIOGRAPHER GRADE 1-3 REF NO: ECHEALTH/RADIO/DMMM/01/11/2018**

SALARY : Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 - R403 302 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Dr Malizo Mpehle Memorial Hospital
National Diploma/Degree in Diagnostic Radiography or equivalent qualification. Registration with HPCSA as Diagnostic Radiographer. Current registration with HPCSA as a Diagnostic Radiographer. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' experience after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 20 years' experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24 hour service).

DUTIES : Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES : Ms Makalima Tel No: 047 542 6000

POST 46/167 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: ECHEALTH/RGR/TAF/01/11/2018**

SALARY : Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 - R403 302 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE REQUIREMENTS : Amathole District, Tafalofefe Hospital
Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' experience after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 20 years' experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills.

		Accurate and hard working. Shift work in Diagnostic Radiography (24 hour service).
<u>DUTIES</u>	:	Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.
<u>ENQUIRIES</u>	:	Ms V. Motabele –Tel No: 047 498 0026
<u>POST 46/168</u>	:	<u>DIETICIAN GRADE 1-3 REF NO: ECHEALTH/DIETI/STEH/01/11/2018</u>
<u>SALARY</u>	:	Grade 1: R300 828 – R342 357 per annum (OSD) Grade 2: R352 707 - R403 302 per annum (OSD) Grade 3: R415 482 – R504 219 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Elizabeth Hospital Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Dietician. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing.
<u>DUTIES</u>	:	Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition requirements of patients.
<u>ENQUIRIES</u>	:	Mr M Nozaza – Tel No: 039 253 5012.
<u>POST 46/169</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OT/STEH/01/10/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R300 828 – R342 357 per annum (OSD) Grade 2: R352 707 - R403 302 per annum (OSD) Grade 3: R415 482 – R504 219 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Elizabeth Hospital Degree/Diploma in Occupational Therapy. Proof of current registration with HPCSA as an occupational Therapist. Good written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Knowledge of legislation applicable to the practice of Occupational Therapy. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Occupational Therapist. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Occupational Therapist.
<u>DUTIES</u>	:	Render Occupational Therapy Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilization of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute tolerated training activities. Promote and market Occupational Therapy Services in the institution. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Therapy Programmes for the different areas. Give support and guidance to other staff.
<u>ENQUIRIES</u>	:	Mr M Nozaza – Tel No: 039 253 5012

<u>POST 46/170</u>	:	<u>OPTOMETRIST GRADE 1-3 REF NO: ECHEALTH/OPT/STEH/01/10/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R300 828 – R342 357 per annum (OSD) Grade 2: R352 707 - R403 302 per annum (OSD) Grade 3: R415 482 – R504 219 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Elizabeth Hospital Appropriate qualification that allows registration with HPCSA as Optometrist. Current registration receipt with HPCSA. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Optometrist. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Optometrist.
<u>DUTIES</u>	:	Conduct community outreach programmes to PHCs, District Hospitals and Community Health Centres. Assess and diagnose refractive errors and ocular conditions. Give guidance to patients on usage of medicine according to scripts. Problem solving, solving procedural, technical, professional problems whereby a variety of information is analysed which may result in a number of possible solutions/outcomes. Keeping accurate patient records and statistical data. Sound knowledge of ophthalmic therapeutic procedures and utilisation of equipment and ability to interpret findings from such equipment. Ability to recognise and refer conditions that require an ophthalmologist opinion. Sound knowledge of safe treatment and diagnosis of refractive errors. Sound knowledge of relevant Health and Safety Acts. Communication and compiling complex memo's and reports (written and verbal). Providing or obtaining information requiring complex and technical explanation
<u>ENQUIRIES</u>	:	Mr M Nozaza – Tel No: 039 253 5012
<u>POST 46/171</u>	:	<u>CHIEF WORKS INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: ECHEALTH/CWI-OHS/HO/11/11/2018</u>
<u>SALARY</u>	:	R299 709 - R353 043 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Bisho National Diploma in Building, Mechanical or Electrical or Equivalent at NQF level 7 as recognized by South African Qualification Authority (SAQA) or N3 with passed trade test or National Diploma in Engineering. Three (3) year's work experience post qualification as Chief Work Inspector (OHS). Knowledge and ability to supervise contractors. Valid drivers' license. Computer Literate.
<u>DUTIES</u>	:	To manage the design and implementation of inspections of buildings and machinery to validate compliance with Occupational Health and Safety Requirements. Maintain compliance with the Occupational Health & Safety (OHS) Act at all Health Facilities. Remedial Plans. OHS Training. Occupational Health and Safety Committees.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Tuswa Tel No: 040 608 1170 Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605
<u>POST 46/172</u>	:	<u>CHIEF WORKS INSPECTOR: MAINTENANCE REF NO: ECHEALTH/CWI/HO/12/11/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	R299 709 - R353 043 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	:	Head Office Bisho National Diploma in Building or Mechanical or Electrical or National Diploma in Engineering at NQF level 7 as recognized by South African Qualification Authority (SAQA) or N3 with passed trade test or National Diploma in Engineering. Three (3) to five (5) years' experience post qualification. Valid drivers' license. Computer Literate.
<u>DUTIES</u>	:	Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects facilities and resolve technical problem. Implement condition assessments. Manage people and finances. Manage planned and unplanned maintenance projects in order to ascertain that they progress

according to plan and specifications. Compile progress payment certificates on all in house projects. Administer maintenance and capital works projects. Travel to sites on a regular basis for quality control inspections. Conduct condition assessments of provisionally state owned assets. Prepare/Check tender documentation and adjudication of same. Prepare estimates and call for quotations for work done. Be prepared to travel and work overnight within the district. Monitor performance and management of multi-disciplinary consultants/contracts in terms of time, cost, quality and socio- economic objectives. Compile specifications for in-house projects.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/173 : **INFRASTRUCTURE PROGRAMME ADMINISTRATOR REF NO: ECHEALTH/IPA/HO/13/11/2018**

SALARY : R299 709 - R353 043 per annum (Level 08)
CENTRE : Head Office Bisho
REQUIREMENTS : A Bachelor's degree in Public Administration or equivalent qualification at NQF level 7 as recognized by South African Qualification Authority (SAQA). Minimum of four (4) years' relevant experience. A good understanding of the Public Service Regulatory framework. Good interpersonal skills. Ability to work under pressure. Computer literate. Valid drivers' license.

DUTIES : To provide infrastructure administrative, project management and information collection, analysis and capturing support to the infrastructure Programme Managers and the Chief Infrastructure Programme Managers. Administrative programme and project support with the planning, implementation and monitoring of the capital and maintenance sub programmes and projects. Projects / Programme Management systems updated with credited data and information. Administrative system and procedures. General administrative support. Human Resources and Financial Administrative.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/174 : **SENIOR ADMINISTRATION OFFICER: HR PLANNING & EMPLOYMENT EQUITY REF NO: ECHEALTH/HO/SAO: HR/02/11/2018**

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

SALARY : R299 709 – R353 043 per annum (Level 08)
CENTRE : Head Office, Bhisho
REQUIREMENTS : An appropriate recognized three-year National Diploma / Degree in HRM / Public Administration plus at least three (3) years administrative / support experience. Functional experience in HR Planning and Employment Equity Environment. Must be able to draw HR information reports. Capable of analyzing statistical data. Knowledge of Public Service Legislative and regulatory framework. Good written & verbal communication skills. Good administration and record keeping skills. Ability to liaise and co-operate with key stakeholders. Good Planning and organizing skills. Must be able to extract information on PERSAL and draw routine monitoring reports. Ability to work under pressure and meet strict deadlines. A valid code 08 (Code EB) drivers' license would be an added advantage.

DUTIES : Facilitate information gathering process towards development of draft Human Resource Plan (HRP) and Employment Equity Plan (EEP) Undertake administrative assessment on the existing Human Resource Plan to identify gaps for future human resource planning and forecasting. Conduct workforce analysis exercises through drawing employee related information on PERSAL. Compile HR Planning and EE plan employee status profile. Compile employee information

databases of HR Planning and Employment Equity. Conduct desktop exercise to monitor implementation of both HR and EE plan. Support placement of Internships, Community Service and Post community Service Health Professionals through collecting personal details and drawing up of placement lists. Develop and maintain statistical database of all Placed Internships and Comm Serves. Facilitate and Liaise with HR appointments on appointment of Internships and Comm Serves. Prepare and compile reports on Placement of the new internships and Comm Serves. Communicate/update all stake holders with regards to HR Planning, Employment equity and Placement of New Internships, Comm Serves and post comm serves. Facilitate procurement of goods and services for the Sub-component.

ENQUIRIES : Mr A Nyaiza Tel No: 040 608 1484

POST 46/175 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/HRP/SBDO/02/11/2018

SALARY : R242 475 - R285 630 per annum (Level 07)
CENTRE : Sarah Baartman District Office
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's licence will be an added advantage.

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

ENQUIRIES : Ms T. Mpitimpiti Tel No: 041 408 8509

POST 46/176 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/HRP/FEH/02/11/2018

SALARY : R242 475 - R285 630 per annum (Level 07)
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's licence will be an added advantage.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle

human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
Mr Daniso Tel No: 046 602 2300

ENQUIRIES

POST 46/177

ADMINISTRATION OFFICER: CONTRACT MANAGEMENT REF NO: ECHEALTH/AO-CM/AMDO/02/11/2018

SALARY

CENTRE

REQUIREMENTS

R242 475 - R285 630 per annum (Level 07)
Amathole District Office
A Bachelor's degree or National Diploma in a Business field such as Economics, Logistics, Supply Chain Management or equivalent qualification with 2-3 years' experience in Contract Management. Knowledge of supply chain, applicable laws and legislation, critical thinking, analytical thinking and project management. Must have flexible work styles. Must at least 3 – 5 years' experience in Contract Management. Computer literacy and must have a valid driver's licence.

DUTIES

Management and administer contract register. Ensure that all suppliers on the database have completed all the essential forms and have valid contracts in place. Monitor progress and performance to ensure goods and services conform to the contract requirements. Resolves disputes in a timely manner. Developing a timetable with a start and end date for each contract. Meeting with contractors when necessary to review progress, discuss problems and consider necessary changes. Drafting of Service Level Agreements (SLA) and Letter of Awards (LOA) for goods and service as per delegation.

ENQUIRIES

POST 46/178

FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/SBDO/02/11/2018

SALARY

CENTRE

REQUIREMENTS

R242 475 - R285 630 per annum (Level 07)
Sarah Baartman District Office
Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 year's relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' licence.

DUTIES

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

ENQUIRIES

POST 46/179

OCCUPATIONAL HEALTH & SAFETY OFFICER REF NO: ECHEALTH/OHSO/ANH/02/11/2018

SALARY

CENTRE

REQUIREMENTS

R242 475 - R285 630 per annum (Level 07)
Joe Gqabi District, Aliwal North Hospital
National Diploma/Degree Environment Health, Industrial Hygiene, Safety Engineering or Occupational Health with 2-5 years' experience in the field. Safety training courses e.g. SHEQ, Safety Representative, Advanced Safety Representative and advanced SAMTREC. Tact and diplomacy, Able to work as part of a team, able to work independently. Integrity and honest, approach every query/ task with an open mind. Good communication and negotiation skills. Strict with company policy and rules and enforcing to work under the Act of 85 of 1993 regulations. Energetic and regular site inspection. Hard working and enforcing daily housekeeping at the workplace. A valid driver's licence.

DUTIES

To develop, implement and direct the hospital Safety and Risk Management program. To be responsible for safety planning, inspection and accident preventing work. To serve as chairperson of the hospital's Safety and Disaster Planning Committees and to perform related work as required. Identify hazards and assess

risks to health and safety, put appropriate safety controls in place. Provide advice on accident prevention and occupational health to management and employees. Identifies the causes and advises on improvements in safety standards that needs to be made. Safety officers also liaise with other agencies and internal staff over health and safety issues. Conduct training sessions for management, supervisors and workers on health and safety practices and legislation.

- ENQUIRIES** : Ms Fourie Tel No: 051 633 7700
- POST 46/180** : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/BAMH/02/11/2018**
- SALARY** : R242 475 - R285 630 per annum (Level 07)
CENTRE : OR Tambo District, Bambisana Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management /Supply Chain Management or relevant qualification with 0-2 years' experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's licence.
- DUTIES** : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
- ENQUIRIES** : Mr S Mahlangeni –Tel No: 039 253 7262/0835860659
- POST 46/181** : **LOGISTIC SUPPORT OFFICER: REF NO: ECHEALTH/LSO/PEDDC/02/11/2018**
- SALARY** : R242 475 – R285 630 per annum (Level 07)
CENTRE : Amahlathi Sub District, Peddie Clinic
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' experience or B Degree/ Diploma in Financial Management or Supply Chain Management with at least 0-2 years' experience in contract Management. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's licence.
- DUTIES** : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
- ENQUIRIES** : Ms B Mngxe Tel No: 043 6434775/6
- POST 46/182** : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/ORSH/02/11/2018**
- SALARY** : R242 475 – R285 630 per annum (Level 07)
CENTRE : Nelson Mandela Metro, Orsmond TB Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' experience in the field or A National Diploma/Degree in Finance / Accounting / SCM or equivalent qualification plus 2 years' relevant experience. Sound knowledge of Accounting Systems, BAS and LOGIS. Knowledge of PFMA, PPPFA, Treasury Regulations, Circulars and Auditors-General Act, Assets and Inventory control processes. Computer and LOGIS Literacy compulsory. A valid driver's licence, compulsory.
- DUTIES** : To ensure the efficient, effective and uniform planning and procurement of all goods & services required for the proper functioning of Supply Chain Systems at the institution that conforms to constitutional and legislative principles whilst developing, supporting and promoting PFMA, PPPFA, Treasury Regulations, Circulars and Auditor-General Act. To manage the resources economically and effectively and prevent fruitless and or wasteful, irregular and authorized

expenditures. Responsible for execution of procurement plan, upheld a support service within an internal audit and reporting system. Supervision and overseeing all transactions of procurement and Logistic staff and report to AD Finance.
Mrs C Bekker Tel No: 041 988 1111

ENQUIRIES :

POST 46/183 :

HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: ECHEALTH/HRDP/JOSEPH/02/11/2018

SALARY :

R242 475 – R285 630 per annum (Level 07)

CENTRE :

Nelson Mandela Metro, Jose Pearson TB Hospital

REQUIREMENTS :

Grade 12 or equivalent qualification with 10 years' experience or A National Diploma/Degree in Human Resource Management / Management of Training / Human Resource Development with 0-2 years' experience in Performance Management and Development. Knowledge of Public Service Act, Public Service Regulations, Skills Development Act and other HRD related polices and prescripts. Knowledge of PERSAL. Computer Literacy. A valid driver's licence.

DUTIES :

Coordinate and implement Performance Management related activities. Facilitate and drafting of the WSP (Workplace Skills Plan) and Annual Training Plan. Coordinate induction programmes. Coordinate, administer training programmes and skills programme. Arrange and conduct skills development meetings. Facilitate and provide in house trainings and awareness sessions on Performance Management and related issues.

ENQUIRIES :

Ms N Klassen Tel No: 041 372 8000

POST 46/184 :

FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/GREYH/01/11/2018

SALARY :

R242 475 – R285 630 per annum (Level 07)

CENTRE :

Buffalo City Metro, Grey Hospital

REQUIREMENTS :

Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' licence.

DUTIES :

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

ENQUIRIES :

Ms Phillip Tel No: 043 643 3304

POST 46/185 :

FOOD SERVICE MANAGER REF NO: ECHEALTH/FSA/GREYH/01/11/2018

SALARY :

R242 475- R285 630 per annum (Level 07)

CENTRE :

Buffalo City Metro, Grey Hospital

REQUIREMENTS :

Degree/ National Diploma in Food Service Management or relevant field. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho principles, Public Service Regulations, Labor Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

DUTIES :

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

ENQUIRIES :

Ms Phillip Tel No: 043 643 3304

POST 46/186 : **ADMINISTRATION OFFICER (FINANCE) REF NO:**
ECHEALTH/AOF/BCM/01/11/2018

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Buffalo City Metro Office
REQUIREMENTS : Grade 12 with 10 years working experience in the field or a National Diploma in Financial Management or equivalent qualification coupled with 0-2 years' experience on payment management. Understanding of specific delegations from the relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS and BAS. Ability to work well under pressure and be customer focused. A valid driver's license is added advantage

DUTIES : Assist to manage and document compliance with PFMA in respect of reporting, performance expenditure. Assist in planning payment within 30 days, reporting, Authorise payments manually and on the transversal system of the ECDOH. Identify and process payments. Assist in preparation and implementation of the payment monitoring tool and creditor's reconciliation. Promote sound financial management in line with the PFMA. Supervise; provide direction and capacity building to the staff. Promote good employee relations.

ENQUIRIES : Ms. H Hlulani Tel No: 043 708 1700

POST 46/187 : **WORK INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO:**
ECHEALTH/WI-OHS/HO/14/11/2018 (X2 POSTS)

SALARY : R242 475- R285 630 per annum per annum (Level 07)
CENTRE : Head Office Bisho

REQUIREMENTS : A National Diploma in Mechanical/ Building or Engineering stream at NQF level 7 as recognized by South African Qualification Authority (SAQA) or a N3 and a passed Trade Test Certificate. Ability to read, interpret drawings, layouts and specifications. Computer Literate A valid driver's license

DUTIES : To implement inspections on compliance with the OHS legislation in terms of machinery or buildings at all Health Facilities and assist with the development and implementation of remedial plans. Conduct condition assessments to determine compliance with relevant registration. Diagnose and analyse problems on built environment. Implement solutions on any built environment related challenges Carry out inspections on a continuous basis to ensure that work is performed according to the set standards. Trace defects in equipment. Inform on serviceable and or unserviceable equipment.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170

APPLICATIONS : Bisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bisho, 5605

POST 46/188 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO:**
ECHEALTH/PN/MC/01/11/2018

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 : Maletswai Sub District, Maletswai Clinic
REQUIREMENTS : 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 L.J Jood – Tel No: 051 633 9629

POST 46/189 :

PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/VC/01/11/2018

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 :

Maletswai Sub-District, Venterstad Clinic

REQUIREMENTS :

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 L.J Jood – Tel No: 051 633 9629

POST 46/190 :

PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/ISH/01/11/2018

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 :

OR Tambo District, Isilimela Hospital

REQUIREMENTS :

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:** A 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. Any other duties as required by the supervisor.

ENQUIRIES : Ms N Gwiji – Tel No: 047 564 2805

POST 46/191 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/STEH/01/11/2018 (X4 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 : OR Tambo District, St Elizabeth 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:** A 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. Any other duties as required by the supervisor.

ENQUIRIES : Mr M Nozaza – Tel No: 039 253 5012

POST 46/192 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/SSGH/01/11/2018**

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, S.S 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 : 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.

ENQUIRIES : Ms N. E Fumanisa Tel No: 040- 658 0043

POST 46/193 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/DOHNC/01/11/2018**

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, Dohne 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 : 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.

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

POST 46/194 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/MTYHC/01/11/2018**

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, Mtyholo 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 : 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.

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

POST 46/195 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/NIERC/01/11/2018**

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, Nier 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** : 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.
- ENQUIRIES** : Ms B Mngxe Tel No: 043 6434775/6
- POST 46/196** : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/STTOC/01/11/2018**
- 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, Stutterheim Town 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** : 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.
- ENQUIRIES** : Ms B Mngxe Tel No: 043 6434775/6
- POST 46/197** : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/BURSC/01/11/2018**
- 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** : 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.
- ENQUIRIES** : Ms B Mngxe Tel No: 043 6434775/6
- POST 46/198** : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/CATAC/01/11/2018**
- 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)
<u>CENTRE REQUIREMENTS</u>	:	Amahlati Sub District, Cata 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>	:	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>	:	Ms B Mngxe Tel No: 043 6434775/6
<u>POST 46/199</u>	:	<u>PROFESSIONAL NURSE GRADE 1 -3 REF NO: ECHEALTH/PROFN/MGWAC/01/11/2018</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, Mgwali 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>	:	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>	:	Ms B Mngxe Tel No: 043 6434775/6
<u>POST 46/200</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/SSGG/01/11/2018</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, S.S Gida Gateway 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>	:	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>	:	Ms B Mngxe Tel No: 043 6434775/6
<u>POST 46/201</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/SSGH/01/11/2018</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>	:	Amathole District, S.S 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.
<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>	:	Ms N. E Fumanisa Tel No: 040- 658 0043
<u>POST 46/202</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO. ECHEALTH/PN-G//NONTYA/01/11/2018 (X3 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 REQUIREMENTS</u>	:	Buffalo City Metro, Nontyatyambo 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. Tumeka Tel No: 040 635 2950

POST 46/203 : **PROFESSIONAL NURSE GENERAL GRADE 1 REF NO: ECHEALTH/PN-G/DVDH/01/11/2018**

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 : Buffalo City Metro, Duncan Village Day 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. H Hlulani Tel No: 043 708 1700

POST 46/204 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN-G/01/11/2018 (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 : Buffalo City Metro, Bisho 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. T Alwyn Tel No: 040 635 2950

POST 46/205 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PN/EMPH/01/11/2018**

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)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Empilweni TB 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: A 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 Bomela Tel No: 041 406 7607/36
<u>POST 46/206</u>	:	<u>PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/STEH/01/10/2018</u>
<u>SALARY</u>	:	Grade 1: R196 218 – R221 034 per annum (OSD) Grade 2: R227 721 - R241 701 per annum (OSD) Grade 3: R246 768 – R282 165 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Elizabeth 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 M Nozaza – Tel No: 039 253 5012
<u>POST 46/207</u>	:	<u>ARTISAN GRADE A - C REF NO: ECHEALTH/ART/STBH/01/11/2018</u>
<u>SALARY</u>	:	Grade A: R179 523 – R199 242 per annum (OSD) Grade B: R211 464 – R234 696 per annum (OSD) Grade C: R246 870 – R307 197 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Barnabas Hospital An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required. Display the willingness to work extended hours and perform stand-by duty and to travel. Computer literacy. Experience in serving a Health Institution in relevant field of work. Knowledge of OHS Act and other legislation applicable to the post. Good Verbal and written communication skills. A valid driver's licence.

- DUTIES** : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.
- ENQUIRIES** : Ms Ndamase – Tel No: 047 555 5300
- POST 46/208** : **ARTISAN PRODUCTION A REF NO: ECHEALTH/AP/TOWHH/08/10/2018 (X2 POSTS)**
- SALARY** : Grade A: R179 523 – R199 242 per annum (OSD)
Grade B: R211 464 – R234 696 per annum (OSD)
Grade C: R246 870 – R307 197 per annum (OSD)
- CENTRE REQUIREMENTS** : Amathole District, Tower Psychiatric Hospital
: Trade Test Certificate, Minimum of 2 years after trade test working experience. Demonstrate working knowledge of locksmith skills. Display the willingness to work extended hours and perform stand-by duty and to travel. Computer literacy. Experience in serving a Health Institution in relevant field of work. Knowledge of OHS Act and other legislation applicable to the post. Good Verbal and written communication skills. A valid driver's licence.
- DUTIES** : Oversee the workshop keys room and ensure spare key cabinets, tools and equipment are secured. Provide the following services: Key cutting, issuing of keys, repairs and installation of locks and respond promptly to all key and lock related request made to the workshop. Attend to emergency request including after hours and be available for standby duties. Ensure availability of tools and materials for the workshop. Provide technical advice and ensure training of subordinates. Assist with new installations and upgrade of hospital facilities, equipment and services in compliance with the Occupational Health and Safety Act regulations and requirements.
- ENQUIRIES** : Mrs V Whitecross Tel No: 046 645 5000
- POST 46/209** : **ARTISAN PLUMBING A -C REF NO: ECHEALTH/ARTP/NMAH/02/11/2018**
- SALARY** : Grade A: R179 523 – R199 242 per annum (OSD)
Grade B: R211 464 – R234 696 per annum (OSD)
Grade C: R246 870 – R307 197 per annum (OSD)
- CENTRE REQUIREMENTS** : OR Tambo District, Nelson Mandela Academic Hospital
: A N2 Certificate with Trade Test Certificate in Plumbing environment with at least 2 years relevant pre-trade test experience as a Plumber/Tradesman Aid (plumbing). A completed apprenticeship as a Plumber. Display the willingness to work extended hours and perform stand-by duty and to travel. Recommendations a relevant Diploma or higher qualification. Computer literacy. Experience in serving a Health Institution in relevant field of work. Knowledge of the National Building Regulations, OHS Act and other legislation applicable to the post. Good Verbal and written communication skills. A valid driver's licence.
- DUTIES** : The successful incumbent will perform maintenance work and minor new installations plumbing. Manage the equipment, tools and machinery generally

used. Compile material lists. Support the institution in its strategic goals and objectives. Render overall quality control of work in line with Batho Pele principles. Ms Calaza Tel No: 047 502 4469

ENQUIRIES :
POST 46/210 : **ARTISAN PRODUCTION A GRADE 1-3 REF NO: ECHEALTH/ARTP/DORAH/01/11/2018**

SALARY : Grade 1: R 179 523 – R199 242 per annum (OSD)
 Grade 2: R211 464 – R234 666 per annum (OSD)
 Grade 3 R246 870 – R307 197 per annum (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Dora Nginza Regional Hospital
 : An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years' experience in supervisory level. Valid drivers' license is required.

DUTIES : General carpenter maintenance of hospital. Do preventative maintenance. Liaise with Superintendent in scheduling of projects and installations maintenance as and when necessary. Supervision and progress monitoring of general assistants / trade labourer.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435
POST 46/211 : **STAFF NURSE GRADE 1-3 (NEONATAL HIGH CARE) REF NO: ECHEALTH/EN-NHC/DORAH/01/11/2018**

SALARY : Grade 1: R161 376 – R181 620 per annum (OSD)
 Grade 2: R192 681 – R216 861 per annum (OSD)
 Grade 3: R228 027 – R280 437 per annum (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Dora Nginza Regional Hospital
 : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

DUTIES : Maintain growth, ethical standards and self-development. Effective utilization of resources. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedure and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435
POST 46/212 : **STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/EN/ISH/01/11/2018 (X5 POSTS)**

SALARY : Grade 1: R161 376 – R181 620 per annum (OSD)
 Grade 2: R192 681 – R216 861per annum (OSD)
 Grade 3: R228 027 – R280 437 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Isilimela Hospital
 : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 2:** A minimum of 10 years appropriate experience in Nursing after registration as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate experience in Nursing after registration as a Staff Nurse.

DUTIES : To execute Duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care Duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs

and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms N Gwiji – Tel No: 047 564 2805

POST 46/213 : **DENTAL ASSISTANT GRADE 1 - REF NO: ECHEALTH/DA/NGCHC/01/11/2018**

SALARY : R158 595 – R181 332 per annum (OSD)
CENTRE : Emalahleni Sub District, Ngonyama CHC
REQUIREMENTS : Grade 12 Registration as a Dental Assistant with HPCSA. At least 3 years' experience in dental care service. Good written and verbal communication skills. Service record as proof of previous where applicable. Current registration with HPCSA.

DUTIES : Assist in provision of Dental care service by providing quality dental care patient to PHC dental clinics. Maintain infection control standards in all oral Health Clinics in the CHC. Provide Oral Health Education.

ENQUIRIES : Ms Mtshabe Tel No: 047 878 4300

POST 46/214 : **AUXILLIARY WORKER – REF NO: ECHEALTH/AW/CMH/01/11/2018**

SALARY : R136 800 – R161 148 per annum (Level 04)
CENTRE : Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS : Grade 12 or equivalent with a minimum of 4 years working experience. Good interpersonal skills. Ability to transcribe data from a Dictaphone (type text from audio source) accurately. Good command of English. Ability to read request forms and enter data in radiology information system accurately. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Ability to work under pressure in a busy department in order to meet deadlines. Computer literate (A practical computer test will form part of the interview).

DUTIES : Entering and retrieving patient data on the Radiology Patient Information System. Compilation of X-Ray examination request documentation. Capturing radiology reports to Radiology Patient Information System. Administrative duties. Telephone enquiries. Shift work will be required as the department offers a 24 hour service. Assisting with patient bookings and preparations for specialized procedures and explanation of preparation forms to clients. Previous exposure or experience in typing of text from Dictaphone will be a bonus.

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

POST 46/215 : **NURSING ASSISTANT REF NO: ECHEALTH/ENA/BH/01/11/2018**

SALARY : Grade 1: R124 788 – R140 454 per annum (OSD)
CENTRE : Buffalo City Metro, Bisho Hospital
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Ms. T Alwyn Tel No: 040 635 2950

POST 46/216 : **NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/ISH/01/11/2018 (X3 POSTS)**

SALARY : Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R176 331 – R216 861 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Isilimela Hospital
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.

DUTIES : 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.

ENQUIRIES : Ms N Gwiji Tel No: 047 564 2805

POST 46/217 : **NURSING ASSISTANT GRADE 1 -3 REF NO: ECHEALTH/NA/LOZIC/01/11/2018**

SALARY : Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R176 331 – R216 861 per annum (OSD)

CENTRE REQUIREMENTS : Amahlati Sub District, Lower Zingcuka Clinic
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.

DUTIES : 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.

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

POST 46/218 : **NURSING ASSISTANT GRADE 1 -3 REF NO: ECHEALTH/NA/MASIC/01/11/2018**

SALARY : Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R176 331 – R216 861 per annum (OSD)

CENTRE REQUIREMENTS : Amahlati Sub District, Masincedane Clinic
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.

DUTIES : 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.

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

OFFICE OF THE PREMIER

APPLICATIONS : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 2013, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION : Mnikelo Mbangi

CLOSING DATE : 30 November 2018

OTHER POSTS

POST 46/219 : **DEPUTY DIRECTOR: HRD & PERFORMANCE MANAGEMENT REF NO: OTP 01/11/2018**
(Re-Advertisement)

SALARY : R697 011 per annum (Level 11)

CENTRE : Bhisho

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

DUTIES : Manage and monitor the implementation of the skills development policies and strategy. Manage implementation of training and development processes and programmes. Manage learnership and internship programmes. Manage and monitor implementation of performance management and development system. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to Mr M Mbangi @ 040 609 6424.

POST 46/220 : **ASSISTANT DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP 02/11/2018**
(Re-Advertisement)

SALARY : R356 289 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : NQF Level 7 Degree/Advanced Diploma in Public Administration/Public Management/Management/Administrative Management/Management Assistant with 3-5 years' experience in an Administrative environment at a Supervisory Level. Knowledge: Government policies, Government procedures and processes in Finance, Human Resources and Supply Chain Management. Skills: Writing, Communications, Computer Literacy, Planning and Organising.

DUTIES : Aid and support the office of the director general: Support the Director on the implementation of the departmental programmes. Coordinate departmental reporting. Coordinate departmental meetings chaired by the Director General. Provide support to ensure efficient and effective programme management within the office of the Director General. Support the management and monitoring structures both at departmental and provincial levels: Compile and collate

management reports on the implementation of provincial administration programmes. Coordinate and facilitate the timely submission of statutory planning and reporting documents. Support the director in delivering effective operation of the departmental and provincial management structures coordinated by the Director General. Aid the facilitation of quality responses to requests for information from oversight bodies and relevant stakeholders including management reporting to the same; Coordinate responses to requests for information from the portfolio committee including parliamentary questions from both the Provincial Legislature and National Parliament. Coordination responses to requests for information from the Presidency and other national departments. Facilitate responses to client/stakeholders corresponding with both the Director General and the Premier on administration matters. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

- ENQUIRIES** : can be directed to Mr M Mbangi @ 040 609 6424.
- POST 46/221** : **ASSISTANT DIRECTOR: OD & CHANGE MANAGEMENT REF NO: OTP 03/11/2018**
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)
: Bhisho
: An NQF level 7 Degree/ Advanced Diploma in Industrial Engineering /Operations management / Management Services / Industrial Psychology and Job Evaluation Certificate with Minimum 3 years' experience in the field of OD at a Supervisor level. Knowledge of relevant legislation, policies and prescripts that governs OD & JE in the Public Sector, Public Service Act, Public Service Regulations, Labour Relations Act, South Africa Constitution & Job Evaluation Systems. Skills in Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Planning and Organising & Project Management.
- DUTIES** : Review and redesign departmental Organisational structure: Facilitate the processes in conducting a diagnosis analyses and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Develop Organisational structure. Compile OD report. Implement and maintain post establishment. Conduct business processes mapping and develop standard operating procedures for the department: Identify and prioritize processes to be mapped. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved Organisational structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Coordinate and ensure implementation of job evaluation: Identify all positions that are due for a job evaluation process. Conduct job analysis and the capture data in the system. Present evaluated positions to relevant je structures. Draft report requesting approval of je results and implementation of results. Capture JE results in the system (PERSAL). Assist in the reviewal of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
- ENQUIRIES** : can be directed to Mr M Mbangi @ 040 609 6424.

DEPARTMENT OF PUBLIC WORKS

The Department of Roads and Public Works 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** : Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho. Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605.
- FOR ATTENTION** : Ms N.H Malgas
- CLOSING DATE** : 30 November 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.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. 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 Office of The Premier 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. 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.

OTHER POSTS

- POST 46/222** : **ARCHITECT, COMPONENT: BUILDINGS, EDUCATION PORTFOLIO (BUILDINGS) REF NO: DPW 01/11/2018**
- SALARY** : R855 366 per annum (OSD)
- CENTRE** : Head Office (Bhisho)
- REQUIREMENTS** : B degree in Architecture or relevant qualification. Three years post qualification architectural experience required. A Valid driver's license. Compulsory registration with SACAP as a Professional Architect.
- DUTIES** : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; provide architectural advice and technical support in the evaluation of solutions; ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and Ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 46/223 : **ASSISTANT DIRECTOR, COMPONENT: HEAD OF DEPARTMENT'S OFFICE REF NO: DPW 02/11/ 2018**

SALARY : R356 289 per annum (Level 09)

CENTRE : Head Office (Bhisho)

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Public Administration/ Management/ Business Studies. A minimum of four (4) years Office Management experience of which two (3) years must be at supervisory level. Knowledge and Skills: Knowledge of Public Service legislation/policies/prescripts and procedures. Good co-ordination Skills. Basic knowledge of Financial Administration. Good telephone etiquette. Computer literacy. Advanced PowerPoint Presentation Skills. Effective record-keeping skills. Sound organizational skills. Good people skills. High level of reliability. High level of written communication skills. Ability to act with discretion. Ability to do research and analyze documents and situations and also provide reports. Ability to work under pressure and independently. A working knowledge of EXCEL, PowerPoint, LOGIS and BAS Financial systems and Supply Chain Management procedures will be an added advantage.

DUTIES : Manage physical and financial resources of the office. Compile financial reports for Management meetings. Prepare submissions, reports and memorandums. Plan and coordinate the logistics for the HOD's Office. Liaise with clients and stakeholders. Planning and organizing in the office of the Head of Department. Provide administrative executive support to the Director: Executive Support. Prepare PowerPoint presentations. Maintain information management system in the Office of the Head of Department. Review submissions to the OHOD and manage general administrative queries.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 46/224 : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT UNIT REF NO: DPW 03/11/ 2018**

Sub-Directorate: Gender Equality

SALARY : R356 289 per annum (Level 09)

CENTRE : Head Office (Bhisho)

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Administration/ Public Administration/Business Administration/Development Studies/ Social Sciences with a minimum of four (4) years in Private Sector or Government Service of which three (3) years must be at a supervisory level A working experience in the field of community services, promoting and protecting human rights of vulnerable groups. A valid driver's licence. Knowledge: Understanding of Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Commission on Gender Equality Act, Employment Equity Act with its applicable Codes of Good Practice. Broad knowledge of PFMA, Treasury Regulations and the Strategic Framework on Women Empowerment and Gender Equality in the Public Service and other relevant prescripts and application of human resources as well as the legislative framework governing the Public Service

DUTIES : Establish and support departmental Women's fora. Conduct gender audits. Develop gender specific databases which may be used for gender training and programs. Create enabling environment for gender mainstreaming. Monitor and report on intervention programs. Facilitate full participation of women in decision making processes. Arrange, coordinate and monitor gender capacity programs. Workshop employees on gender analysis and sensitization. Initiate and promote cross cutting gender issues i.e. youth and disability within the department. Ensure implementation of national gender policy and alignment with international instruments for gender equality. Develop and implement policies, strategies and guidelines to promote women empowerment, gender equality and equality in line with HODs 8-Principle Plan of Action. Liaise with the Office of the Premier and other relevant bodies on issues of strategies affecting and impacting women

empowerment. Establish and maintain good relations with internal and external stakeholders. Liaise and network with gender structures. Develop and implement awareness programmes on the legal framework and mandates pertaining to women's empowerment in line with the Gender Strategic Framework for Public Service.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

DEPARTMENT OF TRANSPORT: GFMS

APPLICATIONS : should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office no 9

FOR ATTENTION : Mrs P. Mbewu
CLOSING DATE : 30 November 2018

OTHER POSTS

POST 46/225 : **MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: DOT 01/11/2018**
(One year contract)
(Re-Advertisement). Previous applicants are encouraged to re – apply.

SALARY : R697 011 per annum (Level 11)
CENTRE : East London
REQUIREMENTS : Bachelor's Degree / National Diploma (NQF Level 6) in Finance/ Supply Chain Management/ Logistics Management/ Purchasing Management/ Inventory Management with a minimum of 5 years' experience in Supply Chain Management environment of which 3 years must be in a Supervisory level (level 9). Competencies: Applied Strategic Thinking, Budgeting and Financial Management. Continuous Improvement, Impact and Influence. Planning and Organising. Decision Making and Problem Solving. Project Management. In-depth understanding of legislative framework that governs the Public Service.

DUTIES : Manage demand management for the entity. Manage acquisition services for the entity. Develop and implement contracts management. Manage the Supply Chain Management team.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043 731 1249 / Ms S. Njokweni at 043 731 2319

POST 46/226 : **FLEET ANALYST: FLEET DEVELOPMENT & PROVISIONING REF NO: DOT 02/11/2018**
(One year contract)

SALARY : R299 709 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : A Bachelor's Degree (NQF Level 7)/ National Diploma (NQF Level 6) majoring in Financial Management/Finance Accounting/Cost and Management Accounting/ Economics. At least 3 years working experience in fleet management or in the motor industry. Proficiency in Micro-soft Excel. High numeracy level. Academic transcripts must be submitted. Competencies: Creative Thinking, Decision Making, Communication, Problem Analysis, Self-Management, Team Membership.

DUTIES : Analysis of performance of the maintenance and insurance funds and tracking of vehicle compliancy ratios. Management of the vehicle replacement fund. Facilitating the development of the vehicle replacement projections and budget. Maintenance and updating of the pricing model. Coordinate the collection and processing of data and information requirements for rate card review. Identification of vehicles to be procured by GFMS on the RT57 Contract for the implementing the Fleet Procurement Plan. Carrying out total cost ownership analysis on vehicles to be procured and assessing Original Equipment Manufacturer (OEM) dealer availability in the Eastern Cape Province. Assessing the performance of the rate card. Providing research and business intelligence services. Implementing metrics for measuring the general performance of the fleet. Facilitating the disposal of deflected vehicles. Assisting in the vehicle procurement process.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043 731 1249 / Ms S. Njokweni at 043 731 2319

POST 46/227 : **NETWORK CONTROLLER: ICT**
(1 year contract)

SALARY : R299 709 – R353 043 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : Bachelor's Degree/ National Diploma (NQF Level 6) in Computer Science/ Information Technology with a minimum of 3 year's experience in ICT Enterprise environment. A+, N+ or CCNA will be an added advantage. Competencies: Good knowledge of ICT user requirement. Microsoft Office Suit. Desktop operation Systems. WAN and LAN infrastructure is essential. Hands on experience and knowledge of troubleshooting and resolving hardware and software related problems is required. Knowledge of Department transversal systems will be an added advantage.

DUTIES : Log calls on Helpdesk. Status update on calls logged on Helpdesk. Escalate unresolved calls to the next level of support personnel. Provide 1st and 2nd line support services. Collaborate with vendor support to resolve technical issues. Facilitate network installations, upgrades or enhancements and assist in evaluation of new products. Set up new computers, connect to the domain and install software. Connect users to printers on the GFMS network and create user boxes and passwords. Maintain a register for ICT equipment upgrades/repairs. Report user feedback and product requests. Record keeping. Develop and maintain installation and configuration procedures. Maintain the ICT infrastructure asset register. Ensure compliance with supply chain policies and procedures.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043 731 1249 / Ms S. Njokweni at 043 731 2319