PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH

CLOSING DATE: 24 May 2019

NOTE: 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. Additional Note: The filling of these posts will be in line with the Annual Recruitment Plan 2019/20. 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. Applicants should be posted to the addresses as indicated below or Hand delivered as indicated below:

Applications for Clinical Manager posts for Jamestown Hospital, Steynsburg Hospital and Burgersdorp Hospital will be forwarded to: Joe Gqabi District Office
- 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 Ndzinge – Tel no: 051 633 9629.

Willowmore Hospital - Post to: The Human Resource Office, Willowmore Hospital, Private Bag X 239, Willowmore, 6445. Enquiries: Ms R Schutte Tel: 044 923 1127

Port Alfred Hospital - Post to: HR Office Port Alfred Hospital P/ bag X153, Port Alfred, 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms BL Moyikwa Tel no 046 604 4000.

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 A. Mabombo Tel no 049 807 7730/7

Mt Ayliff Hospital - Post to: P/Bag X504, Mount Ayliff Hospital, 4735.or Hand Delivery No .8 Ntsizwa Street, Mt Ayliff 4735. Enquiries: Mrs O Mjoka Tel: 039 254 0236.

Greenville Hospital - Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, Bizana, 4800, Enquiries: Mr Bango Tel no 039 251 3009.

Khotsong TB Hospital - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata 039 737 3801.

Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 3515, Kokstad 4700 Enquiries: Mr. Magadla Tel no 039 727 2090/039 727 2446

Cradock Hospital - Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cradock, 5880, Enquiries: Ms Danster Tel no: 048 881 2123.
Cala Hospital – Post to: Human Resource Office, Private Bag X516, CALA, 5455. Enquiries: Mr S Zihlangu Tel no: 047 877 0129.

Glen Grey Hospital - Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142 Lady Frere, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: Ms N Ralushe Tel no: 047 878 2800.

Wilhelm Stahl Hospital - Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr B Mbalula Tel: 049 842 1111.

Kokani Hospital - Post to: Human Resource Office, Private Bag x7074, Queenstown 5319. Enquiries: Ms Mandindi –Tel no: 045 858 8400.

Sterksrrom Hospital - Post to: Human Resource Office, Sterksrrom Hospital P.O. Box 168, Sterksrrom, 5425 or hand deliver to: HR Office, 18 Legrage Str. Sterksrrom Hospital, Sterksrrom. Enquiries: Mrs CM Swart Tel: 045 966 0268.

Chris Hani EMS - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquiries: Ms Nyoka Tel no 045 807 1110/1101.

Molteno Hospital – Human Resource Office, Molteno Hospital, Stuart Street, Molteno 5880. Enquiries: Ms D Zantsi Tel no 045 858 8112.

Lukhanji Sub-District – Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms Mtweni Tel no 045 807 8908

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

Mjanyana Hospital - Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries: Ms SS Naku Tel no 045 547 1001.

Dordrecht Hospital - Post to: HR Office, Dordrecht Hospital PO Box 80 Dordrecht 5435 or hand deliver to: HR Office, 1 Grey Street, Dordrecht Hospital, Dordrecht 5435. Enquiries Ms Mandla Tel no 045 943 1019.

Hewu Hospital - Post to: HR Office Hewu Hospital Private Bag x1409 Queenstown 5320 or hand or deliver to: HR Office Hewu Hospital Ekuphumleni Township Main Road Whittlesea. Enquiries Mr Mabandla Tel no 040 841 0133.

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

Nkqubela TB Hospital - Post to: HR Office, Nkqubela TB Hospital, Private Bag X9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquiries: Ms Langeni 043 761 2131.

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

Umlamli Hospital - Post to: Human Resource Office, Umlamli Hospital, Private bag X5016, Sterksrrom, 9762 or Hand deliver at the HR Office, Umlamli Hospital. Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90.

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, 9757. Enquiries: Ms Fourie - Tel no: 051 633 7700.

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

Maclear Hospital - Post to: Human Resource Office, Maclear Hospital, PO Box 93, No 1 Fourie Street, Maclear, 5480 or Hand deliver to: HR Office, No 1 Fourie Street Maclear Hospital, Enquiries: Ms N Zuza - Tel no: 045 932 1028.

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Hand delivery: Elundini LSA Police Street Mount Fletcher. Enquiries: Ms Ngwabeni – Tel no: 039 257 0099.

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

Qumbu CHC - Post to Human Resource Office, Mhlonlilo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Ms Matiwane Tel no 047 533 0585

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

Canzibe Hospital - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office, Canzibe Hospital, Ngqeleni. Enquiries: Ms Solwandle – Tel no: 047 568 8109/10/11

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

St Lucy's Hospital - Post to: Human Resource Office, St Lucy’s Hospital, P.O St Cuthberts, Tsolo, 5171. Enquiries: Ms Mayikana Tel no 047 532 6259.

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

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.

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

Fort Beaufort Hospital - Post to: HR Office, Fort Beaufort Hospital Private Bag X226, Fort Beaufort, 5720 or hand delivery to: No 6 Bell Street, Fort Beaufort, 5720: Enquiries: S Zetu Tel No o46 645 1111/12/13/14.

Stutterheim Hospital - Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital Street Stutterheim 4930 Enquiries: Ms P Boo Tel no 043 683 1313.

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag X3024 Centane 4980. Enquiries: Ms V. Motabele –Tel No: 047 498 0026.

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

Dona Nginza Regional Hospital - Post to: HR Office, Dona Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dona Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel no 041 406 4421.

Jose Pearson Hospital- Post to: Human Resource Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015. Enquiries: Ms Klassen Tel no: 041 372 8000.

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

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

Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080. Or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 504. Enquiries: Mr K Sobetwa Tel no: 047 573 8936/073 200 0217

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

Qaukeni Sub-District - Post to: Qaukeni Sub District: Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo – Tel No 039 253 1541.
Nyandeni Sub-District - Post to: Human Resource Office, Nyandeni LSA, P. O. Box 208, Libode, 5160, or Hand Deliver to: Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms Daniso – Tel no: 047 555 0151/0023.

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

Aberdeen Hospital - Post to: P.O Box 172, Aberdeen Hospital, 6270. Enquiries Mr S Magxiza - Tel no 049 846 0391.

OTHER POSTS

POST 16/84 : CLINICAL MANAGER REF NO: ECHEALTH/CM/PAH/01/05/2019

SALARY : R1 173 900 – R 1 302 849 per annum (OSD)
CENTRE : Sarah Baartman District, Port Alfred Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

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

ENQUIRIES : Ms BL Moyikwa Tel No: 046 604 4000

POST 16/85 : CLINICAL MANAGER REF NO: ECHEALTH/CM/LGH/01/05/2019

SALARY : R1 173 900 – R 1 302 849 per annum (OSD)
CENTRE : Joe Gqabi District, Lady Grey Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES : Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance. The incumbent must be also prepared to train, develop and supervise of undergraduate and post/or post graduate medical students.
ENQUIRIES : Ms N Skisazana Tel No: 051 603 0093

POST 16/86 : CLINICAL MANAGER REF NO: ECHEALTH/CM/UH/01/05/2019

SALARY : R1 173 900 – R1 302 849 per annum (OSD)
CENTRE : Joe Gqabi District, Umlamli Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES : Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical services. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance. The incumbent must be also prepared to train, develop and supervise of undergraduate and post/or post graduate medical students.

ENQUIRIES : Ms Mpithimpi Tel No: 051 611 0079/90

POST 16/87 : CLINICAL MANAGER REF NO: ECHEALTH/CM/ANH/01/05/2019

SALARY : R1 173 900 – R1 302 849 per annum (OSD)
CENTRE : Joe Gqabi District, Aliwal North Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES : Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical services. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance. The incumbent must be also prepared to train, develop and supervise of undergraduate and post/or post graduate medical students.

ENQUIRIES : Ms Fourie Tel No: 051 633 7700

POST 16/88 : CLINICAL MANAGER REF NO: ECHEALTH/CM/SH/01/05/2019

This is a re-advertisement, those who have applied before are encouraged to apply again.

SALARY : R1 173 900 – R1 302 849 per annum (OSD)
CENTRE : Joe Gqabi District, Steynsburg Hospital

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REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

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

ENQUIRIES: Ms L.J Jood Tel No: 051 633 9617

POST 16/89: CLINICAL MANAGER REF NO: ECHEALTH/CM/SH/01/05/2019 This is a re-advertisement, those who have applied before are encouraged to apply again.

SALARY: R1 173 900 – R1 302 849 per annum (OSD)
CENTRE: Joe Gqabi District, Jamestown Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

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

ENQUIRIES: Ms L.J Jood Tel No: 051 633 9617

POST 16/90: CLINICAL MANAGER REF NO: ECHEALTH/CM/SH/01/05/2019 This is a re-advertisement, those who have applied before are encouraged to apply again.

SALARY: R1 173 900 – R1 302 849 per annum (OSD)
CENTRE: Joe Gqabi District, Burgersdorp Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations,
including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

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

**ENQUIRIES**: Ms L.J Jood Tel No: 051 633 9617

**POST 16/91**: CLINICAL MANAGER REF NO: ECHEALTH/CM/KTSH/01/05/2019

**SALARY**: R1 173 900 – R1 302 849 per annum (OSD)

**CENTRE**: Alfred Nzo District, Khotsong Hospital

**REQUIREMENTS**: An appropriate medical qualification that allows registration with HPCSA in Medical Practitioner. HPCSA registration certificate as a Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. A valid driver’s license. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Knowledge of susceptible and MDRTB as core function of the hospital. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes. A valid driver’s license.

**DUTIES**: Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Senior Manager Medical Services. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

**ENQUIRIES**: Mrs A. Lebata Tel No: 039 737 3801

**POST 16/92**: CLINICAL MANAGER REF NO: ECHEALTH/CM/LTH/01/05/2019

**SALARY**: R1 173 900 – R1 302 849 per annum (OSD)

**CENTRE**: Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS**: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate
experience as a medical officer after registration with the HPCSA. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES:
Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Chief Executive Officer.

ENQUIRIES:
Mr Mjindi Tel No: 041 405 2121

POST 16/93:
MEDICAL SPECIALIST (INTERNAL MEDICINE) GRADE 1 – 3 REF NO: ECHEALTH/MS/DOR/01/05/2019

SALARY:
Grade 1: R1 106 040 – R1 173 900 per annum (OSD)
Grade 2: R1 264 623 – R1 342 230 per annum (OSD)
Grade 3: R1 467 651 – R1 834 890 per annum (OSD)

CENTRE:
Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS:
An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist in Internal Medicine. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: No experience needed after registration. Grade 2: Minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. Grade 3: Minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. Sound knowledge of clinical concepts within the specific domain. Good verbal and written communication skills and interpersonal skills. Ability to work in a multi-disciplinary team. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

DUTIES:
Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of Internal Medical Services. Undertake regular ward rounds, maintain and develop specialist services according to clinical services demands. Attend to patients requiring Medical Services. Attend to patients in medical outpatient clinics. Conduct specialist ward rounds provide after hour cover in internal medicine and clinical support to junior staff. Provide advice to district level hospitals. Manage / supervise allocated human resources. Ensure equipment is maintained. Undertake administration of medical unit and have input into the unit’s administration. Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for Internal Medicine. Develop measures to ensure quality assurance for the Internal Medicine unit. Attend to meetings and workshops as directed. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards. Train of undergraduate and post graduate medical students.

ENQUIRIES:
Ms B Bomela Tel No: 041 406 4421
POST 16/94 : ADVANCED PAEDIATRIC NURSING PROFESSIONAL (DSCT) REF NO: ECHEALTH/DSCTORTDO/01/05/2019

SALARY : R949 618 – R1 068 666 per annum (OSD)
CENTRE : OR Tambo District Office
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. Knowledge of relevant legislation, regulations and policies. Competencies: Own discipline, programme planning, implementation and evaluation, Information management, Quality assurance and improvement programmes. Skills: Leadership, Communication, Problem Solving, Computer Literacy. Behavioural attributes: Stress tolerance, Self-Confidence, Objective, and Empathic. A valid license. 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).

DUTIES : 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. Secondarily 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 : Mr S Stuma Tel No: 047 502 9000
POST 16/95  :  CHIEF EXECUTIVE OFFICER (CEO)  REF NO:  ECHEALTH/CEO/CH-HH/01/05/2019

SALARY    :  R869 007 – R1 023 645 per annum (Level 12)
CENTRE    :  Chris Hani District, Hewu 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 budged 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  :  Mr Mabandla Tel No: 040 841 0133

POST 16/96  :  CHIEF EXECUTIVE OFFICER (CEO)  REF NO:  ECHEALTH/CEO/CH-MH/01/05/2019

SALARY    :  R869 007 – R1 023 645 per annum (Level 12)
CENTRE    :  Chris Hani District, Molteno 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 budged 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 : Mrs O Mjoka Tel No: 039 254 0236

POST 16/97 : DEPUTY MANAGER NURSING REF NO: ECHEALTH/NSM/JP/01/05/2019

SALARY : R843 618 – R949 482 per annum (OSD)
CENTRE : Nelson Mandela Metro, Jose Pearson TB 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. 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 stakeholders. 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 Klassen Tel No: 041 372 8000

POST 16/98 : DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/HH/01/05/2019

SALARY : R843 618 – R949 482 per annum (OSD)
CENTRE : Chris Hani District, Hewu 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. 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 stakeholders. 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 : Mr Mabandla Tel No: 040 841 0133
POST 16/99 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/STPH/01/05/2019

SALARY : Grade 1: R821 205 – R884 670 per annum (OSD)
          Grade 2: R938 964 – R1 026 693 per annum (OSD)
          Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE : Alfred Nzo District, St Patrick 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. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 2:** Minimum of 5 years’ relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 3:** Minimum of 10 years’ experience after registration. Minimum of 11 years’ experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

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 S Dumisa Tel No: 039 251 0236

POST 16/100 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/MAH/01/05/2019

SALARY : Grade 1: R821 205 – R884 670 per annum (OSD)
          Grade 2: R938 964 – R1 026 693 per annum (OSD)
          Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE : Alfred Nzo District, Mt Ayliff 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. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 2:** Minimum of 5 years’ relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 3:** Minimum of 10 years’ experience after registration. Minimum of 11 years’ experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

DUTIES : Provision of quality patient centred 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.
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:
Mrs O Mjoka Tel No: 039 254 0236

POST 16/101:
MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/JPH/01/05/2019

SALARY:
Grade 1: R821 205 – R884 670 per annum (OSD)
Grade 2: R938 964 – R 1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE:
Nelson Mandela Metro, Jose Pearson TB 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. Knowledge of DRTB.

DUTIES:
Provision of quality patient centred 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.

ENQUIRIES:
Ms Klassen Tel No: 041 372 8000

POST 16/102:
DENTIST REF NO: ECHEALTH/DENT/BUTH/01/05/2019

SALARY:
Grade 1: R797 109 - R884 670 per annum (OSD)
Grade 2: R938 964 - R 1 026 693 per annum (OSD)
Grade 3: R1 089 693 - R1 362 366 per annum (OSD)

CENTRE:
Amathole District, Butterworth Hospital

REQUIREMENTS:
Appropriate qualification that allows registration with HPCSA as Dentist. Registration with HPCSA as Dentist. Completion of one (1) year Community Service. Current registration with HPCSA. Excellent written and verbal communication skills. A valid driver’s license. **Grade 1:** None after registration with HPCSA as Dentist. **Grade 2:** A minimum of 7 years’ appropriate experience as Dentist after registration with HPCSA as Dentist. **Grade 3:** A minimum of 12 years’ appropriate experience as Dentist after registration with HPCSA as Dentist.

DUTIES:
Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective services delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.

ENQUIRIES:
Ms P Mtshemla Tel No: 047 401 9000

POST 16/103:
CLINICAL PSYCHOLOGIST GRADE 1-3 REF NO: ECHEALTH/CPSY/DORA/01/05/2019

SALARY:
Grade 1: R713 361 – R784 278 per annum (OSD)
Grade 2: R832 398 – R923 847 per annum (OSD)
Grade 3: R966 039 – R1 137 936 per annum (OSD)

CENTRE:
Nelson Mandela Metro, Dora Nginza Regional Hospital
**REQUIREMENTS**

Appropriate qualification as a Clinical Psychologist in a recognised institution (Master’s degree in Clinical Psychology), Registration as an Independent Practitioner (Clinical Psychology) with the Health Professions Council of South Africa (HPCSA). Proof of current HPCSA registration. Knowledge in the application of health care system. Knowledge of Diagnostic and therapeutic procedures and manuals, human behaviour, normal and abnormal, Knowledge of administration and psychometric test, ethical codes of conduct and relevant legislation. Good interpersonal relationships and positive attitude towards patients and colleagues.

**DUTIES**

Provide comprehensive psychological assessment of hospital patients within a clinical team context by establishing clear and realistic treatment goals using appropriate theoretical frameworks. Provide psychological treatment to hospital patients using valid and reliable techniques and methods. Administer administration tasks in accordance with standards of the profession and employer. Assist in conducting research as opportunities arise. Deliver community outreach services.

**ENQUIRIES**

Ms B Bomela Tel No: 041 406 4421

**POST 16/104**

PHARMACIST GRADE 1 - 3 REF NO: ECHEALTH/PHARM/CHD-SH/01/05/2019

**SALARY**

Grade 1: R693 372 – R735 918 per annum (OSD)
Grade 2: R751 026 – R797 109 per annum (OSD)
Grade 3: R821 205 – R871 590 per annum (OSD)

**CENTRE**

Chris Hani District, Sterkstroom 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 1:** No experience required. **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**

Mrs CM Swart Tel No: 045 966 0268

**POST 16/105**

ASSISTANT MANAGER NURSING REF NO: ECHEALTH/AMN/ZH/01/05/2019

**SALARY**

R562 800 – R652 437 per annum (OSD)

**CENTRE**

OR Tambo District, Zithulele Hospital

**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 K Sobetwa Tel No: 047 573 8936

**POST 16/106**
ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO.
ECHEALTH/AMN/MQCHC/01/05/2019

**SALARY**
R562 800 – R652 437 per annum (OSD)

**CENTRE**
KSD Sub District, Mqanduli CHC

**REQUIREMENTS**
Basic R425 qualification (Diploma/Degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse General. A post basic qualification with a duration of at least 1 year in Curative skills in Primary Health Care accredited with SANC in terms of Government Notice R48. Registration with SANC and proof of current registration. A minimum of 10 years appropriate / recognizable experience in nursing after registration 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 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. Computer literate. Valid driver’s license. Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytic and solution orientated, ability to thrive well under pressure, ability to efficiently communicate to technical and non-technical personnel at various levels in the organization.

**ENQUIRIES**
Ms O Gcagca Tel No: 047 531 0823

**POST 16/107**
OPERATIONAL MANAGER SPECIALTY (PAEDS) REF NO:
ECHEALTH/OM/DORA/01/05/2019

**SALARY**
R562 800 – R633 432 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
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 risk. 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 : Ms B Bomela Tel No: 041 406 4421

POST 16/108 : OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OPPHC/UMZSUBDAC/01/05/2019

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Umzimvubu Sub-District: Amalongwana Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES : Mr. Magadla Tel No: 039 727 2090/ 039 727 2446

POST 16/109 : OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OPPHC/UMZSUBDMC/01/05/2019

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Umzimvubu Sub-District: Mhlotsheni Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent
qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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

**ENQUIRIES**: Mr. Magadla Tel No: 039 727 2090/ 039 727 2446

**POST 16/110**: OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMS/UMZSUBDMC/01/05/2019

**SALARY**: R562 800 – R633 432 per annum (OSD)

**CENTRE**: Umzimvubu Sub-District: Mangqamzeni clinic

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

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

**ENQUIRIES**: Mr. Magadla Tel No: 039 727 2090/ 039 727 2446

**POST 16/111**: OPERATIONAL MANAGER SPECIALTY (PEADS) REF NO: ECHEALTH/OMS/MAH/01/05/2019

**SALARY**: R562 800 – R633 432 per annum (OSD)

**CENTRE**: Alfred Nzo District: Mt Ayliff Hospital

**REQUIREMENTS**: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Paediatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES : Mrs O Mjoka Tel No: 039 254 0236

POST 16/112 : OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OPMHC/GC/01/05/2019

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Joe Gqabi District: Taylor Gateway clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES : Mr J.S Ndzinde Tel No: 051 633 9629

POST 16/113 : OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMS-AM/SH/01/05/2019

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Joe Gqabi District: Steynsburg Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient’s Rights Charter and Batho Pele Principles.

ENQUIRIES : Ms L.J Jood Tel No: 051 633 9617
POST 16/114 : OPERATIONAL MANAGER NURSING SPECIALTY (THEATRE) REF NO: ECHEALTH/OMN-T/CANH/01/05/2019

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : OR Tambo District: Canzibe Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree / Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in 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 : Ms Solwandle Tel No: 047 568 8109/10/11

POST 16/115 : OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/TFC/01/05/2019

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Mhlonllo Sub District: Tina Falls Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES : Ms Matiwane Tel No: 047 553 0585

POST 16/116 : OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/HCC/01/05/2019

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE: Qaukeni Sub-District: Holy Cross Clinic

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

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

ENQUIRIES: Ms N Hlobo Tel No: 039 253 1541

POST 16/117: OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OM/GV/01/05/2019

SALARY: R562 800 – R633 432 per annum (OSD)

CENTRE: Mnquma Sub District: Grain Valley Clinic

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

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

ENQUIRIES: Ms N Tengwa Tel No: 047 491 0740

POST 16/118: OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OM/MELC/01/05/2019

SALARY: R562 800 – R633 432 per annum (OSD)

CENTRE: Raymond Mhlaba Sub District: Melani Clinic

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Mr. Dyomfana Tel No: 046 645 2695

POST 16/119: OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OM/ZIGC/01/05/2019

SALARY: R562 800 – R633 432 per annum (OSD)

CENTRE: Raymond Mhlaba, Zigodlo Clinic

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

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

ENQUIRIES: Mr. Dyomfana Tel No: 046 645 2695

POST 16/120: OPERATIONAL MANAGER SPECIALTY (MOU) REF NO: ECHEALTH/OMS/NGACHC/01/05/2019

SALARY: R562 800 – R633 432 per annum (OSD)

CENTRE: OR Tambo District: Ngangelizwe CHC

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 General plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

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

ENQUIRIES: Ms O Gcagca Tel No: 047 531 0823
POST 16/121: OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECEALTH/OM/DORA/01/05/2019

SALARY: R562 800 – R633 432 per annum (OSD)
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government 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 above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Co-ordination of optimal, holistic, specialized nursing provided within Nursing Core Standards and a professional / legal frame work. Manage effectively the utilisation and supervision of resources, namely human material and financial resources. Effective management and interpretation of health information data. Monitoring and control of absenteeism in accordance with relevant directives and prescripts. Monitor Co-ordinate provision of effective training and research. Provision of support to nursing services. Collaborate in development, implementation and monitoring of policies, procedures and programmes pertaining to nursing care. Monitor and report Patient Safety Incidents, identifying risk factors, development and monitoring of Quality Improvement Projects.

ENQUIRIES: Ms B Bomela Tel No: 041 406 4421

POST 16/122: CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: ECEALTH/CR/CMH/01/05/2019

SALARY: Grade 1: R466 119 – R517 326 per annum (OSD)
Grade 2: R532 959 – R591 510 per annum (OSD)
CENTRE: Buffalo City Metro, Cecilia Makhwane Hospital
REQUIREMENTS: National diploma/ Degree in Diagnostic Radiography or Equivalent Qualification. 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. A minimum of two years supervisory/managerial experience on the operational platform. 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.

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

POST 16/123: CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1-2 REF NO: ECEALTH/RADIO/LTH/01/05/2019

SALARY: Grade 1: R466 119 – R517 326 per annum (OSD)
**CENTRE**
Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS**
National diploma/ Degree in Diagnostic Radiography or Equivalent Qualification. 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. A minimum of two years supervisory/managerial experience on the operational platform. 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.

**ENQUIRIES**
Mr Mjindi Tel No: 041 405 2121

**POST 16/124**
ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/QAM/MH/01/05/2019

**SALARY**
R444 276 - R579 696 per annum (OSD)

**CENTRE**
Chris Hani, Mjanyana Hospital

**REQUIREMENTS**
Basic R425 Qualification i.e. 4 years Diploma/Degree in Nursing or equivalent. Proof of Current Registration with the South African Nursing Council (SANC) As Professional Nurse. Knowledge and understanding of nursing codes of Ethics and Professional practice of the South African Nursing Council. Knowledge of Nursing care processes, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational health and Safety Act. A minimum of 8 years’ appropriate experience after registration as professional nurse with the SANC. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, patient’s right 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 license. Computer Literacy.

**DUTIES**
Coordinate quality assurance program at hospital. Assist with infection prevention and control. Coordinate clinical audits, clinical risks, adverse events management and reporting. Facilitate mainstream of Batho Pele principles, patient’s right and peer reviews. Monitor and support complaints management mechanism. Facilitate patient’s satisfactory surveys by all health facilities in the district least annually. Coordinate national health insurance through implementation of quality improvement plans. Ensure that hospital conduct self-assessment results. Monitor and evaluate implementation of quality Improvement plans. Ensure availability of all quality assurance policies, guidelines and standard operating procedures to all health career facilities. Ensure that norms and standards are adhered to by all health facilities. Conduct training on quality related issues for capacity building. Facilitate and encourage excellent awards implementation program. Ensure and assist in the implementation of the deal clinic concept, integrated chronic disease management (ICDM) model and PC101 at sub-district level. Ensure that relevant structures are in place for the implementation of quality assurance programs, coordinate clinic supervision at sub-district level and work with all clinic
supervisors. Provide monthly, quarterly and annual report to the district manager and relevant provincial directorate. Supervise your subordinates.

ENQUIRIES : Ms SS Naku Tel: 047 547 1001

POST 16/125 : ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/ASD-QA/STBH/01/05/2019

SALARY : R444 276 – R500 031 per annum (OSD)
CENTRE : OR Tambo District, Canzibe Hospital
REQUIREMENTS : Basic R425 Qualification i.e. 4 years Diploma/Degree in Nursing or equivalent. Proof of Current Registration with the South African Nursing Council (SANC) As Professional Nurse. Knowledge and understanding of nursing codes of Ethics and Professional practice of the South African Nursing Council. Knowledge of Nursing care processes, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational health and Safety Act. A minimum of 8 years’ appropriate experience after registration as professional nurse with the SANC. Ability to work in a multi-disciplinary team. Knowledge of PFMA. Batho Pele Principles, patient’s right 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 license. Computer Literacy.

DUTIES : Coordinate quality assurance program at hospital. Assist with infection prevention and control. Coordinate clinical audits, clinical risks, adverse events management and reporting. Facilitate mainstream of Batho Pele principles, patient’s right and peer reviews. Monitor and support complaints management mechanism. Facilitate patient’s satisfactory surveys by all health facilities in the district least annually. Coordinate national health insurance through implementation of quality improvement plans. Ensure that hospital conduct self-assessment results. Monitor and evaluate implementation of quality Improvement plans. Ensure availability of all quality assurance policies, guidelines and standard operating procedures to all health career facilities. Ensure that norms and standards are adhered to by all health facilities. Conduct training on quality related issues for capacity building. Facilitate and encourage excellent awards implementation program. Ensure and assist in the implementation of the deal clinic concept, integrated chronic disease management (ICDM) model and PC101 at sub-district level. Ensure that relevant structures are in place for the implementation of quality assurance programs, coordinate clinic supervision at sub-district level and work with all clinic supervisors. Provide monthly, quarterly and annual report to the district manager and relevant provincial directorate. Supervise your subordinates.

ENQUIRIES : Ms Solwandle Tel: 047 568 8109/10/11

POST 16/126 : ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/AD-QA/EMPH/01/05/2019

SALARY : R444 276 – R500 031 per annum (OSD)
CENTRE : Nelson Mandela Metro, Emplweni TB Hospital
REQUIREMENTS : Basic R425 Qualification i.e. 4 years Diploma/Degree in Nursing or equivalent. Proof of Current Registration with the South African Nursing Council (SANC) As Professional Nurse. Knowledge and understanding of nursing codes of Ethics and Professional practice of the South African Nursing Council. Knowledge of Nursing care processes, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational health and Safety Act. A minimum of 8 years’ appropriate experience after registration as professional nurse with the SANC. Ability to work in a multi-disciplinary team. Knowledge of PFMA. Batho Pele Principles, patient’s right 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 license. Computer Literacy.

DUTIES : Coordinate quality assurance program at hospital. Assist with infection prevention and control. Coordinate clinical audits, clinical risks, adverse events management
and reporting. Facilitate mainstream of Batho Pele principles, patient’s right and peer reviews. Monitor and support complaints management mechanism. Facilitate patient’s satisfactory surveys by all health facilities in the district least annually. Coordinate national health insurance through implementation of quality improvement plans. Ensure that hospital conduct self-assessment results. Monitor and evaluate implementation of quality Improvement plans. Ensure availability of all quality assurance policies, guidelines and standard operating procedures to all health career facilities. Ensure that norms and standards are adhered to by all health facilities. Conduct training on quality related issues for capacity building. Facilitate and encourage excellent awards implementation program. Ensure and assist in the implementation of the deal clinic concept, integrated chronic disease management (ICDM) model and PC101 at sub-district level. Ensure that relevant structures are in place for the implementation of quality assurance programs, coordinate clinic supervision at sub-district level and work with all clinic supervisors. Provide monthly, quarterly and annual report to the district manager and relevant provincial directorate. Supervise your subordinates.

ENQUIRIES : Ms K Sinyahla Tel No: 041 406 7607/36

POST 16/127 : OPERATIONAL MANAGER GENERAL  REF NO: ECHEALTH/OM/STLH/01/05/2019

SALARY : R444 276 – R500 031 per annum (OSD)
CENTRE : OR Tambo District, St Lucy’s Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the 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 Mayikana Tel No: 047 532 6259

POST 16/128 : OPERATIONAL MANAGER GENERAL  REF NO: ECHEALTH/OM/ABH/01/05/2019

SALARY : R444 276 – R500 031 per annum (OSD)
CENTRE : Sarah Baartman District, Aberdeen Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the 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 S Magxiza Tel No: 049 846 0391
POST 16/129 : OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMG/WMH/01/05/2019

SALARY : R444 276 – R500 031 per annum (OSD)
CENTRE : Sarah Baartman District, Willowmore Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 7 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 : Provision of optimal, holistic specialized nursing care with set standard 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 health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms R Schutte Tel No: 044 923 1127

POST 16/130 : OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM/FBH/01/05/2019

SALARY : R444 276 – R500 031 per annum (OSD)
CENTRE : Amathole District, Fort Beaufort Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as 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 standard 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 health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : S Zetu Tel No: 046 645 1111/12/13/14

POST 16/131 : CLINICAL NURSE PRACTITIONER GRADE 1 -2 REF NO: ECHEALTH/CNP/LSD-SC/01/05/2019

SALARY : Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)
CENTRE : Lukhanji Sub District, Shiloh Clinic
REQUIREMENTS : 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. A minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. 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: 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**: Provision of quality comprehensive Primary Health Care, Primitive, 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, supervisor 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 Mtweni Tel No: 045 807 8908

**POST 16/132**: PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PNS-MDH/01/05/2019

**SALARY**: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**: Sarah Baartman District: Midlands Hospital

**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 accredited in Advanced Midwifery and Neonatology Nursing Science with the 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 / 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 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 A. Mabombo Tel No: 049 807 7730/7

**POST 16/133**: PROFESSIONAL NURSE SPECIALTY (PEADS) REF NO: ECHEALTH/PNS/BUTTH/01/05/2019 (X4 POSTS)

**SALARY**: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**: Amathole District: Butterworth Hospital

**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, accredited with the SANC in terms of Government Notice R212 in the Paediatrics. 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. Utilise human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES: Ms P Mtshemla Tel No: 047 401 9000

POST 16/134: PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PROFS/BUTTH/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Amathole District: Butterworth Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council (SANC) 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. Current registration with the SANC as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year accredited with the SANC in terms of Government Notice R212 (Advanced Midwifery and Neonatal Sciences). A minimum of 4 years appropriate/recognisable nursing experience after registration as a Professional Nursing with the SANC in General Nursing. Service Record as a proof of previous experience where applicable.

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 of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise 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. Promote quality of nursing care.

ENQUIRIES: Ms N Tengwa Tel No: 047 491 0740

POST 16/135: PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PROFN/NGQC/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Mnquma Sub-District: Ngqamakwe CHC

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse, plus a post basic nursing qualification with a duration of 1 year accredited with the SANC in terms of Government Notice R212 in Clinical Nursing Science. A minimum of 4 years appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing.

DUTIES: Provide direction and supervision for the implementation of nursing plan (clinical practice/quality patient care). Implement Standards, practices, criteria and indicators for quality nursing and Health care in accordance with the law and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholder. Utilise 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. Promote quality of nursing care.

ENQUIRIES: Ms N Tengwa Tel No: 047 491 0740

POST 16/136: CLINICAL NURSE PRACTITIONER GRADE 1 -2 REF NO: ECHEALTH/CNP/UMZSUBDAC/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Umzimvubu Sub-District: Amadiba Clinic

REQUIREMENTS: 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/recogizable 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: Mr. Magadla Tel No: 039 727 2090/ 039 727 2446

POST 16/137: CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: ECHEALTH/CNP/UMZSUBGDGC/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Umzimvubu Sub-District: Greenville Gateway Clinic

REQUIREMENTS: 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/recogizable 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: Mr. Magadla Tel No: 039 727 2090/ 039 727 2446

POST 16/138: CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: ECHEALTH/CNP/UMZSUBSTPC/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
**CENTRE**: Umzimvubu Sub District: St Patricks Community Clinic

**REQUIREMENTS**: 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**: Mr. Magadla Tel No: 039 727 2090/ 039 727 2446

**POST 16/139**: PROFESSIONAL NURSE SPECIALTY GRADE 1 - 2 (MATERNITY) REF NO: ECHEALTH/AMT/MAH/01/05/2019 (X2 POSTS)

**SALARY**: Grade 1: R383 226 – R444 276 per annum (OSD)  
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**: Alfred Nzo District, Mt Ayliff Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e. Degree /Diploma in Nursing with Advanced midwifery) 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 in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1**: A minimum of 4 years appropriate/recogznise experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

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

**ENQUIRIES**: Mrs O Mjoka Tel No: 039 254 0236

**POST 16/140**: PROFESSIONAL NURSE SPECIALTY (X2 POSTS)

**SALARY**: Grade 1: R383 226 – R444 276 per annum (OSD)  
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**: Emalahleni Sub-District:  
Boomplass Clinic Ref No: ECHEALTH/PN-SPEC/ESD-BC/01/05/2019
**Tsembeyi Clinic**

Ref No: ECHEALTH/PN-SPEC/ESD-TC/01/05/2019

**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 Child Nursing Science/Community Nursing Science accredited with the 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 / 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, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES**

Ms NP Mtshabe Tel No: 047 878 4300

**POST 16/141**

PROFESSIONAL NURSE SPECIALTY (X2 POSTS)

**SALARY**

Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**

Chris Hani District:

Lower Mnuncuzo Clinic Ref No: ECHEALTH/PNSPEC/CHD-LMC/01/05/2019
Mahlubini Clinic Ref No: ECHEALTH/PNSPEC/CHD-MC/01/05/2019

**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 Child Nursing Science/Community Nursing Science accredited with the 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 / 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, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES**

MS Nyoka Tel No: 045 807 1110/1101
POST 16/142: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (THEATRE) REF NO: ECHEALTH/PNS/CHD-CH/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Chris Hani District, Cala Hospital

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

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

ENQUIRIES: Mr S Zihlangu Tel No: 047 877 0129

POST 16/143: PROFESSIONAL NURSE SPECIALTY (PAEDS) GRADE 1-2 REF NO: ECHEALTH/PNS-PAEDS/ANH/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Joe Gqabi District, Aliwal North Hospital

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

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

ENQUIRIES: Ms Fourie - Tel No: 051 633 7700

POST 16/144: PROFESSIONAL NURSE SPECIALTY (MATERNITY) GRADE 1-2 REF NO: ECHEALTH/PNS-AM/MH/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Joe Gqabi District, Maclear Hospital
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 Neonatal Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognizable 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 direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES: Ms N Zuza Tel No: 045 932 1028

POST 16/145: PROFESSIONAL NURSE SPECIALTY (MATERNITY) GRADE 1-2 REF NO: ECHEALTH/PNS-AM/BH/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Joe Gqabi District, Burgersdorp Hospital

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 of at least 1 year in Trauma Nursing Care/Critical Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of four (4) years appropriate/recognized experience in nursing after registration as a 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 direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES: Ms N Zondi Tel No: 051 653 1881

POST 16/146: PROFESSIONAL NURSE SPECIALTY (CASUALTY/OPD) GRADE 1-2 REF NO: ECHEALTH/PNS-CASOPD/ BH/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Joe Gqabi District, Burgersdorp Hospital

REQUIREMENTS: Basic R425 qualification (i.e degree/ diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic qualification of at least 1 year in Trauma Nursing Care / Critical Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with SANC as a Professional Nurse. **Grade 1:** A minimum of four (4) years appropriate/recognized experience in nursing after registration as a 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 active/quality patient care). Implement standard, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

**ENQUIRIES:** Ms N Zondi Tel No: 051 653 1881

**POST 16/147:** PROFESSIONAL NURSE SPECIALTY (PAEDIATRIC WARD) GRADE 1-2 REF NO: ECHEALTH/PNS-PAED/ BH/01/05/2019

**SALARY:**
Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE:** Joe Gqabi District, Burgersdorp Hospital

**REQUIREMENTS:** Basic R425 qualification (i.e degree/diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic qualification of at least 1 year in Child Nursing Science/ Community Nursing accredited with SANC in terms of Government Notice R212. Current registration with SANC as a Professional Nurse. **Grade 1:** A minimum of four (4) years appropriate/recognized experience in nursing after registration as a 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 active/quality patient care). Implement standard, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

**ENQUIRIES:** Ms N Zondi - Tel No: 051 653 1881

**POST 16/148:** PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PROFN/MELC/01/05/2019

**SALARY:**
Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE:** Raymond Mhlaba Sub District, Melani Clinic

**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, 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: Mr. Dyomfana Tel No: 046 645 1892

POST 16/149: PROFESSIONAL NURSE SPECIALTY (PICU) GRADE 1-2 REF NO: ECHEALTH/PNS/DORA/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Nelson Mandela Metro, Dora Ngini Regional Hospital

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 accredited in Child Nursing Science with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognizable 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/lega framework. Utilize human, material resources and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth/ethical standard and self-development. Provide support to Nursing Service. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by 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 B Bomela - Tel No: 041 406 4421

POST 16/150: CASE MANAGER REF NO: ECHEALTH/CM/NMAH/01/05/2019

SALARY: R376 596 - R443 601 per annum (Level 09)

CENTRE: OR Tambo District: Nelson Mandela Academic Hospital

REQUIREMENTS: An appropriate Degree/National Diploma in Health related field with 3-5 years’ experience in a managed health care sector. Excellent written and verbal communication skills. Good inter-personal leadership, organising co-ordinating and computer skills. Willingness to work overtime. Ability to mobilise a variation of disciplines for a common purpose. Sound knowledge of the ethical dimension of a given situation. Ability to solve and escalate challenges. Knowledge of the Medical Schemes Act (Act 131 of 1998), Regulations and Annexures as amended. Knowledge of prescribed minimum health benefits (i.e. the Chronic Disease List and diagnostic treatment pairs. Knowledge of the uniform Patient Fees Schedule/NRPL and patient billing. Knowledge of and experience in ICD-10 Codes assignment and the ability to link patient diagnosis with procedure codes. Knowledge of patient billing modules and EDI (Electronic Data Interchange). Ability to work with Excel Spread sheets, Microsoft Word and web based programs.
DUTIES
Identify billable services rendered to patients on complex procedures. Provide billing clerks with billing information including implants. Assist with assignment of ICD-10 codes. Assist with authorisation, concurrent, retrospective review, and provide clinical updates to the schemes and other funders in respect of extended hospital length of stay. Provide quotations for treatment and procedures to H2-H3 and Foreign patients. Conduct clinical audits of patient accounts inclusive of medical aids, State Departments (e.g. RAF and COIDA) to ensure accuracy of invoices with respect to ICD 10 Codes, UPFS procedure codes and resource utilisation. Assist medical aid patient with registration for prescribed minimum benefits conditions where applicable. Liaise with the various role players (e.g. Clinicians, Managed Care Organisations and Medical Scheme Case Managers) to monitor utilisation and update patients’ clinical information while in Hospital. Discharge planning and liaison with various role players and third parties to monitor utilisation. Liaison with relevant role players in matters relating to case Management and revenue generation within the hospital and give guidance where necessary. Provide support to neighbouring hospitals.

ENQUIRIES
Ms Calaza Tel No: 047 502 4320

POST 16/151
PHYSIOTHERAPIST GRADE 1 - 3 REF NO: ECHEALTH//PHYS/GH/01/05/2019

SALARY
Grade 1: R317 976 – R361 872 per annum (OSD)
Grade 2: R372 810 – R426 291 per annum (OSD)
Grade 3: R439 164 – R532 959 per annum (OSD)

CENTRE
Alfred Nzo District: Greenville Hospital

REQUIREMENTS
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.

ENQUIRIES
Mr Bango Tel No: 039 251 3009

POST 16/152
DISTRICT LAB COORDINATOR (MEDICAL TECHNOLOGY) REF NO: ECHEALTH/DLC-MT/JGDO/01/05/2019
(6 months Contract)

SALARY
R317 976 - R361 872 per annum (OSD)

CENTRE
Joe Gqabi District Office

REQUIREMENTS
Bachelor’s degree or equivalent in Medical Technology. Three to five years’ experience in a supervisory position. Registration with HPCSA as a medical technologist. Understanding of relevant acts/prescripts and legislation. Knowledge of the function of the national, provincial and local governments and more especially at the strategic level management responsiveness; pro-activeness and

DUTIES:
Guide and direct process of policy and strategy implementation. Monitoring and evaluate the implementation of quality assurance programmes. For laboratory services/blood products. Facilitate the registration of clinicians in terms of name HPCSA number & MP number/SANC number into the NHLS lab information system (CLI). Provide support and coordination of the delivery of services by the SANBS and the NHLS. Strengthen partnerships and collaboration of relevant stake-holders. Provide administrative activities. Manage change and diversity in the health district sub-programme. Manage resources.

ENQUIRIES:
Mr J.S Ndzinde Tel No: 051 633 9629

POST 16/153:
DIETICIAN GRADE 1-3 REF NO: ECHEALTH/DIETI/CHD-CH/01/05/2019

SALARY:
Grade 1: R317 976 – R361 872 per annum (OSD)
Grade 2: R372 810 – R426 291 per annum (OSD)
Grade 3: R439 164 – R532 959 per annum (OSD)

CENTRE:
Chris Hani District: Cradock Hospital

REQUIREMENTS:
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.

DUTIES:
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 in providing physiotherapy treatment.

ENQUIRIES:
Mr Bango Tel No: 039 251 3009

POST 16/154:
DIAGNOSTIC RADIOGRAPHER GRADE 1 -3 REF NO: ECHEALTH/RADIOGRAPHER/CMH/01/05/2019

SALARY:
Grade 1: R317 976 – R361 872 per annum (OSD)
Grade 2: R372 810 – R426 291 per annum (OSD)
Grade 3: R439 164 – R532 959 per annum (OSD)

CENTRE:
Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS:
National diploma/ Degree in Diagnostic Radiography or Equivalent Qualification. 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. A minimum of two years supervisory/managerial experience on the operational platform. 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.

ENQUIRIES: Ms. P. Mncontso Tel No: 0437082118

POST 16/155: PHYSIOTHERAPIST GRADE 1 - 3 REF NO: ECHEALTH/PHYSIO/NQH/01/05/2019

SALARY: Grade 1: R317 976 – R361 872 per annum (OSD)
Grade 2: R372 810 – R426 291 per annum (OSD)
Grade 3: R439 164 – R532 959 per annum (OSD)

CENTRE: Buffalo City Metro, Nkubela TB Hospital

REQUIREMENTS: 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. 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. Langeni Tel No: 043 761 2131

POST 16/156: DIETICIAN REF NO: ECHEALTH/DIET/CH/FATH/01/05/2019

SALARY: Grade 1: R317 976 – R361 872 per annum (OSD)
Grade 2: R372 810 – R426 291 per annum (OSD)
Grade 3: R439 164 – R532 959 per annum (OSD)

CENTRE: Amathole District, Tafalofefe Hospital

REQUIREMENTS: 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.

DUTIES: 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.

ENQUIRIES: Ms V. Motabele Tel No: 047 498 0026

POST 16/157

PHYSIOTHERAPIST REF NO: ECHEALTH/PHYS/TAFH/01/05/2019

SALARY:
Grade 1: R317 976 – R361 872 per annum (OSD)
Grade 2: R372 810 – R426 291 per annum (OSD)
Grade 3: R439 164 – R532 959 per annum (OSD)

CENTRE: Amathole District: Tafalofefe Hospital

REQUIREMENTS:
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 V. Motabele Tel No: 047 498 0026

POST 16/158

DIAGONOSTIC RADIOGRAPHER GRADE 1 -3 GRADE 1 REF NO: ECHEALTH/RADIO/DORA/01/05/2019 (X2 POSTS)

SALARY:
Grade 1: R317 976 – R361 872 per annum (OSD)
Grade 2: R372 810 – R426 291 per annum (OSD)
Grade 3: R439 164 – R532 959 per annum (OSD)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS:
National Diploma / Degree in Diagnostic Radiography. Registration certificate with HPCSA, plus proof of payment for the period April 2019 – March 2019 (HPCSA card or receipt). Willingness to work shifts to cover the 24 hour service that is required by the regional hospital. Good interpersonal skill as well as computer skills.

DUTIES:
Co-ordinate and undertake radiographic procedures effectively. Play a key role in compilation of protocols for effective service delivery. Assist in performing 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 implement quality and procedure forms for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection procedures are implemented. Register patients as and when X-rays are performed. Ensure accurate record keeping and statistics. Prioritize the workload to ensure a minimum patients waiting time.

ENQUIRIES: Ms B Bomela - Tel No: 041 406 4421
POST 16/159: DIAGNOSTIC RADIOGRAPHER GRADE 1 -3

GRADE 1 REF NO: ECHEALTH/RADIO/CMH/01/05/2019

SALARY:
Grade 1: R317 976 – R361 872 per annum (OSD)
Grade 2: R372 810 – R426 291 per annum (OSD)
Grade 3: R439 164 – R532 959 per annum (OSD)

CENTRE:
Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS:
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).

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 Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES:
Ms. P. Mncontso Tel No: 0437082118

POST 16/160: EMS SHIFT LEADER GRADE 3

REF NO: ECHEALTH/EMS-SL/CH-EMS/01/05/2019

SALARY:
Grade 3: R265 995 – R299 658 per annum (OSD)

CENTRE:
Chris Hani EMS

REQUIREMENTS:
Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. Grade 3: A minimum of 10 Years after registration with the HPCSA as AEA.

DUTIES:
Successful candidates will be required to work shifts. He/she will have to ensure that staffing levels are sufficient for the duration of a given shift. Allocate vehicles to crews and supervise accurate checking of serviceability in terms of equipment and mechanical soundness. Comply with administrative duties such as completing rosters, leave registers, signing off on vehicle check-sheets and equipment registers. Manage overtime according to minimum staffing levels and maintain leave registers. Respond to incidents where supervision is required, including but not limited to major accidents.

ENQUIRIES:
Ms Nyoka Tel No: 045 807 1110/1101

POST 16/161: CLINICAL ASSOCIATE

REF NO: ECHEALTH/CLINA/CHD-DH/01/05/2019

SALARY:
R257 508 – R303 339 per annum (Level 07)

CENTRE:
Chris Hani District: Dordrecht Hospital

REQUIREMENTS:
Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

DUTIES:
Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES:
Ms Mandla Tel No: 045 943 1019
POST 16/162: CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/STUTH/01/05/2019 (X2 POSTS)

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Amathole District: Stutterheim Hospital
REQUIREMENTS: Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
DUTIES: Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
ENQUIRIES: Ms P Booi Tel No: 043 683 1313

POST 16/163: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/JPH/01/05/2019

SALARY: 
Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)
Grade 3: R383 226 – R485 475 per annum (OSD)
CENTRE: Nelson Mandela Metro, Jose Pearson TB 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: 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. 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 Klussen Tel No: 041 372 8000

POST 16/164: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/EMPH/01/05/2019

SALARY: 
Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)
Grade 3: R383 226 – R485 475 per annum (OSD)
CENTRE: Nelson Mandela Metro, Empilweni TB 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: 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 are 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 K Sinyahla Tel No: 041 406 7607/36

POST 16/165 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/CHD-SH/01/05/2019

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)  
Grade 2: R315 963 – R362 865 per annum (OSD)  
Grade 3: R383 226 – R485 475 per annum (OSD)

CENTRE : Chris Hani District, Sterkstroom 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: 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 : Mrs CM Swart Tel No: 045 966 0268

POST 16/166 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/CHD-CCHS/01/05/2019

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)  
Grade 2: R315 963 – R362 865 per annum (OSD)  
Grade 3: R383 226 – R485 475 per annum (OSD)

CENTRE : Chris Hani District, Cala Community Health Services

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 : Mr S Zihlangu Tel No: 047 877 0129

POST 16/167 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/ISIC/01/05/2019

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)
Grade 3: R383 226 – R485 475 per annum (OSD)

CENTRE : Nyandeni Sub District, Isilimela Gateway 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 are 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 Daniso Tel No: 047 555 0151/0023

POST 16/168 : PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/ISILH/01/05/2019

SALARY : Grade 1: R208 383 – R 234 738 per annum (OSD)
Grade 2: R241 839 – R 256 686 per annum (OSD)
Grade 3: R262 068 – R 299 658 per annum (OSD)

CENTRE : OR Tambo District, Isilimela Hospital

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Ms N Gwiji – Tel No: 047 564 2805
<table>
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<tr>
<th>POST 16/169</th>
<th>PHARMACY ASSISTANT POST BASIC REF NO: ECHEALTH/PHARM-PB/TAFH/01/05/2019</th>
</tr>
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</table>
| SALARY      | Grade 1: R208 383 – R 234 738 per annum (OSD)  
Grade 2: R241 839 - R 256 686 per annum (OSD)  
Grade 3: R262 068 – R 299 658 per annum (OSD) |
| CENTRE      | Amathole District, Tafalofefe Hospital                                 |
| REQUIREMENTS| 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. |
| DUTIES      | 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. |
| ENQUIRIES   | Ms V. Motabele Tel No: 047 498 0026                                   |

<table>
<thead>
<tr>
<th>POST 16/170</th>
<th>ARTISAN GRADE A - C: REF NO: ECHEALTH/ART-TECH/CANH/01/05/2019</th>
</tr>
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</table>
| SALARY      | Grade A: R190 653 - R211 596 per annum (OSD)  
Grade B: R224 574 - R249 246 per annum (OSD)  
Grade C: R262 176 - R324 708 per annum (OSD) |
| CENTRE      | OR Tambo District, Canzibe Hospital                                  |
| REQUIREMENTS| An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years’ experience in supervisory level. Valid drivers’ license is required. |
| DUTIES      | Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast’s, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work. |
| ENQUIRIES   | Ms Solwandle Tel No: 047 568 8109/10/11                              |

<table>
<thead>
<tr>
<th>POST 16/171</th>
<th>ARTISAN PRODUCTION GRADE A – C REF NO: ECHEALTH/AP/CHD-CH/01/05/2019</th>
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</table>
| SALARY      | Grade A: R190 653 - R211 596 per annum (OSD)  
Grade B: R224 574 - R249 246 per annum (OSD)  
Grade C: R262 176 - R324 708 per annum (OSD) |
| CENTRE      | Chris Hani District, Cala Hospital                                   |
**REQUIREMENTS**: An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years’ experience in supervisory level. Valid drivers’ license is required.

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

**ENQUIRIES**: Mr S Zihlangu Tel No: 047 877 0129

**POST 16/172**: FORENSIC PATHOLOGY OFFICER REF NO: ECHEALTH/FPO/CHD-FPK/01/05/2019

**SALARY**: R181 437 – R230 238 per annum (OSD)

**CENTRE**: Forensic Pathology Services Queenstown

**REQUIREMENTS**: Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s license (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

**DUTIES**: Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

**ENQUIRIES**: Ms Nyoka Tel No: 045 807 1110/1101

**POST 16/173**: STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/EMPH//01/05/2019

**SALARY**: Grade 1: R171 381 – R192 879 per annum (OSD)
Grade 2: R204 627 – R230 307 per annum (OSD)
Grade 3: R242 166 – R297 825 per annum (OSD)

CENTRE: Nelson Mandela Metro, Empilweni TB Hospital
REQUIREMENTS: 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: Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and reassurance 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 procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
ENQUIRIES: Ms K Sinyahla Tel No: 041 406 7607/36

POST 16/174: STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/CHD-CH/01/05/2019

SALARY: Grade 1: R171 381 – R192 879 per annum (OSD)
Grade 2: R204 627 – R230 307 per annum (OSD)
Grade 3: R242 166 – R297 825 per annum (OSD)

CENTRE: Chris Hani District, Cradock Hospital
REQUIREMENTS: Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. 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 reassurance 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 Danster Tel No: 048 881 2123

POST 16/175: STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/EN/STBH/01/05/2019 (X2 POSTS)

SALARY: Grade 1: R171 381 – R192 879 per annum (OSD)
Grade 2: R204 627 – R230 307 per annum (OSD)
Grade 3: R242 166 – R297 825 per annum (OSD)

CENTRE: OR Tambo District, St Barnabas Hospital
REQUIREMENTS: Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. 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 Ndamase Tel No: 047 555 5300

POST 16/176 : DENTAL ASSISTANT GRADE 1 – 3 REF NO: ECHEALTH/GR/01/05/2019

SALARY : R168 429 – R192 576 per annum (OSD)
CENTRE : Alfred Nzo District, Greenville Hospital
REQUIREMENTS : Grade 12. Registration as 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.
ENQUIRIES : Mr Bango Tel No: 039 251 3009

POST 16/177 : DENTAL ASSISTANT REF NO: ECHEALTH/DA/CMH/01/05/2019

SALARY : R168 429 – R192 576 per annum (OSD)
CENTRE : Buffalo City Metro, Cecilia Makhawane Hospital
REQUIREMENTS : Grade 12. Registration as 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.
ENQUIRIES : Ms. P. Mncontso Tel No: 043 708 2118

POST 16/178 : NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/LSD-EC/01/05/2019

SALARY : Grade 1: R132 525 – R149 163 per annum (OSD)
Grade 2: R156 846 – R176 526 per annum (OSD)
Grade 3: R187 263 – R230 307 per annum (OSD)
CENTRE : Lukhanji Sub District, Ezibeleni Clinic
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.
patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

ENQUIRIES : Ms Mtweni Tel No: 045 807 8908

POST 16/179 : NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/CHD-WSH/01/05/2019

SALARY : Grade 1: R132 525 – R149 163 per annum (OSD)
Grade 2: R156 846 – R1176 526 per annum (OSD)
Grade 3: R187 263 – R230 307 per annum (OSD)

CENTRE : Chris Hani District, Wilhelm Stahl 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.


ENQUIRIES : Mr B Mbalula Tel No: 049 842 1111

POST 16/180 : NURSING ASSISTANT GRADE 1 -3 REF NO: ECHEALTH/ENA/NQ-TB-H/01/05/2019

SALARY : Grade 1: R132 525 – R149 163 per annum (OSD)
Grade 2: R156 846 – R1176 526 per annum (OSD)
Grade 3: R187 263 – R230 307 per annum (OSD)

CENTRE : Buffalo City Metro, Nkquabela TB 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. 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.


ENQUIRIES : Ms. Langeni Tel No: 043 761 2131

POST 16/181 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/EMPH//01/05/2019

SALARY : Grade 1: R132 525 – R149 163 per annum (OSD)
Grade 2: R156 846 – R1176 526 per annum (OSD)
Grade 3: R187 263 – R230 307 per annum (OSD)

CENTRE : Nelson Mandela Metro, Empilweni TB Hospital

REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as Nursing Assistant. Grade 1: No experience. 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.

ENQUIRIES: Ms K Sinyahla Tel No: 041 406 7607/36

POST 16/182: PHARMACIST ASSISTANT BASIC GRADE 1 – 3 REF NO: ECHEALTH/PAB/GGH/01/05/2019

SALARY:
- Grade 1: R123 000 – R130 551 per annum (OSD)
- Grade 2: R166 689 – R190 578 per annum (OSD)
- Grade 3: R196 338 – R227 856 per annum (OSD)

CENTRE: Chris Hani District, Glen Grey Hospital

REQUIREMENTS:
- As required by the training facility and the South African Pharmacy Council plus Basic Pharmaceutical Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacist Assistant (Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Basic). **Grade 2:** A minimum of 5 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC. **Grade 3:** A minimum of 13 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC.

DUTIES:

ENQUIRIES: Ms N Ralushe Tel No: 047 878 2800

OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1013, 2nd Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Vusumzi Booysen / Nomthandazo Xesha

CLOSING DATE: 24 May 2019

NOTE:
- Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.
MANAGEMENT ECHELON

POST 16/183 : DIRECTOR: FINANCIAL ACCOUNTING REF NO: OTP 01/04/2019
Re-Advertisement, those have applied before are encouraged to re-apply.

SALARY : R1 005 063 – R1 183 932 per annum (Level 13)
CENTRE : Head Office (Bhisho)

DUTIES : Ensure the management of creditors payments and reconciliation of accounts: Manage settlement of creditor’s accounts. Manage drawing and processing payment reports. Manage maintenance of accrual and invoice register. Manage reconciliation of creditor’s accounts. Ensure the management of salary payments and rebates: Manage authorizations and processing of salary payments, deductions and terminations on Persal. Manage and maintain departmental salary records. Manage reconciliations between Persal and BAS. Management of salary pay-overs and statutory returns including tax. Ensure the provisioning of departmental bas system control support: Ensure the management of BAS information systems. Ensure the management and monitoring of exception reports. Ensure the management of departmental system control support and facilitation of systems training. Ensure the management and maintenance of accounts records. Ensure the management of reconciliations between LOGIS and BAS. Ensure the management of cash flow releases and reconciliations. Manage the provisioning of revenue and debt management: Ensure the management of revenue collection and receipting. Ensure the reviewal of policies and procedures. Ensure the management of petty cash and cash on hand. Ensure the management of debt and the write-off thereof in compliance with the prescripts. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES : can be directed to Mr. V. Booyesen / Ms N Xesha Tel No: 040 609 6290/6248

POST 16/184 : DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: OTP 02/04/2019
Re-Advertisement, those have applied before are encouraged to re-apply.

SALARY : R1 005 063 – R1 183 932 per annum (Level 13)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A SAQA recognized NQF Level 7 qualification in Industrial Engineering /Operations/Production Management/ Industrial Psychology /Management Services/ Human Resource Management, Certificate in Job Evaluation. 5 years'
experience at Middle Management Level in the organizational development and change management field. Org design certificate will add advantage.

**DUTIES**

Manage the provision of consultancy services on the development of service delivery models and Organisational structures. Manage the provision of job evaluation services in the province. Manage the promotion and facilitation of the implementation of Batho Pele programmes. Manage the implementation of Organisational change and transformation programmes. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

can be directed to Mr. V. Booysen / Ms N Xesha Tel No: 040 609 6290/6248

**OTHER POSTS**

**POST 16/185**

**ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: OTP 03/04/2019**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**


**DUTIES**

Implement employee wellness programmes. Facilitate the health and productivity services (HPM) in the department. Implement HIV & AIDS and TB management. Implement Safety & Health programmes (SHEQ). Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

can be directed to Mr. V. Booysen / Ms N Xesha Tel No: 040 609 6290/6248

**POST 16/186**

**ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: OTP 04/04/2019**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**


**DUTIES**

Manage the compilation and consolidation of demand and procurement planning of goods and services for the department. Coordinate the submission of consolidated procurement plan to Treasury. Analyse and compile monitoring reports on implementation of procurement plan. Ensure needs, market and expenditure analysis are conducted. Provide advisory support to end-users when drafting specifications / terms of reference. Execution of bidding process. Provide secretariat services to bid specification committee. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure safekeeping of Assets.

**ENQUIRIES**

can be directed to Mr. V. Booysen / Ms N Xesha Tel No: 040 609 6290/6248

**POST 16/187**

**ASSISTANT DIRECTOR: LOGISTICS AND INVENTORY) REF NO: OTP 05/04/2019**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Head Office (Bhisho)

DUTIES: Provision of support in LOGIS and inventory management services. Provision of support in departmental cellular phone contract. Provide support in the financial reporting on departmental cellular contract and inventory. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness.

ENQUIRIES: can be directed to Mr. V. Booysen / Ms N Xesha Tel No: 040 609 6290/6248

POST 16/188: HR PRACTITIONER: CONDITIONS OF SERVICE REF NO: OTP 06/04/2019

SALARY: R257 508 per annum (Level 07)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: An NQF Level 6 or National Diploma in HRM or an HR relevant qualification. Persal Introduction will be added advantage. 1-2 years experience in HR environment. Knowledge: HR legislation, prescripts, processes and procedures. Skills: Interpersonal Relationship, Communication, Report writing, Computer literacy, Verbal and written communication, planning and organizing skills.

DUTIES: Implement condition of services including leave, Housing, Medical, Injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc; Administer the confirmation of probations and termination of services for employees of the department; Process garnishee orders, resettlements, secondments, transfers; structuring of MMS and SMS packages; Assist in the development, review and implementation of the departmental HR policies in the department.

ENQUIRIES: can be directed to Mr. V. Booysen / Ms N Xesha Tel No: 040 609 6290/6248

POST 16/189: REGISTRY CLERK REF NO: OTP 07/04/2019 (X3 POSTS)

SALARY: R173 703 per annum (Level 05)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: A grade 12 certificate or equivalent. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. High Level of reliability. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understand of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedure in terms of the working environment. Understanding of the work in registry.


ENQUIRIES: can be directed to Mr. V. Booysen / Ms N Xesha Tel No: 040 609 6290/6248

POST 16/190: GENERAL ASSISTANTS/ CLEANERS REF NO: OTP 08/04/2019 (X4 POSTS)

SALARY: R102 534 per annum (Level 02)
CENTRE: Bhisho
REQUIREMENTS: Abet or grade 8-11 (STD 6-9). Good communication skills, Ability to read and write, Understand Occupational Health and Safety Act, Experience in Cleaning offices and office arrangement will be an additional advantage, Ability to perform routine work tasks and operate cleaning machines. Relevant experience would be an advantage. Take proper care of the cleaning equipment and machinery used in
work areas such as offices, floors walls, windows, furniture and equipment according to cleaning schedule/ work plan.

**DUTIES**

Clean floors and offices using vacuum cleaner and other necessary available equipment, Clean and dust furniture using necessary and available detergents, Able to operate cleaning machines and equipment, Empty office dust bins, Provide fresh water to the offices every morning, Assist in arranging tea when requested to do so, To keep the yard clean at all times, Report the defects to the Supervisor.

**ENQUIRIES**

can be directed to Mr. V. Booyesen / Ms N Xesha Tel No: 040 609 6290/6248

**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: 24 May 2019

**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 16/191**

ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DPW 01/04/2019 (X2 POSTS)

(1 Year Contract)

Directorate: Construction Procurement

**SALARY**: R376 596 per annum (Level 09)

**CENTRE**: Head Office (Bhisho)

**REQUIREMENTS**: An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting with at least four (4) years relevant experience in Supply Chain Management of which three (3) years must be at a supervisory level. Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts. Extensive working experience in Demand and or Acquisition Management. Extensive knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, SIPDM, BBBEE, CDB, Treasury Regulations and Supply Chain Management prescripts. A valid driver’s license. Knowledge and Skills: Knowledge of Supply Chain
Knowledge of Supply Chain Management Demand and Acquisition management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Knowledge of office procedure and Bid Administration. Decision making. Background in procurement or competencies in administration of bids. Computer skills. Problem solving. Writing skills. Creativity. Ability to engage with service providers with matters related to acquisition of goods or services. Highly motivated. Good understanding of acquisition and or demand management processes. Ability to work under pressure.

**DUTIES:**
Management of Bid secretariat functions. Ensure effective Bid Administration services through compilation of bid documents, notification, and invitation and evaluation of bids/quotations/proposals. Continuous evaluation and monitoring of the appropriateness and effectiveness of departmental policies with regard to Acquisition management. Ensure that proper and adequate processes are in place to update and maintain the bid processes in line with appropriate legislation. Management of staff. Administer the invitation processes to obtain responses from contractors in accordance with the policy framework. Administer the receiving of supplier responses in accordance with the policy framework. Administer the prescribed evaluation processes ensuring value for money and do appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Participate with the implementation of Supply Chain Management policies and systems in terms of acquisition management of infrastructure projects falling within the scope of implanting agents. Implement the acquisition management systems and appropriate acquisition management internal controls and audit trails in the Department. Manage the development and utilisation of specialized supplier databases. Facilitate and manage the business process cycle (inviting, evaluating, adjudicating and awarding) for construction goods and services in terms of SCM regulations. Manage the Departmental Bid Evaluation and Adjudication Committees secretariat. Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Ensure the effective and efficient supervision of staff.

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

**POST 16/192:** ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DPW 02/04/2019
(1 Year Contract)
Directorate: Construction Procurement

**SALARY:** R376 596 per annum (Level 09)

**CENTRE:** Head Office (Bhisho)

**REQUIREMENTS:** An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting with at least four (4) years relevant experience in Supply Chain Management of which three (3) years must be at a supervisory level. Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts. Experience in Demand and Acquisition Management. Knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, SIPDM, BBBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts. A valid driver’s license. Knowledge and Skills: Knowledge of Supply Chain Management Demand and Acquisition management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Knowledge of office procedure and Bid Administration. Decision making. Background in procurement or competencies in administration of bids. Computer skills. Problem solving. Writing skills. Creativity. Ability to engage with service providers with matters related to acquisition of goods or services. Highly motivated. Good understanding of acquisition/ demand management processes. Ability to work under pressure.

**DUTIES**
The successful candidate will ensure that resources required to fulfill the demand needs identified in the departmental strategic planning as well as business,
operational and project plans are delivered at the correct time, price, place, and that the quantity and quality will satisfy those needs. Manage the establishment and maintenance of a supplier database to ensure compliance in implementation of effective and efficient service delivery. Manage and advise the specification committee to ensure compliance to relevant legislation. Ensure that the current and future construction needs of the department are analysed by conducting market research, commodity and industry analyses. Assist end users with the development of procurement plans. Consolidate departmental procurement plans and facilitate procurement of construction projects as per the Procurement Plan. Coordinate demand inputs from Construction Branches and offer assistance so as to have budget alignment in terms of MTEF. Monitor compliance and adherence to policies, procedures and processes pertaining to demand management.

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

POST 16/193:
ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT (X3 POSTS)
(1 Year Contract)
Directorate: Construction Procurement

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office (Bhisho) Ref No: DPW 03/04/2019 (X2 Posts)
Chris Hani Regional Office (Queenstown) Ref No: DPW 04/04/2019 (X1 Post)

REQUIREMENTS:
An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/Logistic Management/Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/FIS/Internal Auditing/Management/Management Assistant/Accounting/Law with at least four (4) years relevant working experience in Supply Chain Management/Contracts Management of which three (3) years must be at a supervisory level. Experience in the drafting, management, monitoring and evaluation of contracts and SLA’s. Good project management, operational and financial management skills, reviewing and drafting contracts and legislation and applying them to business/organizational requirements, good knowledge of operational performance planning and monitoring, corporate governance. Knowledge of the PFMA, CIDB, SIPDM, Treasury Regulations, Law of Contracts and Supply Chain Management prescripts. Proven knowledge of Government procurement processes related to construction procurement. Understanding of JBCC, GCC, NEC and other forms of contracts related to construction. A valid driver’s license. Knowledge and Skills: Excellent analytical, numeric, communication and report - writing skills. Financial Management skills. Ability to handle multiple and complex tasks and projects. Good computer skills in MS Word, MS Excel, MS Project and PowerPoint. People Management skills with the ability to deal with stakeholders at all levels. Ability to work in a team. Ability to develop and analyse policies. Ability to work under pressure and meet tight deadlines.

DUTIES:
Contracts and Service Level Agreements drafting. Ensure consistent application of SCM processes across all contracts including compliance with legislative and regulatory framework. Liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department. Analyse bids and proposals and ensure that the specifications of binding agreements with service providers are legal and comply with Government policies. Provide support to all departmental bid committees. Safeguarding of contracts related documentation and contract files. Maintain an up to date departmental contract register. Maintain contract guarantees and related matters. Deal with underperforming and non-performing vendors and contractors’ service providers. Implement SCM audit plan. Report and advise on all Contract management risks. Prepare appointment and termination letters on contract awarded. Render support to the monitoring and implementation of internal controls systems in order to meet delivery expectations.

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

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POST 16/194: SENIOR ADMIN OFFICER: DEMAND MANAGEMENT REF NO: DPW 05/04/2019 (1 Year Contract)
Directorate: Construction Procurement

SALARY: R316 791 per annum (Level 08)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting and a minimum of three (3) years relevant experience. Computer skills in Microsoft Office Applications. Experience in Acquisition / Tenders. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, CIDB, SIPDM, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts.
ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 16/195: SENIOR ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: DPW 06/04/2019 (X3 POSTS) (1 Year Contract)
Directorate: Construction Procurement

SALARY: R316 791 per annum (Level 08)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting and a minimum of three (3) years relevant experience. Computer skills in Microsoft Office Applications. Experience in Acquisition / Tenders. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts.
DUTIES: Serve as Bid Secretariats and give guidance to the Committee members. Checking reports for compliance and correctness. Supervise opening and closing of bids. Supervise the maintenance of Bid files. Engage with Project leaders or end users through verbal and written communication. Ensure efficient administration of Bid process.
ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 16/196: SENIOR ADMIN OFFICER: CONTRACTS MANAGEMENT REF NO: DPW 07/04/2019 (1 Year Contract)
Directorate: Construction Procurement

SALARY: R316 791 per annum (Level 08)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting and a minimum of three (3) years relevant experience. Computer skills in Microsoft Office Applications. Experience in Acquisition / Tenders. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts.
DUTIES

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

POST 16/197

ADMIN OFFICER: DEMAND MANAGEMENT REF NO: DPW 08/04/2019 (X4 POSTS)
(1 Year Contract)
Directorate: Construction Procurement

SALARY
R257 508 per annum (Level 07)

CENTRE
Head Office (Bhisho)

REQUIREMENTS
An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting and a minimum of two (2) years relevant experience. Computer skills in Microsoft Office Applications. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, CIDB, SIPDM, BBBEE and other relevant prescripts.

DUTIES

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

POST 16/198

ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: DPW 09/04/2019 (X7 POSTS)
(1 Year Contract)
Directorate: Construction Procurement

SALARY
R257 508 per annum (Level 07)

CENTRE
Head Office (Bhisho)

REQUIREMENTS
An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting and a minimum of two (2) year relevant experience. Computer skills in Microsoft Office Applications. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, CIDB, SIPDM, BBBEE and other relevant prescripts.

DUTIES
Serve as Bid Secretariats and give guidance to the Committee members. Checking reports for compliance and correctness. Supervise opening and closing of bids. Supervise the maintenance of Bid files. Engage with Project leaders or end users
through verbal and written communication. Ensure efficient administration of Bid process.

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

POST 16/199 : ADMIN OFFICER: CONTRACTS MANAGEMENT (X6 POSTS)
(1 Year Contract)
Directorate: Construction Procurement

SALARY : R257 508 per annum (Level 07)
CENTRE :
   Head Office (Bhisho) Ref No: DPW 10/04/2019 (X4 Posts)
   Alfred Nzo Regional Office (Mount Ayliff) Ref No: DPW 11/04/2019 (X1 Post)
   OR Tambo Regional Office (Mthatha) Ref No: DPW 12/04/2019 (X1 Post)

REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting /Law and a minimum of two (2) year relevant experience. Computer skills in Microsoft Office Applications. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, CIDB, SIDPM, BBBEE and other relevant prescripts.


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