

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

**APPLICATIONS**

- : should be posted to the addresses as indicated below or Hand delivered as indicated below:
- Livingstone Hospital:** Applications for the of post Director: Facilities for should be forwarded to Head Office
- Steynsburg Hospital:** Post to: Human Resource Office, Steynsburg Hospital -, Private Bag X03, Steynsburg, 5920 or Hand deliver at the HR Office, 1 Henning Street, Steynsburg. Enquiries: Ms L.Jood Tel No: (051) 633 9617.
- Taylor Bequest Hospital (Mt Fletcher):** Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, 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.
- Aliwal North Hospital:** Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, Enquires: Ms Fourie - Tel No: (051) 633 7700.
- Sipetu Hospital:** Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr EF Madaka Tel No: (0390 255 0077.
- Greenville Hospital:** Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, Bizana, 4800, Enquiries: Mr Bango Tel No: (039) 251 3009.
- Taylor Bequest Hospital (Matatiele):** Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso Tel No (039) 737 3107.
- Frontier Regional Hospital:** Post to: Human Resource Office, Frontier Regional Hospital, Private bag X 7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Ms May Tel no: (045) 808 4226
- Ngcobo Sub-District:** Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital (Old Maternity), Ngcobo Enquiries: Ms N. Matala Tel No (0470 548 0022/34.
- Cofimvaba Hospital:** Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: Ms A Mbana Tel No (0470 874 0111.
- Intsika Yethu Sub-District:** Post to: Human Resource Office, Intsika Yethu Sub-District, Private Bag X 1250, Cofimvaba, 5380 Enquiries: Ms A Mabentsela Tel No (0470 874 0079.
- Cala Hospital:** Post to: Human Resource Office, Private Bag X516, Cala, 5455. Enquiries: Mr S Zihlangu Tel no (047) 877 0129.
- Emalahleni Sub District:** Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410. Enquiries: Ms NP Mtshabe Tel No (0470 878 4300
- Settlers Hospital:** Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires Ms S Diva Tel No (0460 602 5046.
- Andries Vosloo Hospital:** Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – Tel No: (042) 243 1313
- 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. Enquiries
- 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.

**Mhlontlo Sub District- Qumbu CHC:** Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Ms Ntali Tel No (047) 553 0585

**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

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

**Nelson Mandela Academic Hospital:** Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: (047) 502 4469

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

**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

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

**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 TB 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, Korsten, 6014 or Hand deliver to Nurses Home, 2<sup>nd</sup> Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Mr Mjindi Tel No: (041) 405 2121.

**Cecilia Makiwane Hospital:** Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms P Mncotso Tel No: (043) 708 2121.

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

**Nkqubela TB Hospital:** Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms. N. Langeni Tel No: (043) 761 2131.

**Buffalo City Metro District Office:** Post to: HR Office, Buffalo City Metro District Office, Private Bag X9015, East London.

**Butterworth Hospital:** Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel No: (047) 401 9000.

**Mnquma Sub District:** Post to: HR Office, Private Bag X3080, Butterworth, 4960, or hand delivery: Mnquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa Tel No: (047) 491 0740.

**Raymond Mhlaba/Nkonkobe Sub District:** Post to: HR Office, P.O. Box 967, Fort Beaufort 5720 or hand delivery to: Human Resource Office, Raymond Mhlaba/Nkonkobe Sub-District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, Enquiries Dyomfana Tel No (046) 645 1892.

**HR Office, Fort Beaufort Hospital,** Private Bag X226, Fort Beaufort, 5720 or hand delivery to: No 6 Bell Street, Fort Beaufort Hospital Fort Beaufort, 5720: Enquiries: S Zetu Tel No (046) 645 1111/12/13/14.

**Victoria Hospital:** Post to: HR Office, Victoria Hospital, Private Bag x1300 Alice 5700 or hand delivery Victoria Hospital, Lovedale Road, Alice, 5700, Enquiries: Ms L Mangesi Tel No: 040 653 1141

**Nompumelelo Hospital:** Post to: HR Office, Nompumelelo Hospital Private Bag x13 Peddie 5640 or hand deliver to: HR Office, Nompumelelo Hospital: Admin Office, Grahamstown Road, Peddie, 5640. Enquiries: Ms Tsako Tel No: 040 673 3321.

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

**Humansdorp Hospital:** Post to: HR Office, Humansdorp Hospital Private Bag x536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block)1 Du Plessis Street Humansdorp Hospital Next to Nico Malan High School Humansdorp Enquires: Ms G Kivedo Tel No: 042 200 4279/236.

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

**Frere Tertiary Hospital:** Post to: HR Office, Private Bag X9047, East London 5200 or hand delivery to Human Resource Office, Frere Tertiary Hospital, Amalinda Main Road East London 5200. Enquiries: Ms. Mthitshana Tel No: 043 709 2532/2487.

**Bhisho Hospital:** Post to: HR Office, Private Bag X00 Bhisho, 5605 or hand deliver to: HR Office, Bhisho Hospital, Komga Road, Bhisho, 5605. Enquiries: Ms T Awlyn Qegu Tel No: 040 635 2950/5.

**BJ Vorster Hospital:** Post to: BJ Voster Hospital, P.O. Box 41, Kareedouw, 6400 or Hand deliver at: HR Office, BJ Voster Hospital, Kron N Baaken Street, Kareedouw. Enquiries: Ms G Sikiwe Tel No: 042 288 0210

**Bhisho (Head Office):** Post to: HR Office, Department of Health (Head Office) Private Bag X 0038, Bhisho 5605 or Hand delivered to: Department of Health, Office no D53, UIF Building, Phalo Avenue Bhisho 5605

**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 TB 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, Korsten, 6014 or Hand deliver to Registry Department Nurses Home, 1<sup>st</sup> Floor, Corner Lindsay & Standford Road, Korsten 6014. Enquiries: Mr Mjindi Tel No: 041- 405 2121.

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

**Nelson Mandela Academic Hospital:** Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469

**Canzibe Hospital:** Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office, Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel No: 042 562 8810 / 7

**Holy Cross Hospital:** Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms Z Nompandana – Tel No 039 252 2026/8

**Taylor Bequest Hospital: (Matatiele)** - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso Tel No 039 737 3107.

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

**Sipetu Hospital:** Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr EF Madaka Tel: 039 255 0077.

**Alfred Nzo District Office:** Post to: Human Resource Office, Alfred Nzo District Office, Private Bag X 3515, Kokstad, 4700: Enquiries Mr K Praim Tel No 039 797 6070.

**Khotsong TB Hospital:** Post to: HR Office, PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata Tel No: (039) 737 3801.

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

**Molteno Hospital:** Human Resource Office, Molteno Hospital, Stuart Street, Molteno 5880. Enquiries: Ms D Zantsi Tel No (045) 858 8112.

**Elliot Hospital:** Post to: Human Resource Office, Elliot Hospital, P.O. Box 523. Elliot, 5460 or hand deliver to: Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms NB Puza - Tel No: (045) 931 1321. Enquiries: Ms B Mtsi – Tel No: (047) 877 0931.

**Hewu Hospital:** Post to: P. O. Box 1409 Queenstown 5320. Enquiries: Mr Mabandla: Tel No: (040) 841 0133

**Cradock Hospital:** Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cardock 5460 or hand delivery to Cradock Hospital, 5880. Enquiries: Ms F Danster Tel No (048) 881 2123.

**CLOSING DATE**  
**NOTE**

: 12 August 2019  
: 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 and youth 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.

**MANAGEMENT ECHELON**

**POST 27/68**

: **CHIEF DIRECTOR: QUALITY HEALTH CARE ASSURANCE SYSTEMS**  
: **REF NO: ECHEALTH/CD-QHCAS/HO/01/07/2019**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 251 326 – R1 495 956 per annum (Level 14)  
: Bisho, Head Office  
: An undergraduate qualification (NQF Level 7) in a clinical related field or equivalent qualification coupled with 5 years' experience at Senior Management level. Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

**DUTIES**

: Provide strategic leadership and management in the Quality Health Care Assurance Systems Chief Directorate: Provide strategic leadership and management in the operations of the Chief directorate. Develop and review strategy for the Chief Directorate. Design and develop business plans to implement programmes and operations of the Chief Directorate. Guide and correct the process of programme implementation. Design and implement change initiatives in the Chief Directorate to improve capacity and appraise system for effective delivery of the Quality Health Care Assurance Systems. Design and develop operational policies and standard operating procedures for the Chief Directorate. Ensure and co-ordinate performance and reporting in the Chief Directorate. Co-ordinate the provision of Chief Directorate

programmes and projects Co-ordinate reporting, review programmes and evaluate overall performance in line with National Core Standards of: Quality Assurance Management, Customer Care Management, Clinical Audits IRO Quality. Manage utilization of physical and human resource: Assign work programmes and projects to relevant Senior Managers of the Chief Directorate. Develop and review performance work plans and the related job profiles. Periodically assess and review personnel performance. Facilitate training and development of personnel. Institute formal disciplinary measures to correct cases of misconduct or unbecoming behaviors. Manage financial spending and budget reviews of the Chief Directorate. Compile budget proposal. Table budget proposal to the finance structure for consideration. Monitor budget spending and make budget reviews for the Chief Directorate. Approve financial transactions of the Chief Directorate and make delegations where necessary. Manage information, records and knowledge in the Chief Directorate. Co-ordinate performance reporting and consolidate Chief Directorate reports. Assess process and performance risks in the Chief Directorate in order to provide corrective mechanisms. Facilitate sharing and keeping of Chief Directorate records, information and knowledge. Co-ordinate performance auditing and submission of audit information to relevant functionaries.

**ENQUIRIES** : Dr Matiwane Tel No: (040) 608 1223

**POST 27/69** : **DIRECTOR: FACILITIES REF NO: ECHEALTH/DIR-FAC/LTH/02/07/2019**

**SALARY** : R1 057 326 – R1 245 495 per annum (Level 13)  
**CENTRE** : Nelson Mandela Metro, Livingstone Tertiary Hospital  
**REQUIREMENTS** : A Bachelor's degree/3 year National Diploma in Built Environment or equivalent qualification. 6-8 years' experience post qualification plus minimum of 5 years' combined experience in facility management in a Public Hospital environment at Deputy Director Level. A valid driver's licence. Ability to develop policies and internal Standard Operating Procedures. Strong leadership skills, team building and sound interpersonal skills. Excellent verbal and written communication skills and report-writing skills. Advanced computer skills in MS package (Word, Excel, PowerPoint and Visio) Strategic leadership, Project Management, Human Resource Management and Finance Management skills. Ability to multi-task and prioritise and ability to work in high volume and highly pressurised environment. Ability to manage a high value goods, services and equipment budget. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA.

**DUTIES** : Responsible for the overall day to Facilities Directorate, which includes security, laundry building, maintenance, cleaning, gardening, ICT, accommodation and Health Technology. Control and monitor human, financial and other resources. Ensure effective management of Service Level Agreements with service providers to ensure effective service delivery. Develop strategies, programmes and projects to improve service provision. Internal control strategy control strategy determination to ensure compliance with prescripts. Determine resource requirements and buildings maintenance plan. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Determine the Facilities directorate's annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing program services, policies and procedures. Prepared and manage directorate's budgets. Participate in Budget Advisory, Cost services, policies and procedures. Prepare and manage directorate's budget. Participate in Budget Advisory, Cost Containment, Procurement and Bid Committees. Ensure that facilities directorate is compliant to National Core standards, Occupational health and Safety and Machinery Acts. Assist with operational staff and students' supervision, evaluation and training. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turn around plans. Perform any other duties delegated by the CEO.

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

## OTHER POSTS

**POST 27/70** : **HEAD CLINICAL UNIT OPHTHALMOLOGY REF NO. ECHEALTH/HCU-GR1/FTH/01/07/2019**

**SALARY CENTRE REQUIREMENTS** : R1 728 807 – R1 834 890 per annum (OSD)  
: Buffalo City Metro, Frere Tertiary Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty or a recognised sub specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognised sub specialty. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal specialty or in a normal sub specialty. A valid driver's licence.

**DUTIES** : Co-ordinate and provide a 24-hour specialist care in Frere and Cecilia Makiwane Hospital; including in and out patients, emergency services and appropriate high care service. Teaching undergraduates and post graduates in from Walter Sisulu University. Initiate and participate in research activities and publications. Manage and perform required administrative and academic duties.

**ENQUIRIES** : Ms Mthitshana Tel No: (043) 709 2532/ 2487

**POST 27/71** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/SETH/01/07/2019**

**SALARY CENTRE REQUIREMENTS** : R1 173 900 – R1 302 849 per annum (OSD)  
: Sarah Baartman District, Settlers Hospital  
: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations. 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 S Diva Tel No: (046) 602 5046

**POST 27/72** : **CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/GREH/01/07/2019**

**SALARY CENTRE REQUIREMENTS** : R1 173 900 – R1 302 849 per annum (OSD)  
: Buffalo City Metro, Grey Hospital  
: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations. 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 Phillip Tel No: (043) 643 3304

**POST 27/73** : **CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/HUMH/01/07/2019**

**SALARY CENTRE REQUIREMENTS** : R1 173 900 – R1 302 849 per annum (OSD)  
 : Sarah Baartman District, Humansdorp Hospital  
 : Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations. 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 G Kivedo Tel No: (042) 200 4279/236

**POST 27/74** : **DEPUTY CAMPUS HEAD PND4 REF NO: ECHEALTH/DCH/LLC-EL/01/07/2019**

**SALARY CENTRE REQUIREMENTS** : R843 618 – R949 482 per annum (OSD)  
 : Liliitha College of Nursing, East London Campus  
 : A manager with a Postgraduate Degree (Master's Degree) in Nursing Science, Degree/Diploma in Nursing Education and Management. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriated/ recognizable experience in Nursing Education after obtaining the Nursing Education Qualification. Good understanding and experience of both classroom and clinical teaching including the current National Health priorities (RPHC) and community Based Education. Ability to identify gaps in curriculum implementation, research, patient-centred approaches and collaboration with health sector partner. Excellent communication, interpersonal and leadership skill. At least 3-4 years' experience as a manager. Good communication and advanced Computer skill and a valid driver's licence.

**DUTIES** : Manager Implementations of clinical and theoretical academic content at Campus and sub-campus level. Ensure quality assurance and change management in the implementation of all teaching and learning programmes and student competencies. Co-ordinate and monitor Community Based Education (CBE) and work-integrate learning (WIL) at campus and sub-campus. Facilitate effective and efficient implementation of College Policies in all disciplines. Oversee clinical allocation of learners in the identified and approved clinical facilities for all the relevant disciplines. Monitor compliance to set standard as laid down by SANC and SAQA. Ensure continuous staff capacity building to promote academic excellent. Exercise supervision and support to academic staff. Manage various submission in relation to student academic matters, including recruitment, registration and SANC records. Facilitate a research culture for both academics and students to promote evidence-based teaching and learning.

**ENQUIRIES** : Ms P.N Mene Tel No: (043) 700 9726

**POST 27/75** : **MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/MAH/01/07/2019 (X3 POSTS)**

**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 REQUIREMENTS** : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)  
: 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.

**ENQUIRIES** : Mr Kholiso Tel No: (039) 737 3107

**POST 27/76** : **MEDICAL OFFICER GRADE 1 – 3 REF NO: HEALTH/MO/FRH/01/07/2019**

**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 REQUIREMENTS** : Chris Hani District, Frontier Regional Hospital  
: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. 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 May Tel No: (045) 808 4226

**POST 27/77** : **MEDICAL OFFICER GRADE 1 - 3 REF NO: ECHEALTH/MO/NKH/01/07/2019**

**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 REQUIREMENTS** : OR Tambo District, Nessie Knight Hospital  
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. 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 O.N Sotsako Tel No: (047) 553 6007/8/9.

**POST 27/78** : **MEDICAL OFFICER GRADE 1-3 REF NO: ECHEALTH/MO/VICTH/01/07/2019**

**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 REQUIREMENTS** : Sarah Baartman District, Settlers Hospital  
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. 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. <b>Grade 3:</b> 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms S Diva Tel No: (046) 602 5046.
<b><u>POST 27/79</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 - 3 REF NO: ECHEALTH/MO/GREH/01/07/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Buffalo City Metro, Grey Hospital
	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Health 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms Phillip Tel No: (043) 643 3304
<b><u>POST 27/80</u></b>	:	<b><u>MEDICAL OFFICER REF NO: ECHEALTH/MO/BF/BCM/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Butterworth Forensic Services
	:	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 H. Hlulani Tel No: (043) 708 1700

**POST 27/81** : **MEDICAL OFFICER REF NO: ECHEALTH/MO/DVDH/BCM/01/07/2019 (X2 POSTS)**

**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 REQUIREMENTS** : Buffalo City Metro, Duncan Village Day Hospital  
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. 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 H. Hlulani Tel No: (043) 708 1700

**POST 27/82** : **MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/FBH/01/07/2019**

**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 REQUIREMENTS** : Amathole District, Fort Beaufort Hospital  
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. 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** : S Zetu Tel No: (046) 645 1111/12/13/14

**POST 27/83** : **DENTIST GRADE 1-3 REF NO: ECHEALTH/DENT/CHD-CH/01/07/2019**

**SALARY** : Grade 1: R797 109 – 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 REQUIREMENTS** : Sarah Baartman District, Settlers Day Hospital  
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:** Experience 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 service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.

**ENQUIRIES** : Ms S Diva Tel No: (046) 602 5046

**POST 27/84** : **DENTIST GRADE 1 -3 REF NO: ECHEALTH/DENTIST/BH/01/07/2019**

**SALARY** : Grade 1: R797 109 – 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 REQUIREMENTS** : Buffalo City Metro, Bisho Hospital  
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. <b>Grade 1:</b> Experience none after registration with HPCSA as Dentist. <b>Grade 2:</b> A minimum of 7 years' appropriate experience as Dentist after registration with HPCSA as Dentist. <b>Grade 3:</b> A minimum of 12 years' appropriate experience as Dentist after registration with HPCSA as Dentist.
<b><u>DUTIES</u></b>	:	Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.
<b><u>ENQUIRIES</u></b>	:	Mrs. T. Awlyn – Qegu Tel No: (040) 635 2950/5
<b><u>POST 27/85</u></b>	:	<b><u>DEPUTY DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: ECHEALTH/DD/OP/HO/03/07/2019</u></b>
<b><u>SALARY</u></b>	:	R733 257 – R863 748 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Bisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	A National Diploma NQF level 6 / Degree NQF level 7 in Medical Orthotics and Prosthetics or relevant qualification. At least 5 years relevant experience of which at least 3 years must be at Assistant Manager Level in health service delivery. A relevant Honours and or/ Master's degree will be an added advantage. Sound knowledge of the South African National Health Act, National and Provincial Policies and Priorities. A good understanding of the Primary Health Care Approach with emphasis on disability. Computer literacy. Financial Management. Project Management skills will be an added advantage. A valid code 8 driver's license.
<b><u>DUTIES</u></b>	:	To provide leadership in policy and strategic planning and to ensure implementation monitoring and control of Medical Orthotics and Prosthetics services, in the Province. To ensure and strengthen the integration of Medical Orthotics and Prosthetics services. To monitor, evaluate and report on the expenditure for assistive devices and rehabilitation equipment. To facilitate the training/professional development of Medical Orthotics and Prosthetics.
<b><u>ENQUIRIES</u></b>	:	Ms J Gysman Tel No: (083) 378 0924
<b><u>POST 27/86</u></b>	:	<b><u>ASSISTANT MANAGER NURSING SPECIALITY (ADULT-ICU) REF NO: ECHEALTH/CMH/AMS-ICU/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R614 941 – R692 166 per annum (OSD)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 Qualification (Diploma / Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Proof of current registration with SANC as a registration as a professional nurse with SANC as a Professional Nurse. 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 one year post basic course/qualification in Adult ICU. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of the nursing care procedures, Good communication skills.
<b><u>DUTIES</u></b>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<b><u>ENQUIRIES</u></b>	:	Ms P Mncotso Tel No: (043) 708 2121
<b><u>POST 27/87</u></b>	:	<b><u>ASSISTANT MANAGER NURISNG SPECIALTY (THEATRE) REF NO: ECHEALTH/CMH/AMS/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R614 941 – R692 166 per annum (OSD)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 Qualifications (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Proof of current

		<p>registration with SANC as a Professional Nurse. 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 one year post basic course/qualification in Theatre Clinical Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of the nursing care procedures. Good communication skills.</p>
<b><u>DUTIES</u></b>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & technology and other management information system to manage nursing information for the enhancement of service delivery. Advocate and ensure the promotion of nursing ethos and professionalism.
<b><u>ENQUIRIES</u></b>	:	Ms P Mncotso Tel No: (043) 708 2121
<b><u>POST 27/88</u></b>	:	<b><u>ASSISTANT MANAGER NURSING SPECIALTY (OPD) REF NO: ECHEALTH/AMN/GH/01/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R614 991 – R692 166 per annum (OSD) Alfred Nzo District, Greenville Hospital
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<b><u>DUTIES</u></b>	:	To relieve in other areas such as Maternity, OPD/Casualty when need arises. Co-ordination of optional holistic specialised nursing care provided within set standards and professional/legal framework. Manage effectively the utilisation and supervision of resources. Co-ordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development. Oversee provision of patient care. Participation in the analyzing formulation and implementation of nursing guidelines practices, policies, standards and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr Bango Tel No: (039) 251 3009
<b><u>POST 27/89</u></b>	:	<b><u>ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN/NSB-PSJHC/01/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R614 941 – R692 166 per annum (OSD) Nyandeni Sub District, Port St Johns Health Centre
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<b><u>DUTIES</u></b>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons

of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.

**ENQUIRIES** : Ms Daniso Tel No: (047) 555 0151/0023

**POST 27/90** : **HOD: PSYCHIATRY PND3 REF NO: ECHEALTH/HOD-PSY/LLC-PE/01/07/2019**

**SALARY** : R579 696 – R672 018 per annum (OSD)  
**CENTRE** : Liliitha College of Nursing, Port Elizabeth Campus  
**REQUIREMENTS** : Master's Degree in Nursing Science or equivalent qualification with Psychiatry Nursing Science teaching experience. Post basic qualification in Nursing Education registered with SANC. Good understanding and experience of classroom teaching including the Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 years appropriate/ recognizable experience in nursing experience after registration as a professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriated/ recognizable experience in Nursing Educator after obtaining one (1) year Post Basic qualification. Advanced computer literacy and a valid driver's licence.

**DUTIES** : Management of the specific Speciality / discipline for the campus and its satellites. Manage quality Assurance matters. Change and quality management. Monitor compliance to set standard as laid by SAQA. Facilitate effective and efficient implementation of the College. Policies in the specific discipline. Facilitate classroom teaching in the Campus and Satellites. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community Based education in the Campus and Satellites. Training and guidance of subordinates. Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.

**ENQUIRIES** : Ms P.N Mene Tel No: (043) 700 9726

**POST 27/91** : **HOD: PSYCHIATRY PND3 REF NO: ECHEALTH/HOD-PSY/LLC-QNT/01/07/2019**

**SALARY** : R579 696 – R672 018 per annum (OSD)  
**CENTRE** : Liliitha College of Nursing, Queenstown Campus  
**REQUIREMENTS** : Master's Degree in Nursing Science or equivalent qualification with Psychiatry Nursing Science teaching experience. Post basic qualification in Nursing Education registered with SANC. Good understanding and experience of classroom teaching including the Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 years appropriate/ recognizable experience in nursing experience after registration as a professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriated/ recognizable experience in Nursing Educator after obtaining one (1) year Post Basic qualification. Advanced computer literacy and a valid driver's licence.

**DUTIES** : Management of the specific Speciality / discipline for the campus and its satellites. Manage quality Assurance matters. Change and quality management. Monitor compliance to set standard as laid by SAQA. Facilitate effective and efficient implementation of the College. Policies in the specific discipline. Facilitate classroom teaching in the Campus and Satellites. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community Based education in the Campus and Satellites. Training and guidance of subordinates. Exercise control and supervision of staff. Students support

		activities. Manage various submissions and facilitate correspondence in student affairs matters.
<b><u>ENQUIRIES</u></b>	:	Ms P.N Mene Tel No: (043) 700 9726
<b><u>POST 27/92</u></b>	:	<b><u>HOD: GENERAL NURSING SCIENCE PND3 REF NO: ECHEALTH/HOD-GNS/LLC-LUSIK/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R579 696 – R672 018 per annum (OSD)
<b><u>CENTRE</u></b>	:	Lilitha College of Nursing, Lusikisiki Campus
<b><u>REQUIREMENTS</u></b>	:	Master's Degree in Nursing Science or equivalent qualification with General Nursing Science teaching experience. Post basic qualification in Nursing Education registered with SANC. Good understanding and experience of classroom teaching including the Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 years appropriate/ recognizable experience in nursing experience after registration as a professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriated/ recognizable experience in Nursing Educator after obtaining the one (1) year Post Basic qualification. Advanced computer literacy and a valid driver's licence.
<b><u>DUTIES</u></b>	:	Management of the specific Speciality / discipline for the satellite. Manage quality Assurance matters. Change and quality management. Monitor compliance to set standard as laid by SAQA. Facilitate effective and efficient implementation of the College. Policies in the specific discipline. Facilitate classroom teaching in the Campus and Satellites. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community Based education in the Satellite. Training and guidance of subordinates. Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.
<b><u>ENQUIRIES</u></b>	:	Ms P.N Mene Tel No: (043) 700 9726
<b><u>POST 27/93</u></b>	:	<b><u>HOD: MIDWIFERY PND3 REF NO: ECHEALTH/HOD-MIDWIF/LLC-PE/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R579 696 – R672 018 per annum (OSD)
<b><u>CENTRE</u></b>	:	Lilitha College of Nursing, Port Elizabeth Campus
<b><u>REQUIREMENTS</u></b>	:	Master's Degree in Nursing Science or equivalent qualification with Psychiatry Nursing Science teaching experience. Post basic qualification in Nursing Education registered with SANC. Good understanding and experience of classroom teaching including the Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 years appropriate/ recognizable experience in nursing experience after registration as a professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriated/ recognizable experience in Nursing Educator after obtaining one (1) year Post Basic qualification. Advanced computer literacy and a valid driver's licence.
<b><u>DUTIES</u></b>	:	Management of the specific Speciality / discipline for the campus and its satellites. Manage quality Assurance matters. Change and quality management. Monitor compliance to set standard as laid by SAQA. Facilitate effective and efficient implementation of the College. Policies in the specific discipline. Facilitate classroom teaching in the Campus and Satellites. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community Based education in the Campus and Satellites. Training and guidance of subordinates. Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.
<b><u>ENQUIRIES</u></b>	:	Ms P.N Mene Tel No: (043) 700 9726
<b><u>POST 27/94</u></b>	:	<b><u>HOD: MIDWIFERY PND3 REF NO: ECHEALTH/HOD-MIDWIF/LLC-QNT/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R579 696 – R672 018 per annum (OSD)
<b><u>CENTRE</u></b>	:	Lilitha College of Nursing, Queenstown Campus



<b><u>REQUIREMENTS</u></b>	:	Master's Degree in Nursing Science or equivalent qualification with Psychiatry Nursing Science teaching experience. Post basic qualification in Nursing Education registered with SANC. Good understanding and experience of classroom teaching including the Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 years appropriate/ recognizable experience in nursing experience after registration as a professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriated/ recognizable experience in Nursing Educator after obtaining one (1) year Post Basic qualification. Advanced computer literacy and a valid driver's licence.
<b><u>DUTIES</u></b>	:	Management of the specific Speciality / discipline for the campus and its satellites. Manage quality Assurance matters. Change and quality management. Monitor compliance to set standard as laid by SAQA. Facilitate effective and efficient implementation of the College. Policies in the specific discipline. Facilitate classroom teaching in the Campus and Satellites. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community Based education in the Campus and Satellites. Training and guidance of subordinates. Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.
<b><u>ENQUIRIES</u></b>	:	Ms P.N Mene Tel No: (043) 700 9726
<b><u>POST 27/95</u></b>	:	<b><u>PERATIONAL MANAGER SPECIALTY (TRAUMA/OPD) REF NO: ECHEALTH/OMT/STB/01/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R562 800 - R633 432 per annum (OSD) Joe Gqabi District, Steynsburg Hospital
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Diploma / Degree in Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Trauma. A minimum of 9 years' appropriate experience in Nursing after registration as a General Professional Nurse with SANC as a general nurse. Proof of current registration with SANC. At least 5 years' recognizable experience in Trauma after obtaining a post basic qualification in Trauma Nursing Science. 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. Added advantage: One-year Post basic qualification in Nursing Administration obtained from recognizable university. Valid driver's License.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms L.J Jood Tel No: (051) 633 9617
<b><u>POST 27/96</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (THEATRE) REF NO: ECHEALTH/OM-T/TBH/01/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R562 800 - R633 432 per annum (OSD) Joe Gqabi District, Tayler Bequest Hospital (Mt Fletcher)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	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 Theatre Technique accredited with SANC in terms of Government Notice R212. Registration with the SANC as Professional Nurse. 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

<b><u>DUTIES</u></b>	:	appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality. 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.
<b><u>ENQUIRIES</u></b>	:	Ms Ngwabeni Tel No: (039) 257 0099
<b><u>POST 27/97</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (PAEDS) REF NO: ECHEALTH/OM/NMAH/01/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R562 800 - R633 432 per annum (OSD) OR Tambo, Nelson Mandela Academic Hospital Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse 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 speciality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: (047) 502 4469
<b><u>POST 27/98</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMS-AM/STEH/01/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R562 800 - R633 432 per annum (OSD) OR Tambo District, St Elizabeth Hospital Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse 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. A valid driver's licence.

**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** : Mr M Nozaza Tel No: (039) 253 5012

**POST 27/99** : **OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMS/BJH/01/07/2019**

**SALARY** : R562 800 - R633 432 per annum (OSD)  
**CENTRE** : Sarah Baartman District, BJ Voster 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 Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. Registration with the SANC as Professional Nurse. 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. A valid driver's licence.

**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 G Sikiwe Tel No: (042) 288 0210

**POST 27/100** : **OPERATIONAL MANAGER SPECIALTY – (ADVANCED MIDWIFERY SPECIALTY) REF NO: ECHEALTH/CMH/OPS/01/07/2019**

**SALARY** : R562 800 - R633 432 per annum (OSD)  
**CENTRE** : Buffalo City Metro, Cecilia Makiwane 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 Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. Registration with the SANC as Professional Nurse. 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. A valid driver's licence.

**DUTIES** : To implement standard practices and criteria for quality nursing care. Practice in accordance to laws and regulations relevant to the unit. Provide direction and supervision for implementation of nursing care (Quality nursing care). Utilize all resources effectively and efficiently in a speciality department. Manage performance of all Staff members in the unit. Ensure promotion of Nursing Ethos & Professionalism. Manage unit information.

**ENQUIRIES** : Ms P Mncotso Tel No: (043) 708 2121

**POST 27/101** : **OPERATIONAL MANAGER SPECIALTY (OPD) REF NO: ECHEALTH/OMS/ BCM-EG-CHC/01/07/2019**

**SALARY CENTRE REQUIREMENTS** : R562 800 - R633 432 per annum (OSD)  
: Buffalo City Metro, Empilweni Gompo CHC  
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Clinical Assessment, Treatment and Care accredited with SANC in terms of Government Notice R212. Registration with the SANC as Professional Nurse. 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. A valid driver's licence.

**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 H Hlulani Tel No: (043) 708 1700

**POST 27/102** : **OPERATIONAL MANAGER SPECIALTY (TRAUMA) REF NO: ECHEALTH/OMS-T/FTH/01/07/2019**

**SALARY CENTRE REQUIREMENTS** : R562 800 - R633 432 per annum (OSD)  
: Buffalo City Metro, Frere Tertiary Hospital  
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Trauma Nursing Care/ Critical Nursing Science accredited with SANC in terms of Government Notice R212. Registration with the SANC as Professional Nurse. 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** : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services Maintain professional growth/ ethical standards and self – development.

**ENQUIRIES** : Ms Mthitshana Tel No: (043) 709 2534/2487

**POST 27/103** : **OPERATIONAL MANAGER SPECIALTY (CASUALTY & TRAUMA) REF NO: ECHEALTH/OM-T-C/01/07/2019**

**SALARY CENTRE REQUIREMENTS** : R562 800 - R633 432 per annum (OSD)  
: Buffalo City Metro, Cecilia Makiwane Hospital  
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Trauma Nursing Care / Critical 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. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To implement standard practices and criteria for quality nursing care. Practice in accordance to laws and regulations relevant to the unit. Provide direction and supervision for implementation of nursing care plans (Quality nursing care). Utilize all resources effectively and efficiently in a speciality department. Manage performance of all Staff members in the unit. Ensure promotion of Nursing Ethos & Professionalism, Manage unit information.
<b><u>ENQUIRIES</u></b>	:	Ms P Mncotso Tel No: (043) 708 2121
<b><u>POST 27/104</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (EYE CLINIC) REF NO: ECHEALTH/OMS-EYE CARE/01/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R562 800 - R633 432 per annum (OSD) Buffalo City Metro, Cecilia Makiwane Hospital Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Ophthalmology 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. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To implement standard practices and criteria for quality nursing care. Practice in accordance to laws and regulations relevant to the unit. Provide direction and supervision for implementation of nursing care plans (Quality nursing care). Utilize all resources effectively and efficiently in a speciality department. Manage performance of all Staff members in the unit. Ensure promotion of Nursing Ethos & Professionalism, Manage unit information.
<b><u>ENQUIRIES</u></b>	:	Ms P Mncotso Tel No: (043) 708 2121
<b><u>POST 27/105</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/IYSD/OMPHC/MC/01/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R562 800 - R633 432 per annum (OSD) Intsika Yethu Sub-District, Mbulukhweza Clinic Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms A Mabentsela Tel No: (047) 874 0079
<b><u>POST 27/106</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/MHL-MBC/01/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R562 800 - R633 432 per annum (OSD) Mhlontlo Sub-District, Mbalisweni Clinic Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of

		at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms Ntlali Tel No: (047) 553 0585
<b><u>POST 27/107</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R562 800 - R633 432 per annum (OSD)
	:	Qaukeni Sub-District, Holy Cross Clinic Ref No: ECHEALTH/OMPHC/QAU-HCC/01/07/2019
	:	Mbotyl Clinic Ref No: ECHEALTH/OMPHC/QAU-MBC/01/07/2019
	:	Mpoza Clinic Ref No: ECHEALTH/OMPHC/QAU-MPOC/01/07/2019
	:	St Elizabeth Gateway Clinic Ref No: ECHEALTH/OMPHC/QAU-STGWC/01/07/2019
	:	Xopozo Clinic Ref No: ECHEALTH/OMPHC/QAU-XOPC/01/07/2019
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms N Hlobo Tel No: (039) 253 1541
<b><u>POST 27/108</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/MHL-MDC/01/07/2019</u></b>
<b><u>SALARY CENTRE</u></b>	:	R562 800 - R633 432 per annum (OSD)
<b><u>REQUIREMENTS</u></b>	:	Mhlontlo Sub-District, Mdyobe Clinic
	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	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. Ms Ntlali Tel No: (047) 553 0585
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 27/109</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/ BCM-NC/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R562 800 - R633 432 per annum (OSD)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Needscamp Clinic
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms H. Hlulani Tel No: (043) 708 1700
<b><u>POST 27/110</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/IYSD/OMPHC/WELWC/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R562 800 - R633 432 per annum (OSD)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Welcomewood Clinic
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms H Hlulani Tel No: (043) 708 1700
<b><u>POST 27/111</u></b>	:	<b><u>CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1-2 REF NO: ECHEALTH/RADIO/BH/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R466 119 – R517 326 per annum (OSD) Grade 2: R532 959 – R591 510 per annum (OSD)
<b><u>CENTRE</u></b>	:	OR Tambo, Bambisana Hospital
<b><u>REQUIREMENTS</u></b>	:	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 S Mahlangeni Tel No: 039 253 7262

**POST 27/112** : **CHIEF MEDICAL ORTHOTIST & PROSTHETIST GRADE REF NO: ECHEALTH/CMO&P/FTH/01/07/2019**

**SALARY** : R466 119 – R517 326 per annum (OSD)  
**CENTRE** : Buffalo City Metro, Frere Tertiary Hospital  
**REQUIREMENTS** : Relevant 4-year degree/ B-Tech/ National Diploma as a Medical Orthotics & Prosthetics (MOP). Completed Master's degree in related field will be an advantage. Registered with HPCSA as Medical Orthotist & Prosthetist (MOP). Registered certificate with HPCSA, plus proof of payment for the period April 2019 – March 2020 (HPCSA card or receipt. Certificate and card/website print out required. Minimum of three to five years' clinical experience post qualification. Expert knowledge and clinical of Orthotics & Prosthetics (O&P). Clinical supervisory skills. Facilitation and presentation skills. Basic computer literacy and research capability. Ability to work overtime as a member of multi-disciplinary team. Good communication skills. Financial and resource management skills. Willingness to work over time.

**DUTIES** : Provide Orthotic & Prosthetic assessment and rehabilitation, if applicable. Provide the highest quality of service to the patient. Participate in the development of treatment programs. Participate in training and development of staff and students as well as continuous development of staff. Manage and supervise clinical tutors and students. Ability to supervise and evaluate performance of staff and students. Liaise with University and report to HOD: Medical Orthotist & Prosthetist (MOP), where clinical training is performed. To coordinate planning, development, implementation and evaluation of the Orthotics & Prosthetics program with input from WSU and ECDoH. To develop and implement programs for peer review and in service education. Participate in outreach programs with students. Clinical practice (Knowledge of the field). Ethics and integrity. Research output and management. Teaching management. Financial management. Technology effectiveness. Community engagements linked to teaching and research. Adherence to Batho Pele principles.

**ENQUIRIES** : Ms Mthitshana Tel No: (043) 709 2532/ 2487

**POST 27/113** : **CHIEF SPEECH THERAPIST/ AUDIOLOGIST GRADE 1 REF NO: ECHEALTH/CST/FTH/01/07/2019**

**SALARY** : R446 119 – R517 326 per annum (OSD)  
**CENTRE** : Buffalo City Metro, Frere Tertiary Hospital  
**REQUIREMENTS** : Relevant degree in Speech Therapy/ Audiology/Speech Therapy & Audiology (Dual Qualification). Registration certificate with HPCSA, plus proof of payment for the period April 2019 – March 2020 (HPCSA card or receipt. Certificate and HPCSA document/card required. Minimum of five years' clinical experience post community service. Two 2 years supervisory/management experience. Proof to be provided e.g. letter from employer. A complete Master's degree in a related field to the post will be an advantage. Expert knowledge of Speech Therapy and or Audiology. Ability to work as a member of a multi-disciplinary team. Experience in planning and



<b><u>DUTIES</u></b>	:	monitoring projects will be an advantage. Good communication skills. Basic computer literacy. Valid driver's license. Willingness to work over time.
	:	Provide Speech Therapy assessment and rehabilitation service and/ or diagnostic Audiological assessment and rehabilitation. Ethics and integrity. Manage and supervise preceptors and students. Ability to supervise and evaluate performance of staff and students. Administration duties. Liaise with University and report to HOD: Audiology & Speech Therapy where clinical training is performed. To co-ordinate planning, development, implementation and evaluation of the Speech Therapy & Audiology program with input from UFH and ECDoh. Participate in continuous professional development. Develop and implement programs for peer review and in service education. Participate in outreach programs with students. Facilitation and presentation skills lecturing to students. Participate in research. Adherence to Batho Pele principles.
<b><u>ENQUIRIES</u></b>	:	Ms Mthitshana Tel No: (043) 709 2532/ 2487
<b><u>POST 27/114</u></b>	:	<b><u>OPERATIONAL           MANAGER           GENERAL           REF           NO:</u></b> <b><u>ECHEALTH/OMG/FH/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R444 276 – R500 031 per annum (OSD)
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms May Tel No: (045) 808 4226
<b><u>POST 27/115</u></b>	:	<b><u>OPERATIONAL           MANAGER           GENERAL           REF           NO:</u></b> <b><u>ECHEALTH/OMG/AVH/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R444 276 – R500 031 per annum (OSD)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Andries Vosloo Hospital
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a 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.
<b><u>ENQUIRIES</u></b>	:	Ms CZ Zozo Tel No: (042) 243 1313
<b><u>POST 27/116</u></b>	:	<b><u>LECTURER PND1 REF NO: ECHEALTH/LECT/LLC-EL/01/07/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R383 226 – R444 276 per annum (OSD)
<b><u>CENTRE</u></b>	:	Lilitha College of Nursing, East London Campus

**REQUIREMENTS** : Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.

**DUTIES** : Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.

**ENQUIRIES** : Ms P.N Mene Tel No: (043) 700 9726

**POST 27/117** : **LECTURER PND1 REF NO: ECHEALTH/LECT/LLC-MTHASUB/01/07/2019**

**SALARY** : R383 226 – R444 276 per annum (OSD)  
**CENTRE** : Liliitha College of Nursing, Mthatha Sub Campus  
**REQUIREMENTS** : Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.

**DUTIES** : Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.

**ENQUIRIES** : Ms P.N Mene Tel No: (043) 700 9726

**POST 27/118** : **LECTURER PND1 REF NO: ECHEALTH/LECT/LLC-NESSIE-SUB/01/07/2019**

**SALARY** : R383 226 – R444 276 per annum (OSD)  
**CENTRE** : Liliitha College of Nursing, Nessie Knight Sub Campus  
**REQUIREMENTS** : Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.

**DUTIES** : Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.

**ENQUIRIES** : Ms P.N Mene Tel No: (043) 700 9726

**POST 27/119** : **LECTURER PND1 REF NO: ECHEALTH/LECT/LLC-QNT/01/07/2019**

**SALARY** : R383 226 – R444 276 per annum (OSD)  
**CENTRE** : Liliitha College of Nursing, Queenstown Campus  
**REQUIREMENTS** : Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.

**DUTIES** : Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.

**ENQUIRIES** : Ms P.N Mene Tel No: 043 700 9726

<b><u>POST 27/120</u></b>	:	<b><u>LECTURER PND1 REF NO: ECHEALTH/LECT/LLC-GGS/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R383 226 – R444 276 per annum (OSD)
<b><u>CENTRE</u></b>	:	Lilitha College of Nursing, Glen Grey Campus
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.
<b><u>ENQUIRIES</u></b>	:	Ms P.N Mene Tel No: (043) 700 9726
<b><u>POST 27/121</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY GRADE 1 -2 (MATERNITY) REF NO: ECHEALTH/AN/GH/01/07/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Greenville Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. <b>Grade 1:</b> A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr Bango Tel No: (039) 251 3009
<b><u>POST 27/122</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY GRADE 1 - 2 (MATERNITY) REF NO: ECHEALTH/PNMT/FRH/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	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/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<b><u>DUTIES</u></b>	:	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 May Tel No: (045) 808 4226
- POST 27/123** : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (CASUALTY/OPD) REF NO: ECHEALTH/PNS-CASOPD/ CH/01/07/2019**
- SALARY** : Grade 1: R383 226 – R444 276 per annum (OSD)  
Grade 2: R471 333 – R579 696 per annum (OSD)
- CENTRE REQUIREMENTS** : Chris Hani District, Cala Hospital  
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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.
- 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** : Mr S Zihlangu Tel No: (047) 877 0129
- POST 27/124** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 -2 REF NO: ECHEALTH/PNS/NQH/01/07/2019**
- SALARY** : Grade 1: R383 226 – R444 276 per annum (OSD)  
Grade 2: R471 333 – R579 696 per annum (OSD)
- CENTRE REQUIREMENTS** : Buffalo City Metro, Nkqubela TB Hospital  
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Paediatric Nursing Science accredited with 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.
- 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. Langeni Tel No: (043) 761 2131

**POST 27/125** : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PNS/BCM-NC/01/07/2019**

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

**CENTRE REQUIREMENTS** : Buffalo City Metro, Needscamp Clinic  
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Clinical Assessment Treatment & Care 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.

**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 H. Hlulani Tel No: (043) 708 1700

**POST 27/126** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 -2 REF NO: ECHEALTH/PNS/BCM-OC/01/07/2019**

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

**CENTRE REQUIREMENTS** : Buffalo City Metro, Openshaw Clinic  
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Clinical Assessment Treatment & Care 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.

**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 H. Hlulani Tel No: (043) 708 1700

**POST 27/127** : **PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PNS/BCM-FGC/01/07/2019**

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

**CENTRE REQUIREMENTS** : Buffalo City Metro, Frere Gateway Clinic  
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Clinical Assessment, Treatment and Care accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a

		Professional Nurse. <b>Grade 1:</b> A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms H. Hlulani Tel No: (043) 708 1700
<b><u>POST 27/128</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PNS/BCM-NC/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Buffalo City Metro, Ndevane Clinic
	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Clinical Assessment, Treatment and Care accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. <b>Grade 1:</b> A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms H. Hlulani Tel No: (043) 708 1700
<b><u>POST 27/129</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY GRADE 1 – 2 (MATERNITY) REF NO: ECHEALTH/PROFN/BUTTH01/07/2019 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Amathole District, Butterworth Hospital
	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. <b>Grade 1:</b> A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<b><u>DUTIES</u></b>	:	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. 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. Promote quality of nursing care.

**ENQUIRIES** : Ms P Mtshemla Tel No: (047) 401 9000

**POST 27/130** : **PROFESSIONAL NURSE SPECIALTY (THEATRE) REF NO: ECHEALTH/PNS-T/FTH/01/07/2019 (X3 POSTS)**

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

**CENTRE REQUIREMENTS** : Buffalo City Metro, Frere Tertiary Hospital  
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.

**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. Mthitshana Tel No: (043) 709 2532/2487

**POST 27/131** : **PROFESSIONAL NURSE SPECIALTY (RENAL) REF NO: ECHEALTH/PNS-RNL/FTH/01/07/2019**

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

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

**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. Mthitshana Tel No: (043) 709 2532/2487

**POST 27/132** : **PROFESSIONAL NURSE SPECIALTY (OBS & GYNAE) REF NO: ECHEALTH/PNS-OBS/FTH/01/07/2019 (X2 POSTS)**

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

**CENTRE** : Buffalo City Metro, Frere Tertiary 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 Neonatology 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 / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.

**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. Mthitshana Tel No: (043) 709 2532/2487

**POST 27/133** : **ASSISTANT DIRECTOR QUALITY ASSURANCE REF NO: ECHEALTH/ASD-QA/STBH/01/07/2019**

Re-advertisement. Those who had applied before are welcome to apply again

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

**CENTRE** : OR Tambo District, St Barnabas 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 of which at least 3 Years should be at managerial level. 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 Ms Ndamase Tel No: (047) 555 5300
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 27/134</u></b>	:	<b><u>OFFICE MANAGER: HOSPITAL MANAGEMENT SERVICES REF NO: ECHEALTH/OM-HMS/HO/04/07/2019</u></b> Re-advertisement those who had applied before are welcome to apply again
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 – R443 601 per annum (Level 09) Bisho, Head Office A Bachelor's degree/National Diploma in Office Management or in the related field with three to five years' experience at supervisory level. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts. Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Good communication skills, ability to write reports and keep records, computer skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and plays an oversight role in the activities of the Chief Director's Office. Manage and coordinate clinical administrative activities of tasks. Manage the Manager's diary. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured confidential documentation. Respond to correspondence/invitation on behalf of the manager. Monitor effective utilization human, financial and physical resource in the Chief Director's office. Coordinate performance and audit reporting for Health Services Management.
<b><u>ENQUIRIES</u></b>	:	DR Xamlashe Tel No: (040) 608 1163
<b><u>POST 27/135</u></b>	:	<b><u>ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/AD-QA/NOMH/01/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 – R443 601 per annum (Level 09) mathole District, Nompumelelo Hospital Degree/ National Diploma in Health related field or equivalent qualification in Quality Assurance. A minimum of 3-5 years' experience in the relevant field at a supervisory level. Experience in Health Sector will be essential. A valid driver's License will be an added advantage. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyse data.
<b><u>DUTIES</u></b>	:	Implement and maintain Quality Assurance policies and procedures, team formation at institution level. Report to Quality Health Assurance when required to do so. Co-ordinate infection control; and clinical audit activities. Manage complaint system and monitor adverse events. Assessing customer satisfaction surveys. Monitor adherence to norms and standards, National Core Standards and Six Most Critical Areas. Identify areas for training and ensure that training takes place. Independent Practice.
<b><u>ENQUIRIES</u></b>	:	Ms Tsako Tel No: (040) 673 3321
<b><u>POST 27/136</u></b>	:	<b><u>OCCUPATIONAL HEALTH &amp; SAFETY OFFICER REF NO: ECHEALTH/OHS/KH/05/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 – R378 167 per annum (Level 08) Alfred Nzo District, Khotsong TB Hospital A NQF Level 6 Qualification in Safety Management or related field plus 3-5 years' experience in an occupational Health and Safety environment, Knowledge of and working Experience in Occupational Health and safety Environment, Risk control experience ideally gained in a manufacturing environment, Computer literacy, Excellent communication skills(verbal and written),Good interpersonal skills, Ability to work under pressure and display high assertiveness levels, Attention to detail, A valid driver's licence is essential, Registered Occupational Safety Professional.
<b><u>DUTIES</u></b>	:	Development and implement Health &safety policies, systems of work and procedures, Ensure that all Health safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, update and communicated, Ensure GPW meets its statutory obligations in all areas pertaining to health and safety in the workplace, including statutory training

and reporting. Incident reporting, investigating assistance and facilitation of corrective actions, Driving the safety programme to reduce number of incidents, reporting on and proactively managing risk on site, conducting safety and risk audits, Ensuring adequate safety induction and risk related training, keep up to date with all aspects of health and safety regulation.  
Ms A Lebata Tel No: (039) 737 3801

**ENQUIRIES** :

**POST 27/137** :

**SOFT SERVICE SUPERVISOR REF NO:**  
**ECHEALTH/SSS/LTV/HO/06/07/2019**

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R316 791 – R378 167 per annum (Level 08)  
Nelson Mandela Metro, Livingstone Tertiary Hospital  
A Qualification at NQF level 6 in Food Services Management / Hospitality Services. At least 3-5 years' experience in housekeeping / food service / hospitality services / similar environment. Skills: computer skills, leadership skills, problem analysis, decision making, motivation and development, planning, organizing & coordinating, conflict resolution, team orientation, training skills. Knowledge: Food Services Management, Occupational Health and Safety, Public Finance Management, Supply Chain Management, Human Resource Management, Dealing with discipline. Good communication and report writing skills. Problem solving skills. Flexibility and Team work. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Client orientation and customer focus. Knowledge of Occupational Health and Safety policies.

**DUTIES** :

Oversee functioning, exercise control and management of the following areas: Cleaning Services, Food Services, Grounds Maintenance, Linen Bank Services and Waste Management Services in the hospital. Administrative duties. Management of allocated Resources. Ensure compliance to Quality Standards for a clean hospital environment. Monitor and ensure adherence and compliance to Infection Control and Occupational Health & Safety Standards.

**ENQUIRIES** :

Mr Mjindi Tel No: (041) 405 2121

**POST 27/138** :

**SOCIAL WORKER GRADE 1-4 REF NO: ECHEALTH/DENT/CHD-CH/01/07/2019**

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

Grade 1: R257 592 – R298 614 per annum (OSD)  
Grade 2: R316 794 – R363 801 per annum (OSD)  
Grade 3: R384 228 – R445 425 per annum (OSD)  
Grade 4: R472 551 – R564 252 per annum (OSD)  
Sarah Baartman District, Settlers Hospital  
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. **Grade 1:** None required. **Grade 2:** A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Computer literacy and valid driver's licence.

**DUTIES** :

Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psych patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and assess placement progress of social workers as played by various tertiary institutions.

**ENQUIRIES** :

Ms S Diva Tel No: (046) 602 5046

**POST 27/139** : **SOCIAL WORKER GRADE 1 - 4 REF NO:**  
**ECHEALTH/OMS/SSGH/01/07//2019**

**SALARY** : Grade 1: R257 592 – R298 614 per annum (OSD)  
Grade 2: R316 794 – R363 801 per annum (OSD)  
Grade 3: R384 228 – R445 425 per annum (OSD)  
Grade 4: R472 551 – R564 252 per annum (OSD)

**CENTRE** : Amathole District, SS Gida Hospital  
**REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. **Grade 1:** None required. **Grade 2:** A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Computer literacy and valid driver's licence.

**DUTIES** : To provide social work services through then promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being. Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psych patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and assess placement progress of social workers as played by various tertiary institutions.

**ENQUIRIES** : Ms Fumanisa Tel No: (040) 658 0043

**POST 27/140** : **ADMIN OFFICER: PROFESSIONAL SECRETARIAT REF NO:**  
**ECHEALTH/AO-PS/HO/07/07/2019**

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

**CENTRE** : Bisho, Head Office

**REQUIREMENTS** : A Degree / Diploma in Public administration or any Administrative/Office relevant qualification with two years working experience (REQV 13) or matric with a minimum of 5 years working experience as an administrator. General and fair understanding of Professional Secretariat processes and content within the Eastern Cape Department Knowledge of government systems, procedures and ability to work without constant supervision, working knowledge of office administration, good communication skills, interpersonal skills and organizational skills, a high level of confidentiality, high level computer skills, basic numeracy, good planning and writing skills. Pay attention to detail and quality, ability to work under pressure with Executive management. Valid driver's license is an added advantage. Kindly note that short listed candidates will be subjected to security clearance.

**DUTIES** : Secure venues and prepare invite, agenda and attendance register. Procure the venue and refreshments for the meetings. Follow up on reports required and bind packages for the meeting. File invites, agenda, attendance, minutes and relevant concept documents. Having considered budget available. Procure necessary and relevant equipment, stationery for the office. According to budget planning timelines, prepare EC.4 and EC.5. Adhere to all procurement / SCM requirements. Assist with roving mikes during seminars / workshops and Executive meetings.

**ENQUIRIES** : Ms P Nazo Tel No: 040 608 1332

**POST 27/141** : **PERSONAL ASSISTANT: FACILITIES REF NO:**  
**ECHEALTH/LTH/08/07/2019**

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

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

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel. MS PowerPoint. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.
<b><u>DUTIES</u></b>	:	Provide secretarial services, make transport and accommodation arrangements. Manage the Managers diary. Organize the manager's office environment. Construct and maintain the managers filing system. Control manager. Ensure a safe working where confidential documentation is secured. Respond to invitation on behalf of the manager.
<b><u>ENQUIRIES</u></b>	:	Mr Mjindi Tel No: (041) 405 2121
<b><u>POST 27/142</u></b>	:	<b><u>IT PRACTITIONER REF NO: ECHEALTH/IT/ADO/09/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 – R303 339 per annum (Level 07) Ifred Nzo District Office
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.
<b><u>DUTIES</u></b>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<b><u>ENQUIRIES</u></b>	:	Mr K Praim Tel No: (039) 797 6070
<b><u>POST 27/143</u></b>	:	<b><u>IT PRACTITIONER REF NO: ECHEALTH/IT/CH-DO/10/07/2019 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 – R303 339 per annum (Level 07) Chris Hani District Office
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a recognized Degree / National diploma in IT/Computer Science with 3 years of technical working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation

<b><u>DUTIES</u></b>	:	and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid code 8 driver license. Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<b><u>ENQUIRIES</u></b>	:	Ms Nyoka Tel No: (045) 807 1110/1101
<b><u>POST 27/144</u></b>	:	<b><u>FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/NMAH/11/07/2019</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum (Level 07)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with 10 years' relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.
<b><u>DUTIES</u></b>	:	Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: (047) 502 4469
<b><u>POST 27/145</u></b>	:	<b><u>ADMIN OFFICER: PATIENT REGISTRATION REF NO: ECHEALTH/AO-PR/NMAH/12/07/2019</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum (Level 07)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF 6 / Degree in public Administration or equivalent with 5 - 8 years' experience. Knowledge of Public administration systems and processes. Knowledge of Public service regulations, policies and procedures. Good interpersonal communication, verbal and written) and computer skills. A valid driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Interpret and implement administrative policies. Prepare and compile report. Process and authorize payments of employees benefits. Allocate task to all the staff members under general administration. Conduct checking and verify work for subordinates. Guide and monitor compliance on processes. Formulate work schedule and roosters. Draft memorandums, Identify problems, deficiencies and practices on policies. Supervise the clerical services at OPD and inpatient.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: (047) 502 4469
<b><u>POST 27/146</u></b>	:	<b><u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/BURH/01/07/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Burgersdorp Hospital
<b><u>REQUIREMENTS</u></b>	:	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).

<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms N Zondi Tel No: (051) 653 1881
<b><u>POST 27/147</u></b>	:	<b><u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/NKH/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum (Level 07)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nessie Knight Hospital
<b><u>REQUIREMENTS</u></b>	:	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).
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms O.N Sotsako Tel No: (047) 553 6007/8/9
<b><u>POST 27/148</u></b>	:	<b><u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/BHIH/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Bhisho Hospital
<b><u>REQUIREMENTS</u></b>	:	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).
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms T Awlyn – Qegu Tel No: (040) 635 2950/5
<b><u>POST 27/149</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/STMC/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE</u></b>	:	Intsika Yethu Sub District, St Marks Clinic
<b><u>REQUIREMENTS</u></b>	:	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. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	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, 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.
<b><u>ENQUIRIES</u></b>	:	Ms A Mabentsela Tel No: (047) 874 0079
<b><u>POST 27/150</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL GRADE 1-3 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE</u></b>	:	Ngcobo Sub District, Gubenxa Clinic Ref No: ECHEALTH/PNG/NGSD/GC/01/07/2019 Zwelakhe Dalasile Clinic Ref No: ECHEALTH/PNG/NGSD/ZC/01/07/2019
<b><u>REQUIREMENTS</u></b>	:	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. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	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, 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.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matala Tel No: (047) 548 0022/34
<b><u>POST 27/151</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/QAU-HCC/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE</u></b>	:	Qaukeni Sub District, Holy Cross Clinic
<b><u>REQUIREMENTS</u></b>	:	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. <b>Grade 1:</b> No experience required, <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	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 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, 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 N Hlobo Tel No: (039) 253 1541

**POST 27/152** : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/JPH/01/07/2019 (X2 POSTS)**

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

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

**ENQUIRIES** : Ms Klassen Tel No: (041) 372 8000

**POST 27/153** : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PN-G/NQH/01/07/2019**

**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 REQUIREMENTS** : Buffalo City Metro, Nkqubela TB Hospital  
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** 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 utilization 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. N. Langeni Tel No: (043) 761 2131



**POST 27/154** : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PNG/BCM/01/07/2019**

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

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

**ENQUIRIES** : Ms H Hlulani Tel No: (043) 708 1700

**POST 27/155** : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PN-G/EG-CHC/01/07/2019**

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

**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 utilization of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES** : Ms. N. Langeni Tel No: (043) 761 2131

**POST 27/156** : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN-G/MC/01/07/2019**

**SALARY** : Grade 1: R256 905 – R297 825 per annum (OSD)  
Grade 2: R315 963 – R362 865 per annum (OSD)

<b><u>CENTRE REQUIREMENTS</u></b>	: Grade 3: R383 226 – R485 475 per annum (OSD) Buffalo City Metro, Mxalanga Clinic : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. <b>Grade 1:</b> No experience required, <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	: 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 utilization 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.
<b><u>ENQUIRIES</u></b>	: Ms H. Hlulani Tel No: (043) 708 1700
<b><u>POST 27/157</u></b>	: <b><u>PROFESSIONAL NURSE GENERAL GRADE 1- 3 REF NO: ECHEALTH/PN-G/NC/01/07/2019</u></b>
<b><u>SALARY</u></b>	: 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)
<b><u>CENTRE REQUIREMENTS</u></b>	: Buffalo City Metro, Newlands Clinic : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. <b>Grade 1:</b> No experience required, <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	: 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 utilization 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.
<b><u>ENQUIRIES</u></b>	: Ms H Hlulani Tel No: (043) 708 1700
<b><u>POST 27/158</u></b>	: <b><u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN-G/NU-17-C/01/07/2019</u></b>
<b><u>SALARY</u></b>	: 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)
<b><u>CENTRE REQUIREMENTS</u></b>	: Buffalo City Metro, NU 17 Clinic : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. <b>Grade 1:</b> No experience required, <b>Grade 2:</b>

		Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	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 utilization 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.
<b><u>ENQUIRIES</u></b>	:	Ms H. Hlulani Tel No: (043) 708 1700
<b><u>POST 27/159</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL GRADE 1- 3 REF NO: ECHEALTH/PROFN/NGQC/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mnquma Sub District, Ngqamakwe CHC Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. <b>Grade 1:</b> No experience required, <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms N Tengwa Tel No: (047) 491 0740
<b><u>POST 27/160</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/VICH/01/07/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Amathole District, Victoria Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. <b>Grade 1:</b> No experience required, <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms L Mangesi Tel No: (040) 653 1141
<b><u>POST 27/161</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFN/RAYMH/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Raymond Mhlaba Sub-District, Middledrift CHC Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. <b>Grade 1:</b> No experience required, <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Dyomfana Tel No: (046) 645 1892
<b><u>POST 27/162</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/FEH/01/07/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Sarah Baartman District, Fort England Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr. Dyalvane Tel No: (046) 602 2300
<b><u>POST 27/163</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/FTH/01/07/2019 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience

		in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms. Mthitshana Tel No: (043) 709 2532/2487
<b><u>POST 27/164</u></b>	:	<b><u>PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/STEH/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R208 383 – R234 738 per annum (OSD) Grade 2: R241 839 - R256 686 per annum (OSD) Grade 3: R262 068 – R299 658 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District, St Elizabeth Hospital As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). <b>Grade 1:</b> No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr M Nozaza Tel No: (039) 253 5012
<b><u>POST 27/165</u></b>	:	<b><u>ARTISAN GRADE A: REF NO: ECHEALTH/ART-TECH/NKH/01/07/2019</u></b>
<b><u>SALARY</u></b>	:	Grade A: R190 653 - R211 596 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District, Nessie Knight Hospital An applicant must be in possession of trade test certificate in mechanical or electrical and with 0-2 years' experience required. Valid Driver's License is required.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms O.N Sotsako Tel No: (047) 553 6007/8/9
<b><u>POST 27/166</u></b>	:	<b><u>ARTISAN GRADE A: REF NO: ECHEALTH/ART-TECH/MHLACHC/01/07/2019</u></b>
<b><u>SALARY CENTRE DUTIES</u></b>	:	Grade A: R190 653 - R211 596 per annum (OSD) Mhlonto Sub District, Mhlakulo CHC Liaise with service providers and contractors. Maintain a safe and clean working environment in line with health and safety standards. Implement cost effective repairs and maintenance. Render preventative maintenance services on all moving items of equipment. Work in close association with all relevant artisans. Diagnose and repair panels, circuits, wiring and related systems. Maintain the electrical infrastructure of the health institution. Repair or replace switches receptacles, ballasts, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water services, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Repair, maintain and install shelves, cupboards, draws, ceilings and hangs doors. Repair or replace fascia and barge boards. Construct or build wooden apparatus e.g. Tables, decks, benches, partitions, occupational therapy aids. Repair all makes of carpentry items. Build, repair and maintains masonry structures. Repair and maintain paving. Strips and assembles machinery and equipment. Manufacture replacement components.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms Ntlali Tel No: (047) 553 0585 An applicant must be in possession of trade test certificate in mechanical or electrical and with 0-2 years' experience required. Valid Driver's License is required.
<b><u>POST 27/167</u></b>	:	<b><u>ARTISAN PRODUCTION REF NO: ECHEALTH/ART/LT/01/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade A: R190 653 - R211 596 per annum (OSD) Nelson Mandela Metro, Livingstone Tertiary Hospital An applicant must be in possession of trade test certificate in mechanical or electrical and with 0-2 years' experience required. Valid Driver's License is required. Demonstrate working knowledge of locksmith skills. Display the willingness to work extended and perform stand-by duty and travel. Computer literacy. Experience in serving a Health Institution in relevant field of work. Knowledge of OHS Act and other legislation applicable to the post. Good verbal and written communication skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Oversee the workshop keys room and ensure spare key cabinets, tools and equipment are secured. Provide the following services: key cutting, issuing of keys, repairs and installation of locks and respond promptly to all key and lock related request made to the workshop. Attend to emergency request including after hours and be available for standby duties. Ensure availability of tools and materials for the workshop. Provide technical advice and ensure training of subordinates. Assists with new installations and upgrade of hospital facilities, equipment and services in compliance with the Occupational Health and Safety Act regulations and requirements.
<b><u>ENQUIRIES</u></b>	:	Mr Mjindi Tel No: (041) 405 2121
<b><u>POST 27/168</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/HCH/13/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 – R204 612 per annum (Level 05) OR Tambo District, Holy Cross Hospital Grade 12. Knowledge of Human Resource or Public Administration processes. Computer Literacy, One (1) year Public service internship programme experience will be given preference. Knowledge of Human Resource functions as well ability to capture data, operate computer and collate administration statistics. Basic knowledge and insight on human resource prescripts. Knowledge of basic financial operating systems and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and team work. To have good interpersonal and communication skills, listening skills, analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be

		able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
<b><u>DUTIES</u></b>	:	Implementation of Human Resource practices i.e. Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management.
<b><u>ENQUIRIES</u></b>	:	Ms Z Nompandana Tel No: (039) 252 2026/8
<b><u>POST 27/169</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/CANH/14/07/2019</u></b>
<b><u>SALARY</u></b>	:	R173 703 – R204 612 per annum (Level 05)
<b><u>CENTRE</u></b>	:	OR Tambo District, Canzibe Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.
<b><u>ENQUIRIES</u></b>	:	Ms Solwandle Tel No: (042) 562 8810 / 7
<b><u>POST 27/170</u></b>	:	<b><u>ADMINISTRATION CLERK PATIENT ADMIN REF NO: ECHEALTH/AC/GVH/15/07/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R173 703 – R204 612 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Greenville Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NQF level 4 with no experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Driver's license will be added advantage. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.
<b><u>ENQUIRIES</u></b>	:	Mr Bango Tel No: (039) 251 3009
<b><u>POST 27/171</u></b>	:	<b><u>PROVISIONING ADMINISTRATION CLERK LOGISTIC REF NO. ECHEALTH/PAC/GVH/16/07/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R173 703 – R204 612 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Greenville Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NQF level 4 with no experience. Sound Knowledge of Supply Chain Management processes, Inventory management, Public Finance Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.

**DUTIES** : Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS, create and print orders on LOGIS system.

**ENQUIRIES** : Mr Bango Tel No: (039) 251 3009

**POST 27/172** : **ADMINISTRATION CLERK PATIENT ADMIN REF NO: ECHEALTH/AC/TBH/17/07/2019**

**SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05)  
 : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)  
 : Grade 12/ NQF level 4 with no experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Driver's license will be added advantage.

**DUTIES** : Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

**ENQUIRIES** : Mr Kholiso Tel No: (039) 737 3107

**POST 27/173** : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/ADO/18/07/2019**

**SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05)  
 : Alfred Nzo District Office  
 : Grade 12. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage. One (1) year Public service internship programme experience will be given preference.

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

**ENQUIRIES** : Mr K Praim Tel No: (039) 797 6070

**POST 27/174** : **FINANCIAL CLERK: SUNDRY PAYMENTS REF NO: ECHEALTH/FC/NMAH/19/07/2019**

**SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05)  
 : OR Tambo District, Nelson Mandela Academic Hospital  
 : Grade 12. Knowledge of Salary administration. Knowledge and experience of the PERSAL and BAS system. Knowledge of departmental policies, knowledge of PFMA and other Financial Management and associated prescripts. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure. One (1) year Public service internship programme experience will be given preference.

**DUTIES** : Render financial accounting transactions, Perform salary administration Support Services, Capture all financial transactions (e.g. payments, S&T's, allowances and overtime salary, salary deductions, Garnishee). Check claims



for correctness, verification. Compile daily, weekly and monthly statistics; Handle external and internal enquiries, Assist with general office duties. Capturing of all the hospital related allowances on the relevant financial systems (PERSAL and BAS). Recovery of Departmental debt. Distribution of IRP 5 certificates. Distribute pay slips ensure return of original signed payrolls to Head Office and the safekeeping of copies. Update registers for transactions captured on PERSAL and BAS and the filling of all documents. Assist with the audit sampling. Record document and be organized. Reproducing and making copies. Perform other duties as indicated by the Supervisor.

- ENQUIRIES** : Ms Calaza Tel No: (047) 502 4469
- POST 27/175** : **STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SH/EN/01/07/2019**
- 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 REQUIREMENTS** : Alfred Nzo District, Sipetu Hospital  
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.
- DUTIES** : Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
- ENQUIRIES NOTE** : Mr EF Madaka Tel No: (039) 255 0077  
This post/posts are part of the Nursing Project to recruit Staff Nurses in the department.
- POST 27/176** : **STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/StEH/01/07/2019 (X7 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 REQUIREMENTS** : OR Tambo District, St Elizabeth Hospital  
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** 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** : Mr M Nozaza Tel No: (039) 253 5012  
**NOTE** : This post/posts are part of the Nursing Project to recruit Staff Nurses in the department.

**POST 27/177** : **STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/ENS/MT-C-CHC/01/07/2019**

**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** : Buffalo City Metro, Mt Coke CHC  
**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 re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

**ENQUIRIES** : Ms H. Hlulani Tel No: (043) 708 1700  
**NOTE** : This post/posts are part of the Nursing Project to recruit Staff Nurses in the department.

**POST 27/178** : **STAFF NURSE GRADE 1 - 3 REF NO: ECHEALTH/SN/ FTH/01/07/2019**

**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** : Buffalo City Metro, Frere Tertiary 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** : Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth / ethical standards and self-development. Perform Clinical Nursing practice in accordance with the scope of practice. Perform all functions under direct supervision of a Professional Nurse. Required to work in a 24 - hour service. 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. Utilize material and physical resources efficiently and effectively. Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES** : Ms Mthitshana Tel No: (043) 709 2532/2487  
**NOTE** : This post/posts are part of the Nursing Project to recruit Staff Nurses in the department.

**POST 27/179** : **FORENSIC PATHOLOGY OFFICER REF NO: ECHEALTH/FPO/BUTTFORENSIC/01/07/2019**

**SALARY** : R168 429 – R 192 576 per annum (OSD)  
**CENTRE** : Butterworth Forensic Pathology Services  
**REQUIREMENTS** : Grade 12 or equivalent qualification and willingness to travel extensively (day / night). Computer Literacy. Prepared to work standby duties, work shifts and

wear uniform. Good communication skills. Commitment to Batho Pele Principles. Ability to work with corpses (dead bodies) at various stages of post mortem preservation. Experience in a mortuary environment will be an added advantage. 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 Dept. of Health. Ability to maintain good interpersonal and working relations with staff and stakeholders. Will be required to travel for long periods of time. A valid driver's license.

**DUTIES** : Effective and efficient recovery, storage and processing of the deceased. Physically collecting of bodies and safekeeping of bodies, information, exhibits and property from death scenes. Provide an effective forensic autopsy support to the Forensic Pathologist in accordance with set standards and guidelines by assisting the Forensic Pathologist in autopsies (evisceration) and x-raying of corpses. Optimal control of reports and specimens during and after the Forensic Mortuary process including the completion and administration of legal statements and documentation. Render an efficient support service to the Forensic Pathology Laboratory Manager with regard to the management of the forensic pathology laboratory (standard operating procedures must be adhered to at all times. Accurate and comprehensive recording of data onto the Forensic Pathology Death Register and any other data basis provided by the department. Maintenance of mortuary equipment hygiene in terms of Occupational Health and Safety. Management of exhibits, specimen and property of the deceased at the Forensic Pathology Laboratory. Attend court cases and deliver testimony when subpoenaed to do so. Assist in other Forensic Pathology Laboratories during mini/mass disasters or as directed. Caring and kind interaction with bereaved families.

**ENQUIRIES** : Ms H Hlulani Tel No: (043) 708 1700  
**NOTE** : Short-listed candidates will be subjected to viewing of Forensic Pathology Laboratory prior to interviews and subjected to medical examination and driving test.

**POST 27/180** : **CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/HCH/20/07/2019**

**SALARY** : R145 281 – R171 138 per annum (Level 04)  
**CENTRE** : OR Tambo District, Holy Cross Hospital  
**REQUIREMENTS** : Grade 12 with 0-2 years' experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

**DUTIES** : Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

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

**POST 27/181** : **FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/CHD-EH/21/07/2019**

**SALARY** : R145 281 – R171 138 per annum (Level 04)  
**CENTRE** : Chris Hani District, Elliot Hospital  
**REQUIREMENTS** : Grade 12. Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

**DUTIES** : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do

ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.  
Ms B Mtsi Tel No: (047) 877 0931

**ENQUIRIES** :

**POST 27/182** :

**MORTUARY ATTENDANT REF NO: ECHEALTH/MORAT/JPH/22/07/2019**

**SALARY** :

R145 281 – R171 138 per annum (Level 04)

**CENTRE** :

Nelson Mandela Metro, Jose Pearson TB Hospital

**REQUIREMENTS** :

Minimum Grade 10 / Abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of customer care.

**DUTIES** :

Provision of hospital and the patient support services. Wheel patients to and from the wards. Transport patient to various service areas. Transport patients to vehicles and other transportation. Collect and transport the corpses to the mortuary. Deliver equipment, stores and documents to wards and other departments. Collect and deliver specimens. Cleaning of stretchers and the wheel chairs after usage. Report of faulty equipment to supervisor. Render mortuary service. Receive corpses-record time and the date received and released. Store corpses in the cool room. Release corpse to the next of kin. Keep proper identification and maintain accuracy of records in the field of work. Keep mortuary clean.

**ENQUIRIES** :

Ms Klassen Tel No: (041) 372 8000

**POST 27/183** :

**NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/ANH/01/07/2019**

**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** :

Joe Gqabi District, Aliwal North Hospital

**REQUIREMENTS** :

Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

**DUTIES** :

Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

**ENQUIRIES** :

Ms Fourie Tel No: (051) 633 7700

**NOTE** :

This post/posts are part of the Nursing Project to recruit Nursing Assistants in the department.

**POST 27/184** :

**NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/STEH/01/07/2019 (X8 POSTS)**

**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** :

OR Tambo District, St Elizabeth Hospital

**REQUIREMENTS** :

Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

**DUTIES** :

Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of

		patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
<b><u>ENQUIRIES</u></b>	:	Mr M Nozaza Tel No: (039) 253 5012
<b><u>NOTE</u></b>	:	This post/posts are part of the Nursing Project to recruit Nursing Assistants in the department.
<b><u>POST 27/185</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 -3 REF NO:</u></b> <b><u>ECHEALTH/NA/FEH/01/07/2019 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Sarah Baartman District, Fort England Hospital Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
<b><u>ENQUIRIES</u></b>	:	Mr. Dyalvane Tel No: (046) 602 2300
<b><u>NOTE</u></b>	:	This post/posts are part of the Nursing Project to recruit Nursing Assistants in the department.
<b><u>POST 27/186</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1-3 REF NO:</u></b> <b><u>ECHEALTH/NA/FTH/01/07/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. <b>Grade 3:</b> Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
<b><u>ENQUIRIES</u></b>	:	Ms. Mthitshana Tel No: (043) 709 2532/2487
<b><u>NOTE</u></b>	:	This post/posts are part of the Nursing Project to recruit Nursing Assistants in the department.
<b><u>POST 27/187</u></b>	:	<b><u>PHARMACY ASSISTANT BASIC REF NO:</u></b> <b><u>ECHEALTH/PAB/DORA/01/07/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital Grade 12 or equivalent qualification. Pharmacist Assistant Qualification and registration with the SAPC as a Pharmacist Assistant (Basic). The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. <b>Grade 1:</b> No experience required. Registration with SAPC to study towards Pharmacist Assistant (Basic). Proof of registration with SAPC and

current year's proof of payment. **Grade 2:** Basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Basic). Proof of registration with SAPC and current year's proof of payment. **Grade 3:** A minimum of 10 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC.

**DUTIES** : Receive and record all stock from suppliers. Filling of stock cards. Cycling stock counts in the medicine room and dispensary. Validation and dispensing prescriptions. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Pre-packing of bulk items into patient's ready pack. Work under direct supervision of Pharmacist. Storage and distribution of pharmaceuticals. Cold chain management in the hospital. Monitoring of soon-to expire medicine. Execution of ward audits under supervision and guidance of a Pharmacist. Performance of Pharmaceutical duties on weekends and Public Holiday as determined by the institutional needs.

**ENQUIRIES** : Mr J Johaar Tel No: (041) 406 4435

**POST 27/188** : **DRIVER (HEAVY VEHICLE) REF NO: ECHEALTH/D-HD/CHD-HH/23/07/2019**

**SALARY CENTRE REQUIREMENTS** : R122 595 – R144 411 per annum (Level 03)  
Chris Hani District, Hewu Hospital

**DUTIES** : Grade 10/Standard 8 certificate. Valid Code 10 driver's license. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.  
Provide transport services: fill log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipes, hooter, and tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties.

**ENQUIRIES** : Mr Mabandla Tel No: (040) 841 0133

**POST 27/189** : **PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/CHD-HH/24/07/2019**

**SALARY CENTRE REQUIREMENTS** : R102 534 – R120 780 per annum (Level 02)  
Chris Hani District, Hewu Hospital

**DUTIES** : Abet level / Grade 10 or equivalent. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.  
Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

**ENQUIRIES** : Mr Mabandla Tel No: (040) 841 0133

**POST 27/190** : **GENERAL WORKER REF NO: ECHEALTH/GW/CHD-MH/25/07/2019**

**SALARY CENTRE REQUIREMENTS** : R102 534 – R120 780 per annum (Level 02)  
Chris Hani District, Molteno Hospital

**DUTIES** : ABET or Grade 10. Grade 12 will be Advantageous. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.  
Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master

and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms D Zantsi Tel No: (045) 858 8112

**POST 27/191** : **GENERAL WORKER REF NO: ECHEALTH/GW/CHD-CH/26/07/2019**

**SALARY CENTRE REQUIREMENTS** : R102 534 – R120 780 per annum (Level 02)  
Chris Hani District, Cradock Hospital

: ABET or Grade 10. Grade 12 will be Advantageous. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms F Danster Tel No: (048) 881 2123

**POST 27/192** : **GENERAL WORKER REF NO: ECHEALTH/GW/SH/27/07/2019**

**SALARY CENTRE REQUIREMENTS** : R102 534 – R120 780 per annum (Level 02)  
Alfred Nzo District, Sipetu Hospital

: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services: Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Mr EF Madaka Tel No: (039) 255 0077

## OFFICE OF THE PREMIER

<b><u>APPLICATIONS</u></b>	:	The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1031, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.
<b><u>FOR ATTENTION</u></b>	:	Lauwrence Van Zuydam / Sisonke Nkonki
<b><u>CLOSING DATE</u></b>	:	12 August 2019
<b><u>NOTE</u></b>	:	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

<b><u>POST 27/193</u></b>	:	<b><u>HEAD OF DEPARTMENT FOR DEPARTMENT OF PUBLIC WORKS HEAD</u></b> <b><u>OFFICE REF NO: DPW 01/07/2019</u></b> (Five-Year Performance Based Contract) Re-Advertisement those who had reapplied before may reapply if they are still interested)
<b><u>SALARY</u></b>	:	R1 978 533 – R2 228 820 per annum (Level 16) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
<b><u>CENTRE</u></b>	:	Head Office – Bhisho)
<b><u>REQUIREMENTS</u></b>	:	An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to infrastructure or property management; and a post graduate qualification (NQF level 8) as recognized by SAQA in management sciences or an infrastructure related field. At least 8 to 10 years' relevant experience at senior management level (including at least 5 years of which must be with any organ of state as defined in the constitution, act 108 of 1996) preferably within the infrastructure environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as knowledge of property management and public infrastructure development would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. The knowledge of the relationship between the various tiers of government and civil society as well as the structures and industry requirements for the promotion and facilitation of adequate human settlements development is critical. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework,



Public Service Act and Regulations and DPSA Circulars. Distribution of Revenue Act. General Accounting Principles. Government Immovable Asset Management Act (GIAMA). Provincial Infrastructure Delivery Framework (PIDF).

**DUTIES**

: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Public Works and be responsible for managing and giving strategic direction in the following matters: Strategically oversee and coordinate the effective delivery of Infrastructure services for the Eastern Cape Province and position the Department as the implementing agent of choice for Infrastructure. Align planning to the national and provincial framework. Ensure the implementation of relevant national and provincial legislation, policies and prescripts. Provide leadership in the development and management of integrated provincial infrastructure policy and planning. Ensure infrastructure development, delivery and maintenance of strategic immovable assets including the construction, upgrading, rehabilitation and maintenance of building infrastructure. Ensure the rendering of professional and technical services to user departments for provincial buildings and related infrastructure. Ensure proper management of the provincial property portfolio and the provision of appropriate accommodation for all provincial government departments. Oversee the implementation of Expanded Public Works Programme (EPWP) in the Province. Ensure proper management and fostering of sound relations between Government, property and construction institutions, as well as other stakeholders in the Province. Promote integrated planning, land and infrastructure development, integrated sustainable local economic development, Black Economic Empowerment (BEE) and job creation. Facilitate a departmental contribution towards integrated sustainable rural and urban development. Manage the allocated resources of the Department in line with legislative and departmental policy imperatives and comply with corporate governance and planning imperatives. Implement good governance systems in the compliance-monitoring framework including sound financial, supply chain and risk assurance management, anti-corruption, integrity management and audit services, customer and stakeholder participation in planning, service delivery and decision making and implementing sound environmental practices. Develop departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra – governmental structures and external stakeholders. Oversee provision of corporate management services in the department. Oversee provision of infrastructure delivery for the province. Oversee development, Implementation and Project Management Processes for the province. Oversee State owned property management for provincial departments. Oversee management of expanded Public Works Programme. Direct Management and Provision of Financial Management services. Oversee provision of Corporate Management Services. Promote Good Corporate Governance.

**ENQUIRIES**

: Mr Lauwrence van Zuydam Tel No: (040) 609 6460

**POST 27/194**

: **HEAD OF DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM HEAD OFFICE REF NO: DRDAR 03/07/2019**  
(Five-Year Performance Based Contract)

**SALARY**

: R1 978 533 – R2 228 820 per annum (Level 16) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

**CENTRE REQUIREMENTS**

: Head Office- Bhisho  
: An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferably in a field related to rural development or agriculture, and a post graduate qualification (NQF level 8) as recognised by SAQA in management sciences or a field related to rural development and agriculture, at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferable within the rural development or agrarian environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as experience within the agriculture sector or rural development would be added advantages. The suitable candidate will be visionary, stable, innovative and excellence-

- oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge of Public Service legislation and prescripts.
- DUTIES** : The successful candidate shall be the Head of Department and Accounting Officer of the Department of Rural Development and Agrarian Reform. providing strategic leadership and managing departmental operations. Aligning the departmental planning to the national and provincial priorities and the Provincial Growth and Development Strategy. Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of rural development and agrarian reform programmes and services. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Ensuring the improvement of equitable agricultural productivity for food security, economic growth and development through promoting and supporting farming. Ensuring the promotion of sustainable rural development in the Province. Manage the allocated resources of the Department in line with legislative and departmental policy imperatives and comply with corporate governance and planning imperatives. Implement good governance systems and the compliance monitoring framework including sound financial, supply chain and risk assurance management, anti-corruption, integrity management and audit services, customer and stakeholder participation planning, service delivery and decision making, and implementing sound environmental practices. Develop departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Oversee provision of corporate management services in the department.
- ENQUIRIES** : Mr Lauwrence van Zuydam Tel No: (040) 609 6460
- POST 27/195** : **HEAD OF DEPARTMENT FOR TRANSPORT HEAD OFFICE REF NO: DOT 05/07/2019**  
(Five – Year Performance Based Contract)
- SALARY** : R1 978 533 – R2 228 820 per annum (Level 16) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
- CENTRE REQUIREMENTS** : Head Office: King Williams Town  
: An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to transport systems; and a post graduate qualification (NQF level 8) as recognized by SAQA in management sciences or a field related to transport systems; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the transport environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Some working knowledge of transport systems in a development-orientated environment and a good appreciation of multi-modal transport systems and the integration thereof with land use to ensure optimal mobility of people and goods in the Province of the Eastern Cape will give the candidate a definite edge. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts.
- DUTIES** : The successful candidate shall be the Head of Department and Accounting Officer of the Department of Transport and be responsible for managing and giving strategic direction in the following matters: Strategic leadership,

planning and management of departmental operations The provision of public transport services and infrastructure through provincial resources and cooperation with national and local authorities and the private sector to enhance the mobility of all communities Integrated traffic management to enable and ensure that all road users consciously use the roads in the province in a lawful and safe manner Delivery of accessible services through integrated, socially just, developmental and empowering processes to improve the quality of life of communities within the province through community development programmes Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Transport Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders Efficiently managing corporate services in the department.

- ENQUIRIES** : Mr Lauwrence van Zuydam Tel No: (040) 609 6460
- POST 27/196** : **HEAD OF DEPARTMENT OF HUMAN SETTLEMENTS HEAD OFFICE REF NO: DHS 02/07/2019**  
(Five-Year Performance Based Contract)  
Re-Advertisement those who had reapplied before may reapply if they still interested)
- SALARY** : R1 521 591 – R1 714 074 per annum (Level 15) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HOD allowance equal to 10% of the package.
- CENTRE** : Head Office – East London
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferable in a field related to human settlements. At least 8 to 10 years' relevant experience at senior management sciences or a related to human settlements. At least 3 years at the executive management level) preferable within human settlements sector would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. The knowledge of the relationship between the various tiers of government and civil society as well at the structures and industry requirements for the promotion and facilitation of adequate human settlements development is critical. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment and Empowerment, Service Delivery Innovation, Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Service Finance Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.
- DUTIES** : The successful candidate shall be the Head of Department and Accounting Officer of the Department of Human Settlements and be responsible for managing and giving strategic direction to the following matters: Strategic leadership, planning and management of departmental operations. Facilitating the development of spatially economically viable and socially and environmentally sustainable human settlements. Accelerating delivery in support of improving the quality of living standards and basic services. Ensure the development and implementation of integrated multi-year housing plan. Facilitate the integration of human settlements needs in the social needs departments and other key role player's plans. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework. Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Human Settlements. Ensuring the

		creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholder. Efficiently managing corporate services in the department.
<b><u>ENQUIRIES</u></b>	:	Mr Lauwrence van Zuydam Tel No: (040) 609 6460
<b><u>POST 27/197</u></b>	:	<b><u>HEAD OF DEPARTMENT OF SAFETY AND LIAISON HEAD OFFICE REF NO: DSL 04/07/2019</u></b> (Five – Year Performance Based Contract)
<b><u>SALARY</u></b>	:	R1 521 591 – R1 714 074 per annum (Level 15) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Bisho An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to safety and security. At least 8 to 10 years' relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the safety and security environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as experience within the safety and security sector would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.
<b><u>DUTIES</u></b>	:	The successful candidate shall be the Head of Department and Accounting Officer of the Department of Safety and Liaison and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Ensuring integrated intra and inter-departmental / sphere planning, collaboration and delivery of Safety and Security programmes and services, including Community Safety, Manage and coordinate the community safety mandate of the department on a provincial and district level. Provide Civilian Oversight to implement programmes outlined in the Provincial Crime Prevention Strategy (PCPS) through collaboration with all spheres of government and civil society. Provide Social Crime Prevention services. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework. Ensuring integrated intra and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Safety and Liaison. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision-making. Ensure cooperation and collaboration with relevant institutions like those that parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.
<b><u>ENQUIRIES</u></b>	:	Mr Lauwrence van Zuydam Tel No: (040) 609 6460

<b><u>POST 27/198</u></b>	:	<b><u>HEAD OF DEPARTMENT FOR ECONOMIC DEVELOPMENT ENVIRONMENTAL AFFAIRS AND TOURISM HEAD OFFICE REF NO: DEDEAT 06/07/2019</u></b> (Five – Year Performance Based Contract)
<b><u>SALARY</u></b>	:	R1 521 591 – R1 714 074 per annum (Level 15) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: King Williams Town An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferably in a field related to economic development, environmental affairs and tourism; and a post graduate qualification (NQF level 8) as recognised by SAQA in management sciences or a field in various aspects of public and private sector economic development and environmental management; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the economic development, environmental affairs and tourism environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts.
<b><u>DUTIES</u></b>	:	Providing strategic leadership and planning. Managing departmental operations and oversee those of its Public Entities. Aligning the departmental planning to the national and provincial priorities and the Provincial Growth and Development Strategy. Ensuring the implementation of national and provincial policies and legislation including the Public Finance Management Act, the Public Service Act, the relevant economic and environmental laws and all other relevant public service related legislation and prescripts. Promoting and facilitating economic development in the province. Facilitating the building of a sound, growing and sustainable economy which facilitates economic empowerment and delivery of an optimal quality of life for all citizens of the province. Ensuring the efficient utilisation and management of environmental resources, the promotion of investment and the strategic deployment of the human and financial resources at its disposal. Developing departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation. Facilitating the realignment and streamlining of the Department and related public entities to increase effectiveness and efficiencies. Promoting sustainable resource and land-use management and rural economic development. Facilitate the enhancement of rural development and agrarian transformation through collaboration with the Department of Rural Development and Agrarian Reform. Promotion of the diversification, protection and expansion of the manufacturing sector. Strengthening Enterprise Development and support. Locating the Department as the centre of economic policy development and planning in the province, in cooperation with and in support of the Provincial Planning Commission and other key stakeholders. Implementing good governance systems and compliance monitoring frameworks including sound financial management, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making, and implementing sound environmental practices. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.
<b><u>ENQUIRIES</u></b>	:	Mr Lauwrence van Zuydam Tel No: (040) 609 6460

<b><u>POST 27/199</u></b>	:	<b><u>HEAD OF DEPARTMENT FOR SPORTS RECREATION ARTS AND CULTURE HEAD OFFICE REF NO: DSRAC 07/07/2019</u></b> (Five – Year Performance Based Contract)
<b><u>SALARY</u></b>	:	R1 521 591 – R1 714 074 per annum (Level 15) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HOD allowance equal to 10% of the package.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: King Williams Town An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferably in a field related to sports, recreation, arts and culture; and a post graduate qualification (NQF level 8) as recognised by SAQA in management sciences or a field related to sports, recreation, arts and culture; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the sports, recreation, arts and culture environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts.
<b><u>DUTIES</u></b>	:	The successful candidate shall be the Head of Department and Accounting Officer of the Department of Sport, Recreation, Arts and Culture and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Ensure overall provision and management of cultural affairs through the coordination and promotion of arts and culture services; the promotion and preservation of heritage through museum services and institutions; promote the development of language and literature in the province; ensure the rendering of library support services and the provision of effective archive services and record management. Ensure overall provision and management of sport and recreation services through the enhancing of special projects and sports development in the province; provision of sustainable recreation and mass participation programmes in schools and in communities. Oversee the provision of district operations and infrastructure services through ensuring coordination of district support services and the promotion of infrastructure and community development services.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr Lauwrence van Zuydam Tel No: (040) 609 6460 Short-listed candidates will be subjected to security clearance. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful incumbent will be required to undergo security vetting and enter into a performance agreement. The Eastern Cape Provincial Administration is an equal opportunity affirmative action employer. Females and disabled persons are encouraged to apply. Directions to candidates: Applications must be submitted on the prescribed application form Z.83, which is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . A comprehensive CV and certified copies of educational qualifications, identity document, and driver's license must be attached. Failure to comply with the above may result in immediate disqualification.
<b><u>POST 27/200</u></b>	:	<b><u>LEGAL TRANSLATOR REF NO: OTP01/07/2019</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A three (3) year diploma/degree in languages/translation with 3-5 years' experience in legal translation related position. Knowledge of translation and

- terminology development software, Knowledge of translation and terminology development principles and Knowledge of language legislation and policies. Skills required are Critical thinking, Communication, Organizing, Facilitation Computer literacy & Writing skills.
- DUTIES** : Translation, proofreading and editing of legislation, legal and other documents emanating from the Office of the Premier. Responsible for Terminology, lexicographical and language development. Association with language bodies to keep abreast of and promote language development. Manage the gazette services (chronological filing and electronic capturing of provincial gazettes).
- ENQUIRIES** : can be directed to Mr. V. Booysen / Mr. M Mbangi at Tel No: (040) 609 6490 OR Ms T. Xesha at Tel No: (040) 609 6424
- APPLICATIONS** : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 0007, Groun Floor, Office of the Premier Building, Independence Avenue, Bhisho.
- FOR ATTENTION NOTE** : Vusumzi Booysen / Nomthandazo Xesha  
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.
- CLOSING DATE** : 12 August 2019

#### **PROVINCIAL TREASURY**

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

- APPLICATIONS** : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3<sup>rd</sup> Floor: Tyamzashe Building, Bhisho.
- FOR ATTENTION** : Ms Bonelwa Ndayi
- CLOSING DATE** : 12 August 2019
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to [www.dpsa.gov.za](http://www.dpsa.gov.za) and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-

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

**OTHER POST**

**POST 27/201** : **ADMIN OFFICERS: PROVINCIAL ACCOUNTING SERVICES REF NO: PT01/07/2019 (X2 POSTS)**  
 Purpose: To render an effective and efficient administrative services to the Chief Directorate.  
 Re-Advertisement, candidates who have applied previously need not to re-apply as their applications will be considered

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
 : Bhishe  
 : A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Office Administration or other relevant qualification in commerce, coupled with Minimum of 2 years' practical experience in Administration in a financial management environment. Computer literacy. Knowledge and Skills: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission, Basic Knowledge of Financial Administration and Asset Management Policies & Practices. Financial Management. Good Telephone Etiquette. Report Writing, Planning & Organising, Good People Skills, Problem Solving and Communication (written and verbal).

**DUTIES** : Provide Secretarial/Receptionist Support Service To The Chief Directorate: Render secretarial services and management of diary for the Chief Directorate. Perform advanced typing. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements. Compile Schedules of all appointments. Coordinate And Render Administrative Support Services To The Chief Directorate: Ensure effective flow of information and documents from and to the Chief Directorate. Ensure safe keeping of all documentation within the Chief Directorate. Scrutinise routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft document as and when required. File documents for the Chief Directorate as and when required. Collects, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate. Manage leave register and telephone Accounts. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide Support To The Chief Director Regarding Meetings And Chief Directorate Meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. Coordinates logistical arrangement for the meetings when required. render support in the administration of the chief directorate's budget: Collects and coordinate all documents related to the Chief Directorate budget. Assist in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and indicate if there are possible over – and under spending. Check collates BAS reports to ensure that expenditure is allocated correctly. Identify and consult of possible need to move funds between items, and draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose. coordinate reports within the chief directorate: compile progress, monthly and management reports. Consolidate the submission of Annual



Performance Agreements and Performance Assessments for the Chief Directorate. Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Chief Directorate. The Chief Director may direct you to coordinate the work of the directorate/s.

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

#### **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** : **Head Office Bhisho**, 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. Enquiries: Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140,  
**Amathole Region (East London)**: Hand Delivery, Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambridge, 5201, Enquiries Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772  
**Sarah Baartman Region (Port Elizabeth)**: Hand deliver: Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries: Ms C. Bermoskie Tel: 041 390 9026or Ms A. Meyer Tel No: (041) 390 9032  
**Joe Gqabi Region (Sterkspruit)**: Hand Delivery: Bensonvale College, Sterkspruit, 9762 or post to Department of Public Works, Private Bag X5002, Sterkspruit, 9762. Enquiries: Ms. H. Galeni or Mr. S. Dumalisile Tel No: (051) 611 9800  
**Chris Hani Region (Queenstown)**: Hand Delivery: 1 Corner Road, Kings Park, Queenstown, 5320, or post to Private Bag X7114, Queenstown, 5320. Enquiries: Ms L. Mazwi Tel: 045 807 6662 or Ms N. Ndawo Tel No: (045) 807 6676

**FOR ATTENTION** : Ms N.H Malgas

**CLOSING DATE** : 12 August 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/](http://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 Department of Public Works 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.

#### **MANAGEMENT ECHELON**

**POST 27/202** : **DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (PROVINCIAL COORDINATION) REF NO: DPW 01/07/2019**

**SALARY** : R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)  
**CENTRE** : Head Office (Bhisho)  
**REQUIREMENTS** : A Bachelor's Degree (NQF level 7 as recognized by SAQA) in Development Studies/ Human Resource/Public Administration/Management Service with five (5) years' relevant experience at Middle Managerial level. A valid driver's

Licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving.

**DUTIES**

: Manage engagement with public bodies in the province across all sectors: Manage and facilitate implementation of EPWP by all municipalities and other provincial departments. Manage the development of sector business plans based on the public bodies' commitments towards achieving the national set targets. Monitor the compliance of the municipalities and other provincial departments on EPWP Ministerial Determination requirements. Manage and ensure the empowerment of public bodies to increase their investment on job creation initiative. Manage coordination and consolidation of EPWP Business Plans; Manage the collection and collation of all public bodies' plans (list of projects to be implemented) and intended contributions towards job creation. Ensure that the plans are linked to the provincial targets set up by National Public Works. Manage the signing of the public bodies' plans by Heads of the institutions. Manage stakeholder relations: Represent the department in the provincial cluster committees. Manage the submission of EPWP performance report to MuniMec and other strategic structures. Manage the participation of EPWP in all IGR for a. Manage maintenance of functional Provincial and District Steering Committees. Manage communication with public bodies and communities on new strategic developments and requirements of EPWP. Manage promotion of visibility of the EPWP: Manage marketing and branding of the programme. Manage profiling of the project. Manage the coordination and implementation of the September month activities. (September was declared as EPWP month and provincial roadshows are conducted). Manage and lead provision of support to sector departments and municipalities: Manage the provision of one on one intervention to public bodies intended to address the challenges in respect of EPWP implementation. Manage the empowerment of public bodies to understand and be able to report on the reporting system. Manage the implementation of Data Quality Assessment. Manage the project visit to verify whether the projects are implemented and correctly the reported. Manage the provision of technical support to all public bodies. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

: Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140

**OTHER POSTS**

**POST 27/203**

: **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DPW 02/07/2019**

**SALARY CENTRE**

: R733 257 per annum (Level 11)  
: Head Office Bhisho

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor 's Degree or National Diploma in Labour Relations or Labour Law/ Public Management/ Social Science with labour Relations or Labour law as majors. 5 years' relevant experience of which three years must be at an Assistant Director level/ Junior Management level experience in dispute resolution or Labour Relations environment. Good communication skills (verbal, presentation and report writing). A practical understanding of the Public Service prescripts dealing with misconduct. Public Service Act, Public Service Regulation, and PSCBC Resolution no.2 of 1999 as amended by Resolution no1 of 2003, the relevant provisions a chapter 7 of the SMS handbook and Labour Relations Act, Proven Managerial and leadership credentials. Computer Literacy. Sound knowledge of labour legislation and labour relations practices. Good negotiation, conflict management, strategic capability, administration and analytical skills. Ability to plan and organize. An understanding of the Public Service Regulatory Framework. Computer literacy in all MS Office packages. A Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage the implementation of the grievance procedures. Facilitate investigation of grievances. Handle disputes/appeals upon unfair labour practice and /or unfair dismissal. Make appropriate recommendations. Monitor the implementation of decisions. Compile and submit reports to the Office of Public Service Commission. Manage the handling of disputes (unfair labour practices, unfair dismissal). Represent the departmental at Commission for Conciliation Mediation and Arbitration/Bargaining Council. Monitor the implementation of the awards. Compile reports and submit to the top management. Manage the handling of Disciplinary matters. Facilitate investigations of disciplinary cases. Ensure the protection and confidentiality of the information gathered during investigation Deal with employees' representative queries on a matter under investigation. Ensure that sound labour relations between management Labour through functional and active Labour Forum at Head Office and Regional offices. Analyse labour relations trends within the department and prepare recommendations to management. Render Labour Relation support both to Head office and Regional offices matters. Monitor the Implementation of the outcome of the disciplinary hearing. Manage appeals arising from disciplinary hearings. Management of resources. Manage human resources. Ensure effective management of all physical assets. Compile, control and monitor the budget.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140
<b><u>POST 27/204</u></b>	:	<b><u>PRINCIPAL ARTISAN SUPERINTENDENT: BUILDINGS REF NO: DPW 03/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum (Level 11) Joe Gqabi Regional Office (Sterkspruit) A recognized National Diploma in the built environment/ Artisan (Trade Certificate) in Building Construction with at least eight (8) years relevant experience in the built environment of which three (3) years must be at an Assistant Director supervisory level OR Junior Management level. Proven Experience as an Artisan Foreman in Building Construction projects. Computer Literacy. Knowledge of project and Programme management. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Responsible for the overall management of the in-house maintenance unit. Maintenance of government buildings. Construction of minor new works. Responsible for the departmental artisan development program. Responsible for the management of resources (financial and human). Manage subordinates' key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties, which may be allocated from time to time by supervisors in line with the responsibilities of the Department. Manage the assets of the directorate by holding regular inspections of tools and equipment registers. Planning for future depot equipment requirements and specifications under the guidance of the Head of Buildings. Assist with the preparation of specifications by means of obtaining quotations from the suppliers for repairs and renovations to existing government structures. Ensure the correct usage of government vehicles and equipment. Assist with the motivation for new equipment and tools. Identify and assist with redundant plant disposal within the Region. Ensure safekeeping of the Directorate's assets as well as make recommendations for the upgrading of the security requirements as and when necessary. Supervise

the workshop planning by means of ensuring the implementation of preventative maintenance by conditional assessments monthly. Supervise and inspect the quality and quantity of work done or services rendered by the contractors. People Management: Manage the development and utilization of human resources for the discipline and ensure competent knowledge base for continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties, which may be allocated from time to time by supervisors in line with the responsibilities of the Joe Gqabi Depots.

**ENQUIRIES** : can be directed to Ms. H. Galeni or Mr. S. Dumalisile Tel No: (051) 611 9800

**POST 27/205** : **CONTROL SECURITY OFFICER: FACILITIES MANAGEMENT REF NO: DPW 04/07/2019**

Re-advertisement all persons applied before need to re-apply

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R376 596 per annum (Level 09)  
 Chris Hani Regional Office (Queenstown)  
 A National Diploma in Security Management/Policing/Law/Public Management/Public Administration with a minimum of 4 years' experience in the security field of which 3 years should be at supervisory level or salary level 7/ 8. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver's licence. NB!! SSA Security Managers course and Project Management is an added advantage. Knowledge and Skills: Sound knowledge of security administration field. Knowledge of the MISS and MPSS Contract management of private security. Investigation skills. Sound management and interpersonal skills. Good communication skills at all levels. Computer Literacy. Presentation skills KPA's: Manage and oversee security within the region. Assist in the drafting and reviewing of security policies, plans and procedures. Conduct security threat and risk assessments as well as security audits within the region Monitor compliance with the Miss, MPSS and other security legislation. Evaluate and improve the effectiveness of security measures and procedures. Create, develop and maintain a security awareness and training programme for the region. Facilitate and coordinate the vetting of employees, prospective employees and service providers in the region. Manage and co-ordinate the investigation of security breaches in the department. Manage and monitor compliance to Service Level Agreements with security service providers Supervise work schedules to assure deadlines are met Provide reports to manager regarding effectiveness of security and make recommendations for adoption of new products Provide reports to line management on a regular basis. Promote and maintain work ethics as enshrined in the Batho Pele principles including engendering awareness to combat the scourges of HIV/AIDS and ensure compliance with the Occupational Health and Safety Act in all operations.

**ENQUIRIES** : Ms L. Mazwi Tel No: (045) 807 6662 or Ms N. Ndawo Tel No :( 045) 807 6676

**POST 27/206** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R376 596 per annum (Level 09)  
 Chris Hani Regional Office Queenstown Ref No: DPW 05/07/2019  
 Joe Gqabi Regional Office (Sterkspruit) Ref No: DPW 06/07/2019  
 A recognized Bachelor's degree in Public Administration/ National Diploma in Public Management/Property Management/Real Estate with at least 4 years' relevant experience of which 3 years must be at supervisory level or salary level 7/8. Proven relevant experience in the administration and management of properties is necessary. Candidates with relevant experience in State Land Administration will be given first preference. Basic knowledge and understanding of PFMA and Treasury Regulations. Candidates with GIS knowledge and experience will be advantageous for the post in Asset Register unit. Computer literate, MS Office and valid driver's license. Knowledge And Skills: Computer literacy, ability to write letters and memorandums, as well as to compile reports for the Manager. Must have the ability to read and interpret topographical maps, S.G diagrams, Title Deeds. Knowledge and understanding of property and land related legislation. Knowledge and understanding of the definition of State Land. Very good communication skills and leadership skills – both verbal and writing. Filing and office management skills. People management and problem solving skills. Must be able to work

		independently as well as in team. Ability to work under pressure. A sense for accuracy and detail is very important.
<b><u>DUTIES</u></b>	:	Assist with the administration and management of provincial State Land. Conduct land use audits and investigations. Conduct quality check applications and reports to the Provincial State Land Disposal Committee (PSLDC) and other property forums and meetings. Address enquiries related to State Land matters. Assist with the enhancement of the immovable asset register through the verification of property data and obtaining value added information. Liaise with various stakeholders in the private and public domain regarding property, including the State Attorney and Chairperson of the PSLDC, Data cleaning. Co-ordinate the vesting of State Land. Conduct research work related to property matters. Maintain property registers (e.g. immovable asset register/LOGICA). Manage the safe keeping of security document i.e. Title Deeds Compile monthly and quarterly reports on all issues pertaining to Asset Management Supervision of Staff Assist the Manager with other related tasks and duties which may be assigned from time to time. Promote and maintain work ethics as enshrined in the Batho Pele principles including engendering awareness to combat the scourges of HIV/AIDS. It will be expected from the official to travel extensively within the borders of the Province and to work overtime when necessary.
<b><u>ENQUIRIES</u></b>	:	Joe Gqabi can be directed to Ms. H. Galeni or Mr. S. Dumalisile Tel No: (051) 611 9800 For Chris Hani: can be directed to Ms L. Mazwi Tel No: (045) 807 6662 or Ms N. Ndawo 045 807 6676
<b><u>POST 27/207</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R376 596 per annum (Level 09) Chris Hani Regional Office (Queenstown) Ref No: DPW 07/07/2019 Joe Gqabi Regional Office (Sterkspruit) Ref No: DPW 08/07/2019
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma in Facilities management. Property Management/Public Management and Real Estate with 4 years working experience in Property Management environment of which 3 years must be at a supervisory level or level 7/8. Advanced computer skills. Good communication skills and valid driver's license. Knowledge And Skills: Sound Knowledge of Communication and influencing skills in person and in writing. Knowledge and Understanding of GIAMA and Advanced Computer skills. Analytical and problem solving. Ability to lead and manage teams & projects. Team work. Attending to detail but also the ability to see the implications. Basic Knowledge and understanding of PFMA and Treasury regulations.
<b><u>DUTIES</u></b>	:	Assist client departments in drafting inputs for the compilation of their immovable asset management plans. Manage inspection and condition assessment on leased and state owned buildings in the region. Manage compliance of norms and standards in the utilization of offices by User Department. Manage the rendering of cost effective and efficient cleaning, gardening and maintenance services. Conduct needs surveys regarding office accommodation requirement for the provincial User Departments within the region and assist with the prioritization of their requirements. Manage the space planning project of offices. Facilitate User Forum meetings. Manage client relations by ensuring effective liaison with User Departments on various levels. Manage the appointment and supervision of service providers and consultancy. Ensure the administration and performance of buildings within the region as to obtain maximum yields on investments, optimum levels of maintenance and utilization, and client satisfaction. Supervise staff according to the PMDS and identify areas of the business where inefficiencies may occur and recommend solutions. Prepare reports for management and other relevant stakeholders. Promote and maintain work ethics as enshrined in the Batho Pele. principles including engendering awareness to combat the scourges of HIV/AIDS and ensure compliance with the Occupational Health and Safety Act in all operations.
<b><u>ENQUIRIES</u></b>	:	For Joe Gqabi can be directed to Ms. H. Galeni or Mr. S. Dumalisile Tel: 051 611 9800 For Chris Hani to Ms L. Mazwi Tel: 045 807 6662 or Ms N. Ndawo 045 807 6676

**POST 27/208** : **ASSISTANT DIRECTOR: ACQUISITIONS AND DISPOSALS REF NO: DPW 09/07/2019**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office (Bhisho)  
**REQUIREMENTS** : A Bachelor's Degree/National Diploma in Real Estate /Property Valuation field with 4 years' relevant experience Property /Real Estate Management/ Property Valuations of which 3 years must be at a supervisory level or salary level 7/8. Must be Registered with the South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Candidate Valuer or Professional Associated Valuer. A valid unendorsed driver's licence. Knowledge of valuation of various types of properties, valuation methods and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 of 1996 (Constitution). Effective communication, Project planning, Advanced report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

**DUTIES** : Assist in the managerial and administrative functions related to Property /Real Estate Management/ Property Valuations: Conduct valuation and inspections on various properties. Determine market rentals for state and privately-owned properties and verify rentals for privately owned properties for lease purposes by applying the relevant methods of valuation. Evaluate valuation reports submitted by Valuers in private practice by checking that the valuation has been done according to sound valuation principles and methods. Office administration: Participate in procurement processes for procurement of private Valuers and related duties. Liaise and interact with Service Providers and facilitate skills transfer. Ensure effective records maintenance on the record and filing management system. Ensure effective utilization of resources allocated. Research and development: Keep up with property market trends. Research/literature on valuation techniques and procedures; Liaise with relevant bodies/councils on property valuations/property/real estate management. Assist in reviewing and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes and relevant fora. Assist in driving the mentorship programme for Candidate Valuers and associated initiatives. Promote the interest of the Valuer's profession in general. Conduct feasibility studies, prepare options analysis reports, determine highest and best use of land and buildings and viability studies on different types of investment properties; Conduct land administration and other real estate related research and compile comprehensive reports on properties for investment and related purposes.

**ENQUIRIES** : Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140

**POST 27/209** : **SALARY CONTROLLER: PERSAL MANAGEMENT REF NO: DPW 10/07/2019**

Re-advertisement all persons applied before need to re-apply

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office (Bhisho)  
**REQUIREMENTS** : A Bachelor's degree/ National Diploma in Human Resource Management/ Financial Management/ Public Management with four (4) years' experience in the Persal Management Unit environment of which three (3) years' must be at a supervisory level or salary level 7/8. Possession of relevant PERSAL Certificates on Persal Controllers; Salary Administration; Establishment Administration; Leave Management Courses is a must. Knowledge of the SCC system. Excellent knowledge of Human Resource Regulatory Framework that governs Public Service. Proven experience and knowledge in the utilisation of Microsoft programmes like Access, Excel and V-Lookup applications are essential as the candidates will be subjected to a practical test in the said Applications. Skills and Competencies: Thorough knowledge and understanding of user access security on Persal. An innovative and creative person with sound organizing and planning skills. Interpersonal and good communication skills. All-round computer literacy. Report writing skills.

<b><u>DUTIES</u></b>	:	Monitor the PERSAL Suspense File. Manage review of activities of PERSAL users as dictated by National Treasury, Provincial Treasury and departmental management. Monitor interaction between users and revisers. Approval/ Authorization of suspense file transactions and verification with source documents. Evaluation and recommendations to the Departmental PERSAL Coordinator changes to the system in line with the SCC. Extract, manipulate and analyse PERSAL information. Up to date PERSAL database and adherence to Minimum Information Standards. Perform PERSAL control functions and supervisory duties. Render support and advisory services to all departmental clients with regards to Salary Administration services. Continuous training for all PERSAL users within the department.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140
<b><u>POST 27/210</u></b>	:	<b><u>SENIOR PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT REF NO: DPW 11/07/2019</u></b> Re-advertisement all persons applied before need to re-apply
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (Level 08) Head Office (Bhisho) An appropriate Degree/ National Diploma in Public Administration/ Public Management/ Business Management, Marketing majoring in Supply Chain Management or Finance coupled with at least 3 years' appropriate experience in Movable Asset Management. A valid driver's licence. Previous experience in dealing with prestige accommodation (MPL residences) assets. Knowledge And Skills: Knowledge asset management procedures, applicable legislation such as: PFMA, Treasury Regulations, Ministerial Handbook, Asset Management Framework, Batho Pele etc. Effective communication, Project management, report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, honesty and integrity. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.
<b><u>DUTIES</u></b>	:	Procurement, delivery and relocation of furniture for prestige accommodation. Barcoding of assets and capturing of assets in the asset register. Completion of asset movement forms and updating movements in the asset register. Conduct physical verification of assets in MPL residences as well as in the department. records maintenance on the record and filing management system. Liaise and interact with Service Providers, Prestige Unit in Legislature, Special Programmes and NGOs. Assist in disposal of redundant furniture from prestige accommodation.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140
<b><u>POST 27/211</u></b>	:	<b><u>ENGINEERING TECHNICIAN - GRADES A REF NO: DPW 12/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R311 859 per annum (OSD) Sarah Baartman Regional Office (Port Elizabeth) A National Diploma or Bachelor's Degree in Civil Engineering. Three (3) years post qualification technical (Engineering) experience. A Valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician. Knowledge and Skills: Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.
<b><u>DUTIES</u></b>	:	Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into budgeting process as required; Compile and submit reports as required; provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain database and Supervise and control technical and related personnel and assets. Research and Development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies

- on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES** : can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 or Ms A. Meyer Tel No: (041) 390 9032
- POST 27/212** : **SAFETY OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DPW 13/07/2019**  
Re-advertisement all persons applied before need to re-apply
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
: Sarah Baartman Region (Port Elizabeth)  
: Bachelor's Degree or National Diploma in Safety Management /Human Resource Management with at least 2 years' relevant experience in Occupational Health and Safety. A valid driver's license. Knowledge And Skills: Good knowledge of OHS Act and Compensation for Occupational Injuries and Diseases Act, No 130 of 1993. Good knowledge of risk management control measures.
- DUTIES** : Ensure implementation of health and safety services; investigate accidents reported within the region. Maintain quality improvement standards on health and safety. Conduct orientation, induction and in service training to employees on procedure related to safety, e.g. firefighting, disaster evacuations etc. Participate in quality management plans and policy developments and improvement and advise management. Keep files for different reports, daily control registers, inspection registers, defect reports as required by law, regulations and SABS standards, injury on duty investigation reports, safety representatives' inspection reports and health and safety committee meetings. Establish and facilitate the functioning of SHE committees according to the OHS Act. Implement Peer education to prevent the spread of HIV/Aids in the workplace. Monitoring payment of IOD cases within the region. Conduct Hazard identification and Risk Assessment (HIRA).
- ENQUIRIES** : Ms C. Bermoskie Tel No: (041) 390 9026 or Ms A. Meyer Tel No: (041) 390 9032
- POST 27/213** : **ADMINISTRATIVE OFFICER (FACILITIES MANAGEMENT) REF NO: DPW 14/07/2019**  
Component: Fixed Asset Management  
Re-advertisement all persons applied before need to re-apply
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
: Amathole Regional Office (East London)  
: A Bachelor's Degree or National Diploma in Public Management/ Public Administration/ Management/ Real Estate/ Facilities Management with a minimum of 2 years' experience in the property field. A valid driver's license will be an added advantage. Knowledge and Skills: GIAMA, PFMA, Computer literacy, report writing, communication, good interpersonal.
- DUTIES** : Conclude lease agreements with tenants. Open and update tenant files. Liaise with tenants to provide the copies of the signed lease agreements. Update the Income lease register accurately. Confirm property ownership through deeds-web. Conduct physical verification to prevent sub-letting in state properties. Liaise with Finance component to provide signed copies of lease agreements. Allocate office space to user departments. Assist to implement the parking policy in the region. Organise client forum meetings.
- ENQUIRIES** : For applications in Amathole, can be directed to Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772
- POST 27/214** : **ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION (EPWP) REF NO: DPW 15/07/2019**  
Purpose: Assist in the coordination, reporting and monitoring of EPWP projects.
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
: Head Office (Bhisho)  
: National Diploma in Public Admin/management/Development Studies/ Monitoring and Evaluation. At least two years' experience in the EPWP M&E environment. Code 8 driving license. Knowledge And Skills: Knowledge Sound knowledge of EPWP and the reporting system. Computer literacy. Communication skills, written and verbal.



- DUTIES** : Support public bodies to understand the EPWP reporting requirements. Support the compilation of EPWP quarterly reports. Conduct site visits and Data Quality Assessments to ensure data integrity and reliability. Assist public bodies with data capturing support. Conduct one-one with public bodies with intention of unblocking reporting challenges they may be experiencing. Assist in organizing M&E training for the public bodies.
- ENQUIRIES** : Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140
- POST 27/215** : **WORKS INSPECTOR: BUILDINGS REF NO: DPW 16/07/2019 (X2 POSTS)**
- SALARY** : R208 584 per annum (Level 06)
- CENTRE** : OR Tambo Regional Office (Mthatha)
- REQUIREMENTS** : Bachelor's Degree or National Diploma in Buildings OR N3 Environment OR N3 and passed trade test in Buildings environment OR Registered as an Engineering Technician. A valid driver's license. A valid driver's license. 2 years' experience in built environment and computer literacy.
- DUTIES** : Render basic inspection service of work done on minor new and existing structures on a project basis: Check if new and /or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspection on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new works and maintenance work to be undertaken. Analyze and compile relevant documentation for work to be done on minor new and existing structures: Draw up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timely development of reports on problems emanating from projects.
- ENQUIRIES** : Ms V. Potelwa or Mr V. Sokhahleleka Tel No: (047) 505 2767

**DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE**

*The Department of Sport, Recreation Arts and Culture 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** : **Head Office:** Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605 Enquiries: Ms. R. Loots Tel No: (043) 492 0949
- Amathole District:** Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201 Enquiries Mr. Trevor Jantjies Tel No: (043) 704 7806 / 083 454 9993
- Chris Hani District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320 Hand deliver to: No. 6 Ebdon Street, Queenstown, 5319 Attention Mr. X. Kwanini Tel No: (045) 492 0030 / 065 596 8907
- OR Tambo District:** Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthata, 5100 Hand deliver to: human Resource Management, 6<sup>th</sup> Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata. Attention Ms. N. Kenqa Tel No: (047) 502 9211 / 079 554 6886
- Joe Gqabi District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No. 27 Queens Terrace, Aliwal North Attention Mr Y Dlamkile: Tel No: (051) 633 2090 / 071 812 6015
- Nelson Mandela District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003 OR Hand deliver to: 2<sup>nd</sup> Floor - 66 Corporate Place, Ring Road, Greenacres, Newton Park, Port Elizabeth Attention Mr A Kitching: Tel No: (041) 492 1231 / 1230

**Alfred Nzo District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayliff Attention Mr Gugwana: Tel No: (039) 254 0960 / 082 542 4726

**CLOSING DATE**

: 12 August 2019 at 12H00

**NOTE**

: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

**MANAGEMENT ECHELON**

**POST 27/216**

: **DIRECTOR: INTERNAL AUDIT REF NO: DSRAC 01/07/2019**

**SALARY**

: R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive remuneration)

**CENTRE**

: Head Office

**REQUIREMENTS**

: Bachelor's Degree / Diploma in Auditing / Internal Audit and Accounting. 5 years middle managerial level experience. Strategic capability and leadership. Registration with Certified Internal Audit (CIS) will be an added advantage. Understanding of Treasury and PFMA Regulations. Knowledge of Project Management best practice. Knowledge of the standards of the Institute of Internal Auditors. Knowledge of risks based Internal Audit methodologies; procedures and software. Knowledge of risk management standards and procedures. Knowledge of government legislation. Knowledge of monitoring and evaluation methods. Job related skills required: Problem solving skills. Computer literacy. Analytical skills. Interpersonal skills. Negotiation skills. People and diversity management skills. Sound financial management skills. Report writing skills. Presentation skills. Must be in possession of a valid code 08 drivers' licence.

**DUTIES**

: Manage the development of Strategic risk-based Audit plans and Operational policies and procedures. Managing adherence to and continuous improvement of the Internal Audit risk-based audit methodology. Act as a secretariat for the Audit and Risk Committee. Act as an interlocutor between the department and the Auditor-General of South Africa (AGSA). Conduct risk and compliance audits to address Operational and compliance risks. Conduct information technology audits. Oversee the development and implementation of Risk Management process. Provide advisory services on Risk Management process. Review Strategic risk register quarterly. Management of Human, Physical and Financial resources.

**ENQUIRIES**

: N. Bodlani Tel No: (043) 492 0280

## OTHER POSTS

**POST 27/217** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DSRAC 02/07/2019**

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (An all-inclusive remuneration)  
: Head Office  
: An undergraduate qualification (NQF level 6 or 7 as recognized by SAQA) in Human Resource Management/Development/Public Administration/Management or equivalent relevant qualification plus relevant experience of 5 years 'of which 3 years must have been at the Assistant Manager level within the field of Training & Development as well as sound knowledge of the Performance Management Development System within the Public Service Environment. Strong PMDS Administration Skills. The following skills, knowledge and attributes are required: People Management. Problem Solving. Presentation. Planning and Organizing. Policy Analysis. Communication. Computer Literacy. Report Writing. Valid code 08 driver's license required.

**DUTIES** : Facilitate and co-ordinate the development of departmental HRD policy. Conduct skills audit and analysis thereof. Develop workplace skills plan and alignment of training programmes to previously disadvantage people. Manage all training/ interventions to employees. Facilitate, manage, co-ordinate internship and learnership programmes. Provide reports to Management, OTP and Public Sector Education and Training Authority. Facilitate and manage any in-house training and development programmes. Facilitate presentations and induction programmes. Evaluate the impact of training provided. Manage the bursary processes. Facilitate and co-ordinate the implementation of the PMDS for ALL Salary Levels in the Department.

**ENQUIRIES** : R. Loots Tel No: (043) 492 0949

**POST 27/218** : **DEPUTY DIRECTOR: COMMUNITY LIBRARIES SERVICES REF NO: DSRAC 03/07/2019**

Contract from Date of Assumption to 31 March 2021 – Conditional Grant Funded  
Re-Advertisement, people who have applied before, are encouraged to re-apply

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (An all-inclusive remuneration)  
: Head Office  
: A B.BIBL or B Tech Degree or Post Graduate Diploma in Library and Information Science or equivalent qualification with a minimum of five (5) years' experience in the Library and Information Services field. Knowledge of Finance and Human Resources. Good computer and negotiation skills. Good research and analytical skills. Knowledge on all applicable Public Service Legislations and Treasury regulations. Knowledge on procurement directives and departmental policies and policy formulation. Good interpersonal relations. Strong customer ethic. Must be able to think strategically and be service-orientated. Must be in possession of a valid code 08 drivers' licence.

**DUTIES** : Manage all Conditional Grant activities. Represent and give input on the grant implementation in Library Service and DSRAC strategic planning. Chair / attend planning meeting of Conditional Grant. Liaise with Municipalities. Consult with DSRAC District Management Municipal Library Service Management. Attend DAC and Treasury meeting with regard to conditional grant. Manage annual allocation of Library subsidy transfers to Municipalities and Conditional Grant funds. Compiling MTEF budget for the conditional grant. Manage the annual project budget process. Establish, manage and co-ordinate financial monitoring mechanisms. Ensure that expenditure is in line with business plan, PFMA and Treasury Regulations. Monitor and evaluate municipal financial reports. Coordinate inputs for Library Services annual budget process. Control and monitor payments of all purchases and transfer payments. Develop and maintain a sound internal control and risk management system for the conditional grant. Manage MOA's business plans and other outputs of the conditional grant. Human Resource Management i.e. Co-ordinate, evaluate and handle staff reports and staff performance. Administrative Management.

**ENQUIRIES** : R. Loots Tel No: (043) 492 0949

<b><u>POSTS 27/219</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCHOOL SPORT REF NO: DSRAC 06/07/2019</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum (Level 10) (An all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Degree / Diploma in the field of Sport and Recreation coupled with 3 years' experience in the field of Sport and Recreation with at least 2 years at supervisory level or Matric coupled with 10 years' experience in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid code 08 driving licence.
<b><u>DUTIES</u></b>	:	Implement strategic partnership programmes with the Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to sport development. Coordinate and organize the training of identified volunteers. Monitor and evaluate sport development programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.
<b><u>ENQUIRIES</u></b>	:	R. Loots Tel No: (043) 492 0949
<b><u>POST 27/220</u></b>	:	<b><u>ASSISTANT DIRECTOR: MPP REF NO: DSRAC 07/07/2019</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum (Level 10) (An all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in Sport Management or Human Movement Science studies with at least 3 years' experience in the field of recreation 2 years which at supervisory level or Matric certificate coupled with 10 years' experience in the field, with 3 years which at supervisory level. Knowledge of Sport and recreation related government prescripts in particular those focusing on Sport and recreation development, such as National Sports plan. Sound knowledge MPP grant framework. Knowledge of Public service act, Public Service Regulations, Employment Equity Act, Public Service Finance Management ACT (PFMA), division of revenue Act (DORA) and Employee Performance Management System (EPMDS) and other applicable government prescripts. Planning, Organizational, Communication and presentation skills are essential. Ability to follow correct reporting procedures and ability to compile management reports. Conflict management and resolution skills, ability to be innovative and creative. Policy analysis and implementation. Computer literacy. A Valid Driving License. (Women and people living with disability are an encourage to apply)
<b><u>DUTIES</u></b>	:	Assist in Management of sub-directorate staff and implementation of EPMDS. Assist in Manage budget, compile business plans and operational plan for Recreation section. Assist in Conceptualise and initiate programmes for the development and promotion of recreation. Facilitate, support, monitor and evaluate sub directorate programmes. Monitor the implementation of service delivery and transformation in sport. Monitor the implementation of service delivery model. Development and submission of reports according to the systems of the department. Facilitate the process of recreation development, transformation working with recreation structures and bodies, and other relevant stakeholders. Facilitate the graduating of recreation participants to mainstream sport. Assist in Manage and eliminate risk hazards within the section being guided by the policies of the department and public service regulations. Assist Manage the coordination of activities and festival at hub, local and district levels. Facilitate programmes that promote moral regeneration and healthy lifestyles.
<b><u>ENQUIRIES</u></b>	:	N. Kenqa Tel No: (047) 502 9211
<b><u>POST 27/221</u></b>	:	<b><u>ASSISTANT DIRECTOR: MPP REF NO: DSRAC 08/07/2019</u></b> Re-Advertisement, people who have applied before, are encouraged to re-apply
<b><u>SALARY</u></b>	:	R470 040 per annum (Level 10) (An all-inclusive remuneration)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Alfred Nzo District
	:	A three year Degree / Diploma in the field of Sport and Recreation coupled with three (3) years' experience in the field of Sport and Recreation with at least two (2) years at supervisory level or Matric coupled with ten (10) years' experience in the field of Sport and Recreation. Sound knowledge of MPP grant framework. Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Division of Revenue Act (DORA) and Employee Performance Management System (EPMDS), National Sport Plan and other applicable government prescripts. Planning, Organisational, communication, report writing and presentation skills are necessary. Must be in possession of a valid code 08 driving licence.
<b><u>DUTIES</u></b>	:	Implement strategic partnership programmes of school sport with the Department of Education and Structures / Federations. Develop and maintain database of participants and officials. Manage projects in partnership with stakeholders. Set up standing meetings with clients and manage annual school sport calendar. Provide strategic leadership in school sport by planning and developing of the sub directorates and districts operational plans, projects and programmes. Ensure compliance with conditional grant framework, prepare budget, procurement plans and business plans. Manage the implementation of School Sport Programmes in line with the policy directives and political imperatives. Manage leave and EPMDS in the school sport section and ensure capacity building of staff. Monitor compliance to policies and procedures related to school sport. Coordinate and organise the training of identified educators and volunteers. Monitor and evaluate school sport programmes.
<b><u>ENQUIRIES</u></b>	:	M. Gugwana Tel No: (039) 254 0960
<b><u>POST 27/222</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DSRAC 04/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 09) (An all-inclusive remuneration)
	:	Head Office
	:	Degree/Diploma in Human Resource Management or equivalent qualification with 3 years' experience in the field of which 2 years must be at a supervisory level. Or Matric with at least 10 years' experience in the field of which 2 years must be at a supervisory level. Understanding of the LRA, PSA, the Constitution of South Africa, the PFMA, PSCBC and GPSSBC Resolutions and other relevant legislative directives. Understanding of Treasury Regulations. Understanding of the Public Service reporting procedures. Good report writing, communication, negotiation and conflict management skills. Presiding skills. Innovative and creative thinker. Must be willing to work under pressure. Willingness to travel. Willing to work in a team. Computer Literacy. A Valid Driving Licence.
<b><u>DUTIES</u></b>	:	Maintain Labour peace and promote sound relations between employer and employees. Facilitate and co-ordinate misconduct, grievance and disputes investigations and procedures. Ensures Labour Related Policy development and implementation. Provide training on a range of Labour Relations issues. Liaise externally and represent the department at Provincial Bargaining Chambers and ensures the implementation of collective agreements. Assist with managing the relationship with Unions. Assist with supervision of administrative personnel at lower level.
<b><u>ENQUIRIES</u></b>	:	R. Loots Tel No: (043) 492 0949
<b><u>POST 27/223</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DSRAC 05/07/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 09) (An all-inclusive remuneration)
	:	Head Office
	:	Degree/Diploma in Accounting or Auditing, coupled with at least 3 years' experience in the field / related field or Matric certificate coupled with 10 years' experience in the field of Risk Management. Knowledge of Public Sector legislative framework, PFMA, Treasury Regulations, National Treasury Risk Management Framework and Public Sector Anti-Corruption Strategies. Computer Literacy. Report writing skills, proven communication and good presentation skills. Ability to review policies, internal control measures, procedure manuals and departmental circulars. A registration with the institute

		of Risk Management (RIMSA) will be an added advantage. A valid code 08 Driving license.
<b><u>DUTIES</u></b>	:	Assist in the development, review and implementation of Departmental Risk Management framework. Give support to the section with regards to Departmental Risk Assessment and Reviews, Implementation of programmes, Awareness campaigns and workshops on Anti-Fraud, Anti- Corruptions, Ethics management and Risk Management. Facilitate management of Conflict of interest and gift register. Investigate fraud and other risk related matters. Provide reports and maintain safe keeping of registers.
<b><u>ENQUIRIES</u></b>	:	R. Loots Tel No: (043) 492 0949
<b><u>POST 27/224</u></b>	:	<b><u>SPORT PROMOTION OFFICER: SPORT DEVELOPMENT (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 per annum (Level 07) (An all-inclusive remuneration)
	:	Amathole District Ref No: DSRAC 09/07/2019
	:	Nelson Mandela District Ref No: DSRAC 10/07/2019
	:	Or Tambo District Ref No: DSRAC 11/07/2019
	:	Alfred Nzo District Ref No: DSRAC 12/07/2019
<b><u>REQUIREMENTS</u></b>	:	A degree/Diploma in Sport Management or Human Movement Science or Matric with 5 years' experience in the field. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in a number of codes or federations. A valid code 08 driving license.
<b><u>DUTIES</u></b>	:	To promote and encourage participation in Sport Development. To create platform for talent identification through the implementation of the Sport Development & Federations Activities. To facilitate and implement capacity building programmes. To facilitate participation of Federations from grassroots to National Level.
<b><u>ENQUIRIES</u></b>	:	T. Jantjies, Tel No: (043) 704 7806 (Amathole) A. Kitching Tel No: (041) 492 1231 (Nelson Mandela) N. Kenqa Tel No: (047) 502 9211 (OR Tambo) M. Gugwana Tel No: 039 254 0960 (Alfred Nzo)
<b><u>POST 27/225</u></b>	:	<b><u>SPORT PROMOTION OFFICER: RECREATION (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 per annum (Level 07) (An all-inclusive remuneration)
	:	Joe Gqabi District Ref No: DSRAC 13/07/2019
	:	Chris Hani District Ref No: DSRAC 14/07/2019
<b><u>REQUIREMENTS</u></b>	:	A Degree/Diploma in Sport Management or Human Movement Studies. Matric with 5 years' experience in Sport environment. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan. Must have a good organising, interpersonal, and Project Management skills, must be able work under pressure, computer literacy, v Good communication and organising skills. Ability to work under pressure. Basic computer skills. A valid code 08 driving license.
<b><u>DUTIES</u></b>	:	Facilitate, organise and implementation of Recreation Development programmes in the district. Preparation of documentation for submissions. Organise and co-ordinate Recreation Development projects provincially, in accordance with the Provincial Sport and Recreation policy. Liaise with communities, structures, federations and maintain partnership. Organise capacity building workshops. Compile reports.
<b><u>ENQUIRIES</u></b>	:	Y. Dlamkile Tel No: (051) 633 2090 (Joe Gqabi) X. Kwanini Tel No: (045) 492 0030 (Chris Hani)
<b><u>POST 27/226</u></b>	:	<b><u>COMMUNITY SPORT COORDINATORS: SPORT DEVELOPMENT REF NO: DSRAC 15/07/2019 (X4 POSTS)</u></b> (12 Month Contract)
<b><u>SALARY CENTRE</u></b>	:	R108 564 per annum (An all-inclusive remuneration part time (5/8 <sup>th</sup> ))
	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A relevant tertiary qualification in Sport Management or Human Movement Science or Education OR Matric with 2 years' experience in the areas of Federation Affairs. Experience in working with Sport Structures. Good communication skills and report writing. Understanding of monitoring and evaluation processes. Ability to work under pressure and should be computer literate.

**DUTIES**

: Coordinate the implementation and monitoring of leagues. Provide support to federations that are in Club Development Programme. Maintain records of registered and supported leagues and clubs. Maintain database of distributed resources.

**ENQUIRIES**

: R. Loots Tel No: (043) 492 0949