

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

APPLICATIONS

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

Cecilia Makiwane Hospital - Post to: Cecilia Makiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms N. Matshaya Tel No: (043) 708 2121.

Nkqubela Hospital - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms 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, 5200 or hand Deliver to: HR Office, Buffalo City Metro District Office, 18 Sheffield Road Woodbrook West Bank East London 5200. Enquires: Ms H Hlulani Tel. No: (043) 7433 006/057

Bhisho Hospital - Post to: HR Office, Bhisho Hospital, Bhisho 5605 or hand delivery: Human Resource Office, Bhisho Hospital Komga Road. Enquiries: Mrs T. Awlyn – Qegu Tel No: (040) 635 2950/5.

Uitenhage Provincial Hospital - Post to: HR Office, Private Bag X36, Uitenhage, 6230 or hand deliver to: HR Office, Uitenhage Provincial Hospital, 36 Channer Street, Levyvale, Uitenhage 6229. Enquiries: Mr P Oosthuizen Tel No: (041) 995 1129.

Madzikane Ka Zulu Hospital - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr Sigola Tel No: 039 255 8200/11/12.

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

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

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.

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.

St Patricks Hospital: Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Gxaweni AO Tel No. 039 251 0236.

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

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

Fort England Psychiatric Hospital - Post to: 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: Ms S Share Tel No: (046) 602 2300.

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

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

Joe Gqabi District Office (EMS Aliwal North) - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot

springs, Aliwal North 9750. Enquiries: Mr J.S Ndzinde – Tel No: (051) 633 9631.

Frontier Regional Hospital – Post to: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, Enquiries: Ms P Marongo Tel No: (045) 808 4272.

Tower Psychiatric Hospital – Post to: HR Office, Private Bag X228, Fort Beaufort, 5720 or hand deliver to: HR Office, Tower Psychiatric Hospital, Street, Fort Beaufort, Eastern Cape, 5720. Enquiries: Mrs V Whitecross Tel No: (046) 645 5008.

SS Gida Hospital – Post to; HR Office, SS Gida Hospital, Private Bag X012, Keiskammahoek, 5670 or hand deliver to: HR Office, SS Gida Hospital, Keiskammahoek, 5670. Enquiries: Ms N Nene Tel No: (040) 658 0043.

Jose Pearson TB Hospital - Post to: HR 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.

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

Elizabeth Donkin Hospital – Post to: HR Office, Elizabeth Donkin Hospital, Private Bag X6024, Port Elizabeth, 6000 or hand deliver to: HR Office, 1 La Roche Drive, Elizabeth Donkin Hospital, Walmer, Port Elizabeth, 6001. Enquiries: Mr E Felkers Tel No: (041) 585 2323.

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.

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

Inxuba Yethembu Sub District – Human Resource Office, Inxuba Yethembu Sub District Private Bag x90 Cradock 5880. Enquiries: Ms GO Van Heerden Tel No: (048) 881 2921.

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

Cala Hospital - Post to: Human Resource Office, Private bag X 516, Cala, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquires: Ms Z Sentile – Tel No: (047) 874 8000.

King Sabatha Dalindyebo Sub-District Office - Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel No: (047) 531 0823.

Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4800 Enquiries: Mr Magadla Tel no 039 727 2090.

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

Nelson Mandela Metro Office – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: (041) 391 8164.

Alfred Nzo District Office - Post to Human Resource Office, Alfred Nzo District Office, Private Bag X3515, Kokstad,4700: Enquiries Mr Praitel Tel No: (039) 7976070.

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

Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro District Office, Private Bag X9015, East London, 5200 or hand Deliver to: HR Office, Buffalo City Metro District Office, 64 Terminus Street, Old Standard Bank Building, East London 5200. Enquires: Ms. Hazel Hlulani Tel. No: (043) 7433 006/057

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

Cecilia Makiwane Regional 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 N. Matshaya Tel No: (043) 708 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 8071110/1101.

Frontier Regional Hospital – Post to: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, Enquiries: Ms P Marongo Tel No. 045 808 4272.

Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr J.S Ndzinde – Tel No: (051) 633 9631

Nelson Mandela Metro Office – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.

Livingstone Tertiary Hospital - Post to: The Human Resource Manager, Recruitment Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: (041) 405 2348.

Dora Nginza Regional Hospital - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel No: (04)1 406 4421.

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

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.

Mthatha Regional Hospital - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel No (047) 502 4143/4008.

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.

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel No: (041) 408 8509.

Fort England Psychiatric Hospital - Post to: 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: Ms S Share Tel No: (046) 602 2300.

CLOSING DATE
NOTE

: 30 July 2021
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: Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document, 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, Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following

communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). 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. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

POST 25/101 : **HEAD CLINICAL UNIT (PSYCHIATRY) REF NO: ECHEALTH/HCU-MED/FTH/01/07/2021 (X2 POSTS)**

SALARY : R1 728 807 – R1 834 890 per annum, (OSD)
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Appropriate specialist procedures and protocols within field of expertise. Leadership, academic, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counselling and conflict resolution skills. Outstanding clinical skills in the field of Internal Medicine, preferably in public service environment. Ability and practical experience to set up and provide training program for under and post graduates.

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

ENQUIRIES : Ms S Share Tel No: (046) 602 2300

POST 25/102 : **MEDICAL SPECIALIST GRADE 1 (PSYCHIATRY) REF NO: ECHEALTH/MS /FORTPH/01/07/2021 (X2 POSTS)**

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum, (OSD)
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist in Psychiatry. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: No experience needed after registration. Sound knowledge of clinical concepts within the specific domain. Knowledge and skills in the respective field. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Good verbal and written communication skills and interpersonal skills. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

DUTIES : Share in the clinical supervision and administration of the wards, emergency care in their Department. Render a clinical service and clinical consultant cover in the out-patients' department during the day, attend to after hour calls and referrals from other service areas. Teaching and training for interns, MO's and registrars in relevant disciplines. Perform research in the relevant disciplines.

ENQUIRIES : Ms S Share Tel No: (046) 602 2300

POST 25/103 : **MEDICAL SPECIALIST GRADE 1 (PEADIATRICS) REF NO: ECHEALTH/MS PDS/DNH/01/07/2021 (X2 POSTS)**

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: No experience needed after registration. Sound knowledge of clinical concepts within the specific domain. Knowledge and skills in the respective field. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Good verbal and written communication skills and interpersonal skills. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

DUTIES : Share in the clinical supervision and administration of the wards, emergency care in their Department. Render a clinical service and clinical consultant cover in the out-patients' department during the day, attend to after hour calls and referrals from other service areas. Teaching and training for interns, MO's and registrars in relevant disciplines. Perform research in the relevant disciplines.

ENQUIRIES : Ms Bomela Tel No: (041) 406 4421

POST 25/104 : **MEDICAL SPECIALIST GRADE 1 (INTERNAL MEDICINE) REF NO: ECHEALTH/MS IM/DNH/01/07/2021**

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: No experience needed after registration. Sound knowledge of clinical concepts within the specific domain. Knowledge and skills in the respective field. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Good verbal and written communication skills and interpersonal skills. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

DUTIES : Share in the clinical supervision and administration of the wards, emergency care in their Department. Render a clinical service and clinical consultant cover in the out-patients' department during the day, attend to after hour calls and referrals from other service areas. Teaching and training for interns, MO's and registrars in relevant disciplines. Perform research in the relevant disciplines.

ENQUIRIES : Ms Bomela Tel No: (041) 406 4421

POST 25/105 : **MEDICAL SPECIALIST GRADE 1 (FAMILY MEDICINE) REF NO: ECHEALTH/MS FM/DNH/01/07/2021**

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: No experience needed after registration. Sound knowledge of clinical concepts within the specific domain. Knowledge and skills in the respective field. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven

management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Good verbal and written communication skills and interpersonal skills. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

DUTIES : Share in the clinical supervision and administration of the wards, emergency care in their Department. Render a clinical service and clinical consultant cover in the out-patients' department during the day, attend to after hour calls and referrals from other service areas. Teaching and training for interns, MO's and registrars in relevant disciplines. Perform research in the relevant disciplines.

ENQUIRIES : Ms Bomela Tel No: (041) 406 4421

POST 25/106 : **ADVANCED PAEDATRIC NURSING PROFESSIONAL (DCST) REF NO: ECHEALTH/APNP-DCSTT/HO/01/07/2021**

SALARY : R949 618 – R1 068 666 per annum, (OSD)
CENTRE : Nelson Mandela Metro Office
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse plus a post basic nursing qualification (Advanced Paediatric or Neonatal Nursing Science) with a duration of at least 1 year accredited with the SANC plus a minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification. At least 4 years of the period referred to above must be appropriate/ recognisable experience at management level. Knowledge of relevant legislation, regulations and policies. Competencies: Own discipline, programme planning, implementation and evaluation, Information management, Quality assurance and improvement programmes. Skills: Leadership, Communication, Problem Solving, Computer Literacy. Behavioural attributes: Stress tolerance, Self-Confidence, Objective, and Empathic. A valid licence. Please note: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign country, and which registration is recognised by the SANC for registration in the particular discipline).

DUTIES : Represent paediatric and neonatal nursing as a member of a DCST responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency in paediatric and neonatal health care. Primarily support district hospitals with all aspects of service delivery related to paediatric and neonatal health care. Secondarily support clinics and community health centres with service delivery related to paediatric and neonatal health care. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination and implementation of clinical and nursing protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Support the training, development and mentorship of nursing and allied health professionals and community workers. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality nursing care. Assist, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Assist, support and participate in clinical audit and quality improvement cycles in health facilities in the district. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaboration within the DCST and with other professionals in the district

involved in the delivery of paediatric and neonatal care. Enable engagement with the local community and relevant non-government organisations and private providers, promoting adherence to district clinical public health guidance as appropriate. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Coordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 25/107 : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: ECHEALTH/AM-PS/BHSH/01/07/2021**

SALARY : R897 936 – R1 042 095 per annum (OSD)
CENTRE : Buffalo City Metro, Bhisho Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacist experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy regulations and act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.

DUTIES : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish operational systems. Plan and organise own work and work of subordinates to allow smooth flow of pharmaceutical services.

ENQUIRIES : Mrs T. Awlyn – Qegu Tel No: (040) 635 2950

POST 25/108 : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: ECHEALTH/AM-PS/MZKH/01/07/2021**

SALARY : R897 936 – R1 042 095 per annum (OSD)
CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacy experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy regulations and act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.

DUTIES : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish operational systems. Plan and organise own work and work of subordinates to allow smooth flow of pharmaceutical services.

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

POST 25/109 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/UPH/01/07/2021**

SALARY : R869 007 – R1 023 645 per annum (Level 12)
CENTRE : Nelson Mandela Metro, Uitenhage Provincial Hospital
REQUIREMENTS : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budgeted in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mr P Oosthuizen Tel No: (041) 995 1129

POST 25/110 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**
ECHEALTH/CEO/MZKH/01/07/2021

SALARY : R869 007 – R1 023 645 per annum (Level 12)
CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budgeted in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

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

POST 25/111 : **DEPUTY MANAGER NURSING REF NO:**
ECHEALTH/DMN/NMAH/01/07/2021

SALARY : R843 618 – R949 482 per annum, (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant

		Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 25/112</u>	:	<u>DEPUTY MANAGER NURSING REF NO:</u> <u>ECHEALTH/DMN/TAYB/01/07/2021</u>
<u>SALARY</u>	:	R843 618 – R949 482 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
<u>REQUIREMENTS</u>	:	Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Ms N Ngwabeni Tel No: (039) 257 0099
<u>POST 25/113</u>	:	<u>DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/UPH/01/07/2021</u>
<u>SALARY</u>	:	R843 618 – R949 482 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Uitenhage Provincial Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other

stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

- ENQUIRIES** : Mr P Oosthuizen Tel No: (041) 995 1129
- POST 25/114** : **DENTIST GRADE 1-3 REF NO: ECHEALTH/DENT/HEWH/01/07/2021**
- SALARY** : Grade 1: R797 109 – R1 362 366 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, Hewu Hospital
- DUTIES** : 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** : Mr Mabandla Tel No: (040) 841 0133
- POST 25/115** : **PHARMACIST GRADE 1-3 REF NO: ECHEALTH/PHAR/TAYB/01/07/2021**
- SALARY** : Grade 1: R693 372 – R735 918 per annum, (OSD)
Grade 2: R751 026 – R797 109 per annum, (OSD)
Grade 3: R821 205 – R871 590 per annum, (OSD)
- CENTRE REQUIREMENTS** : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
- DUTIES** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience after registration as a Pharmacist with the SAPC.
- DUTIES** : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.
- ENQUIRIES** : Ms N Ngwabeni Tel No: (039) 257 0099

POST 25/116 : **PHARMACIST GRADE 1-3 REF NO: ECHEALTH/PHAR/NMAH/01/07/2021**

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

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience after registration as a Pharmacist with the SAPC.

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

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469

POST 25/117 : **ASSISTANT MANAGER NURSING SPECIALTY (PEADIATRICS) REF NO: ECHEALTH/AMNM/DNH/01/07/2021**

SALARY : R614 941 – R692 166 per annum, (OSD)

CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year in Pediatrics Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the relevant speciality. 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.

DUTIES : 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.

ENQUIRIES : Ms Bomela Tel No: (041) 406 4421

POST 25/118 : **ASSISTANT MANAGER NURSING SPECIALTY (PEADIATRICS) REF NO: ECHEALTH/AMNM/TAYBH/01/07/2021**

SALARY : R614 941 – R692 166 per annum, (OSD)
CENTRE : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year in Peadiatrics Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the relevant speciality. 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.

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

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

POST 25/119 : **ASSISTANT MANAGER NURSING SPECIALTY (OPD) REF NO: ECHEALTH/AMN/STPH/01/07/2021**

SALARY : R614 991 – R692 166 per annum, (OSD)
CENTRE : Alfred Nzo District, St Patricks Hospital
REQUIREMENTS : 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 in Orthopaedic Nursing Science/ Ophthalmic Nursing Science / Trauma Nursing Science 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.

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

ENQUIRES : Ms AO Gxaweni Tel No: (039) 251 0236

POST 25/120 : **ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN-PHC/MTCHC/01/07/2021**

SALARY : R614 941 – R692 166 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Motherwell CHC

<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms P Makuluma Tel No: (041) 391 8164
<u>POST 25/121</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN-PHC/NONTYATYAMBO/01/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R614 941 – R692 166 per annum (OSD)
	:	Buffalo City Metro, Nontyatyambo CHC
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms H Hlulani Tel No: (043) 7433 006/057

POST 25/122 : **OPERATIONAL MANAGER SPECIALTY (OPD/CASUALTY) REF NO: ECHEALTH/OMS-OPD/MZKH/01/07/2021**

SALARY : R562 800 – R652 437 per annum, (OSD)
CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : Basic R425 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 Orthopaedic Nursing Science/ Ophthalmic Nursing Science / Trauma Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

DUTIES : To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

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

POST 25/123 : **OPERATIONAL MANAGER SPECIALTY (POST NATAL WARD) REF NO: ECHEALTH/OMS-PNW/CMH/01/07/2021**

SALARY : R562 800 – R652 437 per annum, (OSD)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : Basic R425 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. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

DUTIES : To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

ENQUIRIES : Ms N. Matshaya Tel No: (043) 708 2121

POST 25/124 : **OPERATIONAL MANAGER SPECIALTY (ANTE NATAL CLINIC) REF NO: ECHEALTH/OMS-ANC/CMH/01/07/2021**

SALARY : R562 800 – R652 437 per annum, (OSD)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital

<u>REQUIREMENTS</u>	:	Basic R425 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. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.
<u>DUTIES</u>	:	To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: (043) 708 2121
<u>POST 25/125</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHERALTH/OMS-MAT/DNH/01/07/2021</u>
<u>SALARY</u>	:	R562 800 – R652 437 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<u>REQUIREMENTS</u>	:	Basic R425 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. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.
<u>DUTIES</u>	:	To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.
<u>ENQUIRIES</u>	:	Ms Bomela Tel No: (041) 406 4421
<u>POST 25/126</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (THEATRE) REF NO: ECHERALTH/OMS-PDS/CALH/01/07/2021</u>
<u>SALARY</u>	:	R562 800 – R652 437 per annum, (OSD)
<u>CENTRE</u>	:	Chris Hani District, Cala Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Theatre Technique accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in

general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

DUTIES : To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

ENQUIRIES : Ms Z Sentile Tel No: (047) 874 8000

POST 25/127 : **OPERATIONAL MANAGER SPECIALITY (PEADIATRICS) REF NO: ECHERALTH/OMS-PDS/DNH/01/07/2021**

SALARY : R562 800 – R652 437 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : Basic R425 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 Pediatrics Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

DUTIES : To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

ENQUIRIES : Ms Bomela Tel No: (041) 406 4421

POST 25/128 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMS-NTABCHC/01/07/2021**

SALARY : R562 800 – R652 437 per annum, (OSD)
CENTRE : Umzimvubu Sub District, Ntabakulu CHC
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other

stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
Mr Magadla Tel No: (039) 727 2090

ENQUIRIES

POST 25/129

OPERATIONAL MANAGER PRIMARY HEALTH CARE (X6 POSTS)

SALARY CENTRE

R562 800 – R633 432 per annum, (OSD)
King Sabata Dalinyebo Sub District, Bumbane Clinic Ref No: ECHEALTH/OMPHC/BUMC01/07/2021
Ngangelizwe CHC Ref No: ECHEALTH/OMPHC/NGACHC/01/07/2021
Ngcwanguba CHC Ref No: ECHEALTH/OMPHC/NGCWACHC/01/07/2021
Nzulwini Clinic Ref No: ECHEALTH/OMPHC/NZUC/01/07/2021
Pumalanga Clinic Ref No: ECHEALTH/OMPHC/PUMC/01/07/2021
Tabase Clinic Ref No: ECHEALTH/OMPHC/TAC/01/07/2021

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

Ms O Gcagca Tel No: (047) 531 0823

POST 25/130

OPERATIONAL MANAGER PRIMARY HEALTH CARE (X2 POSTS)

SALARY CENTRE

R562 800 – R633 432 per annum, (OSD)
Lukhanji Sub District, KB Siswana Clinic Ref No: ECHEALTH/OMPHC/KBSC01/07/2021
Ekuphumleni Clinic Ref No: ECHEALTH/OMPHC/EKUC/01/07/2021

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

Ms Mtweni Tel No: (045) 807 8908

POST 25/131

OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/HIGHC/01/07/2021

SALARY CENTRE

R562 800 – R633 432 per annum, (OSD)
Inxuba Yethembu Sub District, High Clinic

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms GO Van Heerden Tel No: (048) 881 2921
<u>POST 25/132</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/DORDC/01/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R562 800 – R633 432 per annum, (OSD) Emalaheni Sub District, Dordrecht Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms NP Mtshabe Tel No: (047) 878 4300
<u>POST 25/133</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/STGC/01/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R562 800 – R633 432 per annum, (OSD) Qaukeni Sub District, St Elizabeth Gateway Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical

		standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics. Ms N Hlobo Tel No: (039) 253 1541
<u>ENQUIRIES</u>	:	
<u>POST 25/134</u>	:	<u>ASSISTANT DIRECTOR: MEDICAL TECHNOLOGY GRADE REF NO: ECHEALTH/ASD: MT/NMAH/01/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R517 326 – R656 496 per annum, (OSD) OR Tambo District, Nelson Mandela Academic Hospital Senior certificate, formal tertiary qualification (Degree) or National diploma/B. Tech in Medical Technology that allows for registration with HPCSA. Proof of current renewable license to practice as Medical technologist with HPCSA. At least three years' relevant experience after registration with the HPCSA as a Medical Technologist. Knowledge, Skills and Competencies required good communication skills, Report writing skills, ability to function as part of the multi-disciplinary team, problem solving and decision making. Computer literacy. Sound knowledge of relevant legislation guiding provision of Clinical Health Care in the Public Sector. Knowledge of Patients Right Charter, Batho Pele principles, Ministerial priorities, National Core standards etc. A valid Driver's licence.
<u>DUTIES</u>	:	Establish Medical and technology department in the hospital and supervise junior personnel including students. Render laboratory and Blood services in the allocated area of responsibility that complies with the standard and norms of the ECDOH. Provide coordination of Laboratory and blood services management. Implement and contribute to proper rationale use of laboratory and blood use. Manage risk involved in rendering laboratory and blood services in the hospital. Establish good working relationship with other multi-disciplinary team members with the hospital and other relevant stakeholders. Compile monthly reports on laboratory and blood services and perform other administrative duties as may be delegated by the supervisor. Implement quality assurance policies and develop quality improvement plans. Market and promote Medical Technology services and contribute towards teaching and research.
<u>ENQUIRIES</u>	:	Mr/Ms Tshaka Tel No: (047) 5024512/15
<u>POST 25/135</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMG/CMH/01/07/2021 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 276 – R500 031 per annum, (OSD) Buffalo City Metro, Cecilia Makiwane Regional Hospital Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Matshaya Tel No: (043) 709 2208
<u>POST 25/136</u>	:	<u>OPERATIONAL MANAGER GENERAL (SURGICAL WARD) REF NO: ECHEALTH/OMG/MZKH/01/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 276 – R500 031 per annum, (OSD) Alfred Nzo District, Madzikane Ka Zulu Hospital Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A

<u>DUTIES</u>	:	<p>minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.</p> <p>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.</p>										
<u>ENQUIRIES</u>	:	Mr Sigola Tel No: (039) 255 8200/11/12										
<u>POST 25/137</u>	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>OPERATIONAL</u></th> <th style="text-align: left;"><u>MANAGER</u></th> <th style="text-align: left;"><u>GENERAL</u></th> <th style="text-align: left;"><u>REF</u></th> <th style="text-align: left;"><u>NO:</u></th> </tr> </thead> <tbody> <tr> <td colspan="5"><u>ECHEALTH/OMG/EDH/01/07/2021</u></td> </tr> </tbody> </table>	<u>OPERATIONAL</u>	<u>MANAGER</u>	<u>GENERAL</u>	<u>REF</u>	<u>NO:</u>	<u>ECHEALTH/OMG/EDH/01/07/2021</u>				
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<u>ECHEALTH/OMG/EDH/01/07/2021</u>												
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)										
<u>CENTRE</u>	:	Nelson Mandela Metro, Elizabeth Donkin Hospital										
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.										
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<u>ENQUIRIES</u>	:	Mr E Felkers Tel No: (041) 585 2323.										
<u>POST 25/138</u>	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>OPERATIONAL</u></th> <th style="text-align: left;"><u>MANAGER</u></th> <th style="text-align: left;"><u>GENERAL</u></th> <th style="text-align: left;"><u>REF</u></th> <th style="text-align: left;"><u>NO:</u></th> </tr> </thead> <tbody> <tr> <td colspan="5"><u>ECHEALTH/OMG/GGH/01/07/2021</u></td> </tr> </tbody> </table>	<u>OPERATIONAL</u>	<u>MANAGER</u>	<u>GENERAL</u>	<u>REF</u>	<u>NO:</u>	<u>ECHEALTH/OMG/GGH/01/07/2021</u>				
<u>OPERATIONAL</u>	<u>MANAGER</u>	<u>GENERAL</u>	<u>REF</u>	<u>NO:</u>								
<u>ECHEALTH/OMG/GGH/01/07/2021</u>												
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)										
<u>CENTRE</u>	:	Chris Hani District, Glen Grey Hospital										
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.										
<u>DUTIES</u>	:	<p>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.</p>										
<u>ENQUIRIES</u>	:	Ms N Ralushe Tel No: (047) 878 2800										
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<u>OPERATIONAL</u>	<u>MANAGER</u>	<u>GENERAL</u>	<u>REF</u>	<u>NO:</u>								
<u>ECHEALTH/OMG/DNH/01/07/2021</u>												
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)										
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital										

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Bomela Tel No: (041) 406 4421
<u>POST 25/140</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMG/NKQH/01/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 276 – R500 031 per annum, (OSD)
	:	Buffalo City Metro, Nkqubela TB Hospital
	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Langeni Tel No: (043) 761 2131
<u>POST 25/141</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMG/KTBH/01/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 276 – R500 031 per annum, (OSD)
	:	Alfred Nzo District, Khotsoong TB Hospital
	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms. A Lebata Tel No: (039) 737 3801

POST 25/142 : **OPERATIONAL MANAGER GENERAL REF NO:**
ECHEALTH/OMG/JSP/01/07/2021

SALARY CENTRE REQUIREMENTS : R444 276 – R500 031 per annum, (OSD)
: Nelson Mandela Metro, Jose Pearson TB Hospital
: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

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

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

POST 25/143 : **OPERATIONAL MANAGER GENERAL REF NO:**
ECHEALTH/OMG/SSGH/01/07/2021

SALARY CENTRE REQUIREMENTS : R444 276 – R500 031 per annum, (OSD)
: Amathole District, SS Gida Hospital
: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

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

ENQUIRIES : Ms Nene Tel No: (040) 658 0043

POST 25/144 : **OPERATIONAL MANAGER GENERAL REF NO:**
ECHEALTH/OMG/TOWHH/01/07/2021

SALARY CENTRE REQUIREMENTS : R444 276 – R500 031 per annum, (OSD)
: Amathole District, Tower Psychiatric Hospital
: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

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

<u>ENQUIRIES</u>	:	Mrs V Whitecross Tel No: (046) 645 5008.
<u>POST 25/145</u>	:	<u>SOCIAL WORK SUPERVISOR REF NO: ECHEALTH/SWS/NMAH/01/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R384 228 – R445 425 per annum, (OSD)
	:	OR Tambo District, Nelson Mandela Academic 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. A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Proof of current registration with South African Council of Social Work Services. A minimum of 3 years' experience in health care environment will be an added advantage as well as the previous experience with mentoring or supervision of students and subordinates. Knowledge of Public service legislation, policies and procedures as well as that of the Social Work profession as applies to the health sector. Ability to work within a multidisciplinary team. A valid driver's license and computer literacy. Ability to work in multi-disciplinary environment. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills. Ability to work under pressure.
<u>DUTIES</u>	:	Coordinate Social Work services in the hospital. Provide strategic direction and leadership to the Social work department in line with the department of health plans. Overall management administrative and clinical supervision of staff. Implementation of the supervisor policy and the PMDS system. Manage and support the Social Work at the facility within the scope, professional and statutory requirements of the SACSSP and Social Work Profession. Ensure implementation of the Quality Assurance programme and implementation of corrective measures. Provide input to risk management and initiate the department. Manage assets and all human and financial resources of the Social Work department. Prepare and analyze monthly statistics to plan workload allocation. Expand the intersectional communication with relevant partners and stakeholders. Represent the department and hospital at various forums and meetings as per delegation; internally and externally implement the decision and plans taken at department and hospital level. Ensure professional development of staff and adherence to CPD requirements. Participate in student training if applicable. Sign performance contract on annual basis. Participate in hospital management and committee meetings.
<u>ENQUIRIES</u>	:	Mr/Ms Tshaka Tel No: (047) 5024512/15
<u>POST 25/146</u>	:	<u>CHIEF ARTISAN GRADE A REF NO: ECHEALTH/CART/UPH/01/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R386 487 – R441 891 per annum, (OSD)
	:	Nelson Mandela Metro, Uitenhage Provincial Hospital
	:	Appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan/Artisan Foreman. Project management, Technical design and analysis knowledge, Computer-aided technical applications. Knowledge of legal compliance. Technical report writing, Technical consulting, Production process knowledge and skills. Problem solving and analysis, Decision making, Team work, Creativity, Change Management, Financial Management, Customer focus and Responsiveness, Communication, Computer skills, Planning and Organizing. Inherent requirements of the job: Will have to work overtime and standby should the need arise, day or night. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Valid driver' licence.
<u>DUTIES</u>	:	Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities; (ii) Ensure the promotion of safety in line with statutory and regulatory requirements; (iii) Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and (iv) Ensure quality assurance in line with specifications. (b) Manage administrative and related functions: (i) Provide inputs into the budgeting process; (ii) Compile and submit reports as required; (iii) Provide and consolidate inputs to the technical operational plan; (iv) Update databases; and (v) Manage artisans and related personnel and assets. (c) Financial Management (i) Control and monitor expenditure according to budget to ensure efficient cash flow management; and (ii) Manage the commercial value add of the discipline-related activities and services. (d) People management (i)

Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. (ii) Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. (e) Maintain and advance expertise: - (i) Continuous individual development to keep up with new technologies and procedures; (ii) Research/literature studies on technical/engineering technology to improve expertise; (iii) Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Mr P Oosthuizen Tel No: (041) 995 1129

POST 25/147 : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO:**
ECHEALTH/OT/DNH/01/07/2021

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

CENTRE REQUIREMENTS : Nelson Mandela Metro, Dora Nginza Regional Hospital
Degree/Diploma in Occupational Therapy. Proof of current registration with HPCSA as and occupational Therapist. **Grade 1:** requires no experience sound interpersonal communication skills, ability to work in multi-disciplinary environment Ability to work under pressure. Have analytical and creative skills. **Grade 2:** requires 10 years minimum experience on occupational therapist after registration with HPCSA as an occupational Therapist. **Grade 3:** requires 20 years minimum experience on occupational therapist after registration with HPCSA as an occupational therapist appropriate qualification that allows for the required registration with the HPCSA with the health professional council of South Africa. Service delivery innovation in line with Bathe Pele Principles. Good written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Therapy Programmes for the different areas. Give support and guidance to other staff. Knowledge of legislation applicable to the practice of Occupational Therapy.

DUTIES : Render Occupational Therapy Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilisation of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute to related training activities. Promote and market Occupational Therapy Services in the institution.

ENQUIRIES : Ms Bomela Tel No: (041) 406 4421

POST 25/148 : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO:**
ECHEALTH/OT/DNH/01/07/2021

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

CENTRE REQUIREMENTS : Sarah Baartman District, Fort England Psychiatric Hospital
Degree/Diploma in Occupational Therapy. Proof of current registration with HPCSA as and occupational Therapist. **Grade 1:** requires no experience sound interpersonal communication skills, ability to work in multi-disciplinary environment Ability to work under pressure. Have analytical and creative skills. **Grade 2:** requires 10 years minimum experience on occupational therapist after registration with HPCSA as an occupational Therapist. **Grade 3:** requires 20 years minimum experience on occupational therapist after registration with HPCSA as an occupational therapist appropriate qualification that allows for the required registration with the HPCSA with the health professional council of South Africa. Service delivery innovation in line with Bathe Pele Principles. Good written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Therapy Programmes for the different areas. Give support and guidance to other staff. Knowledge of legislation applicable to the practice of Occupational Therapy.

DUTIES : Render Occupational Therapy Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the

treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilisation of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute to related training activities. Promote and market Occupational Therapy Services in the institution.

ENQUIRIES : Ms S Share Tel No: (046) 602 2300

POST 25/149 : **SPEECH AND AUDIOLOGIST GRADE 1- 3 REF NO: ECHEALTH/SPE&A/FRONTH/01/07/2021**

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

CENTRE REQUIREMENTS : Chris Hani District, Frontier Regional Hospital
Bsc Speech and Audiologist or appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa Other Skills: Knowledge of working in community based rehabilitation setting Computer literate, good communication skills, interpersonal skills, problem solving skills and organizational skills Knowledge in the relevant policies, protocols and guidelines Must be proactive, innovative and a team player Valid code 8/10 driver's license will be an added advantage.

DUTIES : Render effective patient centered speech therapy and audiology service for in and out-patients in adherence to the scope of practice and health protocols to work with colleagues, relieve as and when the need arises, and to work closely with the multidisciplinary team Carry out delegated duties Provide Community Based Speech and Audiology services with a focus on health promotion, prevention and intervention Implement outreach, home visits and campaigns ECI screening and treatment. The candidate must have better understanding of quality assurance audit tools, National Rehabilitation Policy and National Core Standards Attend and participate in monthly speech and audiology meetings and CPD presentations as well as any other meetings held within the clinic or with stakeholders Perform record keeping data collection; assist with budget control and asset management Participate in research projects and communication effectively with all stakeholders.

ENQUIRIES : Ms P Marongo Tel No: (045) 808 4272

POST 25/150 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 -3 REF NO: ECHEALTH/RGR/TAYH/01/07/2021**

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

CENTRE REQUIREMENTS : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' experience after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 20 years' experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation.

		Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24-hour service).
<u>DUTIES</u>	:	Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the Hospital. Register patients as and when X-Rays are performed.
<u>ENQUIRIES</u>	:	Mr Kholiso Tel No: (039) 737 3107
<u>POST 25/151</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1 -3 REF NO: ECHEALTH/RGR/CMH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (OSD) Grade 2: R372 810 – R426 291 per annum, (OSD) Grade 3: R439 164 – R532 959 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Diagnostic Radiographer. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24-hour service).
<u>DUTIES</u>	:	Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the Hospital. Register patients as and when X-Rays are performed.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: (043) 708 2121
<u>POST 25/152</u>	:	<u>DIETICIAN GRADE 1-3 REF NO: ECHEALTH/DT/FRONTH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (OSD) Grade 2: R372 810 – R426 291 per annum, (OSD) Grade 3: R439 164 – R532 959 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Frontier Regional Hospital Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Dietician. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing. Ability to work in a high –stress environment and manage a high workload efficiently. Sound knowledge of medical nutrition therapy. Ambition to provide high quality healthcare to patients. Excellent communication skills Awareness of financial limitations and implications with regards to patient care. Knowledge of nutritional ethics and medicolegal implication in healthcare. Reliability, honesty and integrity. Willingness to integrate with the dietetics department in the department and work as team player.
<u>DUTIES</u>	:	Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition

requirements of patients in providing physiotherapy treatment. Provide dietetics intervention for patients. Administrative duties. Quality assurance pertaining to dietetics services. Participate in departmental training and development. Dietetics advocacy.

ENQUIRIES : Ms P Marongo Tel No: (045) 808 4272

POST 25/153 : **DIETICIAN GRADE 1-3 REF NO: ECHEALTH/DT/UPH/01/07/2021**

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

CENTRE REQUIREMENTS : Nelson Mandela Metro, Uitenhage Provincial Hospital
Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' experience after registration with HPCSA as Dietician. **Grade 3:** A minimum of 20 years' experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing. Ability to work in a high –stress environment and manage a high workload efficiently. Sound knowledge of medical nutrition therapy. Ambition to provide high quality healthcare to patients. Excellent communication skills Awareness of financial limitations and implications with regards to patient care. Knowledge of nutritional ethics and medicolegal implication in healthcare. Reliability, honesty and integrity. Willingness to integrate with the dietetics department in the department and work as team player.

DUTIES : Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition requirements of patients in providing physiotherapy treatment. Provide dietetics intervention for patients. Administrative duties. Quality assurance pertaining to dietetics services. Participate in departmental training and development. Dietetics advocacy.

ENQUIRIES : Mr P Oosthuizen Tel No: (041) 995 1129

POST 25/154 : **OPTOMETRIST GRADE 1-3 REF NO: ECHEALTH/OPT/STEH/01/07/2021**

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

CENTRE REQUIREMENTS : OR Tambo District, St Elizabeth Regional Hospital
Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in the relevant profession (where applicable). Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession in respect of South African qualified employees who performed Community Service as required by HPCSA. One-year relevant experience after registration with the Health Professional Council (HPCSA) in relevant profession in respect of foreign qualified employees of whom it is not required to perform community service as required in SA. **Grade 2:** Minimum of 10 years with the Health Professions Council of South Africa (HPCSA) in relevant profession in respect of RSA qualified employees of who perform community service as required in SA. Minimum of 11 years' relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in relevant profession in respect of foreign qualified employees of whom it is not required to perform community service as required in SA. **Grade 3:** Minimum of 20 years with the Health Professions Council of South Africa (HPCSA) in relevant profession in respect of RSA qualified employees of who perform community service as required in SA. Minimum of 21 years' relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in relevant profession in respect of foreign qualified employees of whom it is not required to perform community service as required in SA.

- DUTIES** : Examine patients for manifestations of a number of eye and systematic conditions, including glaucoma, diabetes, hypertension etc. Work out the nature and extent of vision problems and abnormalities by examining patients' eyes using a variety of instruments, techniques and tests. Correct vision defects by prescribing and dispensing glasses or contact lenses, special optical aids such as telescopic and microscopic devices, exercises, or changes in working conditions. Check glasses and contact lenses for accuracy and comfort and advise patients on how they should be worn and cared for. Manage minor eye conditions and in some cases prescribe therapeutic drugs to treat eye conditions. Refer patients to medical practitioners/ophthalmologists when eye diseases are detected and medical or surgical treatment is indicated. Give advice on the application of visual standards and contribute to safety programs in the work environment. Compile written and/ or verbal reports; render statistical returns and keep accurate patient records. Perform all functions within the prescripts of applicable legislation.
- ENQUIRIES** : Mr M Nozaza Tel No: (039) 253 5012
- POST 25/155** : **ENGINEERING TECHNICIAN REF NO: ECHEALTH/BCM/ENG-TECH/CMH/35/07/2021**
(1-year Contract)
- SALARY CENTRE REQUIREMENTS** : R311 859 – R327 888 per annum, (OSD)
: Buffalo City Metro, Cecilia Makiwane Regional Hospital
: National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** : Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district.
- ENQUIRIES** : Ms N. Matshaya Tel No: (043) 708 2121.
- POST 25/156** : **ENGINEERING TECHNICIAN REF NO: ECHEALTH/BCM/ENG-TECH/36/07/2021 (X2 POSTS)**
(1-year Contract)
- SALARY CENTRE REQUIREMENTS** : R311 859 – R327 888 per annum, (OSD)
: Buffalo City Metro, Frere Tertiary Hospital
: National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the

- training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** : Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district.
- ENQUIRIES** : Ms N Mthitshana Tel No: (043) 709 2487/2532
- POST 25/157** : **ENGINEERING TECHNICIAN REF NO: ECHEALTH/NMM/ENG-TECH/LIVH/37/07/2021 (X2 POSTS)**
(1-year Contract)
- SALARY** : R311 859 – R327 888 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** : Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district.
- ENQUIRIES** : Ms L Mabanga Tel No: (041) 405 2348
- POST 25/158** : **ENGINEERING TECHNICIAN REF NO: ECHEALTH/NMM/ENG-TECH/DNH/38/07/2021 (X2 POSTS)**
(1-year Contract)
- SALARY** : R311 859 – R327 888 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** : Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order

request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district. Ms B Bomela Tel No: (041) 406 4421

ENQUIRIES

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POST 25/159

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ENGINEERING TECHNICIAN REF NO: ECHEALTH/ORTD/ENG – TECH/39/07/2021 (X2 POSTS)
(1-year Contract)

**SALARY
CENTRE
REQUIREMENTS**

:

R311 859 – R327 888 per annum, (OSD)

:

OR Tambo Health District, Mthatha Regional Hospital

:

National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES

:

Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district. Ms Mkhosi Tel no 047 502 4143/4008.

ENQUIRIES

:

POST 25/160

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ENGINEERING TECHNICIAN REF NO: ECHEALTH/ORTD/ENG – TECH/40/07/2021
(1-year Contract)

**SALARY
CENTRE
REQUIREMENTS**

:

R311 859 – R327 888 per annum, (OSD)

:

OR Tambo Health District – Nelson Mandela Academic Hospital

:

National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES

:

Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders.

		Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district. Ms Calaza Tel No: (047) 502 4469
<u>ENQUIRIES</u>	:	
<u>POST 25/161</u>	:	<u>EMS SHIFT LEADER GRADE 3 REF NO: ECHEALTH/EMS-SL/AN-EMS/01/07/2021</u>
<u>SALARY</u>	:	Grade 3: R265 995 – R299 658 per annum, (OSD) Grade 4: R318 042 – R360 258 per annum, (OSD) Grade 5: R386 358 – R441 768 per annum, (OSD) Grade 6: R475 905 – R544 143 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi District, Aliwal North EMS Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. Grade 3: A minimum of 10 Years after registration with the HPCSA as AEA. Grade 4: Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as AEA or ECT. A minimum of 10 Years after registration with the HPCSA as ECT. Grade 5: Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as ECT or paramedic. A minimum of 10 Years after registration with the HPCSA as Paramedic. Grade 6: Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as paramedic or ECP. A minimum of 10 Years after registration with the HPCSA as ECP.
<u>DUTIES</u>	:	Successful candidates will be required to work shifts. He/she will have to ensure that manning levels are sufficient for the duration of a given shift. Allocate vehicles to crews and supervise accurate checking of serviceability in terms of equipment and mechanical soundness. Comply with administrative duties such as completing rosters, leave registers, signing off on vehicle check-sheets and equipment registers. Manage overtime according to minimum manning levels and maintain leave registers. Respond to incidents where supervision is required, including but not limited to major accidents.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631
<u>POST 25/162</u>	:	<u>PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/SAKC/01/07/2021</u>
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Sakhisizwe Sub District, Asketon Clinic As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<u>DUTIES</u>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<u>ENQUIRIES</u>	:	Ms B Mtsi Tel No: (047) 877 0931
<u>POST 25/163</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/GH/01/07/2021) (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, Greenville Hospital National Senior Certificate, Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this

is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

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

POST 25/164 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/MK/02/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

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

POST 25/165 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/MT-AYLIFF-HOSPITAL/03/07/2021) (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Alfred Nzo District, Mount Ayliff Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing,

Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

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

POST 25/166 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/ALFRENZO/SH/04/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Alfred Nzo District, Sipetu Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr Praim Tel No: (039) 797 6070.

POST 25/167 : **ARTISAN GRADE A PRODUCTION REF NO: ECHEALTH/ARTISAN-
GRADE-A/ALFRENZO/ST-PH/05/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Alfred Nzo District, St Patricks Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

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

POST 25/168 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/ALFRENZO/TB-H/06/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr Praitel Tel No: (039) 797 6070

POST 25/169 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/ALFRENZO/KH/07/07/2021**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Alfred Nzo District, Khotsong Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr Praitel Tel No: (039) 797 6070

POST 25/170 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/AMATHOLE/BH/08/07/2021**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Amathole District, Butterworth Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for

repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Ms N Nene Tel No: (043) 707 6748

POST 25/171 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/BCM/CMH/09/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Ms N. Matshaya Tel No: (043) 708 2121

POST 25/172 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/BCM/FTH/10/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and

mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

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

POST 25/173 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/CHD/KH/11/07/2021**
1-year Contract

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Chris Hani District, Komani Psychiatric Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Ms Nyoka Tel No: (045) 8071110/1101

POST 25/174 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/CHRIS HANI/FH/12/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Ms P Marongo Tel No: (045) 808 4272

POST 25/175 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/JOE-GQABI/EH/13/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)

- CENTRE REQUIREMENTS** :
- Joe Gqabi District, Empilisweni Hospital
- Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** :
- Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
- ENQUIRIES** :
- Mr J.S Ndzinde Tel No: (051) 633 9631
- POST 25/176** :
- ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/AH/14/07/2021**
(1-year Contract)
- SALARY CENTRE REQUIREMENTS** :
- R190 563 – R211 596 per annum, (OSD)
- Joe Gqabi District, Aliwal North Hospital
- Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** :
- Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
- ENQUIRIES** :
- Mr J.S Ndzinde Tel No: (051) 633 9631
- POST 25/177** :
- ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/SH/15/07/2021**
(1-year Contract)
- SALARY CENTRE REQUIREMENTS** :
- R190 563 – R211 596 per annum, (OSD)
- Joe Gqabi District, Steynburg Hospital
- Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr J.S Ndzinde Tel No: (051) 633 9631

POST 25/178 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/MH/16/07/2021**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Joe Gqabi District, Maclear Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr J.S Ndzinde Tel No: (051) 633 9631

POST 25/179 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/CJH/17/07/2021**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Joe Gqabi District, Cloete Joubert Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr J.S Ndzinde Tel No: (051) 633 9631

POST 25/180 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/JOE-GQABI/BH/18/07/2021**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Joe Gqabi District, Burgersdorp Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr J.S Ndzinde Tel No: 051 633 9631

POST 25/181 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/JOE-GQABI/UH/19/07/2021**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Joe Gqabi District, Umlamli Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr J.S Ndzinde Tel No: (051) 633 9631

POST 25/182 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/JOE-GQABI/TBH/20/07/2021**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed

- against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
- ENQUIRIES** : Mr J.S Ndzinde Tel No: (051) 633 9631
- POST 25/183** : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/LGH/21/07/2021**
(1-year Contract)
- SALARY** : R190 563 – R211 596 per annum, (OSD)
CENTRE : Joe Gqabi District, Lady Grey Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
- ENQUIRIES** : Mr J.S Ndzinde Tel No: (051) 633 9631
- POST 25/184** : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/JH/22/07/2021**
(1-year Contract)
- SALARY** : R190 563 – R211 596 per annum, (OSD)
CENTRE : Joe Gqabi District, Jamestown Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general

- assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
- ENQUIRIES** : Mr J.S Ndzinde Tel No: (051) 633 9631
- POST 25/185** : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/NMM/DNH/23/07/2021 (X2 POSTS)**
(1-year Contract)
- SALARY** : R190 563 – R211 596 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
- ENQUIRIES** : Ms B Bomela Tel No: (041) 406 4421
- POST 25/186** : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/NMM/LH/24/07/2021 (X2 POSTS)**
(1-year Contract)
- SALARY** : R190 563 – R211 596 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
- ENQUIRIES** : Ms L Mabanga Tel No: (041) 405 2348

POST 25/187 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/ORTAMBO/IH/25/07/2021**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Or Tambo District, Isilimela Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr S Stuma Tel No: (047) 502 9000

POST 25/188 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/ORTAMBO/HCH/26/07/2021**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : OR Tambo District, Holy Cross Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr S Stuma Tel No: (047) 502 9000

POST 25/189 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/ORTAMBO/NKH/27/07/2021**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Or Tambo District, Nessie Knight Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct

assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr S Stuma Tel No: (047) 502 9000

POST 25/190 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/ORTAMBO/ZH/28/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : OR Tambo District, Zitulele Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr S Stuma Tel No: (047) 502 9000

POST 25/191 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-
GRADE-A/ORTAMBO/MRH/29/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Or Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and

mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Ms Mkhosi Tel No: (047) 502 4143/4008

POST 25/192 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ORTAMBO/NMAH/30/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY CENTRE REQUIREMENTS : R190 563 – R211 596 per annum, (OSD)
: OR Tambo District, Nelson Mandela Academic Hospital
: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469

POST 25/193 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/SARAH-BAARTMAN/AVH/31/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY CENTRE REQUIREMENTS : R190 563 – R211 596 per annum, (OSD)
: Sarah Baartman District, Andries Vosloo Hospital
: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

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

POST 25/194 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/SARAH-BAARTMAN/HH/32/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)

- CENTRE REQUIREMENTS** : Sarah Baartman District, Humansdorp Hospital
 : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
- ENQUIRIES** : Ms T. Mpitimpiti Tel No: (041) 408 8509
- POST 25/195** : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/SARAH-BAAARTMAN/SH/33/07/2021 (X2 POSTS)**
 (1-year Contract)
- SALARY CENTRE REQUIREMENTS** : R190 563 – R211 596 per annum, (OSD)
 : Sarah Baartman District, Settlers Hospital
 : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
- DUTIES** : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
- ENQUIRIES** : Ms T. Mpitimpiti Tel No: (041) 408 8509
- POST 25/196** : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/SARAH-BAARTMAN/FEH/34/07/2021**
 (1-year Contract)
- SALARY CENTRE REQUIREMENTS** : R190 563 – R211 596 per annum, (OSD)
 : Sarah Baartman District, Fort England Psychiatric Hospital
 : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms S Share Tel No: (046) 602 2300
<u>POST 25/197</u>	:	<u>EMERGENCY CARE OFFICER GRADE 3 REF NO: ECHEALTH/ECO/EMS JG/01/07/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	R169 176 – R221 178 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, EMS Aliwal North
<u>REQUIREMENTS</u>	:	Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. None after registration with the HPCSA as AEA. A valid Code 10 Driver's Licence with a valid Public Driving Permit (PrDP) for passengers. Knowledge of intermediate life support Protocols.
<u>DUTIES</u>	:	Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicles checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base station. Undertake inter-facility transfers of patients. The staff needs to be prepared to work shifts and be re-located according to operational needs. Ability to work under pressure. Patient tolerance empathy and cross-cultural awareness. Any other duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631
<u>POST 25/198</u>	:	<u>OCCUPATIONAL THERAPY ASSISTANT REF NO: ECHEALTH/OTA/STEH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R168 429 – R192 576 per annum, (OSD) Grade 2: R198 396 – R230 238 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo District, St Elizabeth Regional Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Current registration as Occupational Therapist Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Occupational Therapist Assistant. Grade 2: A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Occupational Therapist Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.
<u>DUTIES</u>	:	Work under the guidance and supervision of the Occupational Therapist. Deliver self-care and rehabilitation equipment to the patient. Observe and report problems to the supervisor. Promote communication to and with patients. Collect, maintain and interpret records and statistics. Maintain good housekeeping in the department. Report any unusual circumstances.
<u>ENQUIRIES</u>	:	Mr M Nozaza Tel No: (039) 253 5012
<u>POST 25/199</u>	:	<u>DENTAL ASSISTANT REF NO: ECHEALTH/DA/HEWH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R168 429 – R192 576 per annum, (OSD) Grade 2: R198 396 – R230 238 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Hewu Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration

with a professional council: Current registration as Dental Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.

- DUTIES** : Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the hospital. Provide Oral Health Education.
- ENQUIRIES** : Mr Mabandla Tel No: (040) 841 0133

OFFICE OF THE PREMIER

- APPLICATIONS** : can apply using eRecruitment system which is available on www.ecprov.gov.za or <https://ecprov.gov.za/> <https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to: recruitment@ecotp.gov.za

CLOSING DATE : 30 July 2021

NOTE : Instruction Note: Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za or <http://www.ecprov.gov.za> 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 copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable]. Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence 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. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. Applicants: Applications Received After Closing Date Will Not Be Considered. No Faxed Applications Will Be Accepted, No Hand Delivered Applications Will Be Allowed Due To Covid 19.

OTHER POSTS

POST 25/200 : **DEPUTY DIRECTOR: ISIQALO YOUTH FUND REF NO: OTP 01/07/2021**
(Fixed term contract of 12 months)

SALARY : R733 257 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate as recognize by SAQA in Economics, Entrepreneurship, Public Administration or Management or relevant qualification. Minimum of three (3) years' experience Assistant Management level in Enterprise Development or similar environment. Strong liaison and report writing skills. Experience in

enterprise development. Relevant experience in public management environment. Project management, programme management and business networking experience. Ability to manage strategic processes. Knowledge of Government programmes and projects on enterprise development, best principles and practices. Competencies: Strategic Management. People Management. Stakeholder Management. Conflict Management and Risk Management.

DUTIES : Manage, lead and directly ensure the implementation of the Isiqalo YF approved ToR throughout the Province. Ensure the effective implementation of the fund. Mobilise and ensure implementation of fund and adhere to timeframes. Prepare reports for committees. Facilitate disbursements to recommended Beneficiaries. Facilitate Enterprise development roadshows. Liaise with Stakeholders for financial and non-financial SMME support programmes. Develop proper plans and reports aligned to the fund. Perform any other duties related to youth empowerment programmes. Manage and provide support to the staff responsible for the administration of the fund. Facilitate the development any legislative framework for the governance and management of Isiqalo Youth Fund. Renders Administrative Support Services: Ensure the effective flow of information and documents to and from the office; Establish and maintain a document management and tracking system for the Office. Ensure the safekeeping of all documentation in the office regarding Isiqalo Fund in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Director and the unit where required; collect and coordinate all the documents that relate to the Isiqalo Youth Fund budget. Assist the Director in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items and consult with the Branch Co-ordinator.

ENQUIRIES : Mr. Nkosinathi Loli at Tel No: (064) 890 6527

POST 25/201 : **ASSISTANT DIRECTOR: OUTREACH AND REPORTING ISIQALO YOUTH FUND REF NO: OTP 02/07/2021**
(Fixed term contract of 12 months)

SALARY : R376 596 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate as recognize by SAQA in Economics, Entrepreneurship, Public Administration or Management or relevant qualification. Minimum of three (3) years' experience in Enterprise Development. Strong liaison and report writing skills. Experience in enterprise development; relevant experience in public management environment; project management, programme management and business networking experience. Ability to manage strategic processes. Knowledge of Government enterprise programmes and projects. Enterprise development. Best principles and practices.

DUTIES : Assist in the implementation and monitoring of Isiqalo YF. Ensure the effective implementation of the fund throughout the province in line with the approved business case. Mobilise and facilitate awareness campaigns for the fund. Liaise with stakeholders in the implementation of the approved terms of reference. Ensure seating of selection committees. Produce reports. Monitor Data captures and ensure quality of data complied. Perform any administrative duties in the office. Renders Administrative Support Services: Ensure the effective flow of information and documents to and from the office. Establish and maintain a document management and tracking system for the Office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the Deputy Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Deputy Director and the unit where required. Collect, analyse and collate information requested by the Deputy Director. Ensure that travel arrangements are well coordinated. Prioritise issues in the office. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office. Handle the procurement of

standard items like stationary etc for the activities of the Deputy Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Establish and maintain the units task management and tracking register. Ensures that all documents and submissions always timely reach the Programme Manager and Sub-Programme Managers. Provides Support To Manager Regarding Meetings: Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the unit.

- ENQUIRIES** : Mr. Nkosinathi Loli at Tel No: (064) 890 6527
- POST 25/202** : **ASSISTANT DIRECTOR: ADMINISTRATIVE AND SECRETARIAT SUPPORT (SOCIAL TRANSFORMATION CLUSTER & PROVINCIAL MANAGEMENT FORUM) REF NO: OTP 03/07/2021**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)
: Bhisho
: National Senior Certificate and NQF 7 (Degree or B-Tech) in Public Administration or relevant qualification. Minimum of 3 years' appropriate administrative experience. Knowledge: The constitution of the republic of South Africa (Act 108 of 1996) and other relevant legislation. Public Service Act, 1994. Cabinet Handbook. Management of diversity. Policy analysis. Reporting procedures. Information systems. Administration procedures relating to specific working environment including norms and standards. Compilation of management reports. Skills: Interpersonal relations. Effective internal relations. Teamwork. Innovative thinking. Computer literacy. Writing skills. Mathematics. Organising. Ability to operate computers. Problem solving. Ability to interpret relevant directives. Formulating and editing.
- DUTIES** : Provide secretarial services to the provincial management meeting: Prepare draft Agenda for each meeting. Prepare and collate document packs for Provincial Management meetings. Ensure document packs are distributed timeously to all relevant parties. Attend and take minutes in the Provincial Management meetings. Prepare first draft of Minutes. Extract Action list of decisions taken at the meeting and distribute to all relevant parties. File Provincial Management packs. Provide secretarial services to the social transformation cluster: Send out meeting invitations to Members. Compile the meeting agenda. Receive memoranda and compile meeting document pack. Ensure timeous delivery of meeting packs to members. Take minutes in the meetings. Compile minutes of the meetings. Provide secretarial services to the social transformation cabinet committee: Send out meeting invitations to Members. Compile the meeting agenda. Receive memoranda and compile meeting document pack. Ensure timeous delivery of meeting packs to members. Provide support to the Deputy Director in the meetings. Draft Cabinet Committee Memo to EXCO. Provide administrative support to the unit: Assist and support whenever necessary in the preparation of documentation for Cabinet meetings. Assist and support with logistical arrangements of Cabinet Meetings. Manage area of responsibility: Report on Administrative and Secretariat Support (Social Transformation Cluster & Provincial Management Forum) Sub-Directorate's information as required by internal and external stakeholders. Render support to co-ordinate the effective and efficient running and management of the administrative and Secretariat Support (Social Transformation Cluster & Provincial Management Forum) Sub-Directorate. Ensure the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility: Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.
- ENQUIRIES** : Mr. Nkosinathi Loli at Tel No: (064) 890 6527

POST 25/203 : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: OTP 04/07/2021**

SALARY : R376 596 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate as recognize by SAQA in Human Resources Management\ Public Administration. Minimum 3-5 years' experience in the Employee Wellness Environment. Knowledge: Sound understanding of legislative requirements governing Health and Safety at the workplace, IOD Process, Basic procurement process, PERSAL, Batho Pele principles. Public service employee regulatory framework. National & Provincial Employee Wellness Model. Skills: Planning & Organising, Computer literacy at intermediate level, Communication & information Management, Conflict Management and resolution, Project Management, Networking and Building Bonds and Applied Strategic Thinking.

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

ENQUIRIES : can be directed to Mr. Nkosinathi Loli at Tel No: (064) 890 6527

POST 25/204 : **HR PRACTITIONER: CONDITIONS OF SERVICES & INFORMATION SYSTEMS REF NO: OTP 05/07/2021**

SALARY : R257 508 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and an NQF 6 (National Diploma) qualification certificate as recognize by SAQA in Human Resources Management and/or Public Management and Persal Certificates in Introduction, Establishment Administration (proof of certificates must be attached) with 1-2 years relevant experience in government. Knowledge of PERSAL. Ability to work with numbers, ability to conceptualize client requirements and be able to effective communication with senior officials, ability to work under pressure.

DUTIES : Ensure the creation, maintenance and abolishment of the approved departmental structure on Persal. Ensure the provision of Persal reports to clients, compiling the monthly Persal Management Report, Staff Movements Report and other reports required by internal clients, auditors and other departments. Ensure that Persal information is always updated. Assist clients with Persal enquiries and requests regarding the Persal establishment and Personnel information.

ENQUIRIES : Mr. Nkosinathi Loli at Tel No: (064) 890 6527

POST 25/205 : **PERSONAL ASSISTANT (TO DDG): RESEARCH, POLICY COORDINATION, MONITORING AND EVALUATION) REF NO: OTP 06/07/2021**

SALARY : R257 508 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and an NQF level 6 qualification in Public Admin or Management/ Office Management/ Secretarial Diploma qualification recognized by the SAQA. Microsoft Office suite literacy at intermediate level. A Driver's license will be an added advantage. Minimum of 1-3 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage. Knowledge And Skills: Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, Administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution. Key Competencies: Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork. Advert for Personal Assistant: DDG-PCME.

DUTIES : Provides a Secretarial/Receptionist Support Service to the Deputy Director-General: Receive telephone calls in an environment where, in addition to the calls for the Deputy Director-General, discretion is required to decide to whom

the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Deputy Director-General. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments and ensure effective diary management. Renders Administrative Support Services: Ensure the effective flow of information and documents to and from the office of the Deputy Director-General. Establish and maintain a document management and tracking system for the Office. Ensure the safekeeping of all documentation in the office of the Deputy Director-General in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Deputy Director-General and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and notes on behalf of the Deputy Director-General. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Deputy Director-General. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the Deputy Director-General. Handle the procurement of standard items like stationary, refreshments etc for the activities of the Deputy Director-General and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Establish and maintain the Programme task management and tracking register. Ensures that all documents and submissions always timely reach the Programme Manager and Sub-Programme Managers. Provides Support To Manager Regarding Meetings: Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. Supports The Deputy Director General with the Administration of the Ddg's Office Budget: Collect and coordinate all the documents that relate to the Deputy Director-General's Office budget. Assist the Branch Co-ordinator in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Branch Co-ordinator and compiles draft memos for this purpose. Compare the MTEF allocation with the requested budget and informs the Deputy Director-General's of changes.

- ENQUIRIES** : Mr. Nkosinathi Loli at Tel No: (064) 890 6527
- POST 25/206** : **PERSONAL ASSISTANT (PERFORMANCE MONITORING & EVALUATION / TRANSFORMATIONAL PROGRAMMES) REF NO: OTP07/07/2021 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)
 : Bhishe
 : National Senior Certificate and an NQF level 6 qualification in Public Admin or Management/ Office Management/ Secretarial Diploma qualification recognized by the SAQA. Microsoft Office suite literacy at intermediate level. A Driver's license will be an added advantage. Minimum of 1-3 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage. Knowledge And Skills: Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, Administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution. Key Competencies: Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork.

DUTIES

: Duties: provides a secretarial/receptionist support service to the chief director. Receive telephone calls in an environment where, in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments and ensure effective diary management. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the Chief Director. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the Chief Director. Handle the procurement of standard items like stationary, refreshments etc. for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Establish and maintain the Sub-programme task management and tracking register. Ensure that all documents and submissions always timely reach the Chief Director and Sub-Unit Managers. Provides support to manager regarding meetings Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. Supports the chief director with the administration of the cd's office budget Collect and coordinate all the documents that relate to the Chief Director's Office budget. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES

: Mr. Nkosinathi Loli atTel No: (064) 890 6527

POST 25/207

: **USER SUPPORT TECHNICIAN: DEPARTMENTAL ICT REF NO: OTP 08/07/2021**

SALARY CENTRE REQUIREMENTS

: R257 508.per annum (Level 07)
: Bhishe
: National Senior Certificate and an NQF level 6 National Diploma as recognized by SAQA in IT or related qualification with a minimum of two (2) years' experience should be in ICT End-User support. An understating of Service Desk environment is requirement. Knowledge: ITIL Service standards and procedures at basic level, End user Support Procedures, Operating Systems, MS Active directory, Backup Technologies and processes, Batho Pele Principles Skills. Training in CompTIA A+, N+ and MCSE Professional Certifications. Valid Driver's License will be advantageous.

DUTIES

: Coordinate the facilitation and maintenance of the otp departmental ICT: Ensure that all computers in the department are installed with the standard software. Ensure that all computers are joined on the organisational domain.

Ensure all computer are connected to the printing equipment. Conduct basic technical support on printing equipment. Operate and maintain ICT boardroom A/V equipment. Provide security support by means of updated anti-virus software and network operational support for the department: Install Anti-virus software on user machines. Ensure firewalls are on at all times. Troubleshoot and repair network points in the department. Ensure that all users have access to the network. Provide and support internal access of electronic mail and other communications system: Create and configure mailboxes on user computers. Create fax2email services link for the department. Create shared drives for all units and support departmental units. Monitor helpdesk calls and complaints registration process: Receive call requests from service desk. Attend and resolve calls according to the service desk SLA. Update service desk with status of the call.

ENQUIRIES : Mr. Nkosinathi Loli at Tel No: (064) 890 6527

POST 25/208 : **INTERNAL AUDITOR REF NO: OTP 09/07/2021**

SALARY : R257 508 per Annum (Level 07)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, NQF Level 6 National Diploma /Undergraduate in Auditing/Internal Auditing/Accounting/Financial Information Systems/Information Systems/Computer Science as recognized by SAQA. At least 2 years' experience in Internal Auditing; Knowledge of the Public Finance Management Act and National Treasury Regulation. Knowledge of the standards set by the institute of Internal Auditors (IIA). Knowledge of Teammate, Data Analytics systems such as ACL. A valid driver's licence (Recommended). Skills And Competencies: Programme & project management; Interpersonal skills; Ability to work in a team; Presentation skills. Client orientation and customer focus; Research and analytical skills; Report writing skills; Accuracy and attention to detail; Planning and organizing; Computer literacy (MS word, PowerPoint, Outlook and Excel); Communication (written and verbal) skills.

DUTIES : Perform audits according to the hours allocated for each audit project. Meet deadlines within allocated hours. Report actual hours utilized against budgeted hours. Ensure that the audit file is properly prepared according to the standards set by the audit management. Arrange and attend engagement meetings with relevant role-players at the beginning of each audit project. Ensure that minutes of engagement meetings are compiled. Discuss system flow of processes with the audit client operational staff. Identify risks/threats from the system flow of processes, identify ideal controls and obtain existing controls from the audit client operational staff and capture all the information on process flow documentation and preliminary risk assessment working paper. Complete working papers for the record of work done, with all our testing results. Cross reference working papers to the audit evidence. Compile audit program. Review the reliability and integrity of financial and operational information. Obtain, document and file audit evidence to support your audit opinion and conclusions. Evaluate the adequacy and effectiveness of internal control. Determine compliance to Acts, Regulations and Policies. Compile the informal queries and give the audit client opportunity to respond to audit findings. Discuss the responses with the audit client management to determine root causes, give audit opinion and recommend corrective actions.

ENQUIRIES : Mr. Nkosinathi Loli at Tel No: (064) 890 6527

POST 25/209 : **PRINCIPAL PERSONNEL PRACTITIONER: RECRUITMENT & SELECTION REF NO: 10/07/2021**

SALARY : R257 508 per Annum (Level 07)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate and National Diploma (NQF Level 6) in Human Resource Management / Public Admin / Public Management or any related field coupled with a Minimum of two years' experience in Human Resource environment. Certificate in Introduction to PERSAL is essential.

DUTIES : Assist in the Advertisement of Posts: Ensure that all approved ARP posts are advertised. Liaise with OD regarding Job Descriptions for posts to be advertised. Ensure that the recruitment requisition forms are approved. Liaise with line managers with job specification of the post to be advertised. Assist in the Selection Process: Prepare the plan for filling of advertise position. Compile

and verify the Master-list. Arrange shortlisting and interview/s process with the selection committee. Advise selection committee members during the selection process. Conduct reference checks and Personnel Suitability Checks for interviewed candidates. Process memorandum of recommendations for approval. Issue appointment letters to successful candidates. Prepare regret & issue regret letters to unsuccessful candidates. Process the all the appointment on PERSAL. Ensure files of new appointments are complete. Facilitate the Implementation of Transfers, Relocations and Secondments: Process transfers from & to the department.

ENQUIRIES : Mr. Nkosinathi Loli at Tel No: (064) 890 6527

POST 25/210 : **CALL CENTRE AGENT REF NO: OTP 11/07/2021(X3 POSTS)**

SALARY : R173 703 per annum (Level 05)
CENTRE : Bhisho
REQUIREMENTS :

National Senior Certificate/NQF 4 with no experience. Experience in call centre/customer care environment or having worked in a call centre/customer services environment will be an added advantage. Competent and understand Customer Relationship Management (CRM) systems. Post matric qualification in Public Relations Management / Marketing Management /Communication Management or any relevant qualification will be an added advantage. Must be computer Literate. Must be fluent in languages spoken in the Eastern Cape with English as the main language of communication. Skills: ability to wok under pressure, good interpersonal skills and problem solving.

DUTIES : Responsible for receiving customer complaints and engage with the complainant including but not limited to. Interacting with customers over the phone, email, or online chat in a professional manner. Facilitate the resolution of service delivery queries. Support the coordination of referral of queries to the relevant institutions for resolution. Ensure relationship and follow up linkages with relevant institutions. Should always ensure a customer centric conduct and customer care service in relation to services rendered by the provincial government. Create liaison and follow up channels in the coordination of service delivery enquiries. Will report to the call centre team leader as the supervisor. Maintain an information register and long term repository on the queries and resolutions of customer complaints.

ENQUIRIES : Mr. Nkosinathi Loli at Tel No: (064) 890 6527

POST 25/211 : **CALL CENTRE AGENT REF NO: OTP 12/07/2021 (X2 POSTS)**

SALARY : R173 703 per annum (Level 05)
CENTRE : Bhisho
REQUIREMENTS :

National Senior Certificate/NQF 4 with no experience. Experience in call centre/customer care environment in a call centre/customer services environment will be an added advantage. Competent and understand Customer Relationship Management (CRM) systems. Post matric qualification in Public Relations Management / Marketing Management /Communication Management or any relevant qualification will be an added advantage. Must be computer Literate. Must be fluent in languages spoken in the Eastern Cape with English as the main language of communication. Skills: ability to wok under pressure, good interpersonal skills and problem solving.

DUTIES : Responsible for receiving customer complaints and engage with the complainant including but not limited to. Interacting with customers over the phone, email, or online chat in a professional manner. Facilitate the resolution of service delivery queries. Support the coordination of referral of queries to the relevant institutions for resolution. Ensure relationship and follow up linkages with relevant institutions. Should always ensure a customer centric conduct and customer care service in relation to services rendered by the provincial government. Create liaison and follow up channels in the coordination of service delivery enquiries. Will report to the call centre team leader as the supervisor. Maintain an information register and long term repository on the queries and resolutions of customer complaints.

ENQUIRIES : Mr. Nkosinathi Loli at Tel No: (064) 890 6527

NOTE : The post is earmarked for a person with disability

POST 25/212 : **DATA CAPTURES: ISIQALO YOUTH FUND REF NO: OTP 13/07/2021 (X3 POSTS)**
(Fixed term contract of 12 months)

SALARY : R145 281 per annum (Level 04)
CENTRE : Bhisho
REQUIREMENTS : ABET Level 4/NQF 1/National Senior Certificate/Grade 12 with no experience. Experience in data capturing post Matric Qualification in office administration, secretariat and data capturing will be an added advantage. Competencies: A good understanding of appropriate computerised systems and packages; a basic knowledge of spreadsheets and Databases. Proven computer literacy (MS Office). Skills: Interpersonal; Communication skills (Verbal & Written); Numeracy & Literacy.

DUTIES : verifying all necessary documents attached to the application form; collecting and receiving application forms from districts for evaluation; checking the accuracy of data submitted by applicants and providing guidance where necessary; liaise with applicants on any information pertaining the application ; Controlling and capturing of beneficiary information; Review and validate all data from the records; Submit data of all applications received; Keep and maintain records and files; Ensure records and files are properly sorted and secured; Provide information to components when needed. Provide any other office duties; process and consolidate information/ complaints or any specific reports relation to data collected.

ENQUIRIES : Mr. Nkosinathi Loli at Tel No: (064) 890 6527

POST 25/213 : **DATA CAPTURER: ISIQALO YOUTH FUND REF NO: OTP 14/07/2021**
(Fixed term contract of 12 months)

SALARY : R145 281 per annum (Level 04)
CENTRE : Bhisho
REQUIREMENTS : ABET Level 4/NQF 1/National Senior Certificate/Grade 12 with no experience. Experience in data capturing post Matric Qualification in office administration, secretariat and data capturing will be an added advantage. Competencies: A good understanding of appropriate computerised systems and packages; a basic knowledge of spreadsheets and Databases. Proven computer literacy (MS Office). Skills: Interpersonal; Communication skills (Verbal & Written); Numeracy & Literacy.

DUTIES : verifying all necessary documents attached to the application form; collecting and receiving application forms from districts for evaluation; checking the accuracy of data submitted by applicants and providing guidance where necessary; liaise with applicants on any information pertaining the application ; Controlling and capturing of beneficiary information ; Review and validate all data from the records; Submit data of all applications received; Keep and maintain records and files; Ensure records and files are properly sorted and secured; Provide information to components when needed. Provide any other office duties; process and consolidate information/ complaints or any specific reports relation to data collected.

ENQUIRIES : Mr. Nkosinathi Loli at Tel No: (064) 890 6527
NOTE : The Post Is Earmarked For a Person with Disability

PROVINCIAL TREASURY

APPLICATIONS : Be forwarded to: applications@ectreasury.gov.za / Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Tyamzashe Building, Bhisho

CLOSING DATE : 30 July 2021 at 16h00
NOTE : Applications must be submitted on a New Z83 Form, obtainable from 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 copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Only shortlisted candidates for a post will be required to submit certified documents. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence 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 short-listed candidates only. If you have not been contacted within three (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, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature). Only shortlisted candidates for a post will be required to submit certified documents. 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. 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. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Please Note: 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. For Sms (Senior Management Service) Posts: Females will be given preference. In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za/vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered. 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.

MANAGEMENT ECHELON

<u>POST 25/214</u>	:	<u>EXECUTIVE SUPPORT TO HEAD OF DEPARTMENT REF NO: PT.01 /07/2021</u> Purpose. To provide Executive Support Services to the HOD.
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (all inclusive)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate and B. degree (NQF level 7 as recognised by SAQA) in Strategy / Public Management / Economics / Financial Management / Accounting or any other related field coupled with 7 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level).
<u>DUTIES</u>	:	Render Strategic Support Services to the Office of the Head of Department: Ensure Integrated strategic planning in the Department to achieve the mandate of Treasury. Ensure integrated implementation of Treasury priorities between programs within Treasury (Coordinate implementation and Treasury Oversight in the Province).Ensure integration with other Provincial Departments specifically the Centre of Government (OTP / COGTA / PT). Champion the

Service Delivery model and District Delivery model in the Provincial Treasury. Overall management of projects for the Departments. Manage all external stakeholder relationships both provincial and national. Ensure sound financial management and governance of HOD's office. Governance of Priority Projects In The Provincial Treasury: Facilitate Governance and oversight over priority projects (Interventions) of the Provincial Treasury. Facilitate optimal delivery of Provincial Treasury imperatives eg. Annual Budget Delivery, Consolidated Financial Statements. Maximise impact of Provincial Treasury in the Province. Facilitate Business Continuity in the Department. Champion Ethics management in the Department. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance. 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 and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the management of Co-ordinated Strategy development, integrated implementation and project Governance within the Provincial Treasury and with Provincial Role-players. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Skills And Competencies: Strategic Management acumen, Project management and governance knowledge, In depth understanding of legislative framework that governs the Public Service, Policy analysis, Entire Budget process, planning, coordination, implementation and monitoring, Strategy formulation and review, for Departments & Entities, Performance management, Public Policy formulation and implementation, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Strategic Capability and Leadership. Financial Management, Change Management, Knowledge Management, People Management, Client Orientation and Customer Focus. Project Management, Problem Solving and Analysis, Communication and Computer Literacy.

ENQUIRIES

: B Ndayi/ A Guga Tel No: (040) 1010 072/71

OTHER POST

POST 25/215

: **DEPUTY DIRECTOR: HUMAN RESOURCE SYSTEMS REF NO: PT.02 /07/2021**

Purpose: To manage Human Resource Information Systems for the Department

SALARY CENTRE

: R733 257 per annum (Level 11), (all inclusive)
: Head Office

REQUIREMENTS

: National Senior Certificate and B. degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6) in Human Resource Management / Public Administration / Public Management or any related qualification coupled with Minimum 5 years' relevant experience of which 3 years must have been at an Assistant Director Level in Human Resource Systems (PERSAL) environment. PERSAL Certificate as a System Controller.

DUTIES

: Maintain Personnel Information System: Draw and oversee amendment of PERSAL information. Register users on PERSAL. Authorise work done by PERSAL users (Personnel & Salary controller) in the department. Request & analyze PERSAL reports and ensure PERSAL is updated. Update HR information to metrics. Ensure sound and effective personnel & salary management. Implement measures to ensure a comprehensive & updated primary information source. Monitor Information on PERSAL (Incl. employments out of adjustment). Monitor and Provide Reports on Hr Information: Ensure that profiles are in sync with the segregation of duties. Provide advice to management regarding PERSAL information. Review and submit PERSAL reports to management. Oversee the implementation of audit & control measures. Ensure that all profile changes are recorded, audited & filled. Provide advice to management regarding PERSAL information. Ensure Maintenance Of Establishment Control: Manage the creation and abolishment of posts, appointment of personnel, absorptions, transfers and component changes. Ensure employees are on correct paypoints. Load & link structure on PERSAL. Establish comprehensive guidelines & processes in line with Human

Resources & Finance Policies (Including maintenance of the Establishment on PERSAL, HR Utilization, LR, Service Benefits, Budgets, Estimates & Departmental Liabilities). Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Knowledge of Human Resource Systems and procedures. In-depth knowledge of PERSAL Systems. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management. Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Planning and Organising, Problem Solving and Decision Making. Project Management, Team Leadership, Computer literate, Good Communication Skills (verbal and written).

ENQUIRIES : B Ndayi/ A Guga Tel No: (040) 1010 072/71

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : for posts in **Head Office (Bhisho) as well as all Director posts**, 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 & Infrastructure, Private Bag X0022, Bhisho, 5605. Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

Joe Gqabi Region (Sterkspruit): Hand Delivery: Bensonvale College, Sterkspruit, 9762 or post to Department of Public Works & Infrastructure, Private Bag X5002, Sterkspruit, 9762. Enquiries: Mr P. Makhele or Mr. S. Dumalisile Tel No: (051) 611 9800

Amathole Region (East London): Hand Delivery: Corner of Amalinda & Scholl, Cambridge 5201, or post to Department of Public Works & Infrastructure, Private Bag X13004, Cambridge, 5201. Enquiries: Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772

FOR ATTENTION : Ms N.H Malgas

CLOSING DATE : 30 July 2021

NOTE : Applications must be submitted on the new Z83 Form effective 01 January 2021, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 obtainable from any Public Service Department go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's license (where applicable) and Identity Document. Copies need not to be certified. Request of certified documents will be limited to shortlisted candidates. The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. All SMS

appointments are subject to a competency assessment. Full details about the Pre-entry certificate for the Senior Management Service (SMS) can be sourced from the following link <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

MANAGEMENT ECHELON

- POST 25/216** : **CHIEF DIRECTOR: OPERATIONS REF NO: DPWI 01/07/2021**
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14), (An all-inclusive remuneration package)
: Head Office
: National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/ Public Management/ Law or equivalent qualification with five (5) years relevant experience at Senior Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge And Skills: Functioning of Government Programme Management. Project Management. Financial Management. General Management Skills. Computer Skills. Report writing Skills. Communication (verbal and written). Marketing. Interpersonal Skills. Decision making skills. Lobbying skills. Diplomatic skills. Programme and Project Management Skills. Service Delivery Innovation and Analytical thinking skills. Policy Development, implementation and analysis. Negotiation and motivation.
- DUTIES** : Manage and guide the implementation of the Strategic Plan: Guide the implementation of the strategic plan of the Department and the Regions in ensuring they meet the performance target. Coordinate the standardization of service delivery standards and ensure adherence to these by line functions and Regions. Develop and deploy reporting methodologies and metrics and consolidate performance reporting to Top Management and other structures. Monitor overall performance and monitor progress in implementing interventions. Departmental operations are efficient and effective. Ensure the formulation, implementation and continuous review of best practices, policies and procedures. Develop and implement performance guideline and standards on operational management. Manage records of the Department. Develop and maintain the Department's Records Management Policies Procedures and Systems. Ensure Departments record management practices comply with the National Archives and Records Services Act 1996. Develop and maintain the Departments file plan. Act as a custodian of all Departmental records. Ensure correct classification of documentation in line with Minimum Information Security Standards (MISS). Manage the Project Management Office (PIMO). Ensure the establishment and operation of a PMO as a knowledge repository of Project Management Practices with a Province-Wide mandate. Ensure the PMO is an effective custodian of the Departments Project Management Frameworks. Manage delivery on the Departments Portfolio of Projects.
- ENQUIRIES** : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
- POST 25/217** : **DIRECTOR: SECURITY REF NO: DPWI 02/07/2021**
Re-Advert: Applicants that previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13), (An all-inclusive remuneration package)
: Head Office
: National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/ Public Management/ Security Management or equivalent qualification with five (5) years relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge And Skills: Ensure extensive knowledge and understanding of Public Service Policies and Procedures. Working knowledge of the functioning of Provincial/ National government. Basic knowledge of MS Word, Excel and PowerPoint. Good verbal and written communication skills. Sound Financial and People Management Skills.
- DUTIES** : Conduct and Facilitate research on security in line with the Minimum Information Security Standards (MISS). Identify all risks and threats to the security of the Department. Develop, Coordinate and conduct security awareness programmes within the Department. Maintain a macro planning framework for the security services. Coordinate the implementation of security programmes and projects. Devise all security measures and procedures for the Department based on security policies. Coordinate the administration of vetting service. Manage information technology security. Promote and coordinate the

management of access control systems. Monitor the extent of adherence/compliance to the security measures. Conduct physical security appraisals. Report to NIA all incidents of Security breaches and leakages of sensitive information. Liaise regularly with all security structures (NIA, SAPS, and SSA). Coordinate the investigation of security incidents. Examine all reported incidents of security breaches. Gather information through interviews and obtaining physical evidence. Liaise with all stakeholders/role players. Compile comprehensive reports. Management of all security resources. Manage human resources. Manage physical resources (security documents, surveillance cameras, computers). Manage financial resources.

ENQUIRIES : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

POST 25/218 : **DIRECTOR: EXECUTIVE SUPPORT REF NO: DPWI 03/07/2021**
Re-Advert: Applicants that previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13), (An all-inclusive remuneration package)
: Head Office
: National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/ Management/ Communication or equivalent qualification with five (5) years relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge And Skills: Ensure extensive knowledge and understanding of Public Service Policies and Procedures. Working knowledge of the functioning of Provincial/ National government. Basic knowledge of MS Word, Excel and PowerPoint. Good verbal and written communication skills. Financial Management. Knowledge of Project Management.

DUTIES : Execute policy or line function tasks of the office as required. Assist the Head of Department in monitoring and implementing management decisions taken in internal and external for a. Source information and compile comprehensive documents for the HOD with regard to issues emanating from meetings with stakeholders. Consolidate and analyse submissions/reports, make notes and recommendations to present to the HOD. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow up and compile reports of a transverse nature for the HOD and advise/ sensitize the HOD for compliance. Compile presentations and speeches for the HOD. Manage liaison between the office of the HOD, internal and external stakeholders. Liaise with stakeholders to ensure integration of programmes. Scrutinize documentation to determine actions/information/documents required. Record minutes/resolutions and communicate/disseminate to relevant role players, follow-up on progress made, prepare briefing notes as well as other documentation. Co-ordinate the performance agreements/assessments and financial disclosures pertaining to executive management. Set up and maintain systems, procedures and processes in the office that will ensure efficiency in the office. Facilitate linkage between the office of the HOD and the office of the Executive Authority. Ensure the safe keeping of classified documentation. Manage the resources in the office of the HOD. Determine and collate information with regard to the budget needs of the office. Manage budget, monitor expenditure and alert the HOD with regard to possible over and under spending. Manage the human resources; and scrutinize responses drafted by the Manager on enquiries received from internal and external stakeholders. Manage the allocated resources.

ENQUIRIES : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

POST 25/219 : **REGIONAL DIRECTOR: ALFRED NZO REGIONAL OFFICE REF NO: DPWI 04/07/2021**
Re-Advert: Applicants that previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13), (An all-inclusive remuneration package)
: Alfred Nzo Regional Office (Mount Ayliff)
: National Senior Certificate. A Bachelor's Degree NQF Level 7 in Built Environment/ Project Management/Town and Regional Planning/ Properties or equivalent qualification with 5 years relevant experience in Infrastructure/ Built Environment/ Project Management or Properties at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: - Sound financial and people management skills. Proven strategic and leadership skills. Excellent communicator at all levels (written and verbal). Knowledge of operational

framework of the Public Finance Management Act. Ability to work in a culturally diverse environment and lead cultural intervention and change management projects. An understanding of the restructuring imperatives within the Public Service environment. Computer literacy. Strategic capability and leadership. Financial Management. People Management and empowerment. Programme and Project Management. Communication. Client orientation and customer focus. Good interpersonal skills and negotiation skills.

DUTIES : Manage the functions of the Department in the Region. Manage the buildings of the Region. Ensure Maintenance of State owned buildings. Property development. Management of all properties utilized by Provincial Government Departments. Develop policies and systems for the efficient management of State Property. Ensure management and implementation of Expanded Public Works Programme. Manage the risks of the Region as identified in the Departmental Risk Management Plan. Providing strategic direction for the region while at the same time exercising operational control to achieve Departmental Targets. Financial Management; responsible for regional budget and reporting. HR Management; responsible to exercise control over regional staff in the areas of manpower planning, labour relations and human resource development. Effective management of corporate services, including office management and the wellness programme. Ensuring full functionality of the Performance Management and Development System in the Region. Manage allocated resources.

ENQUIRIES : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

OTHER POSTS

POST 25/220 : **PRINCIPAL ARTISAN SUPERINTENDANT: BUILDINGS REF NO: DPWI 05/07/2021**

SALARY CENTRE : R869 007 per annum (Level 12), (An all-inclusive remuneration package)
: Joe Gqabi Regional Office (Sterkspruit)

REQUIREMENTS : National Senior Certificate. A recognised Bachelor's Degree/ National Diploma in the built environment, with at least ten (10) years relevant experience in the built environment of which three (3) years must be at a supervisory level. rade test in Built environment is compulsory. A valid driver's licence. Knowledge And Skills: - Understanding and application of the Occupational Health and Safety Act No. 85 of 1993; Promotion of Administrative Justice Act; Construction Regulations 2014; National Building Regulations and Standards Act No. 103 of 1977; SANS 10400: Application of the National Building Regulations; PW371 – A : Construction Works – General Specification; National Norms and Standards Relating to Environmental Health in terms of National Health Act, 2003 (Act no. 61 of 2003); Built Environment Codes of Conduct; Guideline for U-AMP, 2018; Public Service Regulations 2016; Public Service Management Act; Framework for Infrastructure Delivery and Procurement Management 2019; Understanding of the: Preferential Procurement Regulation, 2017; Labour Relations Act; Public Finance Management Act No. 1 of 1999; Construction Industry Development Board Act No. 38 of 2000; Council for the Built Environment Acts No. 43 of 2000; Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA); Skills: Good verbal, writing and communication skills; Conflict Management skills; Computer literacy; Client orientation and customer focus skills; Report writing skills; Self – Management.

DUTIES : Manage in-house construction and maintenance projects Ensure implementation of buildings maintenance plans and requests. Develop project and maintenance implementation plan. Manage construction teams. Coordinate and oversee all work on site. Produce reports in respect of Depot projects implementation and coordination Manage implementation of day-to-day maintenance Ensure implementation of day to day maintenance. Develop and monitor defect register and ensure implementation Facilitate procurement of material from suppliers. Ensure projects are implemented within budget, time and quality. Manage depots operations Ensure depots are adequately resourced. Develop control measures to ensure efficient utilization of resources. Ensure implementation of District client forum resolutions. Manage development of Artisans through experiential training Manage resources Identify skills development needs and recommend training and development opportunities. Ensure effective and efficient work flow by Chief Artisans and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.

- ENQUIRIES** : Mr P. Makhele or Mr. S. Dumalisile Tel No: (051) 611 9800
- POST 25/221** : **DEPUTY DIRECTOR: SHERQ REF NO: DPWI 06/07/2021**
Component: Employee Wellness Programme
Re-Advert: Applicants that previously applied may re-apply
- SALARY** : R733 257 per annum (Level 11), (An all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate. A recognised Bachelor's Degree/ National Diploma in Occupational Health and Safety, Environmental Health, Human Resource Management, Social Sciences or any other relevant qualification in Occupational Health and Safety with three (3) years at an Assistant Director Level in the SHERQ Management field. Must be in possession of SAMTRAC. A valid driver's licence. Knowledge And Skills: Sound knowledge of Occupational Health and Safety and Environmental Management. Sound knowledge of Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act. Disaster Management Act. Integrated Employee Health and Wellness Framework. EHWP/SHERQ Management Legislation. Policies and Procedures. Departmental Policies and Procedures. Strong leadership with strategic capabilities. Written and verbal Communication. Planning and coordinating. Change Management, Problem Solving. Analysis and Reporting.
- DUTIES** : Co-ordinate and ensure the implementation of Occupational Health and Safety Act, Act 85 of 1993 and other OHS related policies. Identify SHE Hazards and risk trends within the Department and provide mitigation measures. Manage the implementation and promotion of Employee Health and Wellness Programmes and Interventions. Manage all the Resources. Supervise and coordinate functions within the Directorate.
- ENQUIRIES** : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
- POST 25/222** : **ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: DPWI 07/07/2021**
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Amathole Regional Office (East London)
REQUIREMENTS : National Senior Certificate, a Bachelor's Degree/ National Diploma in Property Management/Real Estate/Facilities Management qualification with 1-2 years' experience working in the Property Management environment. A valid driver's license is a pre-requisite Knowledge and Skills; Knowledge and understanding of GIAMA & PFMA. Computer skills. Good Communication Skills.
- DUTIES** : Assist with the administration and management of provincial state land in the region. Conduct land use audits and investigations. Identify properties for vesting. 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. Assist the Assistant Manager in other related tasks and duties, which may be assigned from time to time. Maintenance of immovable asset register. Assist in compiling of monthly, quarterly and annual reports of the directorate. Identify and assist with the process of disposing of non-core assets. Identify and assist the process of unsurveyed properties within the Region.
- ENQUIRIES** : Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772
- POST 25/223** : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT REF NO: DPWI 08/07/2021**
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate, a Bachelor's Degree/ National Diploma in Office Management/Management qualification with 1-2 years' experience providing administrative support at Senior Level. Knowledge and Skills: Advanced Knowledge of Microsoft office packages and document management. Must have good interpersonal, organizational and communication skills (written and verbal) and advanced planning. Must be customer focused, adaptable and detail conscious. Experience in customer relations and client liaison is also important. Be able to work independently with minimal supervision and maintain confidentiality.

DUTIES

: Provide support to the Chief Director, taking and typing minutes, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening calls. Render administrative support services, collate compile and submit monthly, quarterly, annual management reports to various structures within and outside the Department. Provide assistance in the technical formatting of submissions for Chief Director from time to time. Develop and maintain an efficient filing system within the Chief Director's Office. Ensure that travel arrangements are well coordinated, prioritise issues. Provide office supply for the Chief Director's office i.e groceries, stationery, printing supplies etc. provide logistical support (travelling, arranging conferences, meetings, S&T claims). Study relevant Public Service and Departmental Prescripts/ Policies and other prescripts applicable to his/her work terrain to ensure efficient and effective support. Remain abreast with the procedures and processes that apply in the office of Chief Director.

ENQUIRIES

: Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274