

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

**APPLICATIONS**

- : Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
- St Barnabas Hospital** - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase Tel no 047 555 5300
- Eastern Cape College of Emergency Care:** Post to: HR Office, EMS College, P.O. BOX 12500, Centrahil, 6006 or hand deliver to: HR Office, EMS College (Next to Dora Nginza Hospital), Spondo Street, Zwide, Port Elizabeth ,6006. Enquiries: Mr K Plaatjie Tel no 041 453 0911.
- Holy Cross Hospital** - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms B Mbutye – Tel no 039 252 2026/8
- Bambisana Hospital** - Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangu Tel No: 039 253 7262.
- Lukhanji Sub-District** – Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms Mtweni Tel no 045 807 8908
- Sakhisizwe Sub-District** - Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Mtsi Tel no 047 877 0931.
- Ngcobo Sub-District** - Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N. Matala Tel no 047 548 0022/34
- 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
- Intsika Yethu Sub-District Office:** Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District Office, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela Tel No: 047 874 0079.
- Emalahleni Sub District** – Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410. Enquiries: Ms NP Mtshabe Tel no 047 878 4300.
- 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.
- Makana Sub- District** - Post to: HR Office, Makana Sub- District Private Bag X 1023 Grahamstown 6140 or hand deliver to: HR Office, Makana Sub District, 49 Beaufort Street Grahamstown 6140. Enquiries: Ms. Qaleni Tel no 046 622 4901.
- Senqu Sub-District** - Post to: Human Resource Office, Sengu Sub-district, Private Bag X5009, Sterkspruit, 9762 or hand delivery: HR Office, Sengu Sub-district, Bensonvale Collage. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631.
- Cecilia Makhiwane 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.
- Maluti Sub District** - Post to The Human Resource Manager, Maluti College of Education, PO Box 63, Maluti, 4740 Enquiries R Kok Tel no 039 2560518/0519.
- Umzimvubu Sub District** - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4800. Enquiries: Mr Magadla Tel no 039 727 2090.
- Amahlati Sub-district** -Post to: Human Resources Office, Amahlati Sub-district, Private Bag x7425, King Williams Town, 5600. Hand Delivery: Amahlati Sub-district, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquires: Ms B Mngxe Tel no: 043 643 4775/6.
- Mnquma Sub-district** - Post to: HR Office, Mnquma Sub-district or hand deliver to: HR Office 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries: Ms N Tengwa Tel no: 047 491 0740.

**Mbhashe Sub District** - Post to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or hand Deliver to: HR Office, Mnquma Sub District (Public Works Premises) next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel no 047 489 2417/16

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

**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.

**Mhlontlo Sub District** - Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Tel no: Ms Ntlabi Tel no 047 553 0585

**Qaukeni Sub-District** - Post to: Qaukeni Sub District: HR Office, Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo – Tel No 039 253 1541.

**Nyandeni Sub District** - Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to: HR Office, Nyandeni Sub District, Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Mr L Pokolo Tel no 047 555 0151.

**St Elizabeth Regional Hospital-Post to:** St Elizabeth Hospital P/B X1007 Lusikisiki 4820 or Hand Delivery to: Human Resource Office, Main Street, Lusikisiki. Enquiries: Ms N Ndoda 039 253 5021/5000

**Tafalofefe Hospital** – Post to: HR Office, Tafalofefe Hospital Private Bag X 3024, Butterworth, 4960 or hand deliver to: HR Office, Tafalofefe Hospital, Kabakazi A/A Centane 4960. Enquiries: Enquiries: Ms V. Motebele Tel no 047 498 0026.

**Cofimvaba Hospital** - Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: Ms A Mbana – Tel no 047 874 0111.

**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, 6014. Enquiries: Ms L Mabanga 041 605 2348

**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.

**Butterworth Hospital** - Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel: 047 401 9000.

**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.

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

**Fort England Psychiatric Hospital** – Post to: HR Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown, 6140 or hand delivery to: Human Resource Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms Nazo Tel no 046 602 2300.

**Mthatha, Lusikisiki & Bizana, Mt Fletcher Forensic Pathology Services:** Post to & hand deliver to: HR Office, Forensic Pathology Services, Sission Street, Fort Gale, Mthatha, 5099. Enquiries: Ms F Mkhize Tel no 047 531 0081

**New Brighton & Gelvandale, Joubertina, Graaff Reniet and Grahamstown Forensic Pathology Services:** Post to & hand deliver to: PE Central CHC, Northwood Street, Mount Croix, Port Elizabeth, 8001. Enquiries: Mr J Jenniker Tel no 041 373 1525

**Queenstown & Molteno Forensic Pathology Services** - Post to: Human Resource Office, Forensic Pathology Services P O Box 1022, Queenstown 5320 or Hand deliver to CSSD Building, Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: M Mathiso Tel no 045 858 8112.

**Komani Psychiatric Hospital** - Post to: HR Office, Komani Psychiatric Hospital Private Bag x 7074, Queenstown 5320 or Hand deliver to: HR Office,

Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Mrs N Mzola Tel no 045 858 8400.

**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

**Dr Malizo Mpehle Hospital** - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel no 047 542 6300

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

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

**Lady Grey Hospital** - Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand delivery: HR Office, Lady Grey Hospital. Enquiries: Ms N Skisazana – Tel no: 051 603 0093/0115.

**Wilhelm Stahl Hospital** – Post to: HR Office, Wilhelm Stahl Hospital, Private Bag x51, Middleburg, 5900. Enquiries: Mr B Mbalula Tel no 049 842 1111.

**Aliwal North Hospital** – Post to: HR Office, Aliwal North Hospital, Private Bag x 1004, Aliwal North, 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklande Street, Aliwal North. Enquiries: Ms Fourie Tel no 051 633 7700.

**Empilisweni Hospital** – Post to: HR Office, Empilisweni Hospital, Private Bag x 5029, Sterkspruit, 9762 or hand deliver to: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr SL Bosholo Tel no 051 611 0037.

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

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

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

**Maletswai Sub-District** - Post to: Human Resource Office, Parklane Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand deliver to: HR Office, Maletswai Sub-District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Mr JS Nzinde – Tel no: 051 633 9617.

**Jamestown Hospital** – Post to: Human Resource Office, 3 Hill Street, Private bag X03, Jamestown, 9742. Enquiries: Mr JS Nzinde – Tel no: 051 633 9617.

**Mthatha Pharmaceutical Depot** – Post to: HR Office, Mthatha Pharmaceutical Depot, Private Bag x5213, Mthatha, 5099 or hand deliver to: HR Office, Mthatha Pharmaceutical Depot (Next to Nelson Mandela Academic Hospital), Mthatha 5099. Enquiries: Mr M Diko Tel no 047 532 6023.

**Elundini Sub District** – Post to: HR Office, Elundini Sub District, PO Box 1129, Mt Fletcher, 4770 or hand deliver to: HR Office, Elundini Sub District Office, Police Street, Mt Fletcher, 4770. Enquiries: Ms Du Plessis Tel no 039 257 2400.

08 July 2022

**CLOSING DATE**  
**NOTE**

: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. 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 (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) 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 23/125** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/STBA/ARP/02/06/2022**
- SALARY** : R1 191 510 – R1 322 391 per annum (OSD)  
**CENTRE** : OR Tambo District, St Barnabas Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
- DUTIES** : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required. Perform commuted overtime.
- ENQUIRIES** : Ms Ndamase Tel no 047 555 5300
- POST 23/126** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/BURGH/ARP/02/06/2022**
- SALARY** : R1 191 510 – R1 322 391 per annum (OSD)  
**CENTRE** : Joe Gqabi District, Burgersdorp Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
- DUTIES** : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required. Perform commuted overtime.
- ENQUIRIES** : Mr B Mbalula Tel no 049 842 1111.
- POST 23/127** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/LGHH/ARP/02/06/2022**
- SALARY** : R1 191 510 – R1 322 391 per annum (OSD)  
**CENTRE** : Joe Gqabi District, Lady Grey Hospital

<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required Perform commuted overtime.
<b><u>ENQUIRIES</u></b>	:	Ms N Skisazana – Tel no: 051 603 0093/0115
<b><u>POST 23/128</u></b>	:	<b><u>CLINICAL MANAGER REF NO: ECHEALTH/CM/JAMSH/ARP/02/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 191 510 – R1 322 391 per annum (OSD) Joe Gqabi District, Jamestown Hospital
<b><u>DUTIES</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required Perform commuted overtime.
<b><u>ENQUIRIES</u></b>	:	Mr JS Nzinde – Tel no: 051 633 9617
<b><u>POST 23/129</u></b>	:	<b><u>PRINCIPAL (EASTERN CAPE COLLEGE OF EMERGENCY CARE) REF NO. ECHEALTH/ECCEC/PRCP/ARP/02/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R884 664 – R1 011 522 per annum (OSD) Nelson Mandela Metro, Eastern Cape College of Emergency Care
<b><u>REQUIREMENTS</u></b>	:	Successful completion of one of the following qualifications that allows registration with Health Professions Council of South Africa (HPCSA) as an Emergency Care Practitioner: Recognised B Tech (Emergency Medical Services), B (Emergency Medical Care) or BHSc (Emergency Medical Care) degrees. A minimum of three (3) years' experience after registration with HPCSA as an Emergency Care Practitioner or a minimum of three (3) years' experience working as an EMS Course Co-ordinator or relevant management level within an EMS College or at a Higher Education Institution. A Master's degree (or towards) will be added advantage. Current registration as an Emergency Care Practitioner with the HPCSA is mandatory. Knowledge of regulations pertaining to HPCSA training standards, PFMA, Treasury regulations, Skills Development Act and any other related acts. Competencies: Highly competent, enthusiastic and knowledgeable practitioner to manage an EMS College. Sound knowledge of regulations and policies governing EMS

training and education. Computer literacy in MS Word, Excel and PowerPoint is essential. Good interpersonal and management skills. Sound knowledge of financial management policies and labour relations prescripts is essential. A valid code EB drivers licence with PDP is essential.

**DUTIES** : Management of EMS education, training and provincial migration plan. Manage the development and accreditation of courses in accordance to the National Emergency Care Education and Training policy, CHE, HPCSA and other legislation. Management of district training centres to widen access for continuing Professional Development. Develop Strategic and business plans to advise the Chief Director of Human Resource Development on legislative aspects relating to EMC training and development. Efficient management of all college resources including human resource, allocated budget and assets. This will involve representation of the college at the Chief Directorate meetings.  
Mr. K.V. Plaatjie Tel No: 041 453 0911

**ENQUIRIES** :

**POST 23/130** : **DEPUTY                   MANAGER                   NURSING                   REF                   NO:**  
**ECHEALTH/DMN/HOLYC/ARP/02/06/2022**

**SALARY** : R856 272 – R963 723 per annum (OSD)  
**CENTRE** : OR Tambo District, Holy Cross Hospital  
**REQUIREMENTS** : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse 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.

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

**ENQUIRIES** : Ms B Mbutye – Tel no 039 252 2026/8

**POST 23/131** : **DEPUTY                   MANAGER                   NURSING                   REF                   NO:**  
**ECHEALTH/DMN/ALNH/ARP/02/06/2022**

**SALARY** : R856 272 – R963 723 per annum (OSD)  
**CENTRE** : Joe Gqabi District, Aliwal North 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.

**DUTIES** : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory

law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

**ENQUIRIES**

:

Ms Fourie Tel no 051 633 7700

**POST 23/132**

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**DEPUTY MANAGER NURSING REF NO:**  
**ECHEALTH/DMN/BAMBC/ARP/02/06/2022**

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

:

R856 272 – R963 723 per annum (OSD)  
OR Tambo District, Bambisana Hospital  
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.

**DUTIES**

:

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

**ENQUIRIES**

:

Mr S Mahlangeni –Tel No: 039 253 7262.

**POST 23/133**

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**MEDICAL OFFICER GRADE 1-3 REF NO:**  
**ECHEALTH/MO/FTH/ARP/02/06/2022**

**SALARY**

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R833 523 - R1 362 366 per annum (OSD)  
Grade 1: R833 523 – R897 932 per annum (OSD)  
Grade 2: R953 049 – R1 042 092 per annum (OSD)  
Grade 3: R1 106 037 – R1 382 802 per annum (OSD)

**CENTRE**  
**REQUIREMENTS**

:

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

**DUTIES**

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

**ENQUIRIES**

:

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

**POST 23/134** : **MEDICAL OFFICER GRADE 1-3 REF NO: ECHEALTH/MO/FEPH/ARP/02/06/2022**

**SALARY** : R833 523 - R1 362 366 per annum (OSD)  
Grade 1: R833 523 – R897 932 per annum (OSD)  
Grade 2: R953 049 – R1 042 092 per annum (OSD)  
Grade 3: R1 106 037 – R1 382 802 per annum (OSD)

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

**DUTIES** : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

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

**POST 23/135** : **CLINICAL PSYCHOLOGIST GRADE 1 – 3 REF NO: ECHEALTH/CP/LTH/ARP/02/06/2022**

**SALARY** : R724 062 - R1 155 006 per annum (OSD)  
Grade 1: R724 062 – R796 041 per annum (OSD)  
Grade 2: R844 884 - R937 704 per annum (OSD)  
Grade 3: R980 529 - R1 155 006 per annum (OSD)

**CENTRE** : Nelson Mandela Metro, Livingstone Tertiary Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Inherent requirement of the job: Availability to work after hours, when required. Valid Code B/EB driver's license. Experience: **Grade 1:** None after registration with the HPCSA as Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. 1 Year relevant experience after registration with the HPCSA as Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years' relevant experience after registration with the HPCSA as Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years' relevant experience after registration with the HPCSA as Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years' relevant experience after registration with the HPCSA as Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years' relevant experience after registration with the HPCSA as Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

**DUTIES** : Complete administrative tasks effectively. Participation in academic research. Participation in any project or clinical initiative that falls under the rubric of Alexandra Hospital's annual operational plan (AOP). Provide psychological consultation to the OPD multi-disciplinary team and appropriate outreach and support. The provision of psychological therapies and the clinical assessment of community-based children and adults with intellectual and developmental disabilities and complex mental health needs at the Outpatient Department (OPD). Training and supervision of intern clinical psychologists and



		involvement in teaching, training and academic research supervision to psychology, medical and other undergraduate/postgraduate students.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 605 2348
<b><u>POST 23/136</u></b>	:	<b><u>PHARMACIST GRADE 1-3 REF NO. ECHEALTH/PHAR/FEPH/ARP/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R703 773 – R884 664 per annum (OSD) Grade 1: R703 773 – R746 958 per annum (OSD) Grade 2: R762 291 – R809 067 per annum (OSD) Grade 3: R833 523 – R884 664 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Sarah Baartman District, Fort England Psychiatric Hospital Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience after registration as a Pharmacist with the SAPC.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms Nazo Tel no 046 602 2300.
<b><u>POST 23/137</u></b>	:	<b><u>SUB CAMPUS HEAD (HOSPITAL NURSING SCHOOL) REF NO: ECHEALTH/SUBCAMHEAD/SETLCAMP/ARP/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R588 390 – R682 098 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Lilitha Nursing College, Settlers Sub Campus Master's Degree in Nursing Science/Health Sciences with General Nursing Science. Post basic qualification in Nursing Education and Management registered with SANC. Good understanding and experience of classroom teaching including Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication, interpersonal and leadership skills. A minimum of 9 years appropriate/recognizable experience in nursing experience after registration as professional nurse with SANC in General Nursing. At least 3 – 4 years of period referred to above must be appropriated/recognizable experience in Nursing Education after obtaining the 1 year post basic qualification. Computer literacy and a valid driver's licence.
<b><u>DUTIES</u></b>	:	Management of both academic and strategic activities for the sub campus. Ensure quality assurance matters, change and quality management. Monitor compliance to set standard as laid by SANC, CHE, SAQA and DHET. Facilitate effective and efficient implementation of college policies, both in theory and clinical platforms. Facilitate classroom teaching and learning in the sub campus, Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community based education at the sub campus level. Training and guidance of subordinate.

	:	Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters. Ms PN Mene Tel no 043 700 9717/26.
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 23/138</u></b>	:	<b><u>ASSISTANT MANAGER (QUALITY ASSURANCE &amp; RESEARCH) REF NO: ECHEALTH/ASMQR/CENTOFF/ARP/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R588 390 – R682 098 per annum (OSD)
<b><u>CENTRE</u></b>	:	Lilitha Nursing College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Master's Degree in Nursing Science/Health Sciences with General Nursing Science. Post basic qualification in Nursing Education and Management registered with SANC. Good understanding and experience of classroom teaching including Community Based and problem based approach. Research capacity and experience in Quality Assurance activities in the Nursing Educational environment. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication, interpersonal and leadership skills. A minimum of 10 years appropriate/recognizable experience in nursing experience after registration as professional nurse with SANC in General Nursing. At least 6 years of the period above must be appropriate/recognizable experience in nursing education environment after obtaining the 1 year post basic qualification in Nursing Education. At least 3 -4 years' experience in health management. Good Communication and advanced computer skills. Understanding of PFMA and Labour Relations Act. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Monitor and evaluate all programmes at various campuses and sub campuses of the province. Manage quality assurance matters and research within the college. Facilitate effective and efficient implementation of the curricula and college policies in all disciplines of both academic and strategic activities for entire college. Monitor conduciveness of teaching and learning platforms for both students and academic staff for quality purposes. Ensure college compliance to National Research Council processes. Monitor compliance to set standard as laid by SANC, CHE, SAQA and DHET. Ensure collaboration with stakeholders and building of strong relationships with other departments and institutions of Higher Learning and forge collaborative research activities.
<b><u>ENQUIRIES</u></b>	:	Ms PN Mene Tel no 043 700 9717/26.
<b><u>POST 23/139</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALITY (PSYCHIARTY) REF NO: ECHEALTH/OPMS/KOMH/APL/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum (OSD)
<b><u>CENTRE</u></b>	:	Chris Hani District, Komani Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	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 Psychiatric 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mrs N Mzola Tel no 045 858 8400.

**POST 23/140** : **OPERATIONAL MANAGER SPECIALITY (MATERNITY) REF NO. ECHEALTH/OPMS-MAT/NMAH/ARP/02/06/2022**

**SALARY** : R571 242 – R642 933 per annum (OSD)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

**DUTIES** : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

**ENQUIRIES** : Ms Calaza Tel no: 047 502 4469

**POST 23/141** : **OPERATIONAL MANAGER SPECIALITY (SURGICAL OPD) REF NO. ECHEALTH/OPMS-MAT/NMAH/ARP/02/06/2022**

**SALARY** : R571 242 – R642 933 per annum (OSD)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

**DUTIES** : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

**ENQUIRIES** : Ms Calaza Tel no: 047 502 4469

<b><u>POST 23/142</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum (OSD)
	:	Inxuba Yethemba Sub District, Philani Clinic (Cradock) Ref No: ECHEALTH/OMPHC-PHILC/ARP/02/06/2022 (1 Post)
	:	Bacclesfarm Clinic Ref No: ECHEALTH/OMPHC-BCCFC/ARP/02/06/2022 (1 Post)
	:	Tentergate Clinic Ref No: ECHEALTH/OMPHC-TENGC/ARP/02/06/2022 (1 Post)
	:	High Street Clinic Ref No: ECHEALTH/OMPHC-HGHC/ARP/02/06/2022 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Ms GO Van Heerden Tel no 048 881 2921
<b><u>POST 23/143</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum (OSD)
	:	Emalahleni Sub District, Vaalbank Clinic Ref No: ECHEALTH/OMPHC-VAALB/ARP/02/06/2022 (1 Post)
	:	Macubeni Clinic Ref No: ECHEALTH/OMPHC-MACC/ARP/02/06/2022 (1 Post)
	:	Rwantsana Clinic Ref No: ECHEALTH/OMPHC-RWAC/ARP/02/06/2022 (1 Post)
	:	Lanti Clinic Ref No: ECHEALTH/OMPHC-LANTIC/ARP/02/06/2022 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Ms NP Mtshabe Tel no 047 878 4300.
<b><u>POST 23/144</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum (OSD)
	:	Intsika Yethu Sub District, Ncora Clinic Ref No: ECHEALTH/OMPHC-NCRC/ARP/02/06/2022 (1 Post)

<b><u>REQUIREMENTS</u></b>	:	Lubisi Clinic Ref No: ECHEALTH/OMPHC-LBIC/ARP/02/06/2022 (1 Post) Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Ms A Mabentsela Tel No: 047 874 0079
<b><u>POST 23/145</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum (OSD) Lukhanji Sub District, Fransbury Clinic Ref No: ECHEALTH/OMPHC-PHILC/ARP/02/06/2022 (1 Post) Philani Clinic (Queenstown) Ref No: ECHEALTH/OMPHC-FRSNC/ARP/02/06/2022 (1 Post) Lizo Ngcana Clinic REF NO: ECHEALTH/OMPHC-LNGC/ARP/02/06/2022 (1 Post) Mahlubini Clinic (Queenstown) Ref No: ECHEALTH/OMPHC-MAHC/ARP/02/06/2022 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Ms Mtweni Tel no 045 807 8908
<b><u>POST 23/146</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum (OSD) Ngcobo Sub District, Mnyolo Clinic Ref No: ECHEALTH/OMPHC-MNYC/ARP/02/06/2022 (1 Post) Zadungeni Clinic Ref No: ECHEALTH/OMPHC-ZADC/ARP/02/06/2022 (1 Post) Clarkebury Clinic Ref No: ECHEALTH/OMPHC- CLBC/ARP/02/06/2022 (1 Post) Gubenxa Clinic Ref No: ECHEALTH/OMPHC-GBC/ARP/02/06/2022 (1 Post) Qumanco Clinic Ref No: ECHEALTH/OMPHC-QMC/ARP/02/06/2022 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of

- at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
- ENQUIRIES** : Ms N. Matala Tel no 047 548 0022/34
- POST 23/147** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE (3 POSTS)**
- SALARY CENTRE** : R571 242 – R642 933 per annum (OSD)  
Sakhisizwe Sub District, Upper Lafuta Clinic Ref No: ECHEALTH/OMPHC-UPLC/ARP/02/06/2022 (1 Post)  
Qhiba Clinic Ref No: ECHEALTH/OMPHC-QHBC/ARP/02/06/2022 (1 Post)  
Beestekraal Clinic Ref No: ECHEALTH/OMPHC-BEESKC/ARP/02/06/2022 (1 Post)
- 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 B Mtsi Tel no 047 877 0931.
- POST 23/148** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE (2 POSTS)**
- SALARY CENTRE** : R571 242 – R642 933 per annum (OSD)  
Nelson Mandela Metro, Veeplaas Clinic Ref No: ECHEALTH/OMPHC-VEPC/ARP/02/06/2022 (1 Post)  
Govan Mbeki Clinic Ref No: ECHEALTH/OMPHC-GMBC/ARP/02/06/2022 (1 Post)
- 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. Ms P Makuluma Tel No: 041 391 8164.
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 23/149</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum (OSD) Senqu Sub District, Bensonvale Clinic Ref No: ECHEALTH/OMPHC-BENVC/ARP/02/06/2022 (1 Post) Barkly East Clinic Ref No: ECHEALTH/OMPHC-BEC/ARP/02/06/2022 (1 Post) Zanethemba Clinic Ref No: ECHEALTH/OMPHC-ZANEC/ARP/02/06/2022 (1 Post) Barkly East Clinic Ref No: ECHEALTH/OMPHC/BARKC/02/06/2022 (1 Post) Zanethemba Clinic Ref No: ECHEALTH/OMPHC/ZANETC/02/06/2022 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Mr J.S Ndzinde – Tel no: 051 633 9631.
<b><u>POST 23/150</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC-KWNC/02/06/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum (OSD) Makana Sub District, Kwa Nonqubela Clinic
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Ms. Qaleni Tel no 046 622 4901
<b><u>POST 23/151</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242– R642 933 per annum (OSD) Umzimvubu Sub District, Mt Frere Gateway Clinic Ref No: ECHEALTH/OMPHC-MFGC/ARP/02/06/2022 (1 Post)

		Mt Ayliff Gateway Clinic Ref No: ECHEALTH/OMPHC/MAG/ARP/02/06/2022 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics
<b><u>ENQUIRIES</u></b>	:	Mr Magadla Tel no 039 727 2090.
<b><u>POST 23/152</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum (OSD)
	:	Maluti Sub District, Matatiele Clinic Ref No: ECHEALTH/OMPHC-MATC/ARP/02/06/2022 (1 Post)
	:	Isilindini Clinic Care Ref No: ECHEALTH/OMPHC-ISIC/ARP/02/06/2022 (1 Post)
	:	Mankwantini Clinic Ref No: ECHEALTH/OMPHC-MANKC/ARP/02/06/2022 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Mr Magadla Tel no 039 727 2090
<b><u>POST 23/153</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum (OSD)
	:	Buffalo City Metro, Imidange Clinic Ref No: ECHEALTH/OMPHC/IMIDC/ARP/02/06/2022 (1 Post)
	:	Mncotsho Clinic Ref No: ECHEALTH/OMPHC-MNC/ARP/02/06/2022 (1 Post)
	:	Fort Grey Clinic Ref No: ECHEALTH/OMPHC-FGC/ARP/02/06/2022 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the



		period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics
<b><u>ENQUIRES</u></b>	:	Ms Hlulani Tel no 043 708 1700.
<b><u>POST 23/154</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALITY (MOU) REF NO. ECHEALTH/OPMS-NONCHC/ARP/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum (OSD)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Nontyatyambo CHC
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant speciality. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said speciality. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.
<b><u>DUTIES</u></b>	:	While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.
<b><u>ENQUIRIES</u></b>	:	Ms Hlulani Tel no 043 708 1700.
<b><u>POST 23/155</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum (OSD)
<b><u>CENTRE</u></b>	:	Nyandeni Sub District, Lwandile Clinic Ref No: ECHEALTH/OMPHC-LWAC/ARP/02/06/2022 (1 Post) Mtakatye Clinic Ref No: ECHEALTH/OMPHC/MTAC/ARP/02/06/2022 (1 Post) Lutshaya Clinic Ref No: ECHEALTH/OMPHC-LUTC/ARP/02/06/2022 (1 Post) Ngqeleni Clinic Ref No: ECHEALTH/OMPHC-NGQC/ARP/02/06/2022 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other

stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics  
Mr L Pokolo Tel no 047 555 0151.

**ENQUIRIES**

**POST 23/156**

**OPERATIONAL MANAGER PRIMARY HEALTH CARE (3 POSTS)**

**SALARY CENTRE**

R571 242– R642 933 per annum (OSD)  
Mhlontlo Sub District, Qolombane Clinic Ref No: ECHEALTH/OMPHC-QOL/ARP/02/06/2022 (1 Post)  
St Lucy Gateway Clinic Ref No: ECHEALTH/OMPHC-SLG/ARP/02/06/2022 (1 Post)

**REQUIREMENTS**

Tsilitwa Clinic Ref No: ECHEALTH/OMPHC-TSIC/ARP/02/06/2022 (1 Post)  
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 Ntlabi Tel no 047 553 0585

**POST 23/157**

**OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/ MQA/02/06/2022**

**SALARY CENTRE**

R571 242 – R642 933 per annum (OSD)

**REQUIREMENTS**

King Sabata Dalinyebo Sub District, Mqanduli CHC  
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, 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 23/158**

**OPERATIONAL MANAGER PRIMARY HEALTH CARE (4 POSTS)**

**SALARY CENTRE**

R571 242– R642 933 per annum (OSD)

Amahlathi Sub District, Gxulu Clinic Ref No: ECHEALTH/OMPHC/GXU/ARP/02/06/2022 (1 Post)  
St Mathews Clinic Ref No: ECHEALTH/OMPHC/STMATC/ARP/02/06/2022 (1 Post)

Amathole Basin Clinic Ref No: ECHEALTH/OMPHC/AMABS/ARP/02/06/2022  
(1 Post)

**REQUIREMENTS**

Khuze Clinic Ref No: ECHEALTH/OMPHC/KHZC/ARP/02/06/2022 (1 Post)  
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 B Mngxe Tel no: 043 643 4775/6.

**POST 23/159**

**OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC-HBHBC/ARP/02/06/2022**

**SALARY CENTRE REQUIREMENTS**

R571 242 – R642 933 per annum (OSD)  
Mnquma Sub District, Hebe-Hebe Clinic  
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

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

**ENQUIRIES**

Ms N Tengwa Tel no: 047 491 0740.

**POST 23/160**

**OPERATIONAL MANAGER PRIMARY HEALTH CARE (2 POSTS)**

**SALARY CENTRE**

R571 242– R642 933 per annum (OSD)  
Mbhashe Sub District, Badi Clinic Ref No: ECHEALTH/OMPHC-BADIC/ARP/02/06/2022 (1 Post)

**REQUIREMENTS**

Nkanya Clinic Ref No: ECHEALTH/OMPHC-NKAC/ARP/02/06/2022 (1 Post)  
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.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhwetha Tel no 047 489 2417/16
<b><u>POST 23/161</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum (OSD)
	:	Raymond Mhlaba Sub District, Mgwalana Clinic Ref No: ECHEALTH/OMPHC-MGALC/ARP/02/06/2022 (1 Post)
	:	Zihlahleni Clinic Ref No: ECHEALTH/OMPHC-ZIHLC/ARP/02/06/2022 (1 Post)
	:	Lower Regu Clinic Ref No: ECHEALTH/OMPHC-LWREC/ARP/02/06/2022 (1 Post)
	:	Hillside Clinic Ref No: ECHEALTH/OMPHC-HILSC/ARP/02/06/2022 (1 Post)
	:	Thozamile Madakana Clinic Ref No: ECHEALTH/OMPHC-TMADC/ARP/02/06/2022 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Mr Dyomfana Tel no 046 645 1892
<b><u>POST 23/162</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/NTYWC/02/06/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum (OSD)
<b><u>REQUIREMENTS</u></b>	:	Elundini Sub District, Ntywenka Clinic
	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Ms Du Plessis Tel no 039 257 2400

<b><u>POST 23/163</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum (OSD) Maletswai Sub District, Jamestown Clinic Ref No: ECHEALTH/OMPHC/JAMESC/ARP/02/06/2022 (1 Post) Maletswai Clinic Ref No: ECHEALTH/OMPHC/MALTC/ARP/02/06/2022 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Mr J.S Ndzinde – Tel no: 051 633 9631.
<b><u>POST 23/164</u></b>	:	<b><u>EMS COURSE COORDINATOR GRADE 4 REF NO: ECHEALTH/ECCEC/EMCCC/ARP/02/06/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R512 691 – R577 539 per annum (OSD)
<b><u>REQUIREMENTS</u></b>	:	Nelson Mandela Metro, Eastern Cape College of Emergency Care Successful completion of the B-Tech Degree that allows registration with the Health Professions Council of South Africa as ECP. Must have current proof of registration with the Health Professions Council of South Africa as Paramedic or ECP must be attached. Three (3) years' after registration with the Health Professions Council of South Africa as ECP. A valid Code C1 driver's license with Public Driving Permit (PDP).
<b><u>DUTIES</u></b>	:	Understanding of and ability to work within EMS Education Training and Development environment. Supervise and monitor all quality assurance activities on the courses offered at the College, including facilitation, assessment, mentorship and moderation. Participation in the road shifts during the practical phases of the course. Ensure that all aspects of training are aligned to the relevant Legislation, HPCSA Regulations and Higher Education Policies. Development and coordination of formative and summative assessments, as well as RPL processes. Any other duties as may be required from time to time by the Principal.
<b><u>ENQUIRIES</u></b>	:	Mr. K.V. Plaatjie Tel No: 041 453 0911
<b><u>POST 23/165</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OPMS/VICH/APL/02/06/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R450 939 – R507 531 per annum (OSD)
<b><u>REQUIREMENTS</u></b>	:	Joe Gqabi District, Maclear 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/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on

service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES** :

Ms N Zuza - Tel no: 045 932 1028.

**POST 23/166** :

**CHIEF MEDICAL ORTHOTIST & PROSTHETIST REF NO. ECHEALTH/COP/LIVH/APL/02/06/2022**

**SALARY CENTRE REQUIREMENTS** :

R473 112 – R525 087 per annum (OSD)  
Nelson Mandela Metro, Livingstone Tertiary Hospital  
National Diploma / Degree / or equivalent in Medical Orthotics and Prosthetics. Three-year experience as a Medical Orthotist and Prosthetist. Computer Literate. Supervisory experience and metal work background an advantage. Basic knowledge in finance Experience in Public Sector, an advantage. Proof of HPCSA Registration certificate for MOP's. Basic knowledge in Orthotics and Prosthetics materials, an advantage. Basic knowledge of OHS regulations. Quality assurance skills. Sound knowledge of basic equipment, machinery, tools and various materials use. Ability to work with multi-disciplinary team. Ability to use initiative and work under pressure in a busy hospital Service delivery innovation. Written and verbal communication skills Good interpersonal relationship. Good ethical conduct

**DUTIES** :

Oversee and supervise the Production section. Accountable for mentoring and clinical training of Students and Interns. Providing HR, Administration and Clerical, Financial and Clinical support services. Ability to lead by an example. Participate in continuous professional development. Monitor and evaluate own performance. Do staff appraisal of Production staff. Manage Quality assurance. Demonstrate effective communication with patients, other supervisors and clinicians, including report writing. Do outreach Clinics. Supervised and assist with provisioning of treatment to Ward patients. Assist with management and implementation of stock control for the department. Deliver of efficient Ward patient care and administration. Ensure adherence and implementation of Batho Pele principles, Patient Rights Charter and Core Standards. Work within integrated Multi Professional team. Maintenance and cleaning of laboratory equipment and machines. Keep a clean environment. Manage mentor and monitor proper utilization of human and physical resources and materials. Able to manage local OPD Clinic. Proper filing of clinic records and registration of patients. Maintain professional practices, ethics, standards and procedures. Promote safe and healthy work practices in line with the applicable legislature. Identify shortfall in production staff and arrange training through skills development straining programmable to plan and organize own work and that of support personnel to ensure proper orthotic and prosthetic care. Work hand in hand with Store man and be abreast with materials levels to prevent shortage of materials. Be able to delegate and authorize duties to those under your supervision.

**ENQUIRIES** :

Ms L Mabanga Tel No: 041 605 2348

**POST 23/167** :

**CHIEF MEDICAL ORTHOTIST & PROSTHETIST REF NO. ECHEALTH/COP/FTH/APL/02/06/2022**

**SALARY CENTRE REQUIREMENTS** :

R473 112 – R525 087 per annum (OSD)  
Buffalo City Metro, Frere Tertiary Hospital  
National Diploma / Degree / or equivalent in Medical Orthotics and Prosthetics. Three-year experience as a Medical Orthotist and Prosthetist. Computer Literate. Supervisory experience and metal work background an advantage. Basic knowledge in finance Experience in Public Sector, an advantage. Proof of HPCSA Registration certificate for MOP's. Basic knowledge in Orthotics and Prosthetics materials, an advantage. Basic knowledge of OHS regulations. Quality assurance skills. Sound knowledge of basic equipment, machinery, tools and various materials use. Ability to work with multi-disciplinary team. Ability to use initiative and work under pressure in a busy hospital Service delivery innovation. Written and verbal communication skills Good interpersonal relationship. Good ethical conduct

**DUTIES** :

Oversee and supervise the Production section. Accountable for mentoring and clinical training of Students and Interns. Providing HR, Administration and Clerical, Financial and Clinical support services. Ability to lead by an example. Participate in continuous professional development. Monitor and evaluate own performance. Do staff appraisal of Production staff. Manage Quality assurance.

Demonstrate effective communication with patients, other supervisors and clinicians, including report writing. Do outreach Clinics. Supervised and assist with provisioning of treatment to Ward patients. Assist with management and implementation of stock control for the department. Deliver of efficient Ward patient care and administration of Batho Pele principles, Patient Rights Charter and Core Standards. Work within integrated Multi Professional team. Maintenance and cleaning of laboratory equipment and machines. Keep a clean environment. Manage mentor and monitor proper utilization of human and physical resources and materials. Able to manage local OPD Clinic. Proper filing of clinic records and registration of patients. Maintain professional practices, ethics, standards and procedures. Promote safe and healthy work practices in line with the applicable legislature. Identify shortfall in production staff and arrange training through skills development straining programmable to plan and organize own work and that of support personnel to ensure proper orthotic and prosthetic care. Work hand in hand with Store man and be abreast with materials levels to prevent shortage of materials. Be able to delegate and authorize duties to those under your supervision.

**ENQUIRIES** : Ms N Mthitshana Tel no: 043 709 2487/2532.

**POST 23/168** : **EMS LECTURER (PARAMEDIC) GRADE 1-3 REF NO. ECHEALTH/ECCEC/EMSLECT/ARP/02/06/2022 (5 POSTS)**

**SALARY** : R398 034 – R445 109 per annum (OSD)  
**CENTRE** : Nelson Mandela Metro, Eastern Cape College of Emergency Care  
**REQUIREMENTS** : Grade 1: Successful completion of the Critical Care Assistant (CCA) programme that allows registration with the HPCSA as paramedic. Registration with the HPCSA as Paramedic (CCA). Experience: None after registration with HPCSA as Paramedic (CCA). Grade 2: Successful completion of the following courses or obtaining one of the following qualifications that allows registration with the HPCSA as Paramedic: Critical Care Assistant (CCA Qualification) or Recognised National Diploma. Registration with the HPCSA as Paramedic with CCA or National Diploma. Experience: 7 years after registration as a Paramedic (CCA). None after registration with HPCSA as Paramedic with National Diploma. Grade 3: Successful completion of the following courses or obtaining one of the following qualifications that allows registration with the HPCSA as Paramedic: Critical Care Assistant (CCA Qualification) or Recognised National Diploma. Registration with the HPCSA as Paramedic (CCA or NDip) or ECP. Registered Paramedic (CCA) 14 years after registration with the HPCSA as Paramedic. Registered (NDip) – 7 years after registration with the HPCSA as Paramedic. Registered ECPs – None. Grade 3: Successful completion of a Btech Degree that allows registration with the HPCSA as an Emergency Care Practitioner. Appropriate management and administration skills. Ability to work in a team. Effective time management and multitasking skills. Problem solving and decision making abilities. Computer literacy.

**DUTIES** : Lecturing on programs offered by the college depending on college strategy and demand from stakeholders. Medical Programs include: Higher Certificate in Emergency Medical Care, Diploma in Emergency Medical Care, Clinical Practice and various CPD programs. Rescue programs include: Advanced Certificate in Medical Rescue as well as Rescue Short Courses. Assessment of learners on programmes offered by the college. Clinical teaching on Experiential Learning platforms. Understanding of and ability to work within EMS Education Training and Development environment. Supervise and monitor all quality assurance activities on the courses offered at the College, including facilitation, assessment, mentorship and moderation. Participation in the road shifts during the practical phases of the course. Ensure that all aspects of training are aligned to the relevant Legislation, HPCSA Regulations and Higher Education Policies. Development and coordination of formative and summative assessments, as well as RPL processes. Attend to any other college daily operational duties as deemed necessary by college management. May be required to assist on other programmes offered at the college from time to time if deemed necessary by college management.

**ENQUIRIES** : Mr. K.V. Plaatjie Tel No: 041 453 0911

**POST 23/169** : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (PENILE CONSTRUCTION) REF NO: ECHEALTH/PNS/SEH/ARP/02/06/2022 (4 POSTS)**

**SALARY** : Grade 1: R388 974 – R450 939 per annum (OSD)  
Grade 2: R478 404 – R588 390 per annum (OSD)

**CENTRE REQUIREMENTS** : OR Tambo District, Nelson Mandela Academic Hospital  
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus post basic nursing qualification with a duration of at least 1 year in Intensive Care Nursing Science accredited with SANC in terms of Government Notice R212. **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

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

**ENQUIRIES** : Ms Calaza Tel no: 047 502 4469

**POST 23/170** : **PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PNS/SEH/ARP/02/06/2022 (2 POSTS)**

**SALARY** : Grade 1: R388 974 – R450 939 per annum (OSD)  
Grade 2: R478 404 – R588 390 per annum (OSD)

**CENTRE REQUIREMENTS** : OR Tambo District, St Elizabeth 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 South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus 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. **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

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

**ENQUIRIES** : Ms N Ndoda Tel no 039 253 5021/5000

**POST 23/171** : **PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PNS/NMAH/ARP/02/06/2022 (12 POSTS)**

**SALARY** : R388 974 – R588 390 per annum (OSD)  
Grade 1: R388 974 – R450 939 per annum (OSD)  
Grade 2: R478 404 – R588 390 per annum (OSD)

**CENTRE REQUIREMENTS** : OR Tambo District, Nelson Mandela Academic Hospital  
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional



Nurse plus post basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice R212. **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

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

**ENQUIRIES** : Ms Calaza Tel no: 047 502 4469

**POST 23/172** : **PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PNS/FRONTH/ARP/02/06/2022**

**SALARY** : R388 974 – R588 390 per annum (OSD)  
Grade 1: R388 974 – R450 939 per annum (OSD)  
Grade 2: R478 404 – R588 390 per annum (OSD)

**CENTRE REQUIREMENTS** : Chris Hani District, Frontier 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 South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus 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. **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

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

**ENQUIRIES** : Ms P Marongo Tel No. 045 808 4272.

**POST 23/173** : **PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PNS/MALIZH/ARP/02/06/2022 (3 POSTS)**

**SALARY** : R388 974 – R588 390 per annum (OSD)  
Grade 1: R388 974 – R450 939 per annum (OSD)  
Grade 2: R478 404 – R588 390 per annum (OSD)

**CENTRE REQUIREMENTS** : OR Tambo District, Dr Malizo Mpehle Hospital  
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus 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. **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

**DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria

and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

- ENQUIRIES** : Ms Makalima Tel no 047 542 6300
- POST 23/174** : **PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PNS/TAFAH/ARP/02/06/2022**
- SALARY** : R388 974 – R588 390 per annum (OSD)  
Grade 1: R388 974 – R450 939 per annum (OSD)  
Grade 2: R478 404 – R588 390 per annum (OSD)
- CENTRE REQUIREMENTS** : Amathole District, Tafalofefe Hospital  
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus 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. **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
- ENQUIRIES** : Ms V. Motebele Tel no 047 498 0026.
- POST 23/175** : **PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PNS/BURGH/ARP/02/06/2022**
- SALARY** : R388 974 – R588 390 per annum (OSD)  
Grade 1: R388 974 – R450 939 per annum (OSD)  
Grade 2: R478 404 – R588 390 per annum (OSD)
- CENTRE REQUIREMENTS** : Joe Gqabi District, Burgersdorp Hospital  
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus 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. **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
- ENQUIRIES** : Mr B Mbalula Tel no 049 842 1111.

**POST 23/176** : **PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PNS/EMPILSH/ARP/02/06/2022 (2 POSTS)**

**SALARY** : R388 974 – R588 390 per annum (OSD)  
Grade 1: R388 974 – R450 939 per annum (OSD)  
Grade 2: R478 404 – R588 390 per annum (OSD)

**CENTRE REQUIREMENTS** : Joe Gqabi District, Empilisweni Hospital  
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus 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. **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

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

**ENQUIRIES** : Mr SL Bosholo Tel no 051 611 0037

**POST 23/177** : **PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PNS/EMPILSH/ARP/02/06/2022 (2 POSTS)**

**SALARY** : R388 974 – R588 390 per annum (OSD)  
Grade 1: R388 974 – R450 939 per annum (OSD)  
Grade 2: R478 404 – R588 390 per annum (OSD)

**CENTRE REQUIREMENTS** : Sarah Baartman District, Midlands Hospital  
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus 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. **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

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

**ENQUIRIES** : Ms M. Human Tel no 049 807 7739

**POST: 23/178** : **CHIEF RADIOGRAPHER GRADE (MRI) GRADE 1 - 3 REF NO. ECHEALTH/CR/LTH/ARP/02/06/2022**

**SALARY** : Grade 1: R322 746 – R367 299 per annum (OSD)  
Grade 2: R378 402 – R432 684 per annum (OSD)  
Grade 3: R445 752 – R540 594 per annum (OSD)

**CENTRE REQUIREMENTS** : Nelson Mandela Metro, Livingstone Tertiary Hospital  
National Diploma and or B Tech in Diagnostic Radiography or equivalent qualification. Certificate in MRI Radiography. Relevant experience in MRI

Radiography of 5-10 years. Supervisory Experience of minimum 3 yrs. Registration with HPCSA as Diagnostic Radiographer. Kindly submit registration certificate plus HPCSA card or receipt. 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). Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem solving skills. Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Extensive radiographic experience and knowledge of MRI protocols. Equipment management including quality control of MRI equipment. Keeping of logbooks and fault reporting.

**DUTIES** : Develop, maintain and assist with the implementation of MRI operational SOP's, policies and protocols. Manage and support all technical aspects of MRI. Monitor the effective and efficient functioning of MRI within the imaging department. Assist with input to the Departmental strategic and financial aspects of MRI. Planning of cases, bookings of MRI. Communication with referral Doctors, Departments and Radiologist. Managing MRI Porters in planning when cases will be done. Patient Management and communication. Production of high quality MRI IMAGES. Incident reporting on equipment and operations. Quality control on MRI equipment. Providing after hour service in a supervisory role. Must be willing to work shifts. Supervision and assistance to students and community service radiographers.

**ENQUIRIES** : Ms L Mabanga Tel No: 041 605 2348

**POST 23/179** : **CHIEF RADIOGRAPHER (PAC) GRADE 1 - 3 REF NO. ECHEALTH/LTH/ARP/02/06/2022**

**SALARY** : Grade 1: R322 746 – R367 299 per annum (OSD)

Grade 2: R378 402 – R432 684 per annum (OSD)

Grade 3: R445 752 – R540 594 per annum (OSD)

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

**REQUIREMENTS** : National Diploma /B-RAD /B-Tech in Diagnostic Radiography. The candidate must be computer literate. In depth knowledge of Patient Archiving and Communication Systems with good administrative, supervisory and managerial skills. Must have experience in PACS and RIS operation for at least 2 years. Practical experience and knowledge of PACS/RIS. Qualification in PACS/RIS operation. At least 12 years 'experience as an independent Radiographer. 6 years' experience in a management position. Relevant additional qualifications will be taking in consideration Experience in an academic environment will be advantage. Registration with the HPCSA is compulsory. Leadership abilities essential. Outstanding interpersonal human relations and communication skills. Extensive knowledge and understanding of PACS system. Sound knowledge of Quality assurance of all X-ray equipment, Including-General radiography CT-MRI -Ultra sound, Mammography, Angiography, Cath Lab. Knowledge of all applicable government acts and regulations pertaining to Radiographic services. A very high level of responsibility. Good computer skills.

**DUTIES** : Radiographic service in a tertiary hospital. Liaise with the head of department Radiology in implementing policies in the department. Total quality service management for the achievement of Batho-Pele Principles, and that the Radiographic services is in keeping with Radiation Legislation. Experience in conflict management. Ability to work under pressure. Ability to take initiative. Relevant budgetary duties. Extensive knowledge of all Radiology equipment mentioned above and compiling of Specifications. Maintenance contracts in place. Adhere and ensure compliance with SAHPRA and HPCSA Legislation. Management & Problem Solving. Manage and monitor performance and development of all staff. To participate and make inputs at hospital and provincial management meetings. Assists in research projects. Managing the filling of vacant posts. Provide and manage the human resources in the Radiography department. Provide CPD activities according to the requirements of HPCSA. Responsible for departmental statistics and waiting times. Liaise with the department of Radiographic sciences at the University of Pretoria in the training of Radiography students. Accommodate and assist Post-grad students. Provide operational advice and guidance to the subordinates. High level of responsibility and accountability. Urgent

communication and solution pathway when any Radiological equipment malfunctions. Ability and willingness to deal with crisis or disaster even outside of working hours. Display of Leadership Qualities, Teamwork, -spirit and reliability.

**ENQUIRIES** : Ms L Mabanga Tel no 041 605 2348

**POST 23/180** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 - 3 REF NO. ECHEALTH/DR/LTH/ARP/02/06/2022**

**SALARY** : Grade 1: R322 746 – R367 299 per annum (OSD)  
Grade 2: R378 402 – R432 684 per annum (OSD)  
Grade 3: R445 752 – R540 594 per annum (OSD)

**CENTRE REQUIREMENTS** : Nelson Mandela Metro, Livingstone Tertiary 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).

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

**ENQUIRIES** : Ms L Mabanga Tel no 041 605 2348

**POST 23/181** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 - 3 REF NO. ECHEALTH/DR/LTH/ARP/02/06/2022**

**SALARY** : Grade 1: R322 746 – R367 299 per annum (OSD)  
Grade 2: R378 402 – R432 684 per annum (OSD)  
Grade 3: R445 752 – R540 594 per annum (OSD)

**CENTRE REQUIREMENTS** : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)  
: Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' experience after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 20 years' experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24-hour service).

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

**ENQUIRIES** : Ms N Ngwabeni – Tel no: 039 257 0099.

**POST 23/182** : **PHYSIOTHERAPIST GRADE 1-3 REF NO. ECHEALTH/PT/CMH/ARP/02/06/2022**

**SALARY** : R322 746 – R540 954 per annum (OSD)  
Grade 1: R317 976 – R367 299 per annum (OSD)  
Grade 2: R378 402 – R432 684 per annum (OSD)  
Grade 3: R445 752 – R540 954 per annum (OSD)

**CENTRE REQUIREMENTS** : Buffalo City Metro, Cecilia Makiwane Regional Hospital  
: Appropriate qualification that allows for the required registration with the health professional council of South Africa (HPCSA) as a physiotherapist. Current registration with the health professional council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current, clinical literature, current protocols as well as current health public services regulations an, regulation and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures. Grade 1: experience none after registration with the health professional council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed community services as required. Grade 2: A minimum of 10 years' relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community service as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community services as required in South Africa.

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

**ENQUIRIES** : Ms N. Matshaya Tel no 043 708 2121.

**POST 23/183** : **SPEECH THERAPIST GRADE 1-3 REF NO:**  
**ECHEALTH/ST/LTH/ARP/02/06/2022**

**SALARY** : R 22 746 – R367 299 per annum (OSD)  
Grade 1: R317 976 – R367 299 per annum (OSD)  
Grade 2: R378 402 – R432 684 per annum (OSD)  
Grade 3: R445 752 – R540 954 per annum (OSD)

**CENTRE REQUIREMENTS** : Nelson Mandela Metro, Livingstone Tertiary Hospital  
: Qualification in Speech Therapy or Speech Therapy & Audiology, registration with the HPCSA, completion of Community service. Current independent practice registration with HPCSA for 2021/2022. Competencies: Knowledge and skills in assessment and management of speech, language communication, voice and swallowing disorders amongst the adult population. Experience with teamwork, planning, organizing, co-ordination and communication skills. Ability to make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitate holistic treatment. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES** : To screen, assess and manage patients with speech, language communication, voice and swallowing disorders. Medical pathologies include adult neurology cases (CVA, TBI) predominantly, as well as tracheostomies, burns, progressive neurological conditions and head and neck cancer. To complete daily and monthly statistics and reports. To manage resources effectively. To participate in all departmental and hospital activities. To treat within a MDT including attendance and participation in MDT events. To improve professional competence by regular self-evaluation and application of current research information. To attend scheduled ward rounds and meetings. To refer patients to appropriate level of care. To communicate with relevant stakeholders regarding patient treatment. To comply with quality assurance standards. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).

**ENQUIRIES** : Ms L Mabanga Tel No: 041 605 2348

**POST 23/184** : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO:**  
**ECHEALTH/OT/LTH/ARP/02/06/2022**

**SALARY** : R322 746 – R367 299 per annum(OSD)  
Grade 1: R317 976 – R367 299 per annum (OSD)  
Grade 2: R378 402 – R432 684 per annum (OSD)

<b><u>CENTRE REQUIREMENTS</u></b>	: Grade 3: R445 752 – R540 954 per annum (OSD) : Nelson Mandela Metro, Livingstone Tertiary Hospital : Degree in Occupational Therapy or an appropriate qualification that allows for the required registration with the Health profession council of South Africa (HPCSA) in the relevant profession (where applicable). Completion of community service and registration with HPCSA in Occupational Therapy. Proof of current registration with HPCSA as an Occupational Therapist for 2021-2022 period. Planning, Filling and organizing skills, good communication skills (written and verbal). Knowledge of public service legislations, policies, procedures and other related health policies. Knowledge of PFMA and related legal frameworks. Experience in neurology, psychiatry and disability. Computer literacy and Valid Driver's license.
<b><u>DUTIES</u></b>	: Plan, coordinate and implement Occupational Therapy Services. Provide leadership, expert advice on complicated clinical conditions. Supervising OTA/OTT and Community Service OTs. Participate in professional development activities. Implementing of effective record keeping, accurate statistics collection and analysis. Ensure compliance with quality assurance standards.
<b><u>ENQUIRIES</u></b>	: Ms L Mabanga Tel No: 041 605 2348
<b><u>POST 23/185</u></b>	: <b><u>DIETICIAN REF NO. ECHEALTH/DIETICIAN/WSH/APL/02/06/2022</u></b>
<b><u>SALARY</u></b>	: R322 746 – R540 954 per annum (OSD) : Grade 1: R317 976 – R367 299 per annum (OSD) : Grade 2: R378 402 – R432 684 per annum (OSD) : Grade 3: R445 752 – R540 954 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	: Chris Hani District, Wihlem Stahl Hospital : Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of 10 years' experience after registration with HPCSA as Dietician. <b>Grade 3:</b> 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 and work as team player.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Mr B Mbalula Tel no 049 842 1111
<b><u>POST 23/186</u></b>	: <b><u>DIETICIAN REF NO. ECHEALTH/DIETICIAN/CH/APL/02/06/2022</u></b>
<b><u>SALARY</u></b>	: R322 746 – R 540 954 per annum (OSD) : Grade 1: R317 976 – R367 299 per annum (OSD) : Grade 2: R378 402 – R432 684 per annum (OSD) : Grade 3: R445 752 – R540 954 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	: Chris Hani District, Cofimvaba Hospital : Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of 10 years' experience after registration with HPCSA as Dietician. <b>Grade 3:</b> 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 and work as team player.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRES</u></b>	:	Ms A Mbana Tel No 0478740111
<b><u>POST 23/187</u></b>	:	<b><u>DIETICIAN REF NO. ECHEALTH/DIETICIAN/FH/APL/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R322 746 – R540 954 per annum (OSD) Grade 1: R317 976 – R367 299 per annum (OSD) Grade 2: R378 402 – R432 684 per annum (OSD) Grade 3: R445 752 – R540 954 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	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. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of 10 years' experience after registration with HPCSA as Dietician. <b>Grade 3:</b> 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 and work as team player.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRES</u></b>	:	Ms P Marongo Tel No. 045 808 4272.
<b><u>POST 23/188</u></b>	:	<b><u>DIETICIAN REF NO. ECHEALTH/DIETICIAN/CMH/APL/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R322 746 – R540 954 per annum (OSD) Grade 1: R317 976 – R367 299 per annum (OSD) Grade 2: R378 402 – R432 684 per annum (OSD) Grade 3: R445 752 – R540 954 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of 10 years' experience after registration with HPCSA as Dietician. <b>Grade 3:</b> 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 and work as team player.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRES</u></b>	:	Ms N. Matshaya Tel no 043 708 2121.
<b><u>POST 23/189</u></b>	:	<b><u>DIETICIAN REF NO. ECHEALTH/DIETICIAN/TF/APL/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R322 746 – R540 954 per annum (OSD) Grade 1: R317 976 – R367 299 per annum (OSD) Grade 2: R378 402 – R432 684 per annum (OSD) Grade 3: R445 752 – R540 954 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Amathole District, Tafalofefe Hospital Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of 10 years' experience after registration with HPCSA as Dietician. <b>Grade 3:</b> 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 and work as team player.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRES</u></b>	:	Ms V. Motebele Tel no 047 498 0026.
<b><u>POST 23/190</u></b>	:	<b><u>DIETICIAN REF NO. ECHEALTH/DIETICIAN/FTH/APL/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R322 746 – R540 954 per annum (OSD) Grade 1: R317 976 – R367 299 per annum (OSD) Grade 2: R378 402 – R432 684 per annum (OSD) Grade 3: R445 752 – R540 954 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of 10 years' experience after registration with HPCSA as Dietician. <b>Grade 3:</b> 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 and work as team player.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRES</u></b>	:	Ms N Mthitshana Tel no: 043 709 2487/2532.
<b><u>POST 23/191</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A REF NO.</u></b> <b><u>ECHEALTH/ARTF/DRH/APL/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R308 826 – R344 637 per annum (OSD)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	An applicant must be in possession of Appropriate Trade Test Certificate (Electrical/Mechanical). Five years post qualification experience required as an Artisan. Valid Driver's License is required.
<b><u>DUTIES</u></b>	:	Coordinate effective rendering of technical services. Lead and guide on all technical activities. Compile technical/ inspection reports. Monitor adherence to safety standard. Ensure maintenance of technical services. Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work. Supervise human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel no 041 406 4421
<b><u>POST 23/192</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 - 4 REF NO.</u></b> <b><u>ECHEALTH/SW/FEPH/ARP/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 456 – R572 715 per annum (OSD) Grade 1: R261 456 – R303 093 per annum (OSD) Grade 2: R321 540 – R369 258 per annum (OSD) Grade 3: R389 991 – R452 106 per annum (OSD) Grade 4: R479 640 – R572 715 per annum (OSD)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Fort England Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	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. <b>Grade 1:</b> None required. <b>Grade 2:</b> A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. <b>Grade 3:</b> A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. <b>Grade 4:</b> A minimum of 30 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Computer literacy and valid driver's licence.
<b><u>DUTIES</u></b>	:	Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psych patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and

		assess placement progress of social workers as played by various tertiary institutions.
<b><u>ENQUIRIES</u></b>	:	Ms Nazo Tel no 046 602 2300.
<b><u>POST 23/193</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 - 4 REF NO: ECHEALTH/SW/NMAH/ARP/02/06/2022 (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 456 – R572 715 per annum (OSD) Grade 1: R261 456 – R303 093 per annum (OSD) Grade 2: R321 540 – R369 258 per annum (OSD) Grade 3: R389 991 – R452 106 per annum (OSD) Grade 4: R479 640 – R572 715 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	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. <b>Grade 1:</b> None required. <b>Grade 2:</b> A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. <b>Grade 3:</b> A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. <b>Grade 4:</b> A minimum of 30 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Computer literacy and valid driver's licence.
<b><u>DUTIES</u></b>	:	Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psych patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and assess placement progress of social workers as played by various tertiary institutions.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel no: 047 502 4469
<b><u>POST 23/194</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL GRADE 1-3 (PENILE RECONSTRUCTION) REF NO. ECHEALTH/PNG/NMAH/02/06/2022 (8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R256 905 – R485 475 per annum (OSD) Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R 362 865 per annum (OSD) Grade 3: R383 226 – R 485 475 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. <b>Grade 1:</b> No experience required, <b>Grade 2:</b> Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor

		staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel no: 047 502 4469
<b><u>POST 23/195</u></b>	:	<b><u>PHARMACY ASSISTANT (POST BASIC) REF NO. ECHEALTH/PHARM-PB/FEPH/ARP/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R211 509 – R304 152 per annum (OSD) Grade 1: R211 509 – R238 260 per annum (OSD) Grade 2: R245 466 – R260 535 per annum (OSD) Grade 3: R265 998 – R304 152 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Sarah Baartman District, Fort England Psychiatric Hospital As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). <b>Grade 1:</b> No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). <b>Grade 2:</b> A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<b><u>DUTIES</u></b>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<b><u>ENQUIRIES</u></b>	:	Ms Nazo Tel no 046 602 2300.
<b><u>POST 23/196</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A REF NO: ECHEALTH/AP/LTH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	Grade A: R193 512 - R214 770 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years' experience in supervisory level. Valid drivers' license is required.
<b><u>DUTIES</u></b>	:	Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 605 2348
<b><u>POST 23/197</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A REF NO: ECHEALTH/AP/BH/APL/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	Grade A: R193 512 - R214 770 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Amathole District, Butterworth Hospital An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years' experience in supervisory level. Valid drivers' license is required.

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

**ENQUIRIES** : Ms P Mtshemla Tel no: 047 401 9000.

**POST 23/198** : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO/02/06/2022**

**SALARY CENTRE REQUIREMENTS** : R170 955 – R195 465 per annum (OSD)  
 : OR Tambo District, Mthatha Forensic Pathology Services  
 : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

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

**ENQUIRIES** : Ms F Mkhize Tel no 047 531 0081

**POST 23/199** : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO/APL/02/06/2022**

**SALARY CENTRE** : R170 955 – R 195 465 per annum (OSD)  
 : Chris Hani District, Queenstown Forensic Pathology Services

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.
<b><u>DUTIES</u></b>	:	Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.
<b><u>ENQUIRIES</u></b>	:	Ms M Mathiso Tel no 045 858 8112
<b><u>POST 23/200</u></b>	:	<b><u>FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-LUSIK/ARP/02/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R170 955 – R195 465 per annum (OSD)
	:	OR Tambo District, Lusikisiki Forensic Pathology Services
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.
<b><u>DUTIES</u></b>	:	Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and

		laundry managements according to Occupational Health and Safety regulations.
<b><u>ENQUIRIES</u></b>	:	Ms F Mkhize Tel no 047 531 0081
<b><u>POST 23/201</u></b>	:	<b><u>FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-MTFPS/ARP/02/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R170 955 – R195 465 per annum (OSD)
	:	Joe Gqabi District, Mt Fletcher Forensic Pathology Services
	:	Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.
<b><u>DUTIES</u></b>	:	Render an efficient support service to the Mortuary and or Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.
<b><u>ENQUIRIES</u></b>	:	Ms F Mkhize Tel no 047 531 0081
<b><u>POST 23/202</u></b>	:	<b><u>FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-JOFPS/ARP/02/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R170 955 – R195 465 per annum (OSD)
	:	Sarah Baartman District, Joubertina Forensic Pathology Services
	:	Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.
<b><u>DUTIES</u></b>	:	Render an efficient support service to the Mortuary and or Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic

Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

**ENQUIRIES** : Mr J Jenniker Tel no 041 373 1525

**POST 23/203** : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-MOLFPS/ARP/01/06//2022 (2 POSTS)**

**SALARY** : R170 955 – R195 465 per annum (OSD)  
**CENTRE** : Chris Hani District, Molteno Forensic Pathology Services  
**REQUIREMENTS** : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

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

**ENQUIRIES** : Ms M Mathiso Tel no 045 858 8112

**POST 23/204** : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-GRFPS/ARP/02/06//2022**

**SALARY** : R170 955 – R195 465 per annum (OSD)  
**CENTRE** : Sarah Baartman District, Graaff Reinet Forensic Pathology Services  
**REQUIREMENTS** : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of



<b><u>DUTIES</u></b>	:	Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.
	:	Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.
<b><u>ENQUIRIES</u></b>	:	Mr J Jenniker Tel no 041 373 1525
<b><u>POST 23/205</u></b>	:	<b><u>FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-GRAMFPS/02/06/2022 (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R170 955 – R 195 465 per annum (OSD)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Grahamstown Forensic Pathology Services
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.
<b><u>DUTIES</u></b>	:	Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.
<b><u>ENQUIRIES</u></b>	:	Mr J Jenniker Tel no 041 373 1525
<b><u>POST 23/206</u></b>	:	<b><u>FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-MDAFPS/ARP/02/06/2022</u></b>
<b><u>SALARY</u></b>	:	R170 955 – R195 465 per annum (OSD)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Mdantsane Forensic Pathology Services
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work

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

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

**ENQUIRIES** : Ms Hlulani Tel no 043 708 1700

**POST 23/207** : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-GELVFPS/ARP/02/06/2022 (2 POSTS)**

**SALARY** : R170 955 – R195 465 per annum (OSD)  
**CENTRE** : Chris Hani District, Gelvandale Forensic Pathology Services  
**REQUIREMENTS** : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

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

**ENQUIRIES** : Mr J Jenniker Tel no 041 373 1525

**POST 23/208** : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-NEWBFPS/ARP/02/06/2022 (2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R170 955 – R195 465 per annum (OSD)  
 : Nelson Mandela Metro, New Brighton Forensic Pathology Services  
 : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

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

**ENQUIRIES** : Mr J Jenniker Tel no 041 373 1525

**POST 23/209** : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-BZFPS/ARP//02/06/2022**

**SALARY CENTRE REQUIREMENTS** : R170 955 – R 195 465 per annum (OSD)  
 : OR Tambo District, Bizana Forensic Pathology Services  
 : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

**DUTIES** : Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses

admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

**ENQUIRIES** : Ms F Mkhize Tel no 047 531 0081

**POST 23/210** : **STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/APL/NMAH/02/06/2022 (5 POSTS)**

**SALARY** : R173 952 – R302 292 per annum (OSD)

Grade 1: R173 952 – R195 771 per annum (OSD)

Grade 2: R207 696 – R233 763 per annum (OSD)

Grade 3: R245 799 – R302 292 per annum (OSD)

**CENTRE REQUIREMENTS** : OR Tambo District, Nelson Mandela Academic Hospital

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

**DUTIES** : Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

**ENQUIRIES** : Ms Calaza Tel no: 047 502 4469.

**POST 23/211** : **STAFF NURSE GRADE 1-3 (PENILE RECONSTRUCTION) REF NO: ECHEALTH/SN-PC/APL/NMAH/02/06/2022 (6 POSTS)**

**SALARY** : R173 952 – R302 292 per annum (OSD)

Grade 1: R173 952 – R195 771 per annum (OSD)

Grade 2: R207 696 – R233 763 per annum (OSD)

Grade 3: R245 799 – R302 292 per annum (OSD)

**CENTRE REQUIREMENTS** : OR Tambo District, Nelson Mandela Academic Hospital

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

**DUTIES** : Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

**ENQUIRIES** : Ms Calaza Tel no: 047 502 4469.

**POST 23/212** : **NURSING ASSISTANT (PENILE RECONSTRUCTION) REF NO: ECHEALTH/NA/NMAH/APL/02/06/2022 (6 POSTS)**

**SALARY** : R134 514 – R 233 763 per annum (OSD)  
Grade 1: R134 514 – R151 401 per annum (OSD)  
Grade 2: R159 198 – R179 175 per annum (OSD)  
Grade 3: R190 071 – R233 763 per annum (OSD)

**CENTRE REQUIREMENTS** : OR Tambo, Nelson Mandela Academic Hospital  
Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of Twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

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

**ENQUIRIES** : Ms Calaza Tel no: 047 502 4469.

**POST 23/213** : **NURSING ASSISTANT REF NO: ECHEALTH/NA/FEPH/ARP/02/06/2022 (6 POSTS)**

**SALARY** : R134 514 – R233 763 per annum (OSD)  
Grade 1: R134 514 – R151 401 per annum (OSD)  
Grade 2: R159 198 – R179 175 per annum (OSD)  
Grade 3: R190 071 – R233 763 per annum (OSD)

**CENTRE REQUIREMENTS** : Sarah Baartman District, Fort England Psychiatric Hospital  
Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of Twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

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

**ENQUIRIES** : Ms Nazo Tel no 046 602 2300

**POST 23/214** : **PHARMACIST ASSISTANT (BASIC) GRADE 1-3 REF NO. ECHEALTH/PHARM/MTPHAMD/02/06/2022**

**SALARY** : R124 845 – R 231 273 per annum (OSD)  
Grade 1: R124 845 – R132 510 per annum (OSD)  
Grade 2: R169 188 – R193 437 per annum (OSD)  
Grade 3: R199 284 – R231 273 per annum (OSD)

**CENTRE REQUIREMENTS** : OR Tambo District, Mthatha Pharmaceutical Depot  
Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic) Registration with the SAPC as Pharmacist Assistant Basic. Good report skills. Good communication skills (Verbal and written). Computer literacy including Microsoft Offices. Pharmaceutical warehousing experience will be an added advantage.

**DUTIES** : Issue orders to the transit out unit. Store and receive stock from transit-in. Maintain Stock levels. Order, receipt, record, maintain and store pharmaceutical and non-pharmaceutical products (up to including Schedule 5 Pharmaceutical products in accordance with prescribed standard operating procedures and relevant legislations. Pack and pre-pack pharmaceutical products (up to and including schedule 5 pharmaceutical products) under the direct supervision of a pharmacist. Maintain good housekeeping (orderliness, hygiene and cleanliness) in the Pharmaceutical environment.

**ENQUIRIES** : Mr M Diko Tel no 047 532 6023.

### **PROVINCIAL TREASURY**

**APPLICATIONS** : Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date.

**CLOSING DATE** : 08 July 2022

**NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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 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. Note: To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [Theliswa.nkonyili@ectreasury.gov.za](mailto:Theliswa.nkonyili@ectreasury.gov.za) (NB: FOR TECHNICAL GLITCHES ONLY – NO CVs). Email with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [Theliswa.nkonyili@ectreasury.gov.za](mailto:Theliswa.nkonyili@ectreasury.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.

### **MANAGEMENT ECHELON**

**POST 23/215** : **DEPUTY DIRECTOR-GENERAL: MUNICIPAL FINANCIAL GOVERNANCE**  
**REF NO: PT.01 /06/2022**

Purpose: To ensure effective and efficient management in municipalities & coordinate the provisioning of capacity building

**SALARY** : R1 544 415 per annum (Level 15), (all-inclusive)

**CENTRE** : Head Office

**REQUIREMENTS** : Master's Degree (NQF level 8 as recognised by SAQA) in Financial / Management / Accounting with a Minimum of 12 years of experience in budget or accounting of which 8-10 years must be at senior management level (Chief Director Level). Knowledge and understanding of government supply chain management prescripts and financial information systems will be an added advantage. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: Strategic Capability and Leadership, Programme and Project Management Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis .People Management and Empowerment. Client Orientation and Customer Focus. Communication, Honesty and Integrity.

**DUTIES** : Provide Strategic Leadership to ensure Full Execution of Departmental Programmes; Develop and implement programme plan and strategy to contribute to the realization of the objectives of the department, Develop and periodically review the Service Delivery Model Develop and implement a communication and stakeholder management protocol. Systems put in place and work processes improved to ensure the achievement of programme objectives. Create an environment that enables and sustains mutually beneficial relationships in the provincial departments. Resource Management Plan and Strategy developed and implemented to ensure the programme's contribution in realizing the department's objectives. Annual Operational Plan developed and implemented and systems put in place to ensure delivery on programme objectives. Develop and implement the Delegations Framework. Ensure Optimal and Sustainable Budget Management and Coordination,

Monitoring and Reporting on MFMA Implementation; Provide guidance on budget planning, monitoring, evaluation and report on budget implementation Support institutional development and capacity building programmes in conjunction with COGTA. Provide advice and guidance in the development of financial policies Monitor MFMA governance and compliance to improve municipal financial management systems and processes. Monitor evaluation and report on Risk Management and Internal Audit Compliance. Monitor Compliance with Financial Management and Annual Reporting Framework, Effective; Ensure the promotion, understanding and implementation of accounting standards and monitor compliance with reporting requirements. Provide guidance on the implementation of accounting services and support. Provide guidance on reviewing and reporting on the quality of annual financial statements and Asset management .Monitor remedial action and report on the implementation thereof. Provide guidance and support on SCM and Asset Management issues. Manage Area of Responsibility; Oversee the Programme's operations and enhance internal processes to help the department grow and fulfill its mission. Ensure that systems perform at an optimal level and meet service delivery obligations while maintaining or decreasing costs. Develop Integrated Strategic Plans & policies, solicit input from management within the programme and ensure these are communicated to and understood by staff. Promote a culture of high performance and continuous improvement that values learning and a commitment to quality and ensure that corrective and performance reinforcement measures are taken where required. Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities and conduct half yearly performance reviews. Ensure that units are adhering to the strategic plan, delivering status reports monthly, quarterly and as and when required. Supervise / coordinate effective and efficient management of the unit .Develop and supervise implementation of the Unit's Annual Operational Plan. Mentor and develop staff using a supportive and collaborative approach, assign accountabilities; set objectives; establish priorities and monitor results. Ensure the Implementation and Management of Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility; Plan, coordinate, and execute the annual budget process. Ensure that risk management of the Unit's resources takes place, a Risk register is developed and that appropriate measures are in place to mitigate identified risks 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 and that a proper asset register is kept.

- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
- POST 23/216** : **DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: PT.02 /06/2022**
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive)
- CENTRE** : Head Office
- REQUIREMENTS** : Degree (NQF Level 7) as recognised by SAQA with Auditing/Internal Auditing /Accounting/ Financial Accounting, coupled with a minimum of 7 (seven) years' relevant experience, of which 5 (five) years at middle level experience (Deputy Director level), in Risk Management/ Internal Auditing. A recognised professional accreditation in Risk Management or Auditing, like CRM Prac or CRM Prof or CRM or CCSA or CIA or PIA or CA(SA), and a membership (in good standing) with a recognised risk management or audit professional body, like SAICA, IRMSA or IIA (SA). A postgraduate qualification in Risk Management/ Auditing/ Internal Auditing /Accounting/ Financial Accounting will be an added advantage. Skills and Competencies: Sound Knowledge of the standards governing Internal Auditors- IIA standards and Methodology. Internal Audit regulatory frameworks and policies. Practice of Internal Auditing. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Programme management. Financial management skills.

**DUTIES** : In addition to sub-programme responsibilities of managing and reporting on resources, including managing the related risks, the incumbent will oversee the provincial Risk Management Function in line with Risk Management Framework and other risk management protocols; Promote awareness and sharing of risk management best practices across the departments and provincial entities. Ensure that risk mitigation strategies are sound and relevant for effective contribution of Risk Management Function to the provincial development objectives; Provide support towards capacitation and resourcing of the provincial Risk Management Function; Promote provincial awareness and support to the provincial Risk Management Function; Promote the continuing Professional Education for Risk Management practitioners; Continuous pursuit of way in which the provincial risk management can be optimised, including the regular updates of risk management guidelines and procedures; Manage the provision of support and capacity building for risk management in provincial departments and public entities; Ensure provision of technical support on risk management to provincial departments and public entities. Ensure the training of officials in risk management. Manage area of responsibility by providing leadership to the Transversal Risk Management Unit for a highly motivated and agile team; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness; Mobilise resources for the Unit and ensure compliance with all the standards in financial management, human resource management and governance; Ensure effective implementation and management of Risk, Finance, and Supply Chain Management protocols and prescripts in area of responsibility; 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** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574

**POST 23/217** : **DIRECTOR: FORENSIC AUDIT COORDINATION REF NO: PT.03 /06/2022**  
Purpose: To promote and ensure coordination of Forensic Audits Services in Provincial Departments and Public Entities

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive)  
: Head Office  
: Bachelor Degree (NQF level 7) in Commerce/Financial Accounting/Financial Management or Auditing or Criminal Law, coupled with a minimum of 7 (seven) years' relevant experience, of which 5 (five) years at middle level experience (Deputy Director Level), in Audit/Forensic/Anti-corruption experience. A recognised professional qualification in fraud or forensics, like CFE or CFP, and a membership (in good standing) with a recognised fraud or forensics professional body, like ACFE or ICFP. A postgraduate qualification in Auditing/Internal Auditing/Accounting/ Finance will be an added advantage. Skills and Competencies: A proven record of having forensic assignments in the public sector environment, with advanced project management, technological skills (expert on the use of Microsoft Applications), highly effective communication skills, innovation capabilities and excellent problem solving skills. A clear understanding of the public sector legislative environment (PFMA and related Regulations, MFMA and related regulations, PSA and related regulations, GRAP, GAAP), complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers licence.

**DUTIES** : In addition to sub-programme responsibilities of managing and reporting on resources, including managing the related risks, the incumbent will co-ordinate forensic investigations up to prosecution stage, report on fraud incidents and recommend appropriate actions to strengthen fraud prevention controls, ensure advocacy in ethical management systems as a way of preventing and detecting fraud, including strengthening provincial efforts in eliminating fraud and corruption; Establishing, maintaining and collaborating with law enforcement agencies; Providing support and capacity building initiatives to anti-corruption units of Departments, public entities and municipalities; Preparing of affidavits, and evidence files and testify in criminal and civil proceedings; Manage area of responsibility by providing leadership to the Transversal Forensic Audit Services Unit for a highly motivated and agile team; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness; Mobilise resources for the Unit and ensure compliance with all the standards in financial management, human resource management and governance; Ensure effective implementation and management of Risk, Finance, and Supply Chain Management protocols and



prescripts in area of responsibility; 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** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574

#### **OTHER POSTS**

**POST 23/218** : **DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS REF NO: PT 04/06/2022**

Purpose: To manage and monitor economic parameters and socio- economic imperative within provincial departments.

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11)  
: Head Office  
:

A Degree (NQF level 7 as recognized by SAQA) in Economics/ Financial Accounting or related field coupled with Minimum of 5 years' experience in Economics of which of 3 years should be at an Assistant Director level in Economics environment. Skills and Competencies: In depth understanding of legislative frameworks that govern in the Public Service, Knowledge and application of PFMA, Risk management policies and practices, Supply chain management policies and practices and Project Appraisals. Data analysis and research. Knowledge of the principles of economics, including econometrics and forecasting. Knowledge of micro and macro-economic theory.

**DUTIES** : Manage The Directorate Responsible for Developing a Realistic and Sustainable Fiscal Framework for the Province: Conduct analysis on the key economic variables, their inter relation and relevance for the budget. Conduct analysis on the potential and constraints for a growth and development and their interaction with governmental spending and revenue patterns/trends. Recommend alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Monitor the impact of previous fiscal policy objectives on selected economics variables. Monitor and manage institutional coordination and sector integration. Provide Strategic Leadership in the Planning and Implementation of a Credible and Sound Revenue Budget: Facilitate and coordinate the medium term revenue planning process. Coordinate the inputs for the provincial revenue strategy. Provide support and coordinate the effective and efficient development of provincial revenue. Conduct analysis to assess revenue trends; and compile revenue reports. Provide Technical Assistance and Training in the Application of Economic Analysis in the Province: Monitor capacity in the area of macro-economic analysis. Render Support in the Equitable Shares and Conditional Grants Applications: Assist in the determination of finance envelop for the MTEF.  
Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574

**POST 23/219** : **ASSISTANT DIRECTOR: PROVINCIAL MOVABLE & IMMOVABLE ASSET MANAGEMENT REF NO: PT 05/06/2022**

Purpose: To render transparent and effective management of movable & immovable assets

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Head Office  
:

Degree (NQF level 7 as recognised by SAQA) in Financial Accounting/Financial Management/Public Management coupled with Minimum of 3 years' experience in Asset environment an officer (Level 7 or higher). Skills and Competencies; Knowledge of AM Legislation & Prescripts. Knowledge and application of FMA. Project Appraisals. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Programme management. Financial management skills. Audit Skills.

**DUTIES** : Render and Implement Movable and Immovable Asset Management Policy, Norms and Standards; Coordinate the assessments on the extent to which asset management related controls are implemented within departments. Facilitate and implement strategies to address gaps identified by assessment

results. Coordinate and evaluate the implementation of these corrective strategies and provide senior management with periodic reports. Facilitate and coordinate in the development and implementation of appropriate asset management policy. Assist in the management, treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines. Facilitate and coordinate the preparation of financial disclosure annexures and notes relating to expenditure on movable and immovable assets. Issue annual circular communicating the submission dates for the U-AMPs and C-AMPs in terms of Section 9 of GIAMA. Facilitate and provide support in the review and implementation of annual provincial GIAMA implementation plan by DRPW. Assist in the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DRPW. Provide Support in Provincial Departments with Asset Management Capacity Building; Assist in preparation of annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function. Support the identification of training needs and planning for relevant training. Prepare all the necessary documentation for workshops and forums aimed at roll-out of asset management related reforms from National Treasury as well as enhancing provincial best practices sharing amongst practitioners. Render Support and Implement Risk, Finance and Supply-Chain Management Protocols and Prescripts in the Area of Responsibility; Identify and manage risks in area of responsibility. Manage the Unit's procurement planning and ensure specifications are developed timeously in compliance with Supply Chain Management prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Provide inputs on financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574

**POST 23/220**

: **ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: PT 06/06/2022**

Purpose: To assist, prepare and provide information on the planning and monitoring of Infrastructure Performance by Municipalities

**SALARY CENTRE REQUIREMENTS**

: R382 245 per annum (Level 09)  
 : Head Office  
 : Degree (NQF level 7 as recognised by SAQA in Financial Management / Financial Accounting or relevant field coupled with a Minimum 3 years in Infrastructure environment at an officer level (Level 7 or higher). Skills and Competencies; In depth understanding of legislative framework that governs the Public Service. Knowledge & application of PFMA & DoRA. Knowledge of Risk management policies and practices. Extensive knowledge of financial norms and standards. Understanding of Accounting and prescribed Financial Reporting Frameworks (GRAP), International Public Sector Accounting Standards (IPSAS). Financial Systems used by municipalities in the Province. Problem solving skills. Presentation. Project Management. Statistical and data analysis. Policy analysis and research. Analytical Thinker. Report writing. Presentation. Computer Literacy.

**DUTIES**

: Collect And Prepare Information Regarding Infrastructure Funding Frameworks and Long Term Planning for Municipalities; Maintain process in ensuring that infrastructure funding framework and long term planning for Municipalities is achieved. Assist in the facilitation and coordination of stakeholder relationship. Assist in the facilitate the implementation of the IDM Risk Management System in Provincial Departments, Provincial Public Entities and Municipalities. Collect and prepare all challenges pertaining to infrastructure funding to HODs, CEOs, MECs, Premiers. Assist in the facilitation process of developing, improving, tailoring, reviewing and updating the IDMS Framework in the Province in collaboration with Provincial Departments, Municipalities and Provincial Public Entities. Implement strategies for the roll-out of the IDMS in Provincial Departments, Provincial Public Entities and Municipalities. Maintain the implementation of Standard Operating Procedural [SOPs] manuals and/or Codes of Practice [COPs] to determine standard procedures in the planning, procurement, implementation, use and maintenance of immovable assets. Provide and maintain inputs to the updating of the Infrastructure Delivery Management [IDM] Toolkit. Assist in the facilitation of and the implementation of Provincial Treasury Instructions and/or Best Practice Notes in terms of the implementation of the Provincial Infrastructure Delivery Framework in the Province. Facilitate the

implementation of the Provincial Infrastructure Delivery Framework in the Province and review/update as and when required. Undertake and Maintain Relevant Municipality Infrastructure Plans and Budgets; Facilitate the engagement with all three spheres of Government and Public Entities to determine and align longer term budget requirements with the longer term provincial infrastructure plan. Collect And Maintain Infrastructure Inputs at Relevant Forums Pertaining to Municipalities; Maintain an annually and on a five year basis participate in the review and updating of the long term infrastructure strategy and plan and funding implications. Provide And Assist in Facilitating Transparency and Effective Delivery of Infrastructure; Prepare report on recommendations regarding the infrastructure funding options and frameworks including cases suitable for public private partnerships. Maintain System for Financial and Performance Indicators Related to Municipal Infrastructure; Collect and assist in research and analyses to determine the financial and economic objectives and imperatives for infrastructure development in the Province in collaboration with Provincial and Municipal stakeholders. Provide and Maintain Report on Over/Under Spending for Infrastructure Projects Implemented by Municipalities; Validate the funding of contracts that exceed three years and that have a future budgetary implication as being proposed by Provincial Departments and / or Municipalities and make final budget recommendations.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574

**POST 23/221** : **ADMIN OFFICERS: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS REF NO: PT 07/06/2022 (X4 POSTS)**

Fixed Term of 12 Months Contract

Purpose: To support the management of the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA

**SALARY** : R261 372 per annum (Level 07)

**CENTRE** : Head Office

**REQUIREMENTS** : National Senior certificate and A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in B Comm/ Internal Audit/ Financial Management coupled with Minimum of 2 years' experience in administration. Competency Levels: Excellent self-driven; innovative and well organised individuals; ability to work with little supervision; ability to succeed working under pressure and with large volume of data; high-end communication skills; proficiency in Microsoft Applications (Excell, Word, PowerPoint, Outlook); ability to create/design spreadsheets, ability to capture data with high degree of speed and accuracy, ability to review information as well analytical capability to translate data into management information.

**DUTIES** : Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc; update and maintain electronic registers for both the court on patient records; ensure accurate information to support data integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update patient and court files.

**ENQUIRIES** : Ms T. Nkonyile at Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574

**NOTE** : This post is earmarked for a person with disability.

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS** : **Provincial Office:** Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. A Njaba or POST TO The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5101 OR Ms A Njaba 043 605-5110.

**Districts Are To Be Sent To The Following:** Alfred Nzo: The District Director, Department of Social Development, Private Bag X 401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Zondo. Enquiries may be directed to Mr S Shweni at 039 – 2540900

**Amathole:** The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85

Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Adv. T Ntanjana at 0437116626

**Buffalo City Metro:** The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 172 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Ms P. Kula 043 705-5675.

**Chris Hani:** The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at (045) 8083709

**Joe Gqabi:** The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616 OR Ms P Tsuputse at 051 633-1609.

**Nelson Mandela Metro:** The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to Ms L. Thompson 041 406-5750

**Sarah Baartman:** The District Directot, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Mr M Sipambo at 046 636-1484:

**O.R. Tambo:** The District Director, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at 047 - 53109 44

**CLOSING DATE**  
**NOTE**

: 08 July 2022  
: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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 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 23/222**

: **SOCIAL WORK MANAGER GR1 (5 POSTS)**

**SALARY**  
**CENTRE**

: R806 811.per annum  
: Alfred Nzo: District Office: Ref no. DSD 01/06/2022  
: Joe Gqabi: Lulama Futshane Child and Youth Care Centre: Ref no DSD 02/06/2022  
: BCM: Bisho CYCC: Ref no 03/06/2022  
: NMM: Protea CYCC: Ref no: 04/06/2022  
: NMM: Enkuselekweni place of Safety: Ref no: 05/06/2022

**REQUIREMENTS**

: National Senior Certificate plus B Degree in Social Work plus a minimum of 10 year's appropriate experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/current year). At least 10 years as a Social Work supervisor in a Child and Youth Care Centre. A code 8 valid South African drivers' license is a prerequisite. Competencies; Expert knowledge of the Children's Act, 2005 with specific reference to Chapter 13, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008 and Restorative Justice Process. An understanding of Child and Youth Care Systems including expert knowledge of the Minimum Standards of Child and Youth Care. Inherent enthusiasm for work with children in conflict with the law. Experience in working with children in trouble with the law in a secure care environment. Strategic planning skills. Sound knowledge of the Labour

- Relations Act of 1995 as well as the grievance procedure. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills
- DUTIES** : Provide strategic leadership to the Centre through planning, budgeting and development of monitoring and evaluation systems. Manage and empower personnel in the Centre in line with the Public Service Act and other policies. Ensuring that there are good employee relations within the institution. Ensuring that all professionals within the centre are registered with the SACSSP. Develop and strengthen relationships with the NPO sector and other Government Departments and agencies within the Criminal Justice System. Ensure alignment of plans and budgets. Manage the finances of the Centre in line with the Public Finance Management Act. Analyze policies and develop programmes at the Centre for the management of children in conflict with the law. Coordinate other departments and civil society for integrated services and programmes for children admitted at the Centre. Provide a social work service of the highest, most advanced and specialized nature within defined area(s) of specialization with regard to the care, support, protection and development of children through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Willingness to travel.
- ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110
- POST 23/223** : **MANAGER: COMMUNITY DEVELOPMENT GRADE 1 REF NO. DSD 06/06/2022**
- SALARY CENTRE REQUIREMENTS** : R806 811 per annum  
: Chris Hani: District office  
: National Senior Certificate plus B. Degree / National Diploma (NQF level 7) in Social Sciences / Community Development / Developmental Studies. A minimum of ten (10) years recognizable experience in Community Development after obtaining the required qualification. Computer literacy. A valid South African driver's license is a prerequisite. Competencies; Extensive knowledge of the Social Development Sector. Must understand, be able to apply and advise on principles applied in community work. Ability to work independently and under pressure. Maintain and strengthen relations with Stakeholders. Must be able to influence individuals and groups in order to achieve specific objectives. Must be able to identify, define and provide solutions to problems. Must be able to work cooperatively with others, build and manage cohesive work teams to achieve the required outputs. Good planning, organizational and decision-making skills in order to deliver the work of projects on time, within costs and at expected quality. Strategic capability and leadership skills. Excellent management and empowerment skills. Project Management Skills. Service Delivery Innovation. Client and customer orientation. Understanding of the Batho Pele principles. Ability to communicate at all levels. Must be developmental with a clear understanding of the South African policies on Social Transformation and Community Development.
- DUTIES** : Be responsible for managing the Community Development Programme within the District. Manage the identification, facilitation and implementation of integrated development interventions / programmes in partnership with the community and relevant stakeholders through efficient, effective and economical utilisation of resources provided by the Programme. Provide support and advice to Local Service Offices. Must interpret, advise and develop proposals on legislation & policies and determine whether the current policies are still relevant in meeting current service delivery demands. Consolidate monthly, Quarterly and Annual Performance Reports for the Programme.
- ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110
- POST 23/224** : **DEPUTY DIRECTOR: ADMINISTRATION (X 2 POSTS)**
- SALARY CENTRE** : R744 255 per annum (level 11)  
: Chris Hani: Enoch Mgijima: Ref no. DSD 07/06/2022

<b><u>REQUIREMENTS</u></b>	: OR Tambo: Mthatha Area Office: Ref no: 08/06/2022 National Senior Certificate plus B. Degree / National Diploma (NQF level 6 / 7) in Public Administration / Social Sciences / Equivalent qualification with 5 year's relevant experience of which 3 years must have been at the level of an Assistant Director in Administration. Postgraduate degree will be an added advantage. Computer literacy. A valid code 8 driver's license. Competencies; Extensive knowledge of the Social Development Sector. Sound knowledge of financial, human resources and Supply Chain Management experience. Good planning, organizational and decision-making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Must be developmental with a clear understanding of the South African policies on social transformation and community development.
<b><u>DUTIES</u></b>	: Be responsible for the overall management and control of the area. Render management of Developmental Social Welfare Services and Community Development. Render Financial, Human Resources and Supply Chain Management. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate programme reports. Analyze and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.
<b><u>ENQUIRIES</u></b>	: can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110
<b><u>POST 23/225</u></b>	: <b><u>SOCIAL WORK SUPERVISOR GR1</u></b>
<b><u>SALARY CENTRE</u></b>	: R389 991.per annum : BCM: Dimbaza Service Office: Ref no. DSD 09/06/2022 EL Service office: Ref no: 10/06/2022 Joe Gqabi: Mt Fletcher Service office: Ref no: 11/06/2022 OR Tambo: Port St Johns Service office: Ref no: 12/06/2022
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver's license. Competencies; Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).
<b><u>DUTIES</u></b>	: Ensure that a Social Work Service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Supervise and advise Social Workers, Social Auxiliary Workers and Volunteers to ensure an effective social work service. Keep up to date with the new developments in the Social Work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions. Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities
<b><u>ENQUIRIES</u></b>	: can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110
<b><u>POST 23/226</u></b>	: <b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	: R382 245 per annum (level 9) : Chris hani: Ref no. DSD 13/06/2022 District office: Ref no: 14/06/2022 OR Tambo: District office: Ref no: 15/06/2022

- REQUIREMENTS** : National Senior Certificate plus B. Degree / National Diploma (NQF level 6 /7) in Supply Chain Management / Financial Management / Public Administration / Equivalent relevant qualification with (3) years of experience must be at supervisory level (salary level 7/8) in Supply Chain Management environment OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a Recognised Accredited Institution of Learning with a minimum of 120 credits at NQF Level 6 / 7 - with at least 3 years' relevant experience in Supply Chain Management). Computer literacy. A valid code 8 driver's license. Competencies; Extensive knowledge of the Public Sector Supply Chain Management Framework, Public Service Regulations, Public Finance Management Act, Broad Based Black Economic Empowerment Act and Preferential Procurement Policy Framework Act. Organisational, Leadership and Problem-Solving Skills. Analytical Skills. Presentation Skills. Project Management Skills. Teamwork. Ability to work under pressure.
- DUTIES** : Demand & Acquisition Management for the District. Maintenance suppliers' database. Prepare a District report explicitly detailing monthly purchases. Manage the Logistics for the District by facilitating management of movable assets & disposals, fleet services, sound procurement of goods & services as well as management of inventories. Manage fixed assets in the District. Ensure proper compilation of the District Asset Register. Serve as Chairperson for the Asset Disposal and Asset Verification Committees in the District. Monitor the performance of service providers contracted by the Department ensuring compliance with contract conditions. Provide facilities management services. Represent the District in Supply Chain Management meetings. Liaise with external stakeholders e.g. Department of Public Works etc. Compile and submit Monthly, Quarterly and Annual reports.
- ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110
- POST 23/227** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (X4 POSTS)**
- SALARY CENTRE** : R382 245 per annum (level 9)  
 : Amathole District Office: Ref no. DSD 16/06/2022  
 : Alfred Nzo: District Office: Ref no: 17/06/2022  
 : Chris Hani: District Office: Ref no: 18/06/2022  
 : Sarah baartman: District Office Ref no: 19/06/2022
- REQUIREMENTS** : National Senior Certificate plus B. Degree/ National Diploma in Financial Management, Cost & Management Accounting, Financial Information Systems/ Equivalent relevant qualification (NQF level 6 /7) with 3 years of experience must be at a supervisory level (salary level 7/8). A valid South African driver's license is a prerequisite. Computer Certificate or Computer as a passed module or subject. Knowledge of PERSAL will have a distinct advantage. Competencies; Knowledge and understanding of the PFMA, Treasury Regulations. Knowledge and practical experience of Basic Accounting System, Supply Chain Management and budget processes in Government Sector. The ability to work extended hours. The ability to work under pressure. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure, code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.
- DUTIES** : Manage all budget control duties as specified in the PFMA and Treasury Regulations. Prepare and submit consolidated monthly and quarterly experience management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and Medium-Term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk management. Management of salary control measures. Management of resources (Human, Physical and Financial).
- ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110
- POST 23/228** : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF: 20/06/2022**
- SALARY** : R382 245 per annum (Level 9)

<b><u>CENTRE REQUIREMENTS</u></b>	: Provincial Office : National Senior Certificate plus recognized bachelor's degree / National Diploma or equivalent relevant qualification (NQF 6/7) as recognized by SAQA preferably in Supply Chain Management/Contract or Commercial Law/Business, Administration/Public Administration. 3 years must be at a supervisory level (salary level 7/8) in a Supply Chain Management environment/Contracts Management/Supplier or Vendor Management and. Drivers' License is a prerequisite. Knowledge of the SCM policies and Prescripts. Knowledge of logistics, demand and acquisition management. Knowledge of financial management. Knowledge of the Public Service Act. Competencies; Sound knowledge of the principles of Administrative, Constitutional and Contractual Law. Experience in the management of contracts and leases. Knowledge and understanding of Supply Chain Management. Negotiation and interpersonal skills, Computer literacy. Report writing. Communication and presentation skills. Ability to analyse commercial risks. Computer skills. Planning and organizing skills. Problem Solving skills. Project Management. Willingness to travel extensively. Ability to work under pressure.
<b><u>DUTIES</u></b>	: Facilitate drafting of contracts/Service Level Agreements and leases. Management of contracts and leases, particularly ensuring compliance with contractual terms and key performance indicators as well as vetting of all contracts Monitor and report on the performance of suppliers. Ensuring implementation of contract management policy, procedures and systems. Ensure best practice supply chain management standards for goods and services. Ensure compliance with PFMA, Treasury Regulations and all relevant legislative prescripts •Provide support and professional advice on contract management to the department. Conduct onsite inspections of suppliers' deliveries and report on supplier performance Management of subordinates. Such other duties, administrative or otherwise, as may be assigned. Assist with Project Cost accounting and reporting. Manage Departmental Contracts Register• Liaise with Internal and External auditors on contracts management related matters.
<b><u>ENQUIRIES</u></b>	: can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110
<b><u>POST 23/229</u></b>	: <b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF: DSD 21/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R382 245 per annum (Level 9) : Provincial Office : National Senior Certificate plus A recognized Bachelor's Degree or equivalent qualification (NQF 6/7) as recognized by SAQA preferably in Supply Chain Management/Purchasing/Logistics/Business Administration/Financial Management. A minimum of 3 years' experience obtained in a Public Sector Acquisition Management/Public Sector Supply Chain Management preferable at a supervisory level. Drivers' License is a prerequisite. Knowledge of the SCM policies and Prescripts. Knowledge of logistics, demand and acquisition management. Knowledge of financial management. Thorough knowledge and understanding of government procurement systems and relevant legislation. Knowledge of the Public Service Act. Competencies; Sound knowledge of the principles of Public Sector Procurement regime. Experience in the management of procurement processes related to both quotations and open tenders. Knowledge and understanding of Supply Chain Management. Negotiation and interpersonal skills, Computer literacy. Report writing. Communication and presentation skills. Ability to analyse commercial risks. Computer skills. Planning and organizing skills. Problem Solving skills. Project Management. Willingness to travel extensively. Ability to work under pressure.
<b><u>DUTIES</u></b>	: Ensure best practice supply chain management standards for goods and services. Ensure compliance with PFMA, Treasury Regulations and all relevant legislative prescripts. Coordinate (synergise), review and execute the bidding process ensure that SCM prescripts, processes are compiled in line with the procurement strategy. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval); Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Render advice during the tender/bid briefing/evaluation/adjudication sessions. Keep records of all minutes and monitor validity of closed tenders. Compile monthly reports on tenders and



		price quotations evaluated. Receive and assist in the evaluation and adjudication of the expressions of interest. Coordinate review, and source quotations from service providers. Manage Departmental Bid/Quotation Register. Liaise with Internal and External auditors on acquisition management related matters. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. General supervision of employees. Perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Such other duties, administrative or otherwise, as may be assigned
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110
<b><u>POST 23/230</u></b>	:	<b><u>ASSISTANT DIRECTOR: INSTITUTIONAL MANAGEMENT SERVICES: NPO REF NO.DSD 22/06/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245.per annum (level 9)
<b><u>CENTRE</u></b>	:	Amathole District Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a B. Degree/ National Diploma in Accounting/ Internal Auditing / equivalent relevant qualification with 3 years must a supervisory level (salary level 7/8) in the relevant field. A valid South African driver's license is a prerequisite. Computer Certificate or Computer as a passed module or subject. Knowledge of BAS and SDMIS. Competencies; Knowledge and understanding of the PFMA, Treasury Regulations. Knowledge of BAS and SDMIS. Ability to work under pressure and meet deadlines. Good written and verbal communication skills. Strong Excel Spreadsheet proficiency. Knowledge of and experience in the Social Development Sector.
<b><u>DUTIES</u></b>	:	Co-ordinate and facilitate the strategic and operational plan of the institutions. Co-ordinate reporting with respect to progress with implementation of operational plans. Provide advice and assistance with implementation of institutional related policies, frameworks and programmes. Manage funding, capacity building and empowerment programmes for emerging and existing CBO's civil society and NPO's. Monitoring of NPO funding. Coordinate NPO Forum. Monitor and report on spending trends. Analyze NPOs spending trends to relate to further allocations. Follow up and improve on Audit Findings. Monitor claims submission by Local Service Offices effective and efficient risk. Management of resources (Human, Physical and Financial).
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110
<b><u>POST 23/231</u></b>	:	<b><u>ASSISTANT DIRECTOR: HRA, RECRUITMENT, PMDS &amp; TRAINING (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R382 245.per annum (level 9)
<b><u>CENTRE</u></b>	:	Amathole District Office: Ref no. DSD 23/06/2022 Sarah Baartman: District Office: Ref no. DSD 24/06/2022
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a B. Degree/ National Diploma in Human Resource Management/ Public Management/ Equivalent qualification with 3 years of experience must be at a supervisory level (salary level 7/8) in the relevant field. A valid South African driver's license is a prerequisite. Computer Certificate or Computer as a passed module or subject. Knowledge of PERSAL will have a distinct advantage. Competencies; Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government Sector. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure, code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.
<b><u>DUTIES</u></b>	:	Management of recruitment, selection, appointments and other life cycle events of employees. Manage compensation and condition of services and leave management for the District. Management of Human Resource Personnel Records. Provide and facilitate Performance Management and

- Development Systems. Provide and co-ordinate Training and Skills Development Support Services. Prepare and submit consolidated monthly, quarterly and annual reports for the Unit. Manage and supervise staff. Management of resources (Human, Physical and Financial).
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
- POST 23/232** : **ASSISTANT DIRECTOR: INTERNAL CONTROL (PRE-AUDIT) REF NO. DSD 25/06/2022**
- SALARY** : R382 245 per annum (level 9)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus B Degree/N Diploma in Internal Auditing / equivalent relevant qualification with a minimum of 3 years must be at a supervisory level (Level 7/8) in an Internal Audit environment. Post graduate qualification will be an added advantage. Possession of either one or more professional certificate: Internal Audit Technicians (IAT), Certified Internal Auditor (CIA), Certified Government Audit Profession (CGAP) and Certification in Control Self-Assessment (CCSA) will also be an added advantage. Computer Literacy, Knowledge of Teammate System. A valid South African driver's license is a prerequisite. Competencies; Knowledge of international Standards for the Professional Practice on Internal Auditing, Enterprise Risk Management Framework, King III Reporting, Public Finance Management Framework Act, 1999 (Act No.1 of 1999) and Treasury Regulations
- DUTIES** : Assist in developing and implementing Internal Audit strategic and Operational Plan. Quality Assurance Improvement Program (QAIP), Execute and assist to manage 100% of the Internal Approved Plan, Supervise the audit teams throughout the audit engagements. Conduct ad hoc audits as requested, Assist in Managing Audit Committee Logistics, Assist in managing Internal Audit Administration, Assist in developing and implementing.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
- POST 23/233** : **ASSISTANT DIRECTOR: HR REGISTRY REF NO. DSD 26/06/2022**
- SALARY** : R382 245.per annum (level 9)  
**CENTRE** : Provincial office  
**REQUIREMENTS** : National Senior Certificate plus B degree/National Diploma in Library Information Science or Records Management. Computer Certificate or Computer as a passed module or subject. A valid driver's license will be an added advantage. Competencies; Good communication and interpersonal skills. Knowledge of Provincial Archives Act. Knowledge of Batho Pele Principles. Practical knowledge of disposal records.
- DUTIES** : Provide day to day registry services at the District. Ensure that the annual payment of private bag rental for the Post Office is done timeously for the District. Ensure that equipment for registry is available. Provision of a records management support services. Noting correct reference numbers on all incoming correspondence and file accordingly. Custody and safekeeping of register files opened, destruction register and register of Authorities. Ensure that all records are stored in suitable lockable filing cabinets/ equipment's. Render effective filing and record management services.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
- POST 23/234** : **ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME: SOCIAL SECTOR COORDINATION REF NO. DSD 27/06/2022**  
(1 Year Contract)
- SALARY** : R382 245.per annum (level 9)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate plus an appropriate tertiary qualification at NQF 7 in Social Sciences/Public Administration /Management or equivalent Qualification OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a Recognised Accredited Institution of Learning with a minimum of 120 credits at NQF Level 7 - with at least five years' relevant experience in Expanded Public Works Programme). A Valid South African Driver's license. Competencies: Knowledge of the Expanded Public Works Programme

(EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Good communication skills. Innovative thinking ability as well as problem-solving. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality. Competencies; Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies, and procedures. Must be good in Excel spread sheets backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving skills. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality

**DUTIES** : Liaise with public bodies to increase their investments in poverty alleviation programmes. Assist public bodies to ensure EPWP programmes and projects are mainstreamed in department programmes. Ensure public bodies contribute towards sectoral plans. Ensure that training and development form key aspects of sectoral plans. Establish sectoral committees and ensure they are functional. Collect and collate reports from sectoral committees. Contribute towards the realisation of EPWP targets and public bodies report utilising the EPWP reporting tools.

**ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

**POST 23/235** : **SENIOR DATA CAPTURER: EPWP PROGRAMME REF NO. DSD 28/06/2022**  
(1 Year Contract)

**SALARY CENTRE REQUIREMENTS** : R382 245.per annum (level 9)  
: Provincial Office  
: National Senior Certificate plus an appropriate tertiary qualification at NQF 7 in Social Sciences/Public Administration /Management or equivalent Qualification OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a Recognised Accredited Institution of Learning with a minimum of 120 credits at NQF Level 7 - with at least five years' relevant experience in Expanded Public Works Programme). A Valid South African Driver's license. Competencies: Knowledge of the Expanded Public Works Programme (EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Good communication skills. Innovative thinking ability as well as problem-solving. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality. Competencies; Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies, and procedures. Must be good in Excel spread sheets backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving skills. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality

**DUTIES** : Provide technical support in the collection of reports from all Departmental Programmes and Districts. Contribute towards the realisation of the EPWP targets utilising the EPWP reporting tools. Provide exception reports on data received and captured. Develop lists of EPWP reports expected. Ensure accurate and consistent capturing of projects and work opportunities. Reconcile reports received vs expected and advise management on outstanding reports. Provide technical support in the capturing of all allocated EPWP projects and work opportunities from Programmes and Districts. Assist with the preparation of inputs to meet the Departmental reporting mandate. Conduct data quality assurance.

**ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 or Ms. Z Moyeni Tel No: 043 605-5110

**POST 23/236** : **COMMUNITY DEVELOPMENT SUPERVISOR GR 1 REF NO. DSD 42/06/2022**

**SALARY CENTRE REQUIREMENTS** : R369 258.per annum  
: Amathole: Mquma Local Service Office (Butterworth)  
: National Senior Certificate plus a B degree in Social Science with Developmental Economics/ National Diploma in Development Studies/ Community Development/ Social Work and other related studies plus a

minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. A certificate in Project Management will be an added advantage. Computer Certificate or Computer as a passed module or subject. A valid driver's license. Competencies; Strong theoretical understanding of, practical exposure in Community Development issues. Knowledge of project management and financial management. Demonstrate knowledge of advocacy. Interpersonal and communication (both verbal and written) skills. Problem-solving skills. People Management and empowerment skills. Project management skills.

**DUTIES** : Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and assist employees engaged in this function by resolving problems. Supervise and support Community Development Practitioners to ensure that there is communication and coordination with all relevant role-players, internal and external (eg in departments/ provinces, NGOs, local community structures and faith-based organisations) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide Community Development Practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise Community Development Practitioners to ensure an efficient and effective service.

**ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

**POST 23/237** : **SOCIAL WORKER GRADE 1 (X2 POSTS)**

**SALARY CENTRE** : R261 372 per annum (Level 07)  
: Sarah Baartman: Koukama Service Office: Ref no. DSD 29/06/2022  
: Ndlambe Service office: Ref no: DSD 30/06/2022

**REQUIREMENTS** : National Senior Certificate plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Competencies; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

**DUTIES** : Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant Programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required

**ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

**POST 23/238** : **STATE ACCOUNTANT REF NO: DSD 31/06/2022**

**SALARY CENTRE** : R261 372 per annum (Level 07)  
: OR Tambo: District office

**REQUIREMENTS** : National Senior Certificate plus B Degree/ National Diploma in Finance, Accounting or Auditing with a minimum of two (2) years' experience in Financial Management. A valid South African driver's license will be an added advantage. Competencies; Knowledge of Public Finance Management Act (PFMA) and Compliance Treasury Regulations. Proven knowledge of BAS and PERSAL

- DUTIES** : Processing payment transaction on MIS and BAS. Checking and correcting of payment transactions. Performing payment reconciliation. Preparing of required reporting schedules. Performance and Risk Management. Supervision of Interns when available. Office administration duties. Attend meetings as directed. Be prepared to travel if required. Ensure effective filing of payment files. Be responsible for managing the Community Development Programme within the District. Manage the identification, facilitation and implementation of integrated development interventions / programmes in partnership with the community and relevant stakeholders through efficient, effective and economical utilisation of resources provided by the Programme. Provide support and advice to Local Service Offices. Must interpret, advise and develop proposals on legislation & policies and determine whether the current policies are still relevant in meeting current service delivery demands. Consolidate monthly, Quarterly and Annual Performance Reports for the Programme.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
- POST 23/239** : **REGISTRY CLERK REF NO: DSD 32/06/2022**
- SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : Amathole: District Office  
**REQUIREMENTS** : National Senior Certificate equivalent relevant qualification. Successful completion of records management course. Computer Literacy. Competencies; Good communication and interpersonal skills. Knowledge of provincial Archives Act. Knowledge of Batho Pele Principle. Practical knowledge of disposal records.
- DUTIES** : Provide day to day registry services at the District. Ensure that the annual payment of private bag rental from the Post Office including Districts where there is no budget paid. Procurement of goods and services. Provision of a records management support services. Noting correct reference numbers on all incoming correspondence. Custody and safekeeping of register files Opened, Destruction register and register of Authorities. Ensure that all records in the Main Registries are stored in suitable lockable filing equipment. Render effective filing and record management services. Ensure the operation of the office machines in relation to the registry function.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
- POST 23/240** : **ADMIN CLERK (X5 POSTS)**
- SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : Amathole: Ngqushwa Service Office Ref No: DSD 33/06/2022  
 BCM: Jon X Merrimen CYCC Ref No: DSD 34/06/2022  
 Sarah Baartman: Makana Service Office Ref No: DSD 35/06/2022  
 Ndlambe Service Office Ref No: DSD 36/06/2022  
 Humansdorp Service Office Ref No: DSD 37/06/2022
- REQUIREMENTS** : National Senior Certificate equivalent relevant qualification. Computer Certificate or Computer as a passed module or subject. Competencies; Knowledge of Human Resources and understanding of Recruitment and Selection process. A fair understanding of Public Service Policies and Regulations. Knowledge and ability to use PERSAL functions will be an added advantage. Good communication skills (verbal and written).
- DUTIES** : Effectively assist on recruitment and selection processes. Development of master list. Assist with shortlisting of applicants, arrangement of interviews, invite candidates for interviews and serve as a scribe at interviews and compile submissions. Administer Human Resource Administration functions and practices i.e. transfers, appointments and translation in rank. Administer leave records for the Local Service Office and processing of PILIR cases. Process the implementation of Service benefits. Process resettlement of staff, state guarantees, housing allowances, recognition of long service, leave gratuities and coordinating of pension administrations.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 or Ms. Z Moyeni Tel No: 043 605-5110
- POST 23/241** : **PERSONNEL OFFICER (X3 POSTS)**

- SALARY CENTRE** : R176 310 per annum (Level 05)  
 : Joe Gqabi: Senqu service Office Ref No: DSD 38/06/2022  
 : Joe Gqabi: Elundini Service office Ref No: DSD 39/06/2022  
 : OR Tambo: Qumbu Area Office Ref No: DSD 40/06/2022
- REQUIREMENTS** : National Senior Certificate/ equivalent relevant qualification. Understanding of recruitment selection, and condition of service. Computer literacy. Fair understanding of Public Service Regulation and HR policies. Knowledge and ability to use PERSAL functions. Competencies; Good understanding of Public Service rules policies and regulations. Knowledge of PFMA, EPMDs, PSA and treasury Regulations. Knowledge of general administration in the Public Service. Knowledge of Public sector policies. Excellent communication skills and analytical ability.
- DUTIES** : Be responsible for variety of administrative duties related to staff provisioning and condition of service. Ensure efficient and effective processing of service benefits and incentives of all employees. Administer HR processes at operational level.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
- POST 23/242** : **ACCOUNTING CLERK: FINANCIAL MANAGEMENT (X2 POSTS)**
- SALARY CENTRE** : R176 310 per annum (Level 05)  
 : Amathole: District office Ref No: DSD 41/06/2022  
 : Sarah baartman: Camdeboo Service Office Ref No: DSD 42/06/2022
- REQUIREMENTS** : National Senior Certificate /equivalent relevant qualification. Computer Certificate or Computer as a passed module or subject. PERSAL and BAS Certificate will be an added advantage. A valid driver's license will be an added advantage. Competencies; Good communication and interpersonal skills. Knowledge of Batho Pele Principles. Knowledge of BAS and PERSAL systems.
- DUTIES** : Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purpose (recordkeeping). Check all payment transactions for current status. Compile the budget procurement plan and ensure cash flow management.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
- POST 23/243** : **ADMIN CLERK: EPWP REF NO: DSD 43/06/2021**  
 (1 Year Contract)
- SALARY CENTRE** : R176 310 per annum (Level 05)  
 : Provincial Office
- REQUIREMENTS** : National Senior Certificate/equivalent relevant qualification. Computer literacy. Competencies; Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability
- DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the EPWP Office. Provide personnel administration clerical support services within the EPWP Office. Provide financial administration support services in the EPWP Office.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 or Ms. Z Moyeni Tel No: 043 605-5110
- POST 23/244** : **MESSENGER/DRIVER REF NO: DSD 49/06/2022**
- SALARY CENTRE** : R176 310 per annum (Level 05)  
 : Amathole District Office
- REQUIREMENTS** : National Senior Certificate/ NQF Level 4 qualification / equivalent relevant experience. A valid South African driver's license is a prerequisite. Possession of PDP will be an added advantage. At least 2 years' experience as a driver. Shortlisted candidates will undergo a competency assessment on driving. Competencies; The ability to communicate in Xhosa and English. Reading and writing skills. Preparedness to work during weekends, holidays and after hours as and when necessary.

- DUTIES** : Provide driving services for the District. Collect post bag from Post Office at all reasonable times. Distribution of mail and correspondence to various offices and externally. Accompany officials without driver's license to various offices. Be responsible for delivery and collection of goods. Take care of Government Vehicles in all aspects i.e. cleanliness, servicing, safety, logging and trip authorities.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
- POST 23/245** : **SOCIAL AUXILIARY WORKER GRADE 1 REF NO: DSD 44/06/2022**
- SALARY CENTRE REQUIREMENTS** : R150 438 per annum  
: Chris Hani: District Office  
: National Senior Certificate plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South African driver's license will be an added advantage. Competencies; Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).
- DUTIES** : Provide administrative support to Social Workers. Conduct awareness campaigns on child abuse, abuse of older persons, abuse of substances, abuse of women and persons living with disability. Monitor Home Based Community Care Centres. Maintain an efficient and effective system to ensure a smooth flow of information to Social Workers and Clients.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
- POST 23/246** : **CHILD AND YOUTH CARE WORKER GRADE 1 (X10 POSTS)**
- SALARY CENTRE** : R143 073 per annum  
: NMM: Erica CYCC Ref No: DSD45/06/2022 (X3 Posts)  
: Protea CYCC Ref No: DSD 46/06/2022 (X3 Posts)  
: Enkuselekweni Place of Safety Ref No: DSD47/06/2022 (X3 Posts)  
: OR Tambo: CYCC Ref No: DSD48/06/2022
- REQUIREMENTS** : National Senior Certificate plus Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work. Computer literacy. Must not be listed in the National Register for Sex Offenders. Computer literacy. Drivers' license will be an added advantage. Competencies; Good Communication. Ability to intervene and resolve conflict. Problem solving. Ability to work with children.
- DUTIES** : Holistic care of children/youth in conflict with the law in residential care. Serve on a multi-disciplinary team. Behaviour Management of children/youth in conflict with the law. Development and execution of residential developmental and recreational programmes. Writing and presenting reports. Mentoring and counseling individual young people. Willingness to learn. Willingness to work shifts and weekends.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110