

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

APPLICATIONS

- : Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
- 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 NMthitshana Tel No: 043 709 2487/2532.
- Martje Venter Hospital** - Post to: Human Resource Office, P.O Box 45 Tarkastard 5370 or Hand Deliver to No1 Margarete, Tarkastard, 5370. Enquiries: D Sparks Tel No: 045 846 0053.
- Livingstone Tertiary Hospital** - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: 041 405 2348 (No subject)
- Indwe Hospital** – Post to: Human Resource Office, Indwe Hospital P.O. Box 5 Indwe 5445: Enquiries: Chris Gouws Tel No: 045 952 1030
- Mthatha Pharmaceutical Depot:** Postal Address: P.O Box 52899 Mthatha 5099 or hand deliver to Human Resource Office, Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital Mthatha. Enquiries: Mr M Diko Tel No: 047 532 5536.
- Isilimela Hospital** - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel No: 047 564 2805/2/3
- 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.
- Andries Vosloo Hospital** - Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – Tel No: 042 243 1313
- Inxuba Yethemba Sub District** – Human Resource Office, Inxuba Yethemba Sub District Private Bag x90 Cradock 5880. Enquiries: Ms GO Van Heerden Tel No: 048 881 2921
- All Saints Hospital** - Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel No: 047 548 4104
- 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.
- Wilhelm Stahl Hospital** - Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr B Mbalula Tel No: 049 842 1111
- Mbhashe Sub District** - Post to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or hand Deliver to: HR Office, Mquma Sub District (Public Works Premises) next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel No: 047 489 2417/16
- Cecilia Makiwane Regional Hospital** - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel No: 043 708 2121
- Mhlontlo Sub District** -Post: Human Resource Office, Mhlontlo Sub –District, Private Bag X 421, Qumbu, 5180.Enquiries: Ms Ntlabi, Tel No:047 553 0585
- Chris Hani District Office** - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel No: 045 8071110/1101.
- Nyandeni Sub District** –Post Human Resource Office Nyandeni LSA P.O Box 208/Libode 5160, or hand deliver: Nomandela Drive opposite traffic Department, Libode ,5160, Enquiries: Mr L Phokolo Tel No: 047 555 2014/2029

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

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

Adelaide Hospital- Post: Adelaide Hospital, Piet Retief Drive, PO Box 128, Adelaide, 5760, Enquires: Ms K Marques, Tel No: 046 684 0066

Zithulele Hospital – Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or Hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 504. Enquiries: Mr K Sobethwa, Tel No: 047 573 8936/073 200 0217.

Victoria Hospital - Post to: HR Office, Victoria Hospital, Private Bag x1300 Alice 5700 or hand deliver to: HR Office, Victoria Hospital, Kuntselamanzi Road, Alice, 5700. Enquiries: Ms L Mangesi Tel No: 040 653 1141

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

Komani Psychiatric Hospital - Post to: Human Resource Office, Komani Psychiatric Hospital Private Bag x 7074, Queenstown 5320 or Hand deliver to Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Mrs A Sokutu Tel No: 045-8588 400.

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

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.

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

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.

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

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

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

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

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

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

Mjanyana Hospital - Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries: Ms SS Naku Tel No: 047 874 8000.

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

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

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.

Empilweni TB Hospital – Post to: HR Office, Private Bag X6060, Port Elizabeth, 6000 or hand delivered to: HR Office, Empilweni TB Hospital, 01 Mati Road, New Brighton, Port Elizabeth, 6200. Enquiries: Ms K Sinyahla Tel No: 041 406 7627.

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

Lilitha Nursing College (Gqeberha Campus) - Post to: Human Resource Section, Lilitha College of Nursing, Private Bag X0028, Bisho 5605 or Hand Deliver to: Lilitha College of Nursing, Human Resource Office East London Room 41/42. Enquiries: Ms P Mene Tel No: 043 700 9717/26.

12 May 2023

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. 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. Additional Note: Applicants who will be applying for Chief Executive Officer's and Deputy Director General posts must 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. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: RecruitmentHeadOffice@ehealth.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). Refer all application related enquiries to the specified email address. For more information, please contact Ms S Ndlabhu Tel no: 040 608 1602/5/6/10

MANAGEMENT ECHELON

POST 14/171

: **DEPUTY DIRECTOR- GENERAL: DISTRICT HEALTH MANAGEMENT SERVICES REF NO: ECHEALTH/DDG-DHMS/HO/APL/01/04/2023**

SALARY

CENTRE

REQUIREMENTS

: R1 590 747 - R1 791 978 per annum (Level 15), an-all-inclusive package
: Head Office, Bisho
: National Senior Certificate, B. Degree (NQF level 7) and postgraduate qualification (NQF Level 8) as recognised by SAQA in Health related field or equivalent qualification. A minimum of 8 -10 years' experience at Senior Management level. Skills: Knowledge of the Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations and other relevant acts, policies and regulation. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management,

		Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication.
<u>DUTIES</u>	:	Ensure the provision of District Health Management Services: Co-ordinate provision of maternal, child, Neonatal, women health and integrated nutrition programme. Co-ordinate implementation of communicable and Non-communicable diseases. Co-ordinate undertaking of epidemiological research and surveillance services. Co-ordinate implementation of District Health Support Management Services (Provision of Allied Health Services): Provision of district hospital. community health centre and clinic health services. Provision of primary health care services such as community outreach programmes, marketing, prevention and health promotion services. Design and implementation of health information systems. Ensure provision of Emergency Medical Care Services (EMS) and Forensic Pathology Services. Ensure provision of Emergency Care Services. Ensure provision of Forensic Pathology Services. Promote good corporate governance. Establish effective audit and risk management mechanisms to prevent fraud and corruption: Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature. Stakeholder management and annual reporting to Citizens. Management of MTEC process. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timelines: Resolve problems emanating from the work space. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Facilitate and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Ms B Caga Tel No: 040 608 1210/1211
<u>NOTE</u>	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
<u>POST 14/172</u>	:	<u>CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/FTH/APL/01/04/2023</u>
<u>SALARY</u>	:	R1 308 051 – R 1 563 948 per annum (Level 14), an - all-inclusive package
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Senior Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.
<u>DUTIES</u>	:	To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue

through Collection of all income due to the hospital, ensure that Hospital is managed within the budgeted in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mr B Msibi Tel No: 040 608 1163
NOTE : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 14/173 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**
ECHEALTH/CEO/FEPH/APL/01/04/2023

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), an all-Inclusive package
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

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

ENQUIRIES : Mr B Msibi Tel No: 040 608 1163
NOTE : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 14/174 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**
ECHEALTH/CEO/JBTBH/APL/01/04/2023

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), an all-Inclusive package
CENTRE : Nelson Mandela Metro, Jose Pearson TB Hospital
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive

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

ENQUIRIES

NOTE

: Mr B Msibi Tel No: 040 608 1163
 : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

OTHER POSTS

POST 14/175

: **CLINICAL MANAGER REF NO: ECHEALTH/CM/MVH/APL/01/04/2023**

SALARY

CENTRE

REQUIREMENTS

: R1 227 255 – R1 362 063 per annum (OSD), an- all-inclusive package
 : Chris Hani District, Martjie Venter Hospital
 : National Senior Certificate. 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 relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES

: 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 in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budged in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management. Human Resource Management: To

plan, implement and report on Personnel Provisioning, ensure effective utilization and empowerment of Human Resources. Ensure effective management of employee discipline and wellness practices. Ensure effective maintenance of staff through payment of employee benefits. (manage the hospital)

ENQUIRIES :

D Sparks Tel No: 045 846 0053

POST 14/176 :

CLINICAL MANAGER REF NO: ECHEALTH/CM/HD-H/APL/01/04/2023

SALARY :
CENTRE :
REQUIREMENTS :

R1 227 255 – R1 362 063 per annum, (OSD), an- all-inclusive package
Sarah Baartman District, Humansdorp Hospital
National Senior Certificate. 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 relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES :

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

ENQUIRIES :

Ms G Kivedo Tel No: 042 200 4279/236

POST 14/177 :

CLINICAL MANAGER REF NO: ECHEALTH/CM/ZH/APL/01/04/2023

SALARY :
CENTRE :
REQUIREMENTS :

R1 227 255 – 1 362 063 per annum, (OSD)
OR Tambo, Zithulele Hospital
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 K Sobethwa Tel No: 047 573 8936/073 200 0217

POST 14/178 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/KPCH/APL/01/04/2023**

SALARY : R1 227 255 – R1 362 063 per annum, (OSD)
CENTRE : Chris Hani, Komani Psychiatric 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 : Mrs A Sokutu Tel No: 045-8588 400

POST 14/179 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/INH/APL/01/04/2023**

SALARY : R1 227 255 – R1 362 063 per annum, (OSD)
CENTRE : Chris Hani, Indwe 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 : Chris Gouws Tel No: 045 952 1030

POST 14/180 : **PRINCIPAL OF NURSING COLLEGE (PN-D6) REF NO: NOECHEALTH/PNC-PND6/CCO/APL/01/04/2023**

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), an all-Inclusive package
CENTRE : Buffalo City Metro, East London College Central Office
REQUIREMENTS : A basic qualification in nursing registered with the SANC in terms of Government Notice 425 (i.e diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Management / Administration, both qualifications registered with the SANC. A SAQA recognised NQF level 9 (Master's Degree in Nursing) tertiary qualification. A PhD degree will serve as an added advantage. A minimum of 13 years appropriate/recognizable nursing experience after obtaining a post-

basic qualification in Nursing Education. At least 5 years of the period referred to must be appropriate/recognizable managerial experience at a Nursing College or higher nursing education institution. A valid South African driver's license. Computer literacy certificate. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and universal access. Must be proficient in the following competencies and skills sets: - Analytical assessment and evaluation; Computer and Writing; Strategic Capability and Leadership; Programme and Project Management; Human Resource Management and Planning; Financial Management and Budget Planning and Forecasting; Change Management, Communications and Stakeholder Management; Research, Policy Development and Quality Assurance. Good interpersonal skills and diversity management. Commitment to Nursing Education, Training and Practice.

DUTIES

: To monitor implementation of a range of Nursing Education and Training programmes (undergraduate and post graduate). Lead academic oversight committee. Monitor and evaluate financial management, human resources management and development, supply chain and asset management, transport and facility management. Specific focus areas will include the following: Analyse monitoring reports to ensure oversight committees are updated on developments in the institution. Contribute to strategic and operational planning of the institution and monitor operational planning at the campuses/learning centres. Monitor and evaluate quality management of programme implementation including assessment at the institution. Collate regular institutional performance reports and coordinate governance structures meetings. Supervise and monitor implementation of policies, programmes, acts and regulations with regard to Nursing. Advice on and facilitate the implementation of the Nursing Act and other relevant legislation. Manage the promotion of health institutional governance and leadership and comply with the norms and standards regulations applicable to different categories of health establishments in terms of leadership and governance. Monitor full-time technical and management support to the campuses. Establish, maintain and ensure a good working relationship within the College/Department and relevant stakeholders. Formulate and manage the component's budget against its strategic objectives. Manage and utilise human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of staff.

ENQUIRIES

: Ms K Livi Tel No: 040-608-1236/1365

POST 14/181

: **MANAGER NURSING REF NO: ECHEALTH/MN/FTH/APL/01/02/2023**

SALARY CENTRE REQUIREMENTS

: R992 634 - R1 117 236 per annum, (OSD), an all-inclusive package Buffalo City Metro, Frere Tertiary Hospital
 : Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post graduate qualification in Nursing Education and/or Nursing Management will be added advantage. Current paid-up registration with SANC. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience at management level. Valid Code B/EB driver's license. Must be computer literate and may be required to demonstrate computer skills. Complex report writing skills essential.

DUTIES

: To lead, manage and provide strategic Nursing leadership and direction to Nursing Services in the institution. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in interprofessional multi-disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resources and Finances in accordance with relevant directives and prescripts. Maintain and manage PMDS of subordinates. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the

quality of care. Monitor compliance to Quality Assurance, Infection Prevention and Control, Occupational health and Safety programs within the institution. Participate in Hospital Executive decision-making body.

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

POST 14/182 : **ASSISTANT MANAGER: MEDICAL PHYSICS REF NO: ECHEALTH/AMMP/LTH/01/04/2023**

SALARY : R965 835 – R1 104 312 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : BSc Honours Degree in Medical Physics, or equivalent. An MSc in Medical Physics & training in any managerial course will be an added advantage. Registration with a professional council Registration with the HPCSA as a Medical Physicist (Independent Practice). Current and active registration with the HPCSA as a Medical Physicist. A minimum of 3 years' appropriate experience after registration as a Medical Physicist. Must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills. In depth knowledge and skills relating to the medical physics and quality assurance processes, tests and regulations associated with radiation emitting devices primarily in Radiology. Sound knowledge of radiotherapy physics, radiotherapy equipment, dosimetry, treatment planning and HDR brachytherapy. Knowledge of computers and software used in Radiology (imaging and dose assessment), Radiotherapy (modern RT techniques) and Nuclear Medicine. Knowledge of quality assurance and radiation protection aspects of all radiation therapy and radiation imaging equipment. Exceptional technical, management, administration, communication and interpersonal skills as pertaining to the scope of profession of Medical Physicist, both within service delivery as well as teaching environment. Research, development and teaching/training skills. Good leadership, communication and interpersonal relationship skills.

DUTIES : To coordinate, supervise & provide comprehensive clinical. radical physics services. Responsibility for the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Radiation Oncology, with support to Nuclear Medicine and Diagnostic Radiology. Provide Medical Physics support for Radiation Oncology treatment units including, acceptance testing, commissioning, calibration, and quality assurance. Provide Medical Physics support for Radiation Oncology Treatment Planning. Participating in the implementation of new treatment techniques. Responsible to maintain an effective radiation protection programme for the hospital, including reporting and monitoring of radiation incidents. Assist in the specification, procurement, installation and commissioning of radiation emitting devices in the hospital as required. Provide clinical Medical Physics advice as required in Radiotherapy, Nuclear Medicine and Radiology. Training and education of Medical Physics Interns and other professionals in associated departments. Participate in middle management and delegated management tasks, including record keeping, statistic collation assists with budget control, assets management. Active participation and assistance with research and development programmes of the Medical Physics Department. To participate in student training, supervision and performance evaluation. Perform administration of tasks in the section. Participate in the Formulation, implement, monitor and evaluate operational plans in keeping with the strategic plans of the institution. To assist in management of the resources of the department namely: human, finance, physical and organizational.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/183 : **CAMPUS HEAD – PND3 REF NO: ECHEALTH/CH/PEC/APL/01/04/2023**

SALARY : R949 482 - R1 068 666 per annum, (OSD)
CENTRE : Liliitha Nursing College, PE Campus
REQUIREMENTS : Master's Degree in Nursing Science Bachelor's Degree/Diploma in Nursing Education and Management. PHD will be added as advantage Registration with

SANC as a Professional Nurse in nursing education. A minimum of 11 years appropriate / recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriated / recognizable experience in Nursing Education after obtaining the Nursing Education. At least 5 years relevant experience in management at a nursing education institution with sound research capabilities and understanding new qualifications. Transformation leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to nursing education and training. Must be able to contribute to the paradigm shift in nursing education for health service delivery and facilitate universal access to health care through responsive education program development and implementation. Knowledge of Public service Administration Act and Legislation such as Health Act, SAQA, CHE, NQF ,Nursing Act,(SANC) Rules and Regulations and College Policies. Computer literacy and a valid driver's licence.

DUTIES : Manage all nursing programmes in the main Campus and Sub- Campuses. Liaise with SANC and CHE on all campuses academic matters. Coordinate and monitor functioning of both the Sub – main and Main campus. Manage and co-ordinate all administrative and financial matters of Campus as an institution. Provide a strategic direction at institutional level and be primarily responsible for establishing and maintaining a positive learning and working environment, for students and staff. Ensure effective collaboration with both internal and external stakeholders. Ensure Campus good governance and participate in all the college governance matters including policy formulation.

ENQUIRIES : Ms PN Mene Tel No: 043 700 9717/26

POST 14/184 : **ASSISTANT MANAGER (PHARMACEUTICAL SERVICES) REF NO: ECHEALTH/AMN/MH/APL/01/04/2023**

SALARY CENTRE REQUIREMENTS : R938 748– R1 089 456 per annum, (OSD)
: Sarah Baartman, Midlands Hospital
: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacist experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy regulations and act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.

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

ENQUIRIES : Mr. A Mabombo Tel: 049 807 7737/7749

POST 14/185 : **ASSISTANT MANAGER (PHARMACEUTICAL SERVICES) REF NO: ECHEALTH/AMN/MRH/APL/01/04/2023**

SALARY CENTRE REQUIREMENTS : R938 748– R1 089 456 per annum, (OSD)
: OR Tambo, Mthatha Regional Hospital
: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacist experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy regulations and act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.

DUTIES : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish

operational systems. Plan and organise own work and work of subordinates to allow smooth flow of pharmaceutical services.

ENQUIRIES : Ms Mkhosi Tel No: 047 502 4143/4008.

POST 14/186 : **DEPUTY DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES (CLINICAL SUPPORT) REF NO: ECHEALTH/DD-CS/01/04/2023**

SALARY : Grade 1: R896 535 - R995 022 per annum, (OSD)
Grade 2: R1 025 091 - R1 172 076 per annum, (OSD)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : B/BSc. Degree or equivalent qualification in Radiography (Diagnostic/ Ultrasound/ Radiotherapy/ Nuclear Medicine), Speech Therapy, Audiology, Speech Therapy & Audiology, Physiotherapy, Occupational Therapy, Dietetics, Social Work, Orthotics & Prosthetics or Clinical Technology. Registration certificate with HPCSA or SACSSP. Minimum of twelve (12) years appropriate experience after registration with HPCSA/SACSSP as an independent practitioner (post Community Service) in the relevant profession in a clinical setting, preferably at a secondary or tertiary institution. Seven (7) years appropriate experience in a management/supervisory position (Ass Director or Chief post) at a state referral hospital Management or post graduate qualification will be an added advantage. Senior Management Pre-entry Programme Certificate (Nyukela) will be an added advantage. Computer literacy in MS Excel, MS Word and PowerPoint. Experience in provincial procurement processes. Financial and human resource management skills as well as experience of working on LOGIS is essential. Applicants must be in possession of a valid South African driver's licence. Good understanding of clinical governance and clinical auditing. Applicants must be able to work under pressure, have strong leadership and management skills, good verbal and written communication skills, sound interpersonal skills, change management skills, project management skills as well as client orientation and customer focus skills. Analytic thinking, independent decision making and problem-solving skills also required. Ability to work independently and in a multidisciplinary context.

DUTIES : Provide strategic leadership to the Clinical Support Services sub-directorate of the hospital, ensuring that efforts are focused on service delivery and a well coordinated rehabilitation service. Develop/implement an annual Operational plan for Clinical Support Services. Participate in the development, implementation and monitoring of the hospital's Operational Plan in line with the Provincial Strategic plan. Facilitate the implementation of relevant guidelines, protocols and SOPs in line with the national and provincial health system. Collaborate with academic and other relevant stakeholders, especially those with students allocated for clinical work in the hospital. Lead and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support the Ideal Hospital Programme and Quality Improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery. Human Resources: General management of Clinical Support Services' unit managers and own office employees Facilitate performance management, reporting and accountability. Effective Human Resource planning to ensure that the workforce is aligned with the current and future needs of the hospital. Ensure and plan for optimal human resource development in all categories. Effective management of overtime and RWOPS Financial Management: Estimate and track budget for line items required for the sub-directorate. Monitor expenses and payments. Develop and implement cost reduction initiatives. Monitoring of all backlogs (assistive devices) and waiting times in all Clinical Support Services' departments. Monitor outreach programs. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and Code of Conduct for public service. Adhere to correct channels of communication. Maintain professional and ethical standards. Involvement and promotion of research projects within the hospital.

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

POST 14/187 : **DEPUTY DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES (CLINICAL SUPPORT) REF NO: ECHEALTH/DD-CS/01/MRH/APL/01/04/2023**

SALARY : Grade 1: R896 535- R995 022 per annum, (OSD)
Grade 2: R1 025 091 - R1 172 076 per annum, (OSD)

CENTRE : OR Tambo, Mthatha Regional Hospital

REQUIREMENTS : B/BSc. Degree or equivalent qualification in Radiography (Diagnostic/ Ultrasound/ Radiotherapy/ Nuclear Medicine), Speech Therapy, Audiology, Speech Therapy & Audiology, Physiotherapy, Occupational Therapy, Dietetics, Social Work, Orthotics & Prosthetics or Clinical Technology. Registration certificate with HPCSA or SACSSP. Minimum of twelve (12) years appropriate experience after registration with HPCSA/SACSSP as an independent practitioner (post Community Service) in the relevant profession in a clinical setting, preferably at a secondary or tertiary institution. Seven (7) years appropriate experience in a management/supervisory position (Ass Director or Chief post) at a state referral hospital Management or post graduate qualification will be an added advantage. Senior Management Pre-entry Programme Certificate (Nyukela) will be an added advantage. Computer literacy in MS Excel, MS Word and PowerPoint. Experience in provincial procurement processes. Financial and human resource management skills as well as experience of working on LOGIS is essential. Applicants must be in possession of a valid South African driver's licence. Good understanding of clinical governance and clinical auditing. Applicants must be able to work under pressure, have strong leadership and management skills, good verbal and written communication skills, sound interpersonal skills, change management skills, project management skills as well as client orientation and customer focus skills. Analytic thinking, independent decision making and problem-solving skills also required. Ability to work independently and in a multidisciplinary context.

DUTIES : Provide strategic leadership to the Clinical Support Services sub-directorate of the hospital, ensuring that efforts are focused on service delivery and a well coordinated rehabilitation service. Develop/implement an annual Operational plan for Clinical Support Services. Participate in the development, implementation and monitoring of the hospital's Operational Plan in line with the Provincial Strategic plan. Facilitate the implementation of relevant guidelines, protocols and SOPs in line with the national and provincial health system. Collaborate with academic and other relevant stakeholders, especially those with students allocated for clinical work in the hospital. Lead and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support the Ideal Hospital Programme and Quality Improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery. Human Resources: General management of Clinical Support Services' unit managers and own office employees Facilitate performance management, reporting and accountability. Effective Human Resource planning to ensure that the workforce is aligned with the current and future needs of the hospital. Ensure and plan for optimal human resource development in all categories. Effective management of overtime and RWOPS Financial Management: Estimate and track budget for line items required for the sub-directorate. Monitor expenses and payments. Develop and implement cost reduction initiatives. Monitoring of all backlogs (assistive devices) and waiting times in all Clinical Support Services' departments. Monitor outreach programs. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and Code of Conduct for public service. Adhere to correct channels of communication. Maintain professional and ethical standards. Involvement and promotion of research projects within the hospital.

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

POST 14/188 : **DEPUTY DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES (CLINICAL SUPPORT) REF NO: ECHEALTH/DD-CS/01/CMH/APL/01/04/2023**

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

SALARY : Grade 1: R896 535 - R995 022 per annum, (OSD)
Grade 2: R1 025 091 - R1 172 076 per annum, (OSD)

CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS

: B/BSc. Degree or equivalent qualification in Radiography (Diagnostic/ Ultrasound/ Radiotherapy/ Nuclear Medicine), Speech Therapy, Audiology, Speech Therapy & Audiology, Physiotherapy, Occupational Therapy, Dietetics, Social Work, Orthotics & Prosthetics or Clinical Technology. Registration certificate with HPCSA or SACSSP. Minimum of twelve (12) years appropriate experience after registration with HPCSA/SACSSP as an independent practitioner (post Community Service) in the relevant profession in a clinical setting, preferably at a secondary or tertiary institution. Seven (7) years appropriate experience in a management/supervisory position (Ass Director or Chief post) at a state referral hospital Management or post graduate qualification will be an added advantage. Senior Management Pre-entry Programme Certificate (Nyukela) will be an added advantage. Computer literacy in MS Excel, MS Word and PowerPoint. Experience in provincial procurement processes. Financial and human resource management skills as well as experience of working on LOGIS is essential. Applicants must be in possession of a valid South African driver's licence. Good understanding of clinical governance and clinical auditing. Applicants must be able to work under pressure, have strong leadership and management skills, good verbal and written communication skills, sound interpersonal skills, change management skills, project management skills as well as client orientation and customer focus skills. Analytic thinking, independent decision making and problem-solving skills also required. Ability to work independently and in a multidisciplinary context.

DUTIES

: Provide strategic leadership to the Clinical Support Services sub-directorate of the hospital, ensuring that efforts are focused on service delivery and a well co-ordinated rehabilitation service. Develop/implement an annual Operational plan for Clinical Support Services. Participate in the development, implementation and monitoring of the hospital's Operational Plan in line with the Provincial Strategic plan. Facilitate the implementation of relevant guidelines, protocols and SOPs in line with the national and provincial health system. Collaborate with academic and other relevant stakeholders, especially those with students allocated for clinical work in the hospital. Lead and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support the Ideal Hospital Programme and Quality Improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery. Human Resources: General management of Clinical Support Services' unit managers and own office employees Facilitate performance management, reporting and accountability. Effective Human Resource planning to ensure that the workforce is aligned with the current and future needs of the hospital. Ensure and plan for optimal human resource development in all categories. Effective management of overtime and RWOPS Financial Management: Estimate and track budget for line items required for the sub-directorate. Monitor expenses and payments. Develop and implement cost reduction initiatives. Monitoring of all backlogs (assistive devices) and waiting times in all Clinical Support Services' departments. Monitor outreach programs. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and Code of Conduct for public service. Adhere to correct channels of communication. Maintain professional and ethical standards. Involvement and promotion of research projects within the hospital.

ENQUIRIES

: Ms N. Matshaya Tel No: 043 708 2121

POST 14/189

: **DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/DR-MMH/APL/01/04/2023**

SALARY CENTRE REQUIREMENTS

: R881 961 - R992 634 per annum, (OSD), an all-inclusive package
: OR Tambo, Dr. Malizo Mpehle 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

<u>DUTIES</u>	:	problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Ms Makalima Tel No: 047 542 6300
<u>POST 14/190</u>	:	<u>DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/HD-H/APL/01/04/2023</u>
<u>SALARY</u>	:	R881 961- R992 634 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	Sarah Baartman, Humansdorp Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Ms G Kivedo Tel No: 042 200 4279/236
<u>POST 14/191</u>	:	<u>DEPUTY MANAGER NURSING REF NO: ECHEALTH/MN/FTH/APL/01/04/2023</u>
<u>SALARY</u>	:	R881 961 - R992 634 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	Chris Hani, Cradock Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post graduate qualification in Nursing Education and/or Nursing Management will be added advantage. Current paid-up registration with SANC. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience at management level. Valid Code B/EB driver's license. Must be computer literate and may be required to demonstrate computer skills. Complex report writing skills essential.
<u>DUTIES</u>	:	To lead, manage and provide strategic Nursing leadership and direction to Nursing Services in the institution. Provide professional, technical and management support for the provision of quality patient care through management of nursing care

programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in interprofessional multi-disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resources and Finances in accordance with relevant directives and prescripts. Maintain and manage PMDS of subordinates. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Monitor compliance to Quality Assurance, Infection Prevention and Control, Occupational health and Safety programs within the institution. Participate in Hospital Executive decision-making body.

ENQUIRIES : Ms GO Van Heerden Tel No: 048 881 2921

POST 14/192 : **DEPUTY DIRECTOR: ALL PROGRAMMES REF NO: ECHEALTH/DD-CS/CHDO/APL/01/04/2023**

SALARY : R766 584 – R903 006 per annum, (an-all-inclusive package)
CENTRE : Chris Hani, District Office
REQUIREMENTS : National Senior Certificate, National Diploma/ Degree as recognized by SAQA in Degree/diploma in Public Health, nursing, health education, health administration or related qualification or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at the level of an Assistant Director. Computer literacy. Valid driver's license. Ability to interpret and apply policies. Knowledge of Public Health Act, early childhood development and health related services. Knowledge of Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Possess sound Managerial skills, Leadership skills, Sense of responsibility, Decision making skills, Interpersonal skills and Communication Skills. Ability to work under pressure, work within a team and work accurately.

DUTIES : Ensure provision and accessibility of NCD and health promotion throughout the district. Provide mother, child and women's health services. Facilitate, monitor and evaluate implementation of MCWH program, NCD and Health promotions. Facilitate health promotion and community engagement activities within a district. Monitor records management and reporting. Manage quality improvement initiatives. Manage Human and Financial Resources.

ENQUIRIES : Ms Nyoka Tel No: 045 8071110/1101

POST 14/193 : **MEDICAL PHYSICIST GRADE 1 -3 REF NO: ECHEALTH/MDP/LTH/APL/01/04/2023**

SALARY : Grade 1: R692 286 – R 68 333 per annum, (OSD)
 Grade 2: R784 113 - R 70 231 per annum, (OSD)
 Grade 3: R896 535 - R1 009 944 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : BSc Honours Degree in Medical Physics, or An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with the HPCSA as a Medical Physicist (Independent Practice). Current and active registration with the HPCSA as a Medical Physicist Experience: **Grade 1:** Must have completed internship. **Grade 2:** 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 Years appropriate after registration with the HPCSA as a Medical Physicist Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Good communication, interpersonal relationship, research, development and teaching skills. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Potential to develop management skills. Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics.

DUTIES : Routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology Assisting with departmental administration. Assistance with equipment tender preparation, evaluation and commissioning. Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Diagnostic Radiology, with support to Radiation Oncology. External Coordination with other institutions in the province or national on Medical Physics activities. Attending and presenting at meetings, workshops and CPD activities. Operation, monitoring of maintenance, record keeping and care of all equipment and accessories. Knowledge of departmental protocols, design and implementation of new protocols. Teaching and training skills, radiation protection and handling, transporting and disposal of radioactive materials. Ability to solve radiotherapy physics problems. Performance of quality control procedures in radiotherapy. Provide medical physics support for radiation oncology treatment unit including Sound knowledge of radiotherapy dosimetry equipment, treatment planning acceptance testing, commissioning, calibration and quality assurance. Provide medical physics support in radiation oncology treatment planning. Participating in the implementation of new treatment techniques. Provide radiation protection services and ensure regulatory compliance for the institution.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/194 : **ASSISTANT MANAGER NURSING SPECIALTY (ACCIDENT & EMERGENCY)**
REF NO: ECHEALTH/AMN/FTH/APL/01/04/2023

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

SALARY : R642 942 – R723 624 per annum, (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.

DUTIES : Demonstrate in-depth knowledge of relevant prescripts as well as understanding of the legislative framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

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

POST 14/195 : **ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO:**
ECHEALTH/AMN-PHC/TC /APL/01/04/2023

SALARY : R642 942 – R723 624 per annum, (OSD)
CENTRE : Inxuba Yethemba Sub-district, Thornhill CHC
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care(R48) accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post

<u>DUTIES</u>	:	basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms GO Van Heerden Tel No: 048 881 2921
<u>POST 14/196</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/ZDC /APL/01/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, (OSD)
	:	Ngcobo Sub-district,Zwelakhe Dalasile CHC
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care(R48) accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms N. Matala Tel No: 047 548 0022/34
<u>POST 14/197</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/LKSD /APL/01/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, (OSD)
	:	Lukhanji Sub-district, Enoch Mgijima CHC
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care (R48) accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional

		Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms Mntweni Tel No: 045 807 8908
<u>POST 14/198</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/NCHC /APL/01/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, (OSD)
	:	Emalahleni Sub-district, Ngonyama CHC
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care(R48) accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms NP Mtshabe Tel No: 047 878 4300.
<u>POST 14/199</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTHCARE REF NO: ECHEALTH/AMN-PHC/SKB /APL/01/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, (OSD)
	:	Chris Hani, Sakhisizwe Sub-district
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care(R48) accredited with the SANC.

		Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms B Mtsi Tel No: 047 877 0931
<u>POST 14/200</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMNS/MZKZ/APL/01/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, (OSD)
	:	Alfred Nzo, Madzikane ka Zulu
	:	Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.
<u>DUTIES</u>	:	Demonstrate in-depth knowledge of relevant prescripts as well as understanding of the legislative framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<u>ENQUIRIES</u>	:	Mr. Sigola Tel No: 039 255 8200/11/12
<u>POST 14/201</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (THEATRE) REF NO: ECHEALTH/AMN/SH/APL/01/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, (OSD)
	:	Sarah Baartman, Settlers Hospital
	:	Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above

		must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.
<u>DUTIES</u>	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate indepth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<u>ENQUIRIES</u>	:	Ms S Diva Tel No: 046 602 5046
<u>POST 14/202</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (ONCOLOGY) REF NO: ECHEALTH/AMN/FTH/APL/01/04/2023</u>
<u>SALARY</u>	:	R642 942 – R723 624 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.
<u>DUTIES</u>	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate indepth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<u>ENQUIRIES</u>	:	Ms N. Mthitshana Tel No: 043 709 2487/2532
<u>POST 14/203</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/SH/APL/01/04/2023</u>
<u>SALARY</u>	:	R588 378 – R682 089 per annum, (OSD)
<u>CENTRE</u>	:	Sarah Baartman, Settlers Hospital
<u>REQUIREMENTS</u>	:	Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above

		must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.
<u>DUTIES</u>	:	Demonstrate in-depth knowledge of relevant prescripts as well as understanding of the legislative framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<u>ENQUIRIES</u>	:	Ms S Diva Tel No: 046 602 5046.
<u>POST 14/204</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO:</u> <u>ECHEALTH/AMN/ADH/APL/01/04/2023</u>
<u>SALARY</u>	:	R588 378 – R682 089 per annum, (OSD)
<u>CENTRE</u>	:	Amathole, Adelaide Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Ms. K Marques Tel No: 046 684 0066
<u>POST 14/205</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO:</u> <u>ECHEALTH/AMN/MRH/APL/01/04/2023</u>
<u>SALARY</u>	:	R588 378 – R682 089 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo, Mthatha Regional Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and

maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

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

POST 14/206 : **ASSISTANT MANAGER NURSING (DEVELOPMENT) REF NO: ECHEALTH/AMN/CMH/01/04/2023**

SALARY CENTRE REQUIREMENTS : R588 378– R 682 089 per annum (OSD)
: Buffalo City Metro, Cecilia Makhwane Regional Hospital
: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. A post-basic nursing administration and or education or equivalent will be an added advantage.

DUTIES : Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Ability to direct a multidisciplinary team to ensure good nursing care at area/ facility level. Work effectively and amicably, at management level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services at are/ facility level. Able to developing and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to plan, maintain and control the nursing services budget for the area. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service. Provision of quality nurse training through professional training programs determined by the health facility.

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

POST 14/207 : **ASSISTANT MANAGER NURSING AREA-NIGHT SHIFT REF NO: ECHEALTH/AMN/FTH/APL/01/04/2023**

SALARY CENTRE REQUIREMENTS : R588 378 – R682 089 per annum, (OSD)
: Buffalo City Metro, Frere Tertiary Hospital
: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and

DUTIES

: problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
: Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES

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

POST 14/208

: **ASSISTANT DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES (RADIATION THERAPY / NUCLEAR MEDICINE) REF NO: ECHEALTH/ADT/LTH/APL/01/04/2023**

SALARY

: R540 840 – R600 255 per annum, (OSD)

CENTRE

: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Radiation Therapy or Nuclear Medicine). Training in any management course or public health. Qualification in any management studies or public health will be an added advantage. Registration with a professional council: Registration with the HPCSA as a Radiographer (Independent Practice) Radiation Therapy or Nuclear Medicine. Experience: A minimum of 5 years' appropriate experience as a Radiographer (Radiation Therapy or Nuclear Medicine) after registration with the HPCSA & Minimum 3 years' experience as a chief radiographer (Radiation Therapy or Nuclear Medicine) / in a supervisor position. Inherent requirement of the job: Must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Must be able to plan and organize HR, technical and budgetary matters Competencies (knowledge/skills): Sound knowledge of radiation protection, quality assurance and equipment safety. Computer literacy (MS Windows, Word, Excel and PowerPoint).. Good written and verbal communication skills. Demonstrates effective interpersonal skill, good administrative, strategic planning organizational skills, leadership qualities and supervisory skills Knowledge of Patient Archiving and Communication Basic knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Knowledge of relevant Health and Safety Acts, Knowledge of relevant Public Service policies, acts and regulations, Knowledge of Public Health Sector Quality Improvement Initiatives, Conflict resolution and problem solving skills.

DUTIES

: To manage, coordinate and administer the operations of the Radiation Therapy & Nuclear Medicine services in the Livingstone Tertiary Hospital Facilitate the implementation of strategic plans in keeping with the requirements of the institution, the province and national health department. Ensure the effective, efficient and cost effective management of allocated Resources of the Department Render effective patient centered Nuclear Medicine & radiation therapy service for in- and outpatients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Provision of strategic leadership in striving towards a optimisation of services. Facilitate teaching and training of staff and students., supervision and performance evaluation. Facilitate the formulation/ Developing of SOP, strategies, guidelines & protocols in line with service development in consultation with relevant stakeholders Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of

self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods Ensure radiation safety and control for public and staff, in support of the Medical Physicist. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Ensure radiation safety and control for public and staff, in support of the Medical Physicist. Facilitate teaching and training of staff and students. Attend departmental meetings and represent the department at external meetings as required.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/209 : **CHIEF RADIOGRAPHER: RADIATION ONCOLOGY GRADE 1-2 REF NO: ECHEALTH/CRRO/LTH/APL/01/04/2023 (X2 POSTS)**

SALARY : Grade 1: R487 305 - R, 540 840 per annum, (OSD)
Grade 2: R557 184 - R678 396 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Livingstone Tertiary Hospital
Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Radiation Therapy). Registration with the HPCSA as a Radiographer (Independent Practice) Radiation Therapy. A minimum of 3 years' appropriate experience as a Radiographer (Radiation Therapy) after registration with the HPCSA. Training in any Management course or public health will be an added advantage. Must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Radiation Therapy. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Good written and verbal communication skills. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills.

DUTIES : To coordinate, supervise & provide comprehensive clinical Radiation Therapy services with delegation & supervision from the assistant director, provide, coordinate and evaluate the effectiveness of Radiation Therapy services for inpatients and external stakeholders. To participate in student training, supervision and performance evaluation. Perform administration of tasks in the section. Participate in the Formulation, implement, monitor and evaluate operational plans in keeping with the strategic plans of the institution. To assist in management of the resources of the department namely: human, finance, physical and organizational. Analyse and interpret statistics and make suggestions to the work team to improve radiation therapy services. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Exercise care with all consumables and equipment. Manage & Supervision junior staff and community service radiation therapist and support personnel, including performance appraisals. Implement quality assurance measures in the section and ensure that areas of non-compliance are attended to. Implement and maintain Quality Assurance of all relevant equipment & ensure technical maintenance in accordance to national standard and adhere to National Core Standard and norms at departmental level. Participate in the development of radiation therapy SOP policies, protocols and guidelines. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in public health activities according to the health awareness calendar. Participate in middle management and delegated management tasks, including record keeping, statistic collation assists with budget control, assets management and provide support to the Assistant Director. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders. Applicant should be prepared to undergo Medical Surveillance as an inherent job

		requirement. Supervision of staff and ensure that continuous professional development systems are in place.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: 041 405 2348
<u>POST 14/210</u>	:	<u>CHIEF RADIOGRAPHER: NUCLEAR MEDICINE GRADE 1-2 REF NO: ECHEALTH/CRNM/LTH/APL/01/04/2023</u>
<u>SALARY</u>	:	Grade 1: R487 305 - R540 840 per annum, (OSD) Grade 2: R557 184 - R618 396 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Nuclear Medicine). Registration with the HPCSA as a Radiographer (Independent Practice) Nuclear Medicine. A minimum of 3 years' appropriate experience as a Radiographer (Nuclear Medicine) after registration with the HPCSA. Management or public health qualification/ training will be an added advantage. Must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Nuclear Medicine. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Good written and verbal communication skills. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills.
<u>DUTIES</u>	:	Strategically plan, organize lead & direct provision of clinical & radiographic nuclear services. Render & Supervise the performance of diagnostic & therapeutic nuclear medicine procedures that use high radiation levels in Type B hot laboratory with due regard for radiation protection, Health & Safety of self, patients staff & public. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain Quality Assurance of all relevant equipment & ensure technical maintenance in accordance to national standard and adhere to National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in middle management and delegated management tasks, including record keeping, statistic collation assists with budget control and assets management. Participate in the management of the cost centre (ordering of radiopharmaceuticals, radioisotopes, and general consumables). Manage radiography, nursing, and support personnel, including performance appraisals. Participate in Developing Nuclear medicine SOP & protocols. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: 041 405 2348
<u>POST 14/211</u>	:	<u>CHIEF DIETICIAN GRADE 1 -2 REF NO: ECHEALTH/CDIET/STBH/APL/01/04/2023</u>
<u>SALARY</u>	:	Grade 1: R487 305 - R540 840 per annum, (OSD) Grade 2: R557 184 - R678 396 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo, St Barnabas Hospital Appropriate qualification that allows for registration with HPCSA as a Dietician. A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational

health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision-making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in the management of Cerebral Palsy. Ability to work in multi-disciplinary environment. Valid driver's license is an added advantage.

DUTIES : Plan, implement, coordinate and monitor a daily cost effective and sustainable Dietetics service in the management of Cerebral Palsy and other conditions. Apply evidenced based knowledge of Dietary management. Apply knowledge of relevant Acts and policies and assist with the development and implementation of dietetic clinical protocols. Implement and manage Performance Management and development Policy. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, implement labour relations policies, legal report writing, leave management, policy development etc. Support the manager in all transformative changes and additional managerial tasks as needed. Supervise and provide clinical support to junior staff and training program of students. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Safeguard and evaluate status of equipment, and infrastructure with a repair and maintenance programme and stock control of nutritional supplements and other consumables. Market and promote Dietetic services and contribute towards research.

ENQUIRIES : Ms Ndamase Tel No: 047 555 5300

POST 14/212 : **CHIEF RADIOGRAPHER GRADE 1-2 REF NO:**
ECHEALTH/CR/LTH/APL/01/04/2023

SALARY : Grade 1: R487 305 - R540 840 per annum, (OSD)

Grade 2: R557 184 - R678 396 per annum, (OSD)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Radiographer. 3 years' experience as a Radiographer post community service Current registration with the Health Professional Council of South Africa (HPCSA) as an independent practitioner. Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current public health service regulations and policies. Clinical skills in terms of consultation, assessment and intervention. Training in managerial courses will be an advantage Management experience, including personnel management, will be an advantage Understanding of procurement processes will be an added advantage.

DUTIES : Render Radiographer Services. Assess, plan interventions and implement treatment plans. Exercise clinical reasoning to ensure optimal intervention. Proper utilisation of allocated financial and physical resources. Supervise allocated students and contribute to related training activities. Promote and market Occupational Therapy Services in the institution. Implement National and Provincial Policies and Strategies. Performance and supervision of all clinical duties pertaining to the provision of Radiographer Services. To administer the operations, management and good governance of Radiographer Services. Human Resource Management. Manage quality assurance of Radiographer Services. Manage and facilitate the continuous training of self and staff. To provide optimal clinical intervention in the Radiographer department and within the multi-disciplinary team. perform Clinical and general administration. Participate in the Implementation of and contribute to the professional and institutional service standards pertaining to the provision of quality Radiographer services. Participate in training and development of self and staff.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/213 : **CHIEF RADIOGRAPHER GRADE 1-2 REF NO:**
ECHEALTH/CR/MRH/APL/01/04/2023

SALARY : Grade 1: R487 305 - R540 840 per annum, (OSD)

Grade 2: R557 184 - R678 396 per annum, (OSD)

CENTRE REQUIREMENTS : OR Tambo, Mthatha Regional Hospital
: Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Radiographer. 3 years' experience as a Radiographer post community service Current registration with the Health Professional Council of South Africa (HPCSA) as an independent practitioner. Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current public health service regulations and policies. Clinical skills in terms of consultation, assessment and intervention. Training in managerial courses will be an advantage Management experience, including personnel management, will be an advantage Understanding of procurement processes will be an added advantage.

DUTIES : Render Radiographer Services. Assess, plan interventions and implement treatment plans. Exercise clinical reasoning to ensure optimal intervention. Proper utilisation of allocated financial and physical resources. Supervise allocated students and contribute to related training activities. Promote and market Occupational Therapy Services in the institution. Implement National and Provincial Policies and Strategies. Performance and supervision of all clinical duties pertaining to the provision of Radiographer Services. To administer the operations, management and good governance of Radiographer Services. Human Resource Management. Manage quality assurance of Radiographer Services. Manage and facilitate the continuous training of self and staff. To provide optimal clinical intervention in the Radiographer department and within the multi-disciplinary team. perform Clinical and general administration. Participate in the Implementation of and contribute to the professional and institutional service standards pertaining to the provision of quality Radiographer services. Participate in training and development of self and staff.

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

POST 14/214 : **CHIEF RADIOGRAPHER GRADE 1 - 2 REF NO: ECHEALTH/CR/SBH/APL/01/04/2023**

SALARY : Grade 1: R487 305 - R540 840 per annum, (OSD)
Grade 2: R557 184 - R678 396 per annum, (OSD)

CENTRE REQUIREMENTS : OR Tambo, St Barnabas Hospital
: Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Radiographer. 3 years' experience as a Radiographer post community service Current registration with the Health Professional Council of South Africa (HPCSA) as an independent practitioner. Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current public health service regulations and policies. Clinical skills in terms of consultation, assessment and intervention. Training in managerial courses will be an advantage Management experience, including personnel management, will be an advantage Understanding of procurement processes will be an added advantage.

DUTIES : Render Radiographer Services. Assess, plan interventions and implement treatment plans. Exercise clinical reasoning to ensure optimal intervention. Proper utilisation of allocated financial and physical resources. Supervise allocated students and contribute to related training activities. Promote and market Occupational Therapy Services in the institution. Implement National and Provincial Policies and Strategies. Performance and supervision of all clinical duties pertaining to the provision of Radiographer Services. To administer the operations, management and good governance of Radiographer Services. Human Resource Management. Manage quality assurance of Radiographer Services. Manage and facilitate the continuous training of self and staff. To provide optimal clinical intervention in the Radiographer department and within the multi-disciplinary team. perform Clinical and general administration. Participate in the Implementation of and contribute to the professional and institutional service standards pertaining to the provision of quality Radiographer services. Participate in training and development of self and staff.

ENQUIRIES Ms. Ndamase Tel No: 047 555 5300

POST 14/215 : **CHIEF PHYSIOTHERAPIST GRADE 1 – 2 REF NO:**
ECHEALTH/CPHYSIO/MTRH/APL/01/04/2023

SALARY : Grade 1: R487 305 - R540 840 per annum, (OSD)

Grade 2: R557 184 - R678 396 per annum, (OSD)

CENTRE : OR Tambo, Mthatha Regional Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as a Physiotherapist. A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, problem solving and decision-making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in the management of Cerebral Palsy and wheelchair seating will be an added advantage. Ability to work in multi-disciplinary environment. Valid driver's license.

DUTIES : Plan, implement, coordinate and monitor a daily cost effective and sustainable Physiotherapy service in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Apply evidenced based knowledge of Physiotherapy techniques. Apply knowledge of relevant Acts and policies and assist with the development and implementation of physiotherapy clinical protocols. Implement and manage Performance Management and development Policy. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations policies, legal report writing, leave management, policy development etc. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme. Support the manager in all transformative changes and additional managerial tasks as needed. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Physiotherapy services and contribute towards research.

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

POST 14/216 : **CHIEF CLINICAL TECHNOLOGIST GRADE 1-2 REF NO:**
ECHEALTH/CCT/NMAH/APL/01/04/2023

SALARY : Grade 1: R487 305 - R540 840 per annum, (OSD)

Grade 2: R557 184 - R678 396 per annum, (OSD)

CENTRE : OR Tambo, Nelson Mandela Academic Hospital

REQUIREMENTS : Senior certificate, an appropriate qualification that allows for registration with HPCSA as Clinical Technologist. A minimum of 3 years of experience in the relevant field and in a hospital environment post community service. Proven two years and above of supervisory experience and an experience in a Cath-lab environment will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, National Core standards etc. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision making, and computer skills. Valid driver's license. Be willing to work in various clinical departments within the institution.

DUTIES : To coordinate and administer daily clinical technology operations, management and good governance of Clinical Technology services including all resources in the section. Supervise and manage provision of continuous, effective and efficient high quality Clinical technology services, through implementation of appropriate systems, quality assurance programs and internal controls. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Clinical

		Technology services and contribute towards research. Attend and participate in meetings and assist in development and implementation of protocols and policies.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: 047 502 4469
<u>POST 14/217</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: ECHEALTH/EGT/FTH/01/04/2023</u>
<u>SALARY</u>	:	R326 031 - R342 789 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	The applicant must have a National Diploma Electrical Light Current (relevant Trade test certificate electromechanical / electronics / electrical as main line study will be an advantage). The applicant must have minimum 3 years post qualification relevant experience (relevant medical equipment experience will be a distinct advantage, proof to be provided in CV - contact references). Medical equipment repair experience is essential. Applicant must be able to perform well under pressure in a hospital / clinical environment. The applicant must be prepared to do a practical computer literacy and technical test during interview. Applicant will be subjected to a practical repair evaluation during the interview. Applicant must be in possession of a valid unrestricted Code 8 driver's license.
<u>DUTIES</u>	:	Execution of operational medical equipment maintenance & repair procedures. Problem solving & analysis, Generic competency within customer focus and communications. Maintaining the equipment maintenance database within department Clinical Engineering, Occupational Health and Safety Act (OHASA) implementation. Mentoring of Students and Artisans. Provide an effective support service to enable an efficient service delivery. Standby duties are compulsory.
<u>ENQUIRIES</u>	:	Ms N. Mthitshana Tel No: 043 709 2487/2532
<u>POST 14/218</u>	:	<u>OPTOMETRIST GRADE 1 – 3 REF NO: ECHEALTH/OPT/LVH/APL/01/04/2023</u>
<u>SALARY</u>	:	Grade 1: R322 746 – R378 318 per annum, (OSD) Grade 2: R389 754- R445 665 per annum, (OSD) Grade 3: R459 126– R557 184 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Optometrist. HPCSA registration as an independent Practitioner and Current registration with HPCSA. Valid Driver's License. Experience Grade 1: None after registration with HPCSA. in respect of South African qualified employees who performed Community Service, as required in South Africa. Experience Grade 2: Minimum of 10 after registration with HPCSA in respect of South African qualified employees who performed Community Service, as required in South African One-year relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to performed Community Service, as required in South Africa. Grade 3: Minimum of 20 years after registration with HPCSA in respect of South African qualified employees who performed Community Service, as required in South Africa A sound knowledge of clinical theory, practice and ethics relating to the delivery of Optometry services. Good communication skills (verbal and written). Ability to work in a multidisciplinary team. Sound knowledge of government and HPCSA regulations, policies and legislation. Have knowledge of health education and promotion. Be service oriented and to detail. Have good judgment, critical thinking and decision-making skills. Be patient empathetic and compassionate. Be able to communicate effectively with technical and non-technical personnel at various level in the organization. Highly motivated and enthusiastic to contribute to Eye Health services. Prepared to go an extra mile. Excellent time management, organizational skills, good computer skills, people management skills, self-motivated and goal orientated, analytical and solution oriented, ability to thrive well under pressure.
<u>DUTIES</u>	:	Render comprehensive Optometric Service setting in adherence to scope of practice and health care protocols. Examination, diagnosing and treatment of eye conditions as per Optometry scope of practice. Work closely with multidisciplinary team members. Collaborate with stakeholders in the Eye care service delivery. Relieve as and when the need arises. Perform Clinical Administration duties as

assigned. Perform record keeping, data collection; assist with budget control and asset management. Compile monthly Optometric statistics. Exercise safeguarding of all consumables and equipment. Participate in various programmes in the hospital e.g. IPC, OHS, QA. Implement and maintain Quality Assurance Audits and National Core Standards and Norms at facility level. Adhere to provincial, hospital policies, procedures, guidelines and regulations. Participate in planned health awareness campaigns and outreach to communities. Co-ordinate and ensure the promotion and marketing of Optometry & eye health by Providing health education and counselling. Participate in student training, supervision and performance evaluation. Sign performance contract on annual basis Contribute and participate in continuous professional development activities, training colleagues and the multi-disciplinary team members and stakeholders. Participate in research projects. Communicate effectively within the team.

ENQUIRIES

:

Ms L Mabanga Tel No: 041 405 2348

POST 14/219

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MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 – 3 REF NO: ECHEALTH/MOTP/LVH/APL/01/04/2023

SALARY

:

Grade 1: R322 746 – R378 318 per annum, (OSD)
Grade 2: R389 754 - R445 665 per annum, (OSD)
Grade 3: R459 126 – R557 184 per annum, (OSD)

CENTRE

:

Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS

:

A B-Tech degree/ N-Dip Diploma in Medical Orthotics and Prosthetics. Current valid registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics. Must have completed community service year in the field of Medical Orthotics and Prosthetics. A valid driver's license is an inherent requirement: (code B). Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.

DUTIES

:

Measure, manufacture, fit and service MOP devices. Assist in supervision and training of subordinates and students. Assist in proper management of stores and inventory. Conduct Multi-Disciplinary and Outreach to Primary Health Care (PHC) facilities. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre, that are in line with the National and Provincial strategies. Report on service delivery. Assists in promoting continuous development and training of self and personnel. Promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety and other relevant committees and policies in the hospital.

ENQUIRIES

:

Ms L Mabanga Tel No: 041 405 2348

POST 14/220

:

MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 – 3 REF NO: ECHEALTH/MOTP/FTH/APL/01/04/2023

SALARY

:

Grade 1: R322 746 – R378 318 per annum, (OSD)
Grade 2: R389 754 - R445 665 per annum, (OSD)
Grade 3: R459 126 – R557 184 per annum, (OSD)

CENTRE

:

Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS

:

A B-Tech degree/ N-Dip Diploma in Medical Orthotics and Prosthetics. Current valid registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics. Must have completed community service year in the field of Medical Orthotics and Prosthetics. A valid driver's license is an inherent requirement: (code B). Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.

DUTIES

:

Measure, manufacture, fit and service MOP devices. Assist in supervision and training of subordinates and students. Assist in proper management of stores and inventory. Conduct Multi-Disciplinary and Outreach to Primary Health Care (PHC)

facilities. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre, that are in line with the National and Provincial strategies. Report on service delivery. Assists in promoting continuous development and training of self and personnel. Promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety and other relevant committees and policies in the hospital.

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

POST 14/221 : **CLINICAL TECHNOLOGIST (CARDIOLOGY) GRADE 1-3 REF NO: ECHEALTH/MOTP/LVH/APL/01/04/2023**

SALARY : Grade 1: R322 746 – R378 318 per annum, (OSD)
Grade 2: R389 754 - R445 665 per annum, (OSD)
Grade 3: R459 126 – R557 184 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Livingstone Tertiary Hospital
: An appropriate qualification that allows registration with HPCSA as a Clinical Technology in Cardiology. Registration with Health Professions Council of South Africa as a Clinical Technologist in Cardiology for. No experience required. Knowledge of and adherence to relevant legislation. Appropriate clinical experience in Cardiology and good understanding of public hospital operational systems will be an added advantage.

DUTIES : Provision of clinical service in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology Department (Cardiology) Candidate must be competent in all Cardiology procedures (invasive and non-invasive) Candidate will do on call duty on rotational bases. Supervision and training of Clinical Technologist students in cardiology. Responsible for orientation of new Clinical Technologist in Cardiology Department. Participation in Research activities. Co-ordinate the maintenance and repair of all equipment's in the Cardiology Department. Perform all cardiac invasive and non-invasive procedures as in line with standard set by HPCSA. Participate in provincial Clinical Technology activities.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/222 : **AUDIOLOGIST GRADE 1 – 3 REF NO: ECHEALTH/AUD/LVH/APL/01/04/2023**

SALARY : Grade 1: R322 746 – R378 318 per annum, (OSD)
Grade 2: R389 754 - R445 665 per annum, (OSD)
Grade 3: R459 126 – R557 184 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Livingstone Tertiary Hospital
: BSc. Or appropriate degree in Audiology OR Speech/Language and Audiology. Must have completed community service. Current registration with HPCSA as an Audiologist or a Speech/Language and Audiologist. Problem solving skills, planning and organizing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Report writing.

DUTIES : To provide optimal clinical intervention in the Audiology Department and within the multidisciplinary team. Completion of clinical administration. Implement and contribute to the professional and institutional service standards pertaining to the provision of quality Audiology services. Assist with the management and supervision of lower level staff and students in the Audiology department. Participate in the training and development of self and staff. Effective and efficient patient care. Assess, identify and execute appropriate treatment to patients.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/223 : **DENTAL TECHNICIAN GRADE 1 -3 REF NO: ECHEALTH/DT/NMAH/APL/01/04/2023**

SALARY : Grade 1: R322 746 – R378 318 per annum, (OSD)
Grade 2: R389 754- R445 665 per annum, (OSD)
Grade 3: R459 126– R557 184 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	OR Tambo, Nelson Mandela Academic Hospital
	:	Appropriate qualification that allows for the required registration with the South African Dental Technicians Council as a Dental Technician. South African Dental Technicians Council (SADTC). Experience: Grade 1: none post community service and after registration with relevant professional body as a Dental Technician. Grade 2: Minimum of 10 years' relevant experience after registration with statutory body as a Dental Technician with experience in removable prosthesis, chrome cobalt processing, crown and bridge, CAD/CAM experience and maxillofacial prosthesis work will be an added advantage. Should be willing to rotate within areas of work in the allocated hospital/s work areas. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision making. Computer literacy. Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector, i.e. Patients Right Charter, Batho Pele Principles, Ministerial priorities, National Core standards etc.
<u>DUTIES</u>	:	Render therapeutic dental technology services (the candidate must be Able to construct quality removable prosthesis, crown and bridge as per specified criteria from clinical departments. Perform administrative duties assigned. Manage equipment and safe guard it. Supervise and instruct undergraduate students. Participate in meetings and assist in development and implementation of protocols and assist in developing and reviewing departmental policies, protocols and procedures. Market and promote dental technology services and contribute towards research. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Provide mentorship and guidance to students.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: 047 502 4469
<u>POST 14/224</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: ECHEALTH/AF/EMP/APL/01/04/2023</u>
<u>SALARY</u>	:	Grade A: R318 090 - R360 303 per annum, (OSD) Grade B: R380 694 - R483 084 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Empilweni TB Hospital
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms K Sinyahla Tel No: 041 406 7627.
<u>POST 14/225</u>	:	<u>PHYSIOTHERAPIST TECHNICIAN GRADE 1 -2 REF NO: ECHEALTH/PTECH/LVH/APL/01/04/2023</u>
<u>SALARY</u>	:	Grade1: R220 137 - R251 706 per annum Grade 2: R259 308 - R314 685 per annum
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
	:	Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapy Technician. 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 service regulations, regulations and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures.
<u>DUTIES</u>	:	Provide clinical responsibility and management of resources to ensure optimal service delivery in the institution, under supervision of a qualified physiotherapist. Apply correct protocols to obtain service delivery. Implement quality assurance

programs effective and efficient service delivery. Ensure that an effective physiotherapy service is delivered by the unit.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 14/226 : **ARTISAN PRODUCTION GRADE A REF NO:**
ECHEALTH/AP/CFH/APL/01/04/2023

SALARY : Grade A: R199 317 - R221 214 per annum, (OSD)

CENTRE : Chris Hani, Cofivamba Hospital

REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. 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 A Mbana Tel No: 047 874 0111

POST 14/227 : **ARTISAN PRODUCTION GRADE A REF NO:**
ECHEALTH/AP/KCHC/APL/01/04/2023

SALARY : Grade A: R199 317 - R221 214 per annum, (OSD)

CENTRE : Intsika Yethu Sub-district, Kuyasa CHC

REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. 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 A Mabentsela Tel No: 047 874 0079.

POST 14/228 : **ARTISAN PRODUCTION GRADE A REF NO:**
ECHEALTH/AP/CFH/APL/01/04/2023

SALARY : Grade A: R199 317 - R221 214 per annum, (OSD)
CENTRE : Chris Hani, Hewu Hospital
REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. Valid drivers' license is required.

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

ENQUIRIES : Mr Mabandla Tel No: 040 841 0133

POST 14/229 : **ARTISAN PRODUCTION GRADE A REF NO:**
ECHEALTH/AP/MH/APL/01/04/2023

SALARY : Grade A: R199 317 - R221 214 per annum, (OSD)
CENTRE : Chris Hani, Mjanyana Hospital
REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. 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 SS Naku Tel No: 047 874 8000.

POST 14/230 : **ARTISAN PRODUCTION GRADE A REF NO:**
ECHEALTH/AP/CMH/APL/01/04/2023

SALARY : Grade A: R199 317 - R221 214 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Cecilia Makhiwane Regional Hospital
	:	An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. Valid drivers' license is required.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: 043 708 2121
<u>POST 14/231</u>	:	<u>DENTAL ASSISTANT GRADE 1-2 REF NO: ECHEALTH/DA/NMPH/01/04/2023</u>
<u>SALARY</u>	:	Grade 1: R176 085 - R201 330 per annum, (OSD) Grade 2: R207 414 – R240 702 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Nompumelelo Hospital
	:	Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Current registration as Dental Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Grade 2: A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.
<u>DUTIES</u>	:	Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the hospital. Provide Oral Health Education.
<u>ENQUIRIES</u>	:	Ms Mlotana Tel No: 040 673 3321
<u>POST 14/232</u>	:	<u>ORTHOTICS & PROSTHETICS ASSISTANT GRADE 1-2 REF NO: ECHEALTH/DA/FTH/01/04/2023</u>
<u>SALARY</u>	:	Grade 1: R176 085 - R201 330 per annum, (OSD) Grade 2: R207 414 – R240 702 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital
	:	Matric Certificate or equivalent with Mathematics, Biology, English which is essential for career pathing Basic Knowledge of OHS regulation will be an advantage. Sound Knowledge of equipment, machinery and tools. Ability to do practical work with hands. Written and verbal communication skills. Good interpersonal relationship, good ethical conduct.
<u>DUTIES</u>	:	Assist in the measuring, casting and manufacturing of all below knee Orthotic and Prosthetic devices. Maintenance and repairs to all below Knee orthotics and prosthetic devices. Assist in provisioning of treatment to OFWT Ward patients.

Carry out stock control for the department when needed. Assist in manufacturing of local and outreach clinic OFWT patient's devices. Adherence to Batho pele principles and core standards. Keep a clean environment & Punctuality.
ENQUIRIES : Ms N Mthitshana Tel No: 043 709 2487/2532.

POST 14/233 : **OCCUPATIONAL THERAPY ASSISTANT GRADE 1 REF NO: ECHEALTH/OTA/JPTH/APL/01/04/2023**

SALARY : Grade 1: R176 085 - R201 330 per annum, (OSD)
Grade 2: R207 414 – R240 702 per annum, (OSD)

CENTRE : Nelson Mandela Metro, Jose Pearson TB Hospital
REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapy Assistant. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good written and verbal communication skills, report writing skills. Ability to function as part of the team, Valid driver's license will be an added advantage.

DUTIES : Work under the guidance and supervision of the Occupational Therapist. Provide quality Occupational Therapy services including the provision and maintenance of assistive devices and equipment. Assist to safeguard and evaluate status of equipment and infrastructure and assist in stock control management. Observe and report problems to the supervisor. Promote communication with patients and the community and other stake holders. Collect, maintain and interpret records and statistics. Report any unusual circumstances.

ENQUIRIES : Ms Klassen Tel No: 041 372 8000.

POST 14/234 : **PHARMACIST ASSISTANT (BASIC) REF NO: ECHEALTH/PHA-B/MPD/APL/01/04/2023**

SALARY : Grade 1: R128 589 – R199 239 per annum, (OSD)
CENTRE : OR Tambo, Mthatha Pharmaceutical Depot

REQUIREMENTS : As required by the training facility and the South African Pharmacy Council plus basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant qualification (Basic). Registration with the SAPC to study towards a Basic Pharmacist Assistant qualification. Grade 1: No experience required.

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 5536

OFFICE OF THE PREMIER

APPLICATIONS : Applicants can apply using e-Recruitment system which is available on www.ecprov.gov.za or <https://ecprov.gov.za/> <https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to: recruitment@ecotp.gov.za Applicants: Applications received after closing date will not be considered. no faxed applications will be accepted.

CLOSING DATE : 09 May 2023

NOTE : Instruction Note: Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za or <http://www.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. Failure to submit all the requested documents will result in the

application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups and youth are encouraged to apply. Employment equity targets of the department will be adhered to.

MANAGEMENT ECHELON

POST 14/235 : **DIRECTOR: PERFORMANCE MONITORING AND REPORTING (GOVERNANCE & ADMINISTRATION CLUSTER) REF NO: OTP 01/04/2023**

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), all-inclusive remuneration package

CENTRE : Head Office: Bhisho

REQUIREMENTS : National Senior Certificate with an NQF Level 7 qualification recognised by SAQA or Degree in Social Sciences/Public Administration/Management/Development Studies. An additional qualification in Monitoring and Evaluation/ Management or membership of SAMEA will be an added advantage. Minimum 5 years' experience at Deputy Director level in the performance monitoring in the public service. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR). Public Service Act (PSA). Knowledge management practices. Key Competencies: - 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, financial management skills.

DUTIES : Co-ordinate M & E Policies and practices in the province by developing a province wide M & E Framework and Implementation Plan. Review provincial M & E framework to ensure alignment with national and provincial objectives. Facilitate M & E Framework workshops and provide support to government institutions. Monitor the implementation of the Framework to ensure the attainment of service delivery objectives. Monitor progress through the Integrated Cluster Forum. Advise and consult with departments on the Framework and M & E policies. Support departments in capacity building initiatives in the sector. Monitor the attainment of service delivery objectives. Monitor service delivery through M & E systems. Manage the performance monitoring and reporting in the sector. Coordinate performance monitoring and report on the POA. Provide regular reports to executive structures of the provincial government. Support and monitor Performance management initiatives of the Premier and EXCO. Provide feedback to provincial departments on their performance. Ensure the implementation and management of Risk, Finance and Supply Chain Management protocols and prescripts in area of responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure compliance with supply chain prescripts. Ensure the sub directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage the allocated resources of the Directorate in line with legislative and departmental

policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work. Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescriptions in are of responsibility.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/236 : **DIRECTOR: FACILITIES, SECURITY & COMMUNICATIONS REF NO: OTP 02/04/2023**

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), all-inclusive remuneration package).

CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior Certificate, Undergraduate qualification (NQF level 7) as recognised by SAQA in Safety and Security, Risk / Facilities Management/Build Environment/ Property Management/ Public Administration/Management/Business Management. 5 years relevant experience in the field of Safety, Physical Security, Security vetting, Building / Facilities or Accommodation Management at a Middle or Senior Managerial level. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).

DUTIES : Manage the provision of security and work environment management services. Manage the implementation of security operating measures amongst others but not limited to: Render security services for the department (e.g. access control, key control, etc) and investigations on security breaches. Manage the provision of conducive working environment service in terms of Occupational health and safety act. Manage the provision of facilities management for the department (infrastructure maintenance, refreshment, refectory, cleaning, and transport services). Manage the provision of communication and events management services for the department (internally). Manage and monitor the provision of departmental document management which complies with National and Provincial Archives Act. Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/237 : **DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP 03/04/2023**

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), all-inclusive remuneration package)

CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior certificate with an NQF Level 7 Degree / Advance Diploma qualification as recognised by SAQA in Business Studies/Finance/Communication/Development Studies. 5 years' experience in a Deputy Director Level in public service. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring

and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of intergovernmental cooperation, and working with local government and facilitation of partnerships. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR). Public Service Act (PSA). Knowledge management practices. Key Competencies: - 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, financial management skills.

DUTIES

: Provide executive management support services: Provide support to the Director General regarding communication with various stakeholders including responding to reports and various correspondence in the Office. Co-ordinate and provide support in respect of Departmental meetings chaired by the Director General. Provide strategic advice and support to Director General on both Departmental and Provincial Administrative matters. Coordinate the submission of reports to the Office of the DG, proof read these and respond on behalf of the DG. Co-ordinate management and monitoring structures both at Departmental and Provincial levels: Co-ordinate management reports on the implementation of the Provincial Administration programmes. Co-ordinate management reports on the implementation of the OTP Programmes including progress reports on the implementation of the OTP's Departmental annual targets. Monitor and facilitate timely submission of statutory planning and reporting documents. Facilitate effective operation of the Departmental and Provincial Management structures co-ordinated by the Director – General. Facilitate stakeholder partnerships and inter-sphere cooperation: Support the Director General regarding partnerships with other spheres of government and stakeholders. Provide liaison services for improved coordination of provincial priority programmes and projects. Ensure secretariat support to the DG with regards to different partnership engagements. Tracking of implementation of resolutions taken in stakeholder engagements. Facilitate quality responses to requests for information from oversight bodies and relevant stakeholders including management of reporting to the same: Co-ordinate responses to requests for information from the Portfolio Committee including Parliamentary Questions from both the Provincial Legislature and National Parliament. Co-ordinate responses to requests for information the Presidency and other National Departments. Facilitate responses to clients /stakeholders corresponding with both the Director General and the Premier on administrative matters. Oversee the management of the Department's Audit Committee related operations. Oversee the management of the Office of the Director General and facilitate the implementation of systems for efficient and effective management: Ensure development and implementation of effective and efficient administrative systems. Ensure development and implementation of generic and customised management systems for the management of all resources in the Component. Support the Secretariat in all management and monitoring structures of the Department. Facilitate the implementation of effective monitoring systems for the implementation of resolutions and decisions taken in all the Director General's meetings at all levels in pursuit of the achievement of government's strategic priorities. Co-ordinate and provide support to the Director-General and Programme/ Sub-Programme Managers on the rendering of governance functions within the Office of the Premier. Ensure that systems perform at an optimal level and meet service delivery obligations while maintaining or decreasing costs. Manage area of responsibility. Ensure the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility.

ENQUIRIES

: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

OTHER POSTS

POST 14/238 : **SENIOR STATE LAW ADVISOR: LITIGATION (MEDICO-LEGAL) REF NO: OTP 04/04/2023 (X2 POSTS)**
(Fixed term contract of 5 years)

SALARY : R1 027 698 – R1 606 404 per annum, (LP 9 – OSD – all-inclusive remuneration package)

CENTRE REQUIREMENTS : Head Office: Bhishe
: LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years' appropriate post qualification litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Drivers Licence is required.

DUTIES : Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Manage relevant Litigation (medico-legal) staff. Implement the medico-legal strategy and facilitate adherence to it. Attend quarterly provincial legal advisors' forums. Engage with the State Attorney's offices and other stakeholders with regard to the management of medico-legal cases in the Province. Research source and author legal articles. Render support to Principal State Law Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Principal State Law Advisor. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Litigation Unit (medico-legal). Assist in the review of the Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness. Report on the Unit's information as required by internal and external stakeholders. Assist with the co-ordination, effective and efficient running and management of the Litigation Unit (medico-legal). Develop and implement service delivery improvement programmes Assist with the development and implementation of the Litigation Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for relevant staff in the Litigation Unit within set timeframes.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/239 : **STATE LAW ADVISOR: LITIGATION (MEDICO-LEGAL) REF NO: OTP 05/04/2023 (X3 POSTS)**
(Fixed term contract of 5 years)

SALARY : R797 901 – R859 560 per annum, (LP 9 – OSD – all-inclusive remuneration package)

CENTRE REQUIREMENTS : Head Office: Bhishe
: LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 5 years' appropriate post qualification litigation and advisory

experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Drivers Licence is required.

DUTIES : Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Implement the medico-legal strategy and facilitate adherence to it. Engage with the State Attorney's offices and other stakeholders with regard to the management of medico-legal cases in the Province. Research source and author legal articles. Render support to Principal State Law Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Senior State Law Advisor. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Attend quarterly provincial legal advisors' forums. Manage area of responsibility: Assist with the co-ordination, effective and efficient running and management of the Litigation Unit (medico-legal). Assist in the review of the Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness. Report on the Unit's information as required by internal and external stakeholders. Develop and implement service delivery improvement programmes. Assist with the development and implementation of the Litigation Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for relevant staff in the Litigation Unit within set timeframes.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/240 : **BRANCH COORDINATOR: DEPUTY DIRECTOR GENERAL: PROVINCIAL PLANNING, PERFORMANCE MONITORING AND EVALUATION REF NO: OTP 06/04/2023**

SALARY CENTRE REQUIREMENTS : R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
: Head Office: Bhisho
: A National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Finance / Human Resources / Project Management / Business Studies / Public Administration or Management. Minimum three (3) years' experience at Assistant Director Level in a relevant field. Ability to communicate with people at different levels and from different backgrounds with tact and discretion. Good Report writing skills and telephone etiquette. Computer Literacy. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/policies/prescripts and procedures. Self-Management, motivation and knowledge of financial administration. A valid code EB driver's licence.

DUTIES : Perform administrative activities and co-ordinate the DDG's programme according to operational needs, policies and procedures: Scrutinize documents to determine actions/information/documents required; Collect and compile information about issues that needs to be discussed; Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made. Prepare briefing notes as well as other documentation, including presentations to

be made by the DDG in various platforms.; Compile the agenda of meetings chaired by the DDG and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc.; Co-ordinate, follow-up and compile reports of a transversal nature for the DDG and advise/sensitize the DDG on reports to be submitted (for example by Components, to oversighting bodies, etc.); Analyse Sub-Programme performance and statutory reports for the necessary feedback; Co-ordinate the performance agreements/ assessments and financial disclosures with regard to SMS members in the Branch. Liaise with relevant stakeholders to ensure integration of programmes, Coordinate parliamentary enquiries. Provide general support services in the office of the DDG: Set up and maintain effective administration and governance systems in the Office that will ensure efficiency in the office; Establish, implement and maintain effective processes/ procedures for information and documents flow to and from the Office; Ensure the safekeeping of all documentation in the Office; Oversee the management of DDG's engagements Coordinate and support Working Group/s convened by the DDG. Coordinate the Branch planning and reporting. Provide financial and other support activities to the DDG to ensure adherence to protocols, policies and procedures: Determine and collate information about the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the DDG about possible over- and under spending, Identify the need to move funds between items compile submissions for this purpose, Oversee responses drafted by the staff in the Branch Office on enquiries received from internal and external stakeholders; Execute research, analyze information and compile complex documents for the DDG; Source information and compile memoranda as required; Draft responses for submission to internal and external stakeholders. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives : Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management, maintenance and safekeeping of assets, Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in own area of responsibility.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/241 : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: OTP 07/04/2023**

SALARY : R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Forensic Investigations /Law/Accounting/Financial Management and Auditing with a minimum of three (3) years' experience at an Assistant Director level in investigative environment; Certified Fraud Examiner; Appropriate training in Forensic Accounting/Fraud Examination and Affiliation to the Association of Certified Fraud Examiners; Knowledge/experience of the Disciplinary Code of the Public Service; Knowledge of the PFM Act of 1999, as amended; Knowledge of the Treasury Regulations and related prescripts; Knowledge of relevant prescripts such as Criminal law, Criminal procedure Act and law of evidence, etc; Legality and utilisation of investigative techniques and equipment; Understanding of Tender Procurement processes; Departmental business processes; Leadership & supervisory skills; Computer literacy and Project management skills; Verbal and Written Communication Skills; Presentation skills; Interpersonal and diplomacy skills; Problem-solving and conflict management skills; Decision-making skills; Analytical thinking; Motivational and negotiation skills; Good interviewing skills; Solution orientated and ability to design ideas

		without direction; Ability to work under stressful situations; A valid Code 8 driver's license is required.
<u>DUTIES</u>	:	To manage, investigate and report on allegations of fraud and corruption in the Province, and to contribute to the prevention of fraud and corruption in the Province; Manage and Investigate allegations/cases of Fraud, corruption and; or financial misconduct; Evaluation of the allegations/cases and recommend investigation strategy/approach to the Director; PIM (preliminary investigation); Prepare Investigation Plan(s) for approval by the Director: PIM; Compile draft and final investigation reports for submission to the Director PIM for review & issuing to applicable levels of management; Gather comprehensive and complete evidence regarding alleged serious mismanagement of resources or unprofessional conduct; Make recommendations regarding courses of action to be considered; Referral of the alleged serious mismanagement of resources, unprofessional conduct, fraud and corruption to appropriate internal and or external authorities; Conduct, participate, and contribute to fraud awareness and ethics promotion programmes in the Province.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/242</u>	:	<u>DEPUTY DIRECTOR: BRANDING REF NO: OTP 08/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
	:	Head Office: Bhisho
	:	National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Marketing/ Public Relations/Communications. Minimum of three (3) years' experience at an Assistant Director level in related fields. Skills: Budgeting and Financial Management; Communication and Information Management; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Managing Interpersonal Relations and Resolving Problems; Networking; Planning and Organising; Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Knowledge: Expert knowledge of the interpretation and application of Corporate Identity and Branding principles. Understanding of Government Relations, Corporate Communication and Stakeholder engagement. An understanding of communication strategies, coupled with the branding and corporate identity deliverables thereof. Ability to develop branding and exhibition plans, with costing and timelines. Ability to travel across the province and work long hours. A valid driver's licence is required.
<u>DUTIES</u>	:	Implement the provincial branding strategy: Manage the development and implementation of the provincial branding strategy; Implement the branding strategy and policy to appeal to various targets. Implement publicity and awareness campaigns to profile the Eastern Cape provincial government as a brand.; Implement branding strategy to position EC Province as a preferred destination for trade, investment, and tourism. Implement creative branding campaign to strengthen brand eastern cape national and internationally. Implement the branding protocols and the supply branding materials to all provincial and special programs: Develop and implement the branding protocols; Develop and manage implementation of branding and exhibition plans for departmental, provincial events and national events executed in the province, including co-branding guidelines. Identify structures, platforms, and partnerships to effectively communicate the programmes of government: Identify branding opportunities to profile Eastern Cape Province and Eastern Cape Provincial Government. Profile the work of government, through presenting a credible and professional image of the provincial government at exhibitions. Implement measures to evaluate the marketing and branding strategy impact to the brand equity. Support provincial departments and municipalities in communicating the vision and policies of government to the public: Guide Departments on the Marketing and Branding of the Provincial Government and Brand EC. Monitor application of the corporate identity of Provincial Government. Stay abreast of changes in the environment and implement adjusted branding strategy. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate

		governance and planning imperatives: Lead and manage the staff and operations of the Branding sub directorate, reporting to the Director: Public Relations, Marketing and Branding.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/243</u>	:	<u>DEPUTY DIRECTOR: ICT CLOUD, SECURITY, & INFRASTRUCTURE (DEPARTMENTAL ICT) REF NO: OTP 09/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
	:	Head Office: Bhisho
	:	National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in IT-related field with three (3) years' experience as an Assistant Director in Information Technology directly involve managing IT systems engineers who deploy and maintaining virtual infrastructure (servers, storage, networks) on the Microsoft Azure platform. A valid driver's license. Industry certifications required: Microsoft Azure Solutions Architect Expert and/or Microsoft Cybersecurity Architect Expert certification(s). Key competencies: Applying technology, Communication and Information Management, Continuous improvement. Skills: Analytical/Critical thinking; Complex Problem solving; Advanced comprehension, application, and synthesis of computer-based systems. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.
<u>DUTIES</u>	:	Implement and Maintain ICT Cloud and Infrastructure Operations: Maintain and ensure ICT operational procedures and operational tasks are achieved reliably and consistently to ensure high availability of computer systems in the department. Manage the operation of outsourced IT cloud, security, and infrastructure services. Monitor the IT infrastructure maintain sufficient historical data to enable the reconstruction, review and examination of the time sequences of operations. Use and Maintain specialised hardware and software monitor and control the environment. Manage ICT facilities, including power and communications equipment, OEM specifications, and health and safety guidelines. Implement and Maintain ICT Cloud and Infrastructure Security: Protect against malware. Manage network and connectivity security. Manage endpoint security. Manage user identity and logical access. Use intrusion detection tools to actively monitor the infrastructure for security-related events in real-time. Implement and Maintain ICT Cloud and Infrastructure Continuity: Develop and maintain an ICT Continuity policy, plan, and procedures. Test the continuity arrangements over consistent interval to exercise the recovery plans against predetermined outcomes. Manage changes to the plan in accordance with the change control process. Maintain availability of business-critical information. Assess and improve the adequacy of the ICT Continuity policy, plan, and procedures. Implement and Maintain ICT Cloud and Infrastructure Changes: Establish and maintain a formal, approved <i>integrated change request system</i> for ICT-related business processes, infrastructure, systems or applications. Ensure that all such changes arise only through the change request management process and integrate into the organizational and service providers change management processes and assess the impact on contractual terms and SLAs. Establish and maintain an emergency change request system for ICT-related incidents. Implement and maintain a tracking and reporting change status system. Implement and Maintain ICT Cloud and Infrastructure Configurations: Establish and maintain a configuration model. Establish and maintain a configuration repository and baseline. Maintain and control configuration items. Produce status and configuration reports. Verify and review integrity of the configuration repository. Implement and Maintain ICT Cloud and Infrastructure Assets: Establish, maintain, and improve an automated system for managing all departmental ICT assets (hardware and software). Manage mission-critical ICT assets and life cycle of ICT assets. Optimize ICT asset value. Manage ICT software licenses & subscriptions.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/244 : **DEPUTY DIRECTOR: PUBLIC RELATIONS AND EVENTS REF NO: OTP 10/04/2023**

SALARY : R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Events Management, Public Relations, Corporate Communications, Marketing Management. Minimum of three (3) years' experience as Assistant Director in the field of events management. Skills: Budgeting and Financial Management; Communication and Information Management; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Managing Interpersonal Relations and Resolving Problems; Networking; Planning and Organising; Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Ability to travel across the province and work long hours. A valid driver's licence is required.

DUTIES : Events Management: Develop best practice strategies and plans for Departmental and Provincial Government events; Develop procurement plans for the logistical needs for events; Plan, develop and ensure the maintenance of an Events Calendar for the Department, Provide strategic events advisory support to the Department including conceptualisation of events to improve brand interface with stakeholders; Engage with internal and external stakeholders to determine the needs for the events; Manage guidelines and logistical arrangements for the events (venue, equipment, etc.); Manage a database of events venues in the Eastern Cape; Liaise with relevant programmes to coordinate agreements with suppliers, contractors and clients with regard to events; Monitor and evaluate the outcomes of events; Liaise with relevant programmes to monitor expenditure for the events and draft expenditure report. Public Relations Management: Develop and implement a public relations strategy. Lead content sourcing process from OTP divisions and provincial departments. Study media monitoring reports to identify opportunities and inform content development for own platforms. Build and regularly maintain positive relationships with internal and external stakeholders to sustain good public relations image of the Department and government. Assist in planning, implementing and co-ordinating communication projects and other related events including content development and preparation. Assist with drafting and implementing communication plans for various communication projects.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/245 : **DEPUTY DIRECTOR: MEDIA RELATIONS REF NO: OTP 11/04/2023**

SALARY : R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Communication/Journalism/Public Relations/Corporate Communications / Strategic Communication. Minimum of three (3) years' experience as Assistant Director in related field. Skills: Budgeting and Financial Management; Communication and Information Management; Planning and Prioritising. Client Focus and Responsiveness. Problem solving and decision making. Service delivery Innovation. Reliable, tolerant and determined. Able to act independently. Excellent communication and administrative skills. Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Knowledge: In-depth knowledge of Information management; Media management and GCIS guidelines on communication management. Understanding of government relations. Corporate Communication and Stakeholder engagement. An understanding of media strategies, coupled with media planning, engagement, and deliverables thereof. Ability to develop impactful media engagement plans with costing and timelines. Ability to travel across the province and work long hours. A valid driver's licence is required.

DUTIES : Support the development and implementation of media management policies, protocols, guidelines, engagements and publications: Assist in the development and implementation of strategies policies and protocols for media communication; lead the development of media plans to support all government major events; Support arrangements for media briefings and assist in facilitating information sessions and media interviews. Manage the production of provincial publication. Compile and provide media packages according to government requirements to attain the objectives with media relations: Develop media statements, invitations, Prepare and distribute media packages including statements, audio-clips, photographs, calendar of events and any additional information. Monitor and analyse media exposure to identify and facilitate response to risks: Support the development of a media monitoring and rapid response system. Identify relevant issues in the media that require OTP/Provincial management attention and/or response and propose response strategies (daily rapid response). Support the development and execution of media production policies and programmes: Deliver media production services; Ensure provision of technical and professional audio, video, graphic design and photographic support services in support of the provincial government communication goals and events. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/246 : **DEPUTY DIRECTOR: COMMUNICATION STRATEGY REF NO: OTP 12/04/2023**

SALARY : R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office: Bhisho

REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Communication Science / Social/ Human Science / Strategic Communications/ Corporate Communication / Journalism or Public Relations. A post graduate degree in communication research will be an added advantage. A valid driver's license is required. Minimum of three (3) years' experience as Assistant Director in related field. Skills: Budgeting and Financial Management; Communication and Information Management; Planning and Prioritising. Client Focus and Responsiveness. Problem solving and decision making. Service delivery Innovation. Reliable, tolerant and determined. Able to act independently. Excellent communication and administrative skills. Project Management. Coordination skills, Communication Research skills in particular public perceptions survey. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages).

DUTIES : Ensure the coordination, formulation and execution of the Provincial Communication Strategy in line with the national and provincial priorities: Assist in the annual review of the approved Provincial Communications Strategy In line with the communications cycle, assist in the drafting of monthly / quarterly reports on the execution of the Provincial Communications Strategy; assist in the coordination of the provincial communications priority areas, design and implement their Communications Plans. Ensure the management of intra and inter-governmental coordination of the Provincial Government Communication System to ensure integration, coherence, and standard performance of communication across the spheres of government: Assist in the provision of secretariat in all provincial government communications coordinating fora; assist in the facilitation of the sitting of the PG- Heads of Communication Forum and Intergovernmental Communication Forum strategizing sessions and produce reports. Ensure the management of communication research to explore new communication needs and understand the communication landscape: Assist in forming partnerships with relevant stakeholders to obtain communication research and knowledge insights; collaborate with GCIS Research and Knowledge management unit to produce and customise public opinion surveys to ensure evidence-based communications interventions and assist in the development of key messages emanating from the public perceptions surveys. Ensure the management of allocated resources of the

sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness; resolve problems of motivation and control with minimum guidance from senior manager; delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities; ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates, manage daily employee performance and ensure timely Performance Assessments of all subordinates; ensure management , maintenance and safekeeping of assets and ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES

: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/247

: **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: OTP 13/04/2023**

SALARY
CENTRE
REQUIREMENTS

: R766 584 - R903 006 per annum (Level 11), all-inclusive remuneration package
: Head Office: Bhisho
: National Senior Certificate and recognised undergraduate qualification / Bachelor's degree in Auditing / BCom Accounting / B-Tech Internal Auditing or equivalent to NQF level 7. Candidates with a Post Graduate qualification in Auditing or Certified Internal Auditor (CIA), and PIA may have an added advantage. Minimum of 3 years' experience as an Assistant Director in audit environment. Practical experience in an audit environment is required with experience in the management of resources of an audit department. Knowledge of PFMA, Treasury regulations, the International Standards for Professional Practice of Internal Auditing, internal auditors' (IIA) Code of Ethics and Auditing Practices. Good knowledge of the public sector mandates and strategies. Further skills and competency requirements include presentation skills, motivational skills, strategic thinking, problem solving and decision making, creative thinking, planning and organising skills, budgeting and financial management, computer skills, written and verbal communication skills, presentation skills, continuous improvement, developing others, team leadership, technical proficiency. The incumbent must be service delivery orientated and hold the following values in high regard: Lead the internal audit unit, accountability, service excellence, customer focused, collaborative, passionate, and developmental, maintain integrity, be objective, dedicated and committed. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. A valid driver's license and willingness to travel.

DUTIES

: Manage the Internal Audit Unit in a capacity of a Deputy Director. Draft the annual Internal Audit Plan and a three-year rolling internal audit plan; Draft the operational plan for the internal audit directorate; Monitor the implementation of the internal audit plan; assist in providing reasonable assurance to the Audit Committee and Management. Plan and monitor performance of audit procedures to confirm effectiveness of controls over quarterly and annual performance reporting; conduct internal compliance audits, performance audits and evaluate if the department is being effectively managed and resources are not misused; Plan and perform audits in accordance with International Standards for Professional Practice of Internal Auditing. Evaluate adequacy of and progress against external and internal audit action plans; Provide effective and efficient secretariat services are to the Audit Committee; Monitor the implementation of Audit Committee recommendations; Provide inputs to the combined assurance audit strategy and related reports relating to internal audit assurance; Communicate audit findings by preparing and/or reviewing a draft report and discuss findings with the department; assist in drafting regular reports to the Audit Committee; Auditor-General and other relevant parties. Motivate team members and create a culture of high performance; manage employee related matters within the team; Participate as an active member of the management team to facilitate teamwork in achieving overall objectives of the Municipality. Encourage staff members to undergo training programme competency designations (i.e. IAT and PIA).

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/248 : **ASSISTANT DIRECTOR: MARKETING (DIGITAL CONTENT MANAGER) REF NO: OTP 14/04/2023**

SALARY : R393 711 - R463 764 per annum
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Marketing / Digital or Online Marketing/ Public Relations / Communications / Journalism/Branding / Advertising. Facebook and Google Partnership badge will be an added advantage. Minimum of three (3) years' experience at SL 7/8 in digital/social media content management or related field. Skills: Knowledge of Marketing Strategies especially online marketing, Effective Communication Skills; Information Management; Project Management; Content Research and Planning; Government systems; In depth knowledge of writing and editing, Creativity & Innovation, and Professionalism; Ability to develop the right voice / tone for each social media platform, Understanding of graphic design principles. Knowledge and experience in using content management systems to update websites. Ability to travel across the province and work long hours. A valid driver's licence is required.

DUTIES : Develop and implement digital marketing (social media and website) and communication strategies and proactively build and manage positive reputation by creating awareness, influencing online sentiments towards the Eastern Cape Government and the Office of the Premier; Liaise with various stakeholders to collect and develop content and messaging that ensures continuity and unified communication on various communication and marketing platforms; Increase Provincial Government and Office of the Premier brand awareness through the effective use of social media outlets collaborating with the marketing team and key internal and external content creators; Develop, and oversee implementation of the digital campaigns from creative ideation to execution; Create content calendar that ensures synergy between the website as the hub of information and social media platforms (Facebook, Twitter, LinkedIn, Instagram, YouTube, and any other relevant platforms for the content created). Contribute to the development and improvement of the Eastern Cape Government and Office of the Premier website (search facility, search engine optimization, information architecture, page design and layout, and content development); Contribute to the development, improvement, and maintenance of the Eastern Cape Government and Office of the Premier website content, working with developers to ensure seamless user interface. Update the website using a content management system; Ensure an effective search engine optimization to increase online visibility of the Eastern Cape Government and Office of the Premier.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/249 : **ASSISTANT DIRECTOR: BRANDING REF NO: OTP 15/04/2023**

SALARY : R393 711 - R463 764 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree in Marketing / Public Relations / Communications / Journalism /Branding / Advertising. Minimum of 3 years' functional experience at SL 7/8. Skills: Knowledge of Branding Strategies and Marketing; Government Communication systems; Familiarity with latest marketing trends and best practices; Ability to conduct research and analyze data; Organizational skills, experience meeting tight deadlines; Excellent communication and teamwork skills; Results-driven attitude; A creative and innovative mindset. Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Knowledge: Expert knowledge of the interpretation and application of Corporate Identity and Branding principles. Understanding of Government Relations, Corporate Communication and

		Stakeholder engagement. An understanding of communication strategies, coupled with the branding and corporate identity deliverables thereof. Ability to develop branding and exhibition plans, with costing and timelines. Ability to travel across the province and work long hours. A valid driver's licence is required.
<u>DUTIES</u>	:	Assist the coordination and implementation of the brand-building strategies on behalf of the provincial government. Assist with the implementation on the branding protocols and the supply branding materials to all provincial and special programs. Produce provincial branding material in line with branding manual as well as Branding Protocols in the Province and ensure maintenance thereof; Execute branding plans (including co-branding) during Premier's programs; Provincial government programs, including institutionalized days and ad hoc marketing activities; Assist in monitoring application of Provincial Corporate Identity. Develop, present, and execute create ideas for branding activities (programme launch and profiling/promotion). Assist to develop and optimise branding and marketing campaigns. Assist with the execute plans and report on branding campaign results. Assist in identifying opportunities to use in marketing and branding opportunities to profile Eastern Cape Province and Eastern Cape Provincial Government. Assist with the preparation for all interactions and consultations with key role players to drive the marketing and branding of the Eastern Cape Province.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/250</u>	:	<u>ASSISTANT DIRECTOR: MEDIA RELATIONS REF NO: OTP 16/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 - R463 764 per annum. (Level 09) Head Office: Bhisho National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Communication/Journalism/Public Relations/Corporate Communications / Strategic Communication or Equivalent. Minimum of three (3) years' experience as a Communication Officer (Salary level 7/8) in related field. Skills: Communication and Information Management; Planning and Prioritising. Client Focus and Responsiveness. Service delivery Innovation. Reliable, tolerant and determined. Able to act independently. Excellent administrative skills. Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Knowledge: In-depth knowledge of Information management; Media management and GCIS guidelines on communication management. Understanding of government relations. Corporate Communication and Stakeholder engagement. An understanding of media strategies, coupled with media planning, engagement, and deliverables thereof. Ability to develop impactful media engagement plans with costing and timelines. Ability to travel across the province and work long hours. A valid driver's license is required.
<u>DUTIES</u>	:	Compile and provide media packages according to government requirements to attain the objectives with media relations: Assist in drafting of media statements, invitations and advertisements (radio, television and print). Coordinate regular media briefings. Assist in preparing media packages that entail statements, publications, and a calendar of events; Build government media relations. Deliver media products. Monitor and analyse media exposure to identify and facilitate response to risks: Ensure reviewal newspapers reports to determine if the government has been covered daily. Prepare and submit monthly media monitoring and analysis report timeously and accurately. Provide recommendations to mitigate reputational risks and highlight opportunities reported; Give rapid feedback to departments and assist with planned actions. Provide support with the development and implementation of media management policies, protocols, guidelines, engagements and publications: Assist in the development and implementation of policies and protocols for media communication; Draft and develop the media plans to support all government major events; Facilitate the development of an action plan that should describe pre-event, during event and post event; Participate in editing of content for provincial publications.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

<u>POST 14/251</u>	:	<u>GRAPHIC DESIGNER REF NO: OTP 17/04/2023</u>
<u>SALARY</u>	:	R393 711 - R463 764 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Graphic Design/ Visual Communications/ Visual Art/ Illustration/3D Design or equivalent. Minimum of three (3) years' experience at SL 7/8 in graphic design field. Skills and Knowledge: Adequate knowledge in photography an advantage. Understanding of Corporate identity and branding elements. Knowledge of In-design software or equivalent. Good verbal and written communication. Computer literate with minimum knowledge of web design. Candidates selected for interviews will be expected to submit a portfolio of work done in the past two years. Ability to work under pressure and meet tight deadlines. A valid Driver's license is required.
<u>DUTIES</u>	:	Provide graphic design services for the Office of The Premier and the Eastern Cape Provincial Government. Design publications, promotional material, electronic stationery and other products for OTP and Provincial Communications owned multimedia platforms. Generate information-driven content using key messages and Provincial Government program of action. Photographic & image style development. Ensure compliance to corporate identity and provincial/departmental branding.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/252</u>	:	<u>AUDIO-VISUAL SPECIALIST REF NO: OTP 18/04/2023</u>
<u>SALARY</u>	:	R393 711 - R463 764 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognized by SAQA) in Audio-Visual Communication/ Broadcasting and Production/Film and Television Studies or equivalent. Minimum of three (3) years' experience at SL 7/8 in Audio-Visual field (camera, audio and visual editing and final mix). Skills and Knowledge: Knowledge and understanding of video camera work and principles. Adequate knowledge of television broadcasting and production. Knowledge of livestreaming an advantage. Adequate knowledge in video editing. Knowledge in graphic animation an advantage. Good verbal and written communication. Computer literate. Portfolio of work done in the past two years (from camera work to final editing). Ability to work under pressure and meet tight deadlines. Ability to travel across the province and work long hours. A valid Driver's license is required.
<u>DUTIES</u>	:	Provide Audio-visual (camera and video editing) services for the Office of The Premier and the Eastern Cape Provincial Government. Produce Audio Visual content to be distributed on social media and other media platforms. Provide counsel for the broadcasting and production of high-level Provincial Government programmes such as State of the Province Address and Policy Speeches. Provide livestreaming and teleprompter services for Provincial Government. Provide PA System services. Manage Audio Visual contractors at the Office of the Premier. Participate as a member of the National Audio-Visual Forum.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/253</u>	:	<u>ASSISTANT DIRECTOR: ICT USER SUPPORT TRAINER (DEPARTMENTAL ICT) REF NO: OTP 19/04/2023</u>
<u>SALARY</u>	:	R393 711 - R463 764 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in IT-related field with at least 3 years' professional experience at SL 7/8 in ICT industry with a focus on ICT learning support / delivery. A valid driver's license. Industry certifications required: Microsoft 365 Certified: Modern Desktop Administrator Associate and Microsoft Office Specialist: Expert

(Office 2019) certification(s). Key competencies: Creative Thinking, Problem Analysis, Self-Management, Team Membership, Technical Proficiency. Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES

: Research, plan and develop digital literacy training (DLT) framework: Research DLT course content information. Assess learner's current skill level and compare results with course prerequisites to establish a baseline. Assess organizational needs for learning outcomes. Analyze results of needs assessment of the learner in relation to learning objectives. Modify learning materials to meet specific needs of organization, learner, situation, or delivery tools without compromising original course design. Methods and media for instructional delivery: Use delivery methods including media/tools as intended for the course and adapt them to meet learning objectives and a variety of learning styles. Organize and introduce content in a variety of ways (for example, compare, steps in a process, advantages, and disadvantages). Identify and implement learning activities that are relevant to the course objectives and monitor learner comfort level during participatory activities. Stimulate interest and enhance learner understanding through appropriate examples, demonstrations, media clips, slides, anecdotes, stories, analogies, and humor. Use activities that allow learners to contribute to the discussion and review and apply content at appropriate intervals. Instructor credibility and communications: Demonstrate confidence with and mastery of subject matter and provide timely feedback to relevant learner inquiries on topics for which the instructor has limited expertise. Obtain input from the learners about their personal objectives and expectations and reconcile any discrepancies between learning objectives and learner expectations. Provide and elicit from learner's practical examples of how knowledge and skills will transfer to their workplaces. Explain and clarify content points through inflection, emphasis, and pauses. Ensure verbal and non-verbal communication is free of bias (for example, sexual, racial, religious, cultural, and age) and employ purposeful pointers, body language and/or vocal intonation to enhance learning and call attention to critical points. Use course overviews, advanced organizers, and session summaries at appropriate times to orientate learners and link key learning points. Facilitate group interactions: Create opportunities for learners to work with and learn from each other to attain the learning objectives while building individual learner confidence. Use a variety of types and levels of questions to challenge learners, involve them, monitor their progress, recall to application of content, and encourage learners to ask and answer questions themselves. Provide feedback that is specific to learners' needs and elicit learners' feedback on the adequacy of trainer responses. Encourage and match learner achievement to learner and organizational needs and goals. Evaluate the training events: Monitor learner progress, administer appropriate assessments, assess learner knowledge, evaluate learning objectives, and reinforce learning objectives. Monitor learner progress during training, develop, select, and administer appropriate assessments that follow recognized and accepted measurement principles. Gather objective and subjective information that demonstrates learner knowledge acquisition and skill transfer. Compare learner achievements with learning objectives and evaluate the effectiveness of the training to meet the learning objectives. Suggest additional training or resources to reinforce learning objectives and evaluate the success of the course design, including modifications made during delivery. Prepare a report documenting end-of-course information and submit reports to customers and/ Departmental units in accordance with requests. Administrate ICT training requirements: Annually review the Departmental ICT (DICT) staff skills gap analysis. Conduct and facilitate the ICT training procurement process where necessary. Control daily attendance registers and submit these to the relevant manager with relevant feedback. Keep a list of Frequently Asked Questions (FAQ's) to feedback to main project. Identify and register requests or suggestions regarding training and give feedback through the relevant manager.

ENQUIRIES

: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/254 : **ASSISTANT DIRECTOR: ICT INFORMATION ARCHITECT (DEPARTMENTAL ICT) REF NO: OTP 20/04/2023**

SALARY : R393 711 - R463 764 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree in Information Systems-related field, with at least three (3) years professional experience at SL 7/8 in ICT industry with a focus on NET programming. Industry certifications required: Microsoft Certified: Power Platform Functional Consultant Associate and/or Power Platform Solution Architect Expert certifications. Key competencies: Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES : Plan, Configure, and Manage Data Lake (within the Microsoft Dataverse): Plan & Manage data model/architecture. Configure Data Lake (MS Data verse); and Configure security settings. Create Microsoft Power Apps: Create & Manage model-driven apps; Manage use cases for canvas apps; and Build & Manage Power Pages. Create and Manage Process Automation: Create & Manage cloud flows; Create & Manage business process flows; and Create & Manage classic workflows. Manage and Visualise Data using Data Flows & PowerBI: Build & Manage Power BI in Power Platform; and Create & Use dataflows. Manage Application Lifecycle, Interoperability, and Microsoft Power Virtual Agents: Define and manage use cases for App Checker and Solution Checker; and identify and manage unmanaged solutions. Add apps to Microsoft Teams; Create Teams Channels; and User Power Automate Gateway where necessary. Define and Manage use cases for Power Virtual Agents and Define & Manage components of Power Virtual Agents.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/255 : **ASSISTANT DIRECTOR: OPERATING SYSTEM SECURITY (OSS-DEPARTMENTAL ICT) REF NO: OTP 21/04/2023**

SALARY : R393 711 - R463 764 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree in IT-related field, with at least 3 years professional experience at SL 7/8 in ICT industry with a focus on ICT industry maintaining physical and virtual (on Microsoft Azure platform) infrastructure (servers, storage, networks). A valid driver's license. Industry certifications required: Microsoft 365 Certified: Security Administrator Associate and/or Identity and Access Administrator Associate and/or Information Protection Administrator Associate and/or Azure Security Engineer Associate and/or Security Operations Analyst Associate. certification(s). Key competencies: Creative Thinking, Problem Analysis, Self-Management, Team Membership, Technical Proficiency. Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES : Manage security and compliance operations: Implement & Maintain platform protection. Secure data and application. Manage security operations. Review and assess the security landscape. Identity and access management: Manage identity and access. Synchronize Azure AD and Active Directory Domain Services. Review and implement roles in Azure AD. Deploy Azure AD privileged identity management. Information protection: Know, protect and prevent loss of OTP data. Implement & Maintain Information Protection in Microsoft 365. Implement Data Loss Prevention. Implement & Maintain Data Lifecycle and Records Management. Threat mitigation: Implement and manage threat protection. Plan and implement Microsoft Defender for Endpoint. Plan and implement Microsoft Sentinel. Simulate and hunt threats. Administer on-premises systems: Deploy and

		manage virtual applications. Plan and implement software updates to on-premises infrastructure. Administer the System Centre management fabric. Upgrade all on-premises systems with latest versions. Provide regular capacity reports.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/256</u>	:	<u>ASSISTANT DIRECTOR: RISK AND SCM PERFORMANCE REF NO: OTP 22/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 - R463 764 per annum (Level 09)
	:	Head Office: Bhisho
	:	National Senior Certificate, An NQF level 7 B.Degree/Advanced Diploma as recognised by SAQA in Supply Chain Management/ Logistic Management/ Public Administration/Public Management / Commerce/ Business Management / Accounting/ Auditing with at least three (3) years experience at SL 7/8 in Supply Chain Management (Demand and Acquisition). A valid driver's license. Knowledge and skills: Knowledge of Supply Chain Management Demand and Acquisition management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Knowledge of office procedure and Bid Administration Decision making Background in procurement or competencies in administration of bids Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services Highly motivated. Good understanding of acquisition/ demand management processes ability to work under pressure.
<u>DUTIES</u>	:	Render support in ensuring optimum compliance within SCM unit: Assist in monitoring compliance with SCM policies and procedures within the department. Assist in monitoring and evaluation supplier performance in relation to contractual obligations. Assist in monitoring and evaluating SCM performance in respect of compliance to all SCM elements. Assist in monitoring the adherence to the prescribed code of conduct by the SCM practitioner and report any contraventions. Render support in ensuring compliance assessment report writing. Ensure accuracy of information on the compliance Assessment Report. Submit a detailed report to the Deputy Director for review. Facilitate implementation of risk management interventions of SCM unit: Identify and evaluate risks within SCM unit. Assist with audit coordination for SCMU during Internal audits and external audits (AG). records all SCMU related complaints on the complaints register. Investigate complaints and report to complainant. Assist with the monitoring and evaluation of bid processes with the department.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/257</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: OTP 23/04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 - R463 764 per annum (Level 09)
	:	Head Office: Bhisho
	:	National Senior Certificate, an NQF level 7 B.Degree/Advanced Diploma as recognised by SAQA in Supply Chain Management/ Logistic Management/ Public Administration/Public Management / Commerce/ Business Management / Accounting with at least three (3) years' experience at SL 7/8 in Supply Chain Management (Demand and Acquisition). A valid driver's license. Knowledge and Skills: Knowledge of Supply Chain Management Demand and Acquisition management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Knowledge of office procedure and Bid Administration Decision making Background in procurement or competencies in administration of bids Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services Highly motivated. Good understanding of acquisition/ demand management processes ability to work under pressure.
<u>DUTIES</u>	:	Manage the compilation and consolidation of demand and procurement planning of goods and services for the department. Coordinate the submission of consolidated procurement plan to Treasury. Analyse and compile monitoring reports on implementation of procurement plan. Ensure needs, market and

expenditure analysis are conducted. Ensure development and implementation of Sourcing Strategies. Compilation of tender / quotation specifications: determine whether a specification for the relevant commodity exists; if not, oversee the collection and collation of information and the compilation of specifications/terms of reference. Provide advisory support to end-users when drafting specifications / terms of reference. Execution of bidding process. Provide secretariat services to bid specification committee. Monitor compliance and adherence to policies, procedures and processes pertaining to demand management. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/258 : **ASSISTANT DIRECTOR: OFFICE OF THE DDG – PLANNING, PERFORMANCE MONITORING & EVALUATION REF NO: OTP 24/04/2023**

SALARY : R393 711 - R463 764 per annum
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate with an NQF Level 6 / 7 qualification recognised by SAQA or National Diploma /Degree in Office Management / Public Administration/Management or related field. Minimum of three (3) years' experience as PA or Office Administrator at SL 7/8 within the public service environment. Knowledge of Modern systems of governance; Legislative framework; Policies of government of the day (advanced. Knowledge of global regional and local political, economic and social affairs impacting on provincial government of the Eastern Cape; Leadership skills; Communication: verbal, written and presentation. Good Report writing; financial management, Project management. Analytical skills; Computer literacy; Planning and organising skills. A valid driver's licence, Code EB.

DUTIES : support the office of the provincial planning, monitoring and evaluation: Support the Deputy Director General administratively on the implementation of the Branch programmes. Coordinate programme reporting processes. Coordinate and support departmental meetings chaired by the Deputy Director-General. Provide support to ensure efficient and effective programme management within the Provincial Planning, Monitoring and Evaluation Branch Office. Support DDG on monitoring structures at provincial level: Compile and collate management reports on the implementation of provincial administration programmes. Coordinate and facilitate the timely submission of statutory planning and reporting documents. Support the DDG's Office in delivering effective operation of the departmental and provincial management structures. Coordinate Branch submissions to the Government Cluster structures. AID the facilitation of quality responses to requests for information from oversight bodies and relevant stakeholders including management reporting to the same: Coordinate responses to requests for information from the portfolio committee including parliamentary questions from both the Provincial Legislature and National Parliament. Coordination responses to requests for information from the Presidency and other national departments. Facilitate responses to client/stakeholders corresponding with both the Director General and the Premier on administration matters. Aid in the implementation of service delivery improvement programmes. Coordinate The Branch Administrative & Governance Activities: Provide support to the Administrative Support Staff in the Branch Sub-Programmes. Coordinate monthly activity and procurement plans of the Branch, including those of the Branch-Sub-Programmes. Provide administrative support to the Branch on Financial Resources Management.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/259 : **SENIOR PROCUREMENT OFFICER: DEMAND & ACQUISITION REF NO: OTP 25/04/2023**

SALARY : R331 188 – R390 129 per annum (Level 08)
CENTRE : Bhisho

<u>REQUIREMENTS</u>	:	National Senior Certificate, an NQF Level 6 National Diploma as recognised by SAQA in Supply Chain Management/Commerce / Logistic Management/ Public Administration/Public Management and a with at least 2-3 years' experience in Supply Chain Management. A valid driver's license. Knowledge and Skills: Knowledge of Supply Chain Management, Demand and Acquisition Management, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Knowledge of quotations procedure and Bid Administration Decision making Background in procurement or competencies in administration of bids Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services Highly motivated. Good understanding of acquisition/ demand management processes ability to work under pressure.
<u>DUTIES</u>	:	Compile and consolidate demand and procurement plans, Compilation of tender / quotation specifications, Compile the request for quotation documents. Identify service providers from the database according to the threshold values determined by the National Treasury per commodity required. Verify registration of service providers identified on LOGIS. Publish tender invitations. Send request for quotation documents to the identified service providers. Receive and open bid / quotation documents. Check compliance, completeness and accuracy of documents received. Evaluate quotations received in line with SCM prescripts and make recommendations. Publish tender award. Serve as Bid Secretariats and give guidance to the Committee members. Checking reports for compliance and correctness. Engage with Project leaders or end users through verbal and written communication. Ensure efficient administration of Bid process.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/260</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS & INVENTORY REF NO: OTP 26/04/2023</u>
<u>SALARY</u>	:	R331 188 – R390 129 per annum (Level 08)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, an NQF Level 6, National Diploma as recognised by SAQA in Commerce / Supply Chain Management / Procurement / Logistics or any other related field/ Public Administration/Public Management / Business Management with at least 2-3 years' experience in an asset management or logistics environment. Knowledge and skills: Knowledge of Asset management and Logistics, Provisioning administration, Procurement directives and procedures, Financial Accounting and LOGIS System. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of Public Financial Management Act and Supply Chain Management Policies and Practices Skills: Good Interpersonal Relations skills, Planning and organising skills, Decision Making skills and Problem-Solving skills. People Management skills, Good verbal and written communication skills, Computer Literate, Customer orientation and customer focus and High attention to detail.
<u>DUTIES</u>	:	Requisitioning, receipting and issuing of stores items - Receive requests from departmental staff and order items requisitioned. Draft memorandum requesting replenished and submit to Director: Supply Chain & Asset Management for approval. Assist in drafting of a budget memorandum for approval by Chief Director: Financial Management and ensure the alignment with sectional budget. Assist with maintaining inventory stock levels: Analyse inventory levels and ensure that request to replenish is initiated. Adjust re-order levels when placing the order for all inventory items. Assist with stock takes and updating of bin cards: Update bin cards for all items that are procured. Populate inventory reports on a monthly basis. Perform physical count of stock during the stock-taking process. Perform regular spot checks on all items that are on issue voucher. Prepare a report for obsolete items identified during stock counts. Manage area of responsibility: Review work area's performance and make recommendations to improve the efficiency and effectiveness. Report on the work area's information as required by internal and external stakeholders.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/261 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION REF NO: OTP 27/04/2023**

SALARY CENTRE REQUIREMENTS : R269 214 - R317 127 per annum (Level 07)
: Bhisho

: National Senior Certificate, an NQF Level 6, National Diploma as recognised by SAQA in Human Resource Management / Public Admin /Public Management/Industrial Psychology with a minimum of 1-2 years' experience in Recruitment & Selection environment. Knowledge of PERSAL (Certificate in Introduction to PERSAL is required). Driver's licence will be an added advantage.

DUTIES : Assist in the Advertisement of Posts: Facilitate advertisement of vacant funded positions; Ensure timeous compilation of masterlists and appointment of panel members; Advise line management on selection process; Ensure that reference checks & pre-employment screening for interviewed candidates are conducted prior assumption of duty; Prepare and process memorandum of recommendations for approval; Issue appointment letters to successful candidates; Prepare regret letters to unsuccessful candidates. Process appointments on PERSAL. Ensure files of new appointments are complete. Facilitate the Implementation of Transfers, Relocations and Secondments: Process transfers from & to the department.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/262 : **INTERNAL AUDITOR REF NO: OTP 28/04/2023 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R269 214 - R317 127 per annum (Level 07)
: Bhisho

: National Senior Certificate, an NQF Level 6, National Diploma/ Undergraduate as recognised by SAQA in Auditing/Internal Auditing/Accounting/Financial Information Systems/Information Systems/Computer Science as recognized by SAQA. At least 1- 2 years' experience in Internal Auditing; Knowledge of the Public Finance Management Act and National Treasury Regulation. Knowledge of the standards set by the institute of Internal Auditors (IIA), Knowledge of Teammate, Data Analytics systems such as ACL. A valid driver's licence (Recommended). Skills and Competencies: Programme & project management; Interpersonal skills; Ability to work in a team; Presentation skills. Client orientation and customer focus; Research and analytical skills; Report writing skills; Accuracy and attention to detail; Planning and organizing; Computer literacy (MS word, PowerPoint, Outlook and Excel); Communication (written and verbal) skills.

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

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/263 : **NETWORK CONTROLLER REF NO: OTP 29/04/2023**

SALARY : R269 214 - R317 127 per annum (Level 07)

CENTRE : Bhisho

REQUIREMENTS : National Senior certificate, an NQF 6, National diploma in IT related field with 2 years professional experience in advanced technical support of operating systems, local area networks (LAN's) and Microsoft unified messaging and collaboration systems. Professional qualifications: Required - Microsoft 365 Certified: Teams Administrator Associate & Cisco Certified Network Associate (CCNA). Advantageous - Microsoft 365 Certified: Teams Support Engineer Specialty. Key Competencies: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's license. Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring Personal Attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES : Management of networks & Microsoft Teams environment – Design, Implement, Monitor & Maintain - Network Management. Network Access. IP Connectivity. Microsoft Teams Environment: Design, implement monitor and maintain network settings. Security and compliance Governance and lifecycles. Configure and manage external and guest users. Configure and manage Microsoft Teams devices. Manage chat, teams, channels, and apps: Create and manage teams. Plan and manage channels. Manage apps for Microsoft Teams. Manage calling and meetings. Manage phone numbers. Manage Phone System for Microsoft Teams. Monitor and troubleshoot a Microsoft Teams Environment: Troubleshoot audio, video, and client issues. Security Policy: Lead the MS teams technical review of, and implementation of technologies and configurations in compliance with the ICT security policy and in terms of operational procedures.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 14/264 : **USER SUPPORT TECHNICIAN REF NO: OTP 30/04/2023**

SALARY : R269 214 - R317 127 per annum (Level 07)

CENTRE : Bhisho

REQUIREMENTS : National Senior certificate, an NQF 6 National diploma in IT related field with 2 years ICT professional experience in ICT End User computing support and Service Desk operations. A valid drivers license. Industry certifications required: Microsoft 365 Certified: Modern Desktop Administrator Associate certification. Key competencies: Creative Thinking, Problem Analysis, Self-Management, Team Membership, Technical Proficiency. Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES : Install, configure, and support Windows client -Install Windows client, Manage and use Hyper-V on Windows client, Configure Windows settings, Install and configure optional features. Configure and manage connectivity and storage - Configure networking and access, Configure and manage storage, Configure OneDrive on Windows client, Troubleshoot client connectivity. Maintain and support Windows - Perform system and data recovery, Manage Windows updates, configure remote management, Monitor and manage Windows. Protect devices and data - Manage users, groups, and computer objects, Configure and manage local and group policies, Support security settings on Windows client, Support Multi-factor Authentication (MFA) and password self-service. Install, configure and support Windows client applications - M365 Applications, Collaboration & communication, Social and intranet, Files and content, Work management.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

<u>POST 14/265</u>	:	<u>ADMIN CLERK: DEMAND AND ACQUISITION MANAGEMENT REF NO: OTP 31/04/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	R181 599 – R213 912 per annum (Level 05)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience, a qualification in Supply Chain Management/ Logistic Management/ Public Administration/Public Management and relevant experience will be an added advantage. Knowledge and Skills: Knowledge of Supply Chain Management, Demand and Acquisition Management, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Knowledge of quotations procedure and Bid Administration Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services Highly motivated ability to work under pressure.
<u>DUTIES</u>	:	Receiving of procurement requests. Send request for quotation documents to the identified service providers. Receive and open bid / quotation documents. Check compliance, completeness and accuracy of documents received. Evaluate quotations received in line with SCM prescripts and make recommendations. Render secretarial duties to the Bid Committees. Maintain tender register and compile monthly reports on bids awarded.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/266</u>	:	<u>DATA CAPTURERS: ISIQALO YOUTH FUND REF NO: OTP 32/04/2023 (X2 POSTS)</u> (Fixed term contract of 12 months)
<u>SALARY</u>	:	R151 884 - R178 917 per annum (Level 04), (annual salary plus 37% in lieu of service benefits)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12 with no experience. Experience in data capturing post Matric Qualification in office administration, secretariat and data capturing will be an added advantage. Competences: A good understanding of appropriate computerised systems and packages; a basic knowledge of spreadsheets and Databases. Proven computer literacy (MS Office). Skills: Interpersonal; Communication skills (Verbal & Written); Numeracy & Literacy.
<u>DUTIES</u>	:	Preparation, compilation, sorting, capturing and management of data of beneficiary information in Isiqalo Youth Fund and other related Youth Development Programmes. Verifying all necessary documents attached to the application form; collecting and receiving application forms from districts for evaluation; checking the accuracy of data submitted by applicants and providing guidance where necessary; liaise with applicants on any information pertaining the application; Controlling and capturing of beneficiary information capturing of data from various source documents into the computer system for storage, processing and management purposes. Capture and store data from available records in the required formats e.g., databases, table, spreadsheets, log sheets, etc.; Review and validate all data from the records; Submit data of all applications received; Keep and maintain records and files: Establish relevant databases, e.g., beneficiaries of Isiqalo Youth Fund, SMME Development Programmes, unemployed youth, etc. Make regular backups of databases and information on youth development in the province. Update registers and statistics. Ensure records and files are properly sorted and secured; Provide information to components when needed. Provide any other office duties; process and consolidate information/ complaints or any specific reports relation to data collected.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 14/267</u>	:	<u>DATA CAPTURERS: LITIGATION (MEDICO-LEGAL) REF NO: OTP 33/04/2023 (X3 POSTS)</u> (Fixed term contract of 5 years)
<u>SALARY</u>	:	R151 884 - R178 917 per annum (Level 04), (plus 37% in lieu of service benefits)

- CENTRE** : Head Office: KWT
- REQUIREMENTS** : National Senior Certificate/ Grade 12 with no experience, knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge the National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Computer literacy (including word document, excel, power-point).
- DUTIES** : Render an effective filing and record management service. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.
- ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059