

PROVINCIAL ADMINISTRATION: EASTERN CAPE DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities)

POSTED ON : 16 August 2016

CLOSING ON : 05 September 2016

BISHO –HEAD OFFICE

ENQUIRIES Ms B Zamubuntu

TEL NO. 040-608 – 1757

APPLICATIONS Must be submitted to Recruitment and Selection, Private Bag x 0038, Dukumbana Building, Bisho, 5605. OR hand delivered to Shop I, Ground floor, Dukumbana Building, Bisho.

POST/01 **DEPUTY DIRECTOR : SAFE CIRCUMCISION (TRADITIONAL & MEDICAL MALE CIRCUMCISION)**

CENTRE BISHO – HEAD OFFICE

REF NO. ECHEATH/DDSC/HO/01/07/2016

SALARY LEVEL 11

SALARY SCALE R612 822 – R721 878 p.a (all inclusive package)

REQUIREMENTS

Grade 12 plus B Degree / National Diploma in health related field with three to five years experience in Supervisory level . Registration with the relevant Health Professional field .

KNOWLEDGE ,SKILLS AND COMPETENCIES

Understanding and exposure to the Xhosa circumcision initiation practices and medical circumcision programs. Ability to co-ordinate and communicate to work with different stakeholders involved in the safe circumcision program Ability to develop, implement and manage health programs .Ability to relate at both strategic and operational levels .Excellent communication and Interpersonal skills, Excellent analytical /Numeracy skills .Time management ,Presentation skills , Ability to work to strict and agreed deadlines ,Flexible approach to work

under pressure .Ability to work in Microsoft word ,Excel and Power point . A very dedicated , self driven and committed individual . Ability to work independently and must have a valid driver's licence .

KEY PERFORMANCE AREAS

Co-ordinate and facilitate implementation of safe circumcision program in the Province. Provide accessible safe male circumcision services to ensure reduction of hospital admissions , amputations ,deaths and new HIV infections . Facilitate Multi-Sectoral engagement in management of circumcision program . Facilitate the scaling up of medical male circumcision in all health facilities in the Province . Monitor budget ,make decisions on application of policies ,prescripts procedure manual relating to safe circumcision . Manage human , Physical and financial resources .

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| POST /02 | ASSISTANT DIRECTOR : SAFE CIRCUMCISION(TRADITIONAL & MEDICAL MALE CIRCUMCISION) x8 |
| CENTRE | DISTRICT OFFICES (ALFRED NZO ,AMATHOLE, BUFFALO CITY METRO,CACADU ,CHRIS HANI ,JOE GQABI ,OR TAMBO,NELSON MANDELA BAY METRO |
| REF NO. | ECHEALTH/ADSF/DISTRICT LEVEL/02/07/2016 |
| SALARY LEVEL | 09 |
| SALARY SCALE | R311 784 – R376 626 p.a (plus competitive benefits) |

REQUIREMENTS

Grade 12 plus B Degree /National Diploma in health related field with three to five years experience. Registration with the relevant Health Professional body .

KNOWLEDGE , SKILLS AND COMPETENCIES

Understanding and exposure to the Xhosa circumcision initiation practices and medical circumcision programs . Ability to co-ordinate and communicate to work with different stakeholders involved in a safe circumcision program . Ability to develop , implement and manage health programs .Excellent Communication and Interpersonal skills ,Excellent analytical / Numeracy skills , Time management , Presentation skills. Ability to work to strict and agreed deadlines , Flexible approach to work under pressure . Ability to work in Microsoft word , Excel and Power point . A very dedicated ,self driven and committed individual . Ability to work independently and must have a valid driver's licence .

KEY PERFORMANCE AREAS

Facilitate implementation of safe circumcision program in the district . Provide accessible safe male circumcision services to ensure reduction of hospital admissions , amputations , deaths and new HIV infections . Facilitate multi – sectoral engagement in management of circumcision program ,Facilitate the scaling up of medical male circumcision in all health facilities in the province . Monitor implementation on application of policies , prescripts procedure manual relating to safe circumcision . Supervise human , physical and financial resources .

Directions to candidates : Applications must be submitted on the prescribed application form (Z.83) obtainable from any Public Service Department or <http://www.ehealth.gov.za/index.php/document-library/vacancies/send/12-vacancies/55-application-form-for-employment> and must be completed in full accompanied by certified copies of Identity Document, Driver's licence (where applicable) and qualifications together with recent comprehensive Curriculum Vitae, stating the reference number and the post applied for and forwarded to the address below. N.B. No faxed or e-mailed applications or late applications will be considered and the certifying stamp must not be older than 3 months. **All short-listed candidates will be subjected to security screening and vetting. Proof of experience on original letter heads must accompany your application where experience is called for in the advert.** Correspondence will be limited to shortlisted candidates only and if you have not heard from us within 60 days from the closing date, please accept that your application is not successful. **Reference checking will be conducted for all short-listed applicants and therefore CV,s should include 3 contactable referees (work related).**The department reserves the right not to appoint to any/all advertised posts.