



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 : 29 August 2016

CLOSING ON : 15 September 2016

ENQUIRIES Dr M Nagdee

TEL NO (046) 602 2300

APPLICATIONS: Must be submitted to the Human Resources Section, Fort England Hospital, Private Bag X 1002 Grahamstown 6140

POST/01 CLINICAL MANAGER (MEDICAL) GRADE 1

CENTRE FORT ENGLAND HOSPITAL

REF NO ECHEALTH/CMMG/01/2016

SALARY LEVEL OSD

SALARY SCALE R911 796 – R1 011 954 p.a (All inclusive benefits)

REQUIREMENTS Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Current registration with the HPCSA as Medical Practitioner. A minimum of four years(4) appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner, of which two years must be at a management level. A valid drivers licence. Computer skills. Knowledge of the applicable Acts and Regulations, including the Mental Health Care Act. Knowledge of the Patients Rights Charter and National Core Standards. A thorough understanding of PFMA and Treasury Regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES Provide and support quality clinical services in the institution. Supporting the integration and extension of clinical services in the health systems. Manage all clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of the health services. Clinical Risk Management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of Clinical Governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of National and Provincial Strategic Plans and assist with the development and implementation of institution Strategic and Operational Plans for clinical services.

POST/2	OCCUPATIONAL THERAPIST GR1
CENTRE	FORT ENGLAND HOSPITAL
REF NO	ECHEALTH/OTGR1/02/2016
SALARY LEVEL	OSD
SALARY SCALE	R428 292 – R475 341 pa (plus competitive benefits)
REQUIREMENTS	

Four(4) years Degree in Occupational Therapy or equivalent qualification. Current Registration certificate with the HPCSA/ proof of payment for the period April 2016-March 2017. A minimum of 3 years appropriate experience as an Occupational Therapist in a clinical setting, preferable at a secondary or tertiary institution. 5 years managerial experience in an Occupational Therapy department, preferable at a state referral hospital. Knowledge of current health and Public service legislation, regulation and policies. Knowledge in the application of clinical occupational therapy theory practice and ethics.

DUTIES	<p>Provide leadership to the Occupational Therapy department of the hospital, ensuring that efforts are focused on service delivery and a well-coordinated rehabilitation service. Organize and coordinate the rendering of Occupational Therapy services for the referral hospital. Participate in the development of treatment programs, departmental policies and audits. Responsible for the developing of operational and strategic plans for the department. General management of personnel assessment of personnel performance using PMDS. Ordering o nutritional products utilizing LOGIS. Staff training and development. Monitoring and planning departmental budget. Report writing and writing motivations for new products and equipment. Coordinate outreach programs. Plan and participate in research projects.</p>
---------------	--

Directions to candidates: Applications must be submitted on prescribed application form (Z83) obtainable from any Public Service Department or <http://www.echealth.gov.za/uploads/files/110706122520> and must be completed in full accompanied by certified copies of Identity Document, Driver's License, school certificate and formal qualifications together with recent comprehensive Curriculum Vitae, stating the reference number and the post applied for and forwarded to the address provided for each post. **N.B.** No faxed, emailed or late applications will be considered and certifying stamp must not be older than 3 months. Failure to comply with the above instructions will lead to applications being disqualified. **All short-listed candidates will be subjected to reference-checking, 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 short-listed applicants and therefore CV's should include 3 contactable referees (work related). **"People with disabilities are encouraged to apply".**

The Department reserves the right not to appoint to any/all advertised posts.

