



**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 : 17 OCTOBER 2016**

**CLOSING ON : 28 OCTOBER 2016**

**CHRIS HANI DISTRICT**

**CALA HOSPITAL**

**ENQUIRIES : Mr S. Zihlangu**

**TEL : 047 8770 129**

**APPLICATIONS MUST BE SUBMITTED TO HUMAN RESOURCE OFFICE, PRIVATE BAG X 516  
CALA 5455 OR HAND DELIVERED TO CALA HOSPITAL ,DRULLY LANE STREET , CALA**

**POST /I : MEDICAL OFFICER GRADE 1,2, 3**

**CENTRE : CALA HOSPITAL**

**REF NO : ECHEALTH/MO/01/2016**

**SALARY LEVEL : OSD**

**SALARY SCALE : R 686 322 – R 739 368 p.a (plus competitive benefits )**

**REQUIREMENTS**

Basic qualification MBCHB, Current Registration with HPCSA as Medical Practitioner, Valid work permit (if not a South African Resident). Ability to work under pressure and within a multi-disciplinary.

**RECOGNITION OF EXPERIENCE**

- Grade 1(R 686 322.00-R 739 368.00) 0 years appropriate experience after registration
- Grade 2(R 784 743.00-R 858 063.00) 5 years appropriate experience after registration
- Grade 3(R 910 716.00-R 1 138 605.00) 10 years appropriate experience after registration.

## **DUTIES**

Provide and support quality clinical services. Support the integrated and extension of clinical care in the health system. Manage all clinical and auxiliary services in the hospital. Must have experience in performing operations and in casualty and major theatre and able to transfer skills to newly employed doctors. Audit and improve quality in the health services. Provide leadership support and guidance regarding safe, therapeutic clinical management and appropriate medical practices. Support the development of clinical department of Primary Health Care within the district and integration with the district health planning and Relationship with the community. Unpack, disseminate, implement and enforce departmental policies.

**ENQUIRIES** : Ms F. J. Danster

**TEL** : 048 8812 123

**APPLICATIONS MUST BE SUBMITTED TO HUMAN RESOURCE OFFICE, CRADOCK HOSPITAL PRIVATE BAG X 55, CRADOCK 5880 OR HAND DELIVERED TO HUMAN RESOURCE OFFICE, NO.30 HOSPITAL STREET**

**POST /2** : **OPERATIONAL MANAGER NURSING (SPECIALTY) ANTENATAL**

**CENTRE** : **CRADOCK HOSPITAL**

**REF NO** : **ECHEALTH/OM/02/2016**

**SALARY LEVEL** : **OSD**

**SALARY SCALE** : **R 465 939 – R 524 415 p.a (plus competitive benefits )**

## **REQUIREMENTS**

Basic qualification accredited with the SANC in term of Government Notice 425 (Diploma /Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice No. R 212 in (**ADVANCED MIDWIFERY**). A minimum of 9 years appropriate /recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable after obtaining the 1 year post basic qualification in the relevant specialty. Current registration with SANC.

## **DUTIES**

Coordinate of optimal, holistic specialized nursing care provided within set standards and professional framework. Manage effectively the utilization and supervision of staff. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth / ethical standards and self- development.

**POST/3 : DEPUTY MANAGER NURSING**

**CENTRE : CRADOCK HOSPITAL**

**REF : ECHEALTH/DMN/03/2016**

**SALARY LEVEL : OSD**

**SALARY SCALE : R 705 057.00 793 536.00 p.a. (plus competitive benefits)**

## **REQUIREMENTS**

Basic R425 qualification (i.e. Diploma /Degree in Nursing) or equivalent qualification that allows registration with the African Nursing (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level.

## **DUTIES**

To ensure comprehensive nursing treatment and care in a cost effective efficient and equitable manner and ensure compliance to professional and legal and ethical practice. Demonstrate overall management of nursing services i.e. operational human resource and finance. Ensure that nursing care is rendered in accordance with the scope of practice and standards. Promote quality care, give direction to and coordinate nursing services. Demonstrate effective communication with all health workers and stake holders. To maintain an environment that promote the rights of patients and advocacy of the patients. To ensure that the Batho Pele principles, 6 ministerial priorities and the National Core Standards are adhered to at all times. To be able to develop contact and build network of professional relation and to enhance service delivery. Demonstrate the required computer literacy to adequately manage information and report writing. To demonstrate the understanding of strategic, operational and turnaround planning.

## **ELLIOT HOSPITAL**

**ENQUIRIES : Mr S.M.MSI**

**TEL : 045 931 321**

**APPLICATIONS MUST BE SUBMITTED TO HUMAN RESOURCE OFFICE, ELLIOT HOSPITAL,  
P.O. BOX 523, ELLIOT 5460 OR HAND DELIVERED TO HUMAN RESOURCE OFFICE, MACLEAR  
ROAD, ELLIOT**

**POST/4 : SOCIAL WORKER GRADE 1, 2, 3, 4**

**CENTRE : ELLIOT HOSPITAL**

**REF : ECHEALTH/SW/04/2016**

**SALARY LEVEL : OSD**

**SALARY SCALE : R 211 263 – R 481 155 p.a ( plus competitive benefits )**

## **REQUIREMENTS**

Appropriate Bachelor's degree in Social Work. Current registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Good communication skills. Computer literacy. Team work and collaboration. Good understanding of social work values and principles. Planning and organizing. Valuing diversity, trustworthiness and empathy. A valid driver's license.

## **RECOGNITION OF EXPERIANCE**

- Grade 1 (R 211 263 – R 244 908) minimum of 0-9 years appropriate experience in social work after registration as a Social worker
- Grade 2 (R 259 818 – R 301 191) minimum of 10 years appropriate experience in social work after registration as a Social worker
- Grade 3 (R 318 102 – R 368 766) minimum of 20 years appropriate experience in social work after registration as a Social worker
- Grade 4 (R 391 244– R 481 155) minimum of 30 years appropriate experience in social work after registration as a Social worker

## **DUTIES**

Provide social work intervention and social empowerment by assisting and empowering of individuals, families, groups, organizations, and communities

to enhance their social functioning and their problem solving capabilities. Protect vulnerable individuals. Identify people who need help . Assess clients need, situation, strength, and support to determine their goals. Develop plans to improve their clients well being.Help clients to adjust to changes and challenges in their lives such as illness, divorce or unemployment. Help clients work with government agencies to apply for and receive benefits such as Medicare. Respond to crisis situations such as child abuse. Follow up with institutions to ensure that their situations have improved. Evaluate services provided to ensure that they are effective. Challenging structural sources of poverty, inequality, oppression, discrimination and exclusion.

#### **AMATHOLE DISTRICT**

##### **BUTTERWORTH HOSPITAL**

Enquiries Ms. P. Mtshemla  
Tel No. 047 401 9000

Applications should be forwarded to Human Resource Office, Butterworth Hospital, Private Bag X 3051, Butterworth 4960

#### **POST/01**

#### **PROFESSIONAL NURSE GRADE 1, 2, 3 (GENERAL) X 2 POSTS**

Centre BUTTERWORTH HOSPITAL  
Ref No. ECHEALTH/PNBH/2016  
Salary Level OSD  
Salary Scale R 210 702-R 401 922 p.a. (plus competitive benefits)

#### **REQUIREMENTS**

Basic qualification accredited with the SANC in terms of Government Notice 425 (Diploma/ Degree in Nursing or equivalent qualification that allows registration with the SANC as a Profession Nurse. Service Record as proof of previous experience where applicable. Current registration with the SANC.

#### **EXPERIENCE**

Less than 2 years PNA2 GR1: R 210 702.00  
10 years PNA3, GR2: R 259 134.00  
20 years PNA4, GR3: R 401 922.00  
**Depending on years of experience**

#### **DUTIES**

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

<b>POST/ 02</b>	<b>ENROLLED NURSES GRADE 1-3 X 2</b>
Centre	BUTTERWORTH HOSPITAL
Ref No.	ECHEALTH/ ENBH/ / 2016
Salary Level	OSD
Salary Scale	R 140 559 – R 244 260 p.a. (Plus Competitive Benefits)

### **REQUIREMENTS**

Qualification that allows registration with SANC as Staff Nurse (Enrolled Nurse) .Service Record as proof of previous experience. Work shifts in all departments. Good written and verbal communication. Ability to work under pressure. Current registration with SANC.

### **EXPERIENCE**

Less than 2 years Grade 1= (R140 559)

10 years Grade 2= (R167 823)

20 years Grade 3= (198 609)

**Depending on years of experience**

### **DUTIES**

Development and implementation of basic patient care plans. Provide basic clinical nursing care. Adhere to policies and procedures and ensuring the implementation of Patient Right Charter and Batho Pele. Effective utilization of resources. Maintain professional growth / ethical standards and self-development. Work under supervision of professional nurse.

<b>POST/ 03</b>	<b>ENROLLED NURSING ASSISTANT GRADE 1-3</b>
Centre	BUTTERWORTH HOSPITAL
Ref No.	ECHEALTH/ ENABH/2016
Salary Level	OSD
Salary Scale	R 108 690 . R 188 886 p.a. (Plus Competitive Benefits)

### **REQUIREMENTS**

Qualification that allows registration with the SANC as Nursing Assistant (Enrolled Nursing Assistant). Service record as proof of experience. Current registration with SANC.

### **EXPERIENCE**

Less than 2 years, NA 1 GR1 (R 108 690.00)

10 years NA 2 GR2 (R 128 637.00)

20 years NA 3 GR3 (R153 585.00)

**Depending on years of experience.**

### **DUTIES**

Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development.

<b>POST / 04</b>	<b>PHYSIOTHERAPISTS GRADE 1-2</b>
Centre	BUTTERWORTH HOSPITAL
Ref No.	ECHEALTH/ PHYSIOBH/2016

Salary Level	OSD
Salary Scale	R 262 020.00- R 299 592.00 p.a. (Plus Competitive Benefits)

#### **REQUIREMENTS**

Basic qualification in Physiotherapy or equivalent. Relevant experience of 1-2 years in the related field. Registration with the Health Professional Council of South Africa (HPCSA). Professional competence and knowledge in the application of Clinical theory, practice, ethics in Health Care, Current Clinical literature, current protocols as well as current health and public service legislation, regulations and policies. Skills in good communication, report writing, facilitation, coordination, liaison, networking, decision making, change management and self-development. Current registration with HPCS.

#### **DUTIES**

Ensure patient care during treatment. Exercise clinical responsibility to ensure optimal treatment. Participate in education and training programs for continuous professional development and quality service delivery. Implement quality assurance programs for quality service delivery.

#### **VICTORIA HOSPITAL**

Enquiries	Mr. X. Marele
Tel No.	040 653 1141

Applications should be forwarded to Human Resource Office, Victoria Hospital Private Bag x 13 Alice 5700

<b>POST/01</b>	<b>PROFESSIONAL NURSE GRADE 1, 2, 3</b>
Centre	VICTORIA HOSPITAL
Ref No.	ECHEALTH/PNVICH01/2016
Salary Level	OSD
Salary Scale	R 210 702-R 317 271 p.a. (plus competitive benefits)

#### **REQUIREMENTS**

Basic qualification accredited with the SANC in terms of Government Notice 425 (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Profession Nurse. Service Record as proof of previous experience where applicable. Current registration with the SANC.

<b>EXPERIENCE</b>	Less than 2 years PNA2 GR1: R 210 702.00
	10 years PNA3, GR2: R 259 134.00
	20 years PNA4, GR3: R 317 271.00

#### **DUTIES**

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

<b>POST/ 02</b>	<b>OPERATIONAL MANAGER NURSING SPECIALITIES (NEONATAL)</b>
Centre	VICTORIA HOSPITAL
Ref No.	ECHEALTH/ OM / SPECNEO / 2016
Salary Level	OSD
Salary Scale	R 465 939 – R 524 415 p.a. (Plus Competitive Benefits)

#### **REQUIREMENTS**

Basic qualification accredited 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 plus Post Basic Nursing qualification, with at least 1 year accredited with the SANC in terms of Government Notice No. R212 (**ADVANCED MIDWIFERY**). A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience in supervisory capacity. Current registration with SANC .

#### **DUTIES**

Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth, ethical standards and self-development.

	<b>MADWALENI HOSPITAL</b>
Enquiries	Mr. Mfenguza SL
Tel No.	047 573 8900/1
Applications must be submitted to,	Human Resource Office Madwaleni Hospital Private Bag X 519 Elliotdale 5070

<b>POST/ 01</b>	<b>PROFESSIONAL NURSE (GENERAL) GRADE 1-3 X 2 POSTS</b>
Centre	MADWALENI HOSPITAL
Ref No.	ECHEALTH / PNMADWH01/ 2016
Salary Level	OSD
Salary Scale	R 210 702-R 317 271 p.a. (plus competitive benefits)

#### **REQUIREMENTS**

Basic qualification accredited with the SANC in terms of Government Notice 425 (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Profession Nurse. Service Record as proof of previous experience where applicable. Current registration with the SANC.

<b>EXPERIENCE</b>	Less than 2 years PNA2 GR1: R 210 702.00 10 years PNA3, GR2: R 259 134.00 20 years PNA4, GR3: R 317 271.00
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#### **DUTIES**



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

<b>POST/ 02</b>	<b>OPERATIONAL MANAGER NURSING SPECIALITY (THEATRE)</b>
Centre	MADWALENI HOSPITAL
Ref No.	ECHEALTH/OM/ THEATRE / 2016
Salary Level	OSD
Salary Scale	R 465 939 – R 524 415 p.a. (plus competitive benefits)

## REQUIREMENTS

Basic qualification accredited 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 plus Post Basic Nursing qualification, with at least 1 year accredited with the SANC in terms of Government Notice No. R212 (**THEATRE TECHNIQUE**). A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience in supervisory capacity. Current registration with SANC .

## DUTIES

Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth, ethical standards and self-development.

	<b>MBHASHE SUB-DISTRICT</b>
<b>Enquiries</b>	<b>BUSHULA X.O</b>
<b>Tel No.</b>	<b>(047) 4892 416</b>
<b>Applications must be submitted to Human Resource, Mbhashe Sub -District, Private Bag X 1232, DUTYWA</b>	
<b>5000</b>	

<b>POST/ 01</b>	<b>ASSISTANT MANAGER NURSING (PHC)</b>
<b>Centre</b>	<b>MBHASHE SUB DISTRICT</b>
<b>Ref No.</b>	<b>ECHEALTH/ASS.MAN.NURS./PHC/2016</b>
<b>Salary Level</b>	<b>R 509 148 – R 573 042 p.a. (An All Inclusive Salary Package)</b>

## REQUIREMENTS

Basic qualification accredited with the SANC in terms of Government Notice 452 (i.e. Diploma/Degree in Nursing or equivalent qualification that Allows registration with SANC as a Professional Nurse plus a Post-Basic Nursing qualification, with at least 1 year, accredited with the SANC in terms of Government Notice No. R48 **(Clinical Assessment Treatment and Care)**. A minimum of 10 appropriate / recognizable experiences in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1year post-basic qualification in the relevant specialty. At least 3 years of the period referred above must be appropriate / recognizable experience at management level. Current registration with SANC.

## DUTIES

Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework. Manage effectively the utilization and supervision of resource Coordination of the provision of effective training and research. Provision of effective support to Nursing Service. Maintain professional growth / ethical standards and self-development.

### POST/02

Centre

Ref No.

Salary Level

Salary Scale

### PROFESSIONAL NURSE (GENERAL) GRADE 1-3

MBHASHE SUB DISTRICT

ECHEALTH/PN/MBHSUBD/2016

OSD

R 210 702 – R 317 271 p.a. (Plus Competitive Benefits)

## REQUIREMENTS

Basic qualification accredited with the SANC in terms of Government Notice 425 (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Profession Nurse. Service Record as proof of previous experience where applicable. Current registration with the SANC.

### EXPERIENCE

Less than 2 years PNA2 GR1: R 210 702.00

10 years PNA3, GR2: R 259 134.00

20 years PNA4, GR3: R 317 271.00

## DUTIES

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

## **BUFFALO CITY METRO**

### **POST/01: QUALITY ASSISTANT OFFICER: SENIOR**

**CENTRE: FRERE HOSPITAL**

**REF NO: ECHEALTH/FH/QAO/01/2016**

**SALARY LEVEL: 8**

**SALARY SCALE: R262 272-308 943 p.a (plus competitive benefits)**

#### **MINIMUM REQUIREMENTS**

Matric certificate, Degree/ Diploma in environmental Health or a Professional Nurse. 2 years experience in Environmental Health or in Professional Nursing. Knowledge of Batho Pele, patients rights, National core standards and six priorities. Good interpersonal skills, communication skills and computer skills.

#### **KEY PERFORMANCE AREAS**

Monitoring waiting period in all strategic areas and audit waiting period monthly. Monitoring queues in all Patients Departments. Handling of patients minor complaints and open complaint boxes twice a week. Provide health talks to all clients about Batho Pele and patients rights. Educate clients using health promotion models about disease prevention and healthy life styles. Producing leaflets, posters, videos and brochures to aid health promotion in different environments. Submission of weekly, monthly and quarterly reports.

### **POST/02: ARTISAN PRODUCTION GRADE A**

**CENTRE: FRERE HOSPITAL**

**REF NO: ECHEALTH/FH/ARTP/02/2016**

**SALARY LEVEL: OSD**

**SALARY SCALE: R156 363- R 173 538 p.a (plus competitive benefits)**

#### **MINIMUM REQUIREMENT**

Trade Test Certificate, Minimum of 2 years after trade test working experience. Demonstrate working knowledge of locksmith skills.

#### **KEY PERFORMANCE AREAS**

Oversee the workshop keys room and ensure spare key cabinets, tools and equipment are secured. Provide the following services: Key cutting, issuing of keys, repairs and installation of locks and respond promptly to all key and lock related request made to the workshop. Attend to emergency request including after hours and be available for standby duties. Ensure availability of tools and materials for the workshop. Provide technical advice and ensure training of subordinates. Assist with new installations and upgrade of hospital facilities, equipment and services in compliance with the Occupational Health and Safety Act regulations and requirements.

### **POST/03: CLIENT INFORMATION CLERK**

**CENTRE: FRERE HOSPITAL**

**REF NO: ECHEALTH/FH/CIC/03/2016**

**SALARY LEVEL: 5**

**SALARY SCALE: R142 461-R 167 814 p.a (plus competitive benefits)**

#### **MINIMUM REQUIREMENTS**

Grade 12, basic computer skills, 2 years experience in public sector. High level of customers relations skills demonstrated in previous position. Experience in as hospital will be an added advantage. Effective communication and interpersonal skills with all clients.

#### **KEY PERFORMANCE AREAS**

Handle all directory assistance enquiries. Interrupt a busy line if there is an emergency .monitor telephone account and control overutilization, operate PABX or Private branch exchange to facilitate connection. Shift work including night shift (24hr shift). Ability to activate and deactivate speed dials. Ability to provide scanning or transfer calls to various departments

**POST/04: ADMINISTRATION CLERK**

**CENTRE: FRERE HOSPITAL**

**REF NO: ECHEALTH/FH/AC/04/2016**

**SALARY LEVEL:**

**SALARY SCALE: R142 461- R167 814 p.a (plus competitive benefits)**

**MINIMUM REQUIREMENTS**

Grade 12 plus 3 years experience in fleet management OR Public Administration related (m+3) degree / Diploma coupled with 2 years experience, public sector experience. Minimum 3 years experience in General Administration transactional experience Supervisory level experience in fleet management. Clear operational understanding of fleet management, planning and procurement

**KEY PERFORMANCE AREAS**

Management and delivery of the transport services, Processing and validation all vehicles procurement request. Planning and determining transport needs. Scheduling driver duty rosters to ensure cost effective utilization of drivers and vehicles, accessing and booking of vehicle. Maintenance, safekeeping and care of vehicle, monitoring utilization of drivers and vehicles. Ensuring compliance with relevant legislation. Cost effective vehicle management system in liaison with fleet management Head office, proper and legitimate utilization of vehicles. Prioritization of transport needs. Achieving required service levels in transport administration. Co-ordination and arranging patient transportation in such a way that quality patient care is promoted. Maintenance of serving levels agreed with the institution. Continuous quality assurance improvement to ensure an acceptable standard of transport management. Optimal utilization of vehicles and drivers. Maintenance of information systems that comply with the needs of the working environment, meeting staff training requirements, staff motivation and mentoring .conducting of staff performance reviews. Reviewing transactions, documents, records, reports and methods for accuracy and effectiveness investigations and writing of reports. Adherence to all transport management service related policies and procedures.

**POST/05: ASSISTANT DIRECTOR RADIOGRAPHY GRADE1**

**CENTRE: FRERE HOSPITAL**

**REF NO: ECHEALTH/FH/ADR/05/2016**

**SALARY LEVEL: OSD**

**SALARY SCALE: R428 292- R475 341 (plus competitive benefits)**

**MINIMUM REQUIREMENTS**

Diploma or B.Tech Radiography (diagnostic) Degree or equivalent qualification, Registration certificate with HPCSA, plus proof of payment for the period April 2016-March 2017 (HPCSA card or receipt) certificate and card to be submitted. Minimum of three (3) years post graduate experience in a Diagnostic Radiography department, preferably at a regional or tertiary institution, at least 5 years supervisory / managerial experience in a Diagnostic Radiography department. Computer literate with a sound knowledge of excel. Experience in provincial procurement processes and systems, knowledge of relevant quality assurance and control procedures for radiation safety for a Radiography department in accordance to Radiation control requirements. Good understanding of clinical governance and clinical auditing.

**KEY PERFORMANCE AREAS**

Manages day to day operations of a Diagnostic Radiography department, maintaining appropriate schedules (both staffing and patients) and monitoring performance improvement, safety quality and regulatory and accreditation standards. Support the organizational mission, priorities and goals by

delivering cost effective, optimal quality care to all patients. Ensure equipment and procedures are safe, functional and capable of meeting the needs in a timely manner, and all necessary and required QA/QC activities are performed appropriately and that all QA/QC equipment is properly maintained in accordance with Radiation control requirements. Ensure that the picture archiving communication system (PACS) is monitored daily, Training is undertaken and images are sent to relevant hospitals on request. Keeps abreast of new development in Diagnostic Radiography / Radiology and makes recommendations of the acquisition and implementation of new technology. Participate in the development of departmental policies and audits. Responsible for the developing of operational and strategic plans for the department. General management of personnel, ordering of supplier utilizing LOGIS, to ensure sufficient stock Assessment of personnel performance using PMDS. Coordinates continuing educate, in-service education and new employee orientation as needed to satisfy regulatory and development requirements. Report writing and writing motivations for new products and equipment.

**POST/06: SENIOR HUMAN RESOURCE PRACTITIONER X3**

**CENTRE: FRERE HOSPITAL**

**REF NO: ECHEALTH/FH/SHRP/06/2016**

**SALARY LEVEL: 8**

**SALARY SCALE: R262 272- R 308 943 p.a (plus competitive benefits)**

**MINIMUM REQUIREMENTS:**

Appropriate 3 years Degree /Diploma in Human Resource Management / Grade12 plus five to seven years of relevant experience. ODETDP Qualification will be advantages. Between two to five years of experience at supervisory level, between four to five years, knowledge of PERSAL, public sector experience will be an added advantage. Computer skills.

**KEY PERFORMANCE AREAS;**

Facilitate processing of employee service benefits, attending meetings and providing feedback. Facilitate implementation of relevant policies and resolutions; attend general enquiries by employees and the public, interpretation of policies. Compile and coordinate monthly reports and information needed .extract PERSAL reports and assist with auditor general queries.

**Enquires: Ms.N.Mthitshana/ Ms. Zasawe @ 043 709 2378**

**APPLICATIONS must be submitted to Human Resources office recruitment section ,Private Bag X9047,East London 5200 OR Hand Delivery to Room 4.81 4th Floor Frere Hospital ,Amalinda East London, Eastern Cape**

**POST/07: ENROLLED NURSING ASSISTANT GR 1, 2, 3 X 2**

**CENTRE: NKQUBELA TB HOSPITAL**

**REF NO. REF ECHEALTH/NTBH/ENA/07/2016**

**SALARY LEVEL: OSD**

**SALARY SCALE: R108 690 – R188 886 p.a (plus competitive benefits)**

**REQUIREMENTS:**

Qualifications that allows registration with the SANC as Nursing Assistant (Enrolled Nursing Assistant). Service Record as proof of previous experience where applicable. Current registration with SANC.

**RECOGNITION OF EXPERIENCE:**

- **Less than 2 years, ENA 1 GR1 (R108 690 )**
- **10 years ENA 2, GR2 (R128 637)**
- **20 years ENA 3, GR3 (153 585 )**

**KEY PERFORMANCE AREA:**

Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ ethical standards and self. development.

**BUFFALO CITY METRO, NKQUBELA T.B. HOSPITAL**

Enquiries: Ms T Mgobozi: Tel No. (043) 761 2131

**ALL APPLICATIONS: Must be submitted to Human Resource Office, P.O. Box 12239, Amalinda, 5247, E.C or Hand Delivered to Human Resource Office, 1124 Billie Road, Nkqubela Hospital, Amalinda, East London**

**POST/08: RADIOGRAPHER GR 1**

**CENTRE: GREY HOSPITAL**

**REF NO.ECHEALTH/GH/R/08/2016**

**SALARY LEVEL: OSD**

**SALARY SCALE: R262 020 – R299 592 p.a (plus competitive benefits)**

**REQUIREMENTS:**

Degree /Diploma qualification in Radiography or equivalent. Relevant experience of less than 2 years in the relevant field. Registration with Health Professions 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 and public service legislation, regulations and policies. PROOF OF CURRENT REGISTRATION.

**KEY PERFORMANCE AREA:**

To provide a more complex and advanced diagnostic radiography services. To provide a specialised production service in the discipline ultrasound. Nuclear Medicine Oncotherapy. Ensure patient care during imaging for optimal diagnostic purpose of a more advantage. Practice radiation protection to minimise radiation does to staff, patients and general public. Exercise clinical responsibility to ensure optimal diagnostic imaging of a more advanced nature. Participate in Education and training programs for continuous professional development and quality service delivery. Check / test radiation equipment and report apply reject analysis. Adhere to policies and protocols.

**POST/09: PROFESSIONAL NURSE GR1, 2, 3 (GENERAL) X2**

**CENTRE: GREY HOSPITAL**

**REF NO: ECHEALTH/PN/GH/09/2016**

**SALARY LEVEL: OSD**

**SALARY SCALE: R210 702 – R401 922 p.a (plus competitive benefits)**

**REQUIREMENTS:**

Basic 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. Service Record as proof of previous experience where applicable. Current registration with SANC.

**RECOGNITION OF EXPERIENCE**

- **Less than 2 year PNA2 GR1 (R210 702)**
- **10 years PNA3, GR2 (R259 134)**
- **20 years PNA4, GR3 (R317 271)**

**KEY PERFORMANCE AREAS:**

Provide direction and supervision for the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations

relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of Nursing Care.

**POST/10: ENROLLED NURSING ASSISTANT GR 1, 2, 3**

**CENTRE: GREY HOSPITAL**

**REF NO. ECHEALTH/ENA/GH/10/2016**

**SALARY LEVEL: OSD**

**SALARY SCALE: R108 690 – R188 886 p.a (plus competitive benefits)**

**REQUIREMENTS:**

Qualifications that allows registration with the SANC as Nursing Assistant (Enrolled Nursing Assistant). Service Record as proof of previous experience where applicable. Current registration with SANC.

**RECOGNITION OF EXPERIENCE:**

- **Less than 2 years, ENA 1 GR1 (R108 690 )**
- **10 years ENA 2, GR2 (R128 637)**
- **20 years ENA 3, GR3 (153 585 )**

**KEY PERFORMANCE AREA:**

Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ ethical standards and self. development.

**Enquiries: Ms NW Phillip: Tel No. (043) 643 3300**

**ALL APPLICATIONS: Must be submitted to Human Resource Office, Grey Hospital, Private Bag x 7443, King William's Town, 5600, OR Hand delivered to Human Resource Office, Lonsdale Street, King William's Town, Eastern Cape.**

**POST/11: RADIOGRAPHER GR1,2,3 X 4**

**CENTRE: FRERE HOSPITAL**

**REF NO.ECHEALTH/FH/R/11/2016**

**SALARY LEVEL: OSD**

**SALARY SCALE: R262 020 – R299 592 p.a (plus competitive benefits)**

**REQUIREMENTS:**

Degree /Diploma qualification in Radiography or equivalent. Relevant experience of less than 2 years in the relevant field. Registration with Health Professions 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 and public service legislation, regulations and policies.

**PROOF OF CURRENT REGISTRATION.**

**RECOGNITION OF EXPERIENCE:**

**NB. NOTCH WILL BE DETERMINED BY YEARS OF EXPERIENCE**

**KEY PERFORMANCE AREA:**

To provide a more complex and advanced diagnostic radiography services. To provide a specialised production service in the discipline ultrasound. Nuclear Medicine Oncotherapy. Ensure patient care during imaging for optimal diagnostic purpose of a more advantage. Practice radiation protection to minimise radiation does to staff, patients and general public. Exercise clinical responsibility to ensure

optimal diagnostic imaging of a more advanced nature. Participate in Education and training programs for continuous professional development and quality service delivery. Check / test radiation equipment and report apply reject analysis. Adhere to policies and protocols.

**POST/12: PROFESSIONAL NURSE GR1, 2, 3 (GENERAL)**

**CENTRE: FRERE HOSPITAL**

**REF NO: ECHEALTH/PN/FH/12/2016**

**SALARY LEVEL: OSD**

**SALARY SCALE: R210 702 – R401 922 p.a (plus competitive benefits)**

**REQUIREMENTS**

Basic 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. Service Record as proof of previous experience where applicable. Current registration with SANC.

**RECOGNITION OF EXPERIENCE**

- **Less than 2 year PNA2 GR1 (R210 702)**
- **10 years PNA3, GR2 (R259 134)**
- **20 years PNA4, GR3 (R317 271)**

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

**POST/13: PROFESSIONAL NURSE SPECIALTY GR 1, 2: THEATRE**

**CENTRE: FRERE HOSPITAL**

**REF NO: ECHEALTH/PN/FH/13/2016**

**SALARY LEVEL: OSD**

**SALARY SCALE: R317 271 – R479 928 p.a (plus competitive benefits)**

**REQUIREMENTS** Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 (**THEATRE**). A minimum of 4 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Service Record as proof of previous experience where applicable. Current registration with SANC

**RECOGNITION OF EXPERIENCE**

- **Less than 14 years PNB 1 GR1 (R317 271)**
- **14 years PNB 2, GR2 (R390 216259 134)**



Provision of optimal, holistic specialised nursing care with set standards and within a professional/ legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ ethical standards and self- development.

**POST/14: NURSING ASSISTANT GR 1, 2, 3**

**CENTRE: FRERE HOSPITAL**

**REF NO. ECHEALTH/NA/FH/14/2016**

**SALARY LEVEL: OSD**

**SALARY SCALE: R108 690 – R188 886 p.a (plus competitive benefits)**

**REQUIREMENTS:**

Qualification that allows registration with the SANC as Nursing Assistant (Enrolled Nursing Assistant). Service Record as proof of previous experience where applicable.

**RECOGNITION OF EXPERIENCE:**

- **Less than 2 years, ENA 1 GR1 (R108 690 )**
- **10 years ENA 2, GR2 (R128 637)**
- **20 years ENA 3, GR3 (153 585 )**

**KEY PERFORMANCE AREA:**

Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ ethical standards and self. development.

**POST/15: PRINCIPAL CLIENT INFORMATION CLERK**

**CENTRE: FRERE HOSPITAL**

**REF NO. ECHEALTH/PCIC/FH/15/2016**

**SALARY LEVEL:6**

**SALARY SCALE: R171 069 – R201 507 p.a (plus competitive benefits)**

**REQUIREMENTS:**

Grade 12/std 10 certificate plus 3-5 years' experience in a public health environment, Good interpersonal relations. Good communication skills, self-discipline. Honesty and integrity, customer focus and responsiveness, professionalism.

**KEY PERFORMANCE AREAS:**

Receive and refer telephonic calls to the necessary staff. Record and deliver messages to the relevant staff. Provide general information to the public, when requested, regarding the institution. Book and log private calls for staff. Arrange new internal telephone extensions. Maintain an internal telephone directory. Gather and process information and any other human resource management duties that may be delegated.

**POST/16: PORTER X2**

**CENTRE: FRERE HOSPITAL**

**REF NO. ECHEALTH/POR/FH/16/2016**

**SALARY LEVEL: 02**

**SALARY SCALE: R84 096-R 99 060 p.a (plus competitive benefits)**

**REQUIREMENTS:**

ABET/ Grade 7, plus 0-2 years' relevant experience. Good communication skills and good interpersonal relations. Must be committed and hard working person. Ability to work under pressure.

**KEY PERFORMANCE AREAS:**

Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Transfer of corpses to the mortuary. Deliver equipment or documentation to wards and other departments.

**POST/17: GENERAL WORKER**

**CENTRE: FRERE HOSPITAL**

**REF NO. ECHEALTH/GW/FH/17/2016**

**SALARY LEVEL: 02**

**SALARY SCALE: R 84 096-R 99 060 p.a (plus competitive benefits)**

**REQUIREMENTS:**

ABET/STD 6/7 or Grade 8/9. Good interpersonal and communication skills. Relevant work experience will be added advantage. Ability to perform routine tasks and to operate cleaning machines. Must be able to work night duty, weekends and public holidays (shifts).

**KEY PERFORMANCE AREAS:**

Perform specific cleaning of facilities and surroundings. Clean and take proper care of cleaning equipment and machinery used in daily activities. Maintain good hygienic standards in the facility. Sluicing of soiled linen. Packing in laundry bags for collection by laundry in the absence of Housekeeper. Requesting cleaning materials in advance. Maintain good hygienic and safe environment by sweeping, dusting, mopping, vacuuming and generally cleaning areas of responsibility. Emptying all dustbins wards/departments/clinics as full medical and general waste containers. Perform any other jobs that may be assigned by the Supervisor.

**ALFRED NZO HEALTH DISTRICT**

**ST PATRICKS HOSPITAL**

**ENQUIRIES**

**MS N. GWANGQA**

**TEL NO.**

**039 251 0236**

**APPLICATIONS**

**Applications must be forwarded to the Human Resource Offices**

**St. Patricks Hospital Private Bag X 531 Mbizana 4800**

**POST**

**MEDICAL OFFICER GRADE 1,2,3 X 2**

**CENTRE**

**ST PATRICKS HOSPITAL**

**REF No**

**ECHEALTH/STPH/MO/2016**

**SALARY LEVEL**

**OSD**

**SALARY SCALE**

**R 686 322 -1 138 608 p.a (competitive benefits)**

**Requirements and Competencies**

MBCHB, Current registration with HPCSA as Medical Practitioner, valid work permit (if not a South African Resident). Ability To work under pressure and within multi-disciplinary.

**EXPERIENCE**

**GR1 (R686 322)**

GR2 (784 743)-5years  
 GR3 (910 716)-10 years  
 (Depending on experience)

**Key Performance Areas:** Provide and support quality clinical services. Support the integrated and extension of clinical care in the Health system. Manage all clinical and auxiliary services in the Hospital. Must have experience in performing operations and in casualty and major theatre and able to transfer skills to newly employed Doctors. Audit and improve quality in the Health Services. Provide leadership support and guidance regarding safe, therapeutic clinical management and appropriate medical practices. Support the development of the Health System; support the establishment and development of the Clinical department of Primary Health Care within the District and integration with the District Health Planning and relationship with the community. Unpack, disseminate, implement and enforce Departmental policies.

<b>POST</b>	<b>OPERATIONAL MANAGER NURSING (GENERAL)</b>
<b>CENTRE</b>	<b>ST PATRICKS HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/SPH/OPN/2016</b>
<b>SALARY LEVEL</b>	<b>OSD</b>
<b>SALARY SCALE</b>	<b>R 367 815 – R 413 976 p.a (plus competitive benefits)</b>
<b>REQUIREMENTS</b>	Basic 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 minimum of 7 years'
appropriate/recognisable	nursing experience after registration as Professional nurse with SANC in General Nursing. Current registration with SANC.

**Key Performance Areas:** Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-

sectoral, and multi-disciplinary teamwork). Participate in the analyses, formulation and implementation of nursing guidelines, practices, standards and procedures.

Manage and monitor proper utilization of human, financial and physical resources.

Maintain constructive working relationship with nursing and other stakeholders.

Promote quality nursing care.

**POST** **DEPUTY MANAGER NURSING**

**CENTRE** **ST PATRICKS HOSPITAL**

**REF NO** **ECHEALTH/SPH/DMN/2016**

**SALARY LEVEL** **OSD**

**SALARY SCALE** **R 705 057.00 793 536.00 p.a. (plus competitive benefits)**

**REQUIREMENTS** Basic R425 qualification (i.e. Diploma /Degree in Nursing) or equivalent qualification that allows registration with the African Nursing (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level.

**Key Performance Areas:** To ensure comprehensive nursing treatment and care in a cost effective efficient and equitable manner and ensure compliance to professional and legal and ethical practice.

human resource and Demonstrate overall management of nursing services i.e. operational of practice finance. Ensure that nursing care is rendered in accordance with the score and standards. Promote quality care, give direction to and coordinate nursing services. Demonstrate effective communication with all health workers and stake holders.

advocacy of the To maintain an environment that promote the rights of patients and patients. To ensure that the Batho Pele principles, 6 ministerial priorities and the National Core Standards are adhered to at all times. To be able to develop contact and build network of professional relation and to enhance service delivery.

Demonstrate the

writing.  
required computer literacy to adequately manage information and report  
turnaround planning.  
To demonstrate the understanding of strategic, operational and

**POST** **PROFESSIONAL NURSE GR1, 2, 3 (GENERAL)**

**CENTRE** **ST PATRICKS HOSPITAL**

**REF** **ECHEALTH/SPH/PN/2016**

**SALARY LEVEL** **OSD**

**SALARY SCALE** **R317 271 –R401 922 p.a. (plus competitive benefits)**

**REQUIREMENTS** Basic 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. Service Record as proof of Previous experience where applicable.

**EXPERIENCE**

- Less than 2 years, PNA 1 GR1 (R210 710)
- 10 years NA 2, GR2 (R259 134)
- 20 years NA 3, GR 3 (R317 271)

**Key Performance Areas:**

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

**POST** **PROFESSIONAL NURSE GRADE 1, 2, (SPECIALITY)**

**CENTRE** **ST PATRICKS HOSPITAL**

**REF NO** **ECHEALTH/SPH /PNS/2016**

**SALARY LEVEL** **OSD**

**SALARY SCALE** **R317 271-R479 928 p.a (plus competitive benefits)**

**REQUIREMENTS** Basic qualification accredited with the SANC in terms of government Notice

R 425 i.e. Diploma /Degree in Nursing or equivalent qualification that allows  
 Registration with the SANC as Professional Nurse plus post-basic nursing qualification with duration of at least 1 year,  
 Accredited With SANC  
 in terms of Government Notice No R 212 in **Advanced Midwifery**. A minimum of 4 years  
 appropriate/ Recognisable nursing experience after Registration as Professional  
 Nurse with the SANC in General Nursing, Service Record As proof of previous  
 experience where applicable. Current registration with SANC.

**Experience** Less than 14 years, PN-b1, GR 1(R317 271)  
 14years, PNB-2, GR 2 (R390 216), 10 years of which must in a specific speciality area obtaining relevant 1year qualification.  
 Depending on experience, successful applicant may be appointed up to the Maximum Of four notches  
 above the minimum of the relevant  
 scale indicated above.

**Key Performance Areas:**  
 Provision of optimal, holistic specialised nursing care with set  
 standards and within a professional/ legal framework. Effective  
 utilisation of resources. Participation in training and  
 research.  
 Provision of support to nursing Services. Maintain professionals  
 Growth/ ethical standards and self- development.

**POST** **ENROLLED NURSING ASSISTANT GR 1 -3 x 2**

**CENTRE** **ST PATRICKS HOSPITAL**

**REF NO.** **ECHEALTH/SPH/ENA/2016**

**SALARY LEVEL** **OSD**

**SALARY SCALE** **R108 690- R188 886 p. a (plus competitive benefits)**

**REQUIREMENTS** Qualification that allows registration with SANC as Nursing Assistant.  
 Service Record as proof of previous experience where applicable. Current registration with SANC.

**EXPERIENCE** Less than 2 Years, NA GRI (108 690)  
 10 Years, NA- GR 2 (128 637)

20 Years, NA- GR 3 (153 585)

**Key Performance Areas:** Assist patients with activities of daily living (physical care)  
Provide elementary clinical nursing care. Maintain professional  
Growth/ethical standards and self –development.

**Directions to candidates:** Applications must be submitted on prescribed application form (Z83) obtainable from any Public Service Department or <http://www.ehealth.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.**