



Province of the
EASTERN CAPE
HEALTH

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 : 24 OCTOBER 2016

CLOSING ON : 11 NOVEMBER 2016

AMATHOLE DISTRICT

VICTORIA HOSPITAL

**Enquiries : Mr. Marele X.D.
Tel No. : 040 653 1141**

Applications must be submitted to Human Resource Office, Victoria Hospital Private Bag X 1300 Alice 5700 Or hand delivered: Old Lovedale Road, Victoria Hospital, Administration Building, Alice 5700

POST/01 : PHYSIOTHERAPIST GRADE 1-3
Centre : VICTORIA HOSPITAL
Ref No : ECHEALTH/PHYSIOT/ VICH001/2016
Salary Level : OSD
Salary Scale : R 262 020 – R 441 234 p.a. (plus competitive benefits)

REQUIREMENTS

Basic qualification in Physiotherapy or equivalent. Relevant experience of 1-2 years in the related field. Registration with Health Profession Council of South Africa. Professional competence and knowledge in the application of clinical theory, practice, ethics in Health Care, current literature, current protocols as well as current health and public service legislation, regulations and policies.

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 programs for quality service delivery.

POST/02 : PROFESSIONAL NURSE GRADE 1-3 (GENERAL) X2
Centre : VICTORIA HOSPITAL
Ref No : ECHEALTH/ PNVICH02/2016
Salary Level : OSD

Salary Scale R 210 702 . R 317 271 p.a. (plus competitive benefits)

REQUIREMENTS

Basic qualification accredited with 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 EXPERIENCE

Less than 2 yrs. PNA2- GR1= (R210 702 . R244 260),
10 yrs. PNA3- GR2= R259 134 . R 300 414)
20 yrs., PNA4- GR3= (R317 271 . R401 922).

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 (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. Provide quality of nursing care.

POST/ 04

ENROLLED NURSES GRADE 1-3 X2

Centre

VICTORIA HOSPITAL

Ref No

ECHEALTH/ ENVICH06/2016

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 skills. Ability to work under pressure. Current registration with SANC.

EXPERIENCE

Less than 2 years, SN1- GR1 (R 140 559), 10 years, SN2- GR2 (R 167 823),
20 years, SN3- GR3 (R 198 609)

Depending on 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. Adhere to procedures and policies. Keep proper records. Effective utilization of resources. Maintain professional growth/ ethical standards and self-development. Work under supervision of professional nurse.

POST/ 05 **OPERATIONAL MANAGER-SPECIALITIES (OUT PATIENT)**
CENTRE VICTORIA HOSPITAL
REF NO ECHEALTH/ OMVICH 2 /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 the SANC as a Professional Nurse plus a post- basic nursing qualification, with duration of at least 1 year accredited with the SANC in terms of Government notice R212 in **(OUTPATIENT)**. A minimum of 9 years appropriate/ recognizable nursing experience after registration as a 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 1year post-basic qualification in the relevant speciality. Service record as proof of previous experience where applicable. Current registration with the SANC.

DUTIES

Coordination of optimal, holistic specialized nursing care. Provision of quality comprehensive community health care. Provision of administration services. Provision of educational services. Provision of clinical services. Usage of equipment and machinery. Research responsibility. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self – development.

POST/06 **OCCUPATIONAL THERAPIST GR.1 X1**
Centre VICTORIA HOSPITAL
FEF NO ECHEALTH/OCCPT/VICH06 /2016
SALARY LEVEL OSD
SALARY SCALE R 262 020 – R 441 234 p.a. (plus competitive benefits)

REQUIREMENTS

Degree in Occupational Therapy. Knowledge of appropriate legislation. Computer literacy and Valid code EB drivers' license. Good communication skills. Current registration with the HPCSA.

DUTIES

Render and manage occupational therapy services that comply with standards and norms as prescribed by health policies. Implement quality assurance measures. Manage budget and safe record keeping of patients records.

POST / 07 **PROFESSIONAL NURSE SPECIALITY (POSTNATAL)**
Centre VICTORIA HOSPITAL
REF NO ECHEALTH/PNSPEC/2016
SALARY LEVEL OSD
SALARY SCALE R 317 271- R 479 928 p.a. (plus competitive benefits)

REQUIREMENTS

Basic qualification with 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 plus a post-basic nursing qualification, with duration of at least 1 year, **(POSTNATAL)**. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post- basic qualification in the relevant specialty. Service record as proof of previous experience where applicable.

EXPERIENCE

Less than 14 years, PN-B1, GR. 1 (R 275 571),
14 years and above, PNB -2 GR. 2 (R 338 931)
Depending on the 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 (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/ 08

Centre

Ref No.

Salary Level

Salary Scale

ADMINISTRATION CLERK

VICTORIA HOSPITAL

ECHEALTH/ ADMIN/ VICH08/2016

05

R 142 461- R 167 814 p.a. (Plus Competitive Benefits)

REQUIREMENTS

Grade 12 or equivalent qualifications. Public sector experience. Minimum of 2 years in General Administration transactional experience. Good interpersonal and communication skills. Relevant experience will be an added advantage.

DUTIES

Providing comprehensive patient registration service for outpatients, admissions, casualty and emergency procedures. Financial classification of patients. Capturing all patient details. Issuing patient registration numbers. Scheduling patient consultations with doctors etc. Providing patient discharge and revenue collection procedures. Safekeeping of patient money, valuables and clothes. Tracking patient movements by up to date patient, ward and bed number registers. Maintenance of service levels agreed with the institutions. Continuous quality assurance improvement to ensure an acceptable standard of patient administration. Maximal utilization of monthly reports for the CSC.

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.