

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 DATE : 25 OCTOBER 2016
CLOSING DATE : 08 NOVEMBER 2016

AMATHOLE DISTRICT

FORT BEAUFORT HOSPITAL

ENQUIRIES

ZETHU SG

TEL NO

(046) 645 1111

APPLICATIONS

**MUST BE SUBMITTED TO, HUMAN RESOURCE OFFICE, FORT BEAUFORT HOSPITAL,
PRIVATE BAG X 226 FORT BEAUFORT 5720**

POST/ 01

ASSISTANT DIRECTOR QUALITY ASSURANCE

Centre

FORT BEAUFORT HOSPITAL

Ref No

ECHEALTH/ASSDFBH01/2016

Salary Level

09

Salary Scale

R 311 784 – R 376 626 p.a. (Plus Competitive Benefits)

REQUIREMENTS

A 3 year Degree / Diploma in nursing/ Health services management. 5 years minimum of clinical background After registration as a Professional Nurse and 3 years of management experience. Registration with the relevant council. Leadership qualities with an understanding of the challenges facing the delivery of quality services in the Eastern Cape. Comprehensive computer literacy. Valid driver's license. Training and facilitation experience. Knowledge of the relevant legal prescripts and mandates. Ability to work under pressure.

DUTIES

Implement and maintain quality assurance policies and procedures, team formation at institutional level. Coordinate implementation of revitalization and accreditation program. Monthly report to the Deputy Director: Quality Assurance. Coordinate infection control and clinical Audit activities. Manage complaint system. Monitor adherence to norms and standards in preparation for implementation of NHI. Identify areas for training and ensure that training takes place. D quality improvement assessment and plans. Be able to craft the DHP and Operational plans according to DOH APP. Must be familiar with the District Health System. Understanding of District Health Indicators.

POST/02

Centre

Ref No

Salary Level

Salary Scale

MIDDLE MANAGER ADMINISTRATION

FORT BEAUFORT HOSPITAL

ECHEALTH / MMAFBH02/2016

10

R 389 145 –R 458 385 p.a. (Plus Competitive Benefits)

REQUIREMENTS

A 3 year National Diploma/Degree in Human Resource Management/Public Management & Administration. Minimum of 5 years' experience in Public Service with 3 years' experience in HR environment of which 3 years must be supervisory experience. Extensive knowledge of Persal system. Valid driver's license. Computer literacy.

DUTIES

Overall management of Human Resources general administration in Human Resource management division which includes amongst others service benefits, recruitment of staff, effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Overall management of performance of HR staff and the entire organisation. Evaluate performance of staff and take correction measures where warranted. Manage and address Auditor general matters effectively including adherence to all AG compliance issues. Develop HR Standard Operating Procedures (SOP). Establish and maintain HR systems and processes. Develop the strategies in line with staff retention and succession planning. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, PERSAL, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Ability to work under pressure and independently. Ability to handle stressful environment.

ERRATUM:

The post of OPERATIONAL MANAGER NURSING (GENERAL) GRADE 1-2 was erroneously posted on 19 October 2016 with the closing date 02 November 2016

CENTRE: VICTORIA HOSPITAL

POST/ 01

OPERATIONAL MANAGER NURSING (GENERAL) GRADE 1-2

Ref No

ECHEALTH/OM/VICHO01/2016

Salary Level

OSD

Salary Scale

R 465 939- R 524 415 p.a. (plus competitive benefits)

CORRECTIONS: Notch is incorrect as it indicated for that of a Speciality, the correct notch is **R 367 815 – R 479 928 p.a. and also management course will be an added advantage plus a Valid driver's license. Current registration with the SANC.**

Address was also omitted:

Applications must be forwarded to Human Resource Office, Victoria Hospital Private Bag X 1300 Alice 5700 or hand delivered to, Old Lovedale Road, Administration Building, Alice 5700
Enquiries: Mr. Marele X.D. @ 040 653 1141

Address for Tower Hospital was omitted,

NB: APPLICATIONS MUST BE SUBMITTED TO, HUMAN RESOURCE OFFICE, TOWER HOSPITL PRIVATE BAG X 38, FORT BEAUFORT 5720
ENQUIRIES: H. POTGIETER @ (046) 645 1122

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.