



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 DATE : 06 FEBRUARY 2017

CLOSING DATE : 23 FEBRUARY 2017

SENIOR MANAGEMENT ADVERTISEMENT

POST 1 : DIRECTOR EMPLOYEE RELATIONS

CENTRE : HEAD OFFICE

REF NO. : DIR/ER/HO/01/02/2017

SALARY LEVEL : 13

SALARY SCALE : R898 743 – R1 058 691 (p.a an all inclusive package)

REQUIREMENTS A Bachelor's Degree at NQF level 7, as recognised by the South African Qualifications Authority (SAQA), in a relevant field such as Labour Law, Human Resources Management or Industrial Psychology. Ten years relevant experience within the Human Resource Management/Employee Relations environment, and five years of which must be at Middle Management level in the Employee Relations field. Advanced working knowledge and understanding of legal and regulatory framework governing employee relations in the Public Service. Knowledge and understanding of collective bargaining.

COMPETENCIES Strong and proven skills in leadership and management capability, people Management and empowerment, project management, financial Management and change management. Sound negotiation skills, advanced Interpersonal and communication (verbal and written) skills, good report Writing skills, computer literacy, diversity management skills, good Administrative and coordination skills, well-polished employee relation Skills, good presentation and facilitation skills.

KEY RESPONSIBILITIES Guide and direct the implementation of Employee Relations Services and Processes in the Department. Manage and provide strategic leadership in The Employee Relations Directorate, Manage Collective Bargaining and Assume the role of a Chief Negotiator, manage dispute processes, Grievances and disciplinary matters. Develop and implement relevant

Employee Relations management strategies, Standard Operating Procedures (SOPs) policies and guidelines. Analyse and propose business process Improvements in employee relations. Monitor correct application of Collective agreements, continuous assessment of and reporting on the Employee relations climate in the province and guide training and Mitigations strategies. Provide overall management of capital and financial Resources in the Employee Relations Directorate. Provide technical, Advisory and support services to the Districts.

POST 2	DIRECTOR HUMAN RESOURCE PLANNING AND ORGANISATIONAL DEVELOPMENT
CENTRE	HEAD OFFICE
REF NO.	DIR/HRP-OD/HO/01/02/2017
SALARY LEVEL	13
SALARY SCALE	R898 743 – R1 058 691 (p.a. an all inclusive package)
REQUIREMENTS	<p>A Bachelor’s Degree at NQF level 7, as recognised by the South African Qualifications Authority (SAQA) in Organisational Development, Management Services or related equivalent qualification. A minimum of ten years relevant experience in Organisational Development/Workstudy/ HR Management (including HR Planning), and five years of which must be at Middle Management level.</p> <p>Sound understanding of strategic planning. Extensive and in-depth knowledge and understanding of policies and regulatory framework Governing Human Resource Planning and Organisational Development in The Public Service. Knowledge of Equate Job Evaluation System.</p>
COMPETENCIES	Strong and proven skills in leadership and management capability, extensive People management, project management, financial management, change Management and service delivery innovation; policy formulation and Implementation, analytical, diagnostic and investigative capabilities, Advanced interpersonal and communication (verbal and written) skills, Advanced computer literacy and report writing skills.
KEY RESPONSIBILITIES	Develop and maintain an integrated Human Resource Plan aligned to Organisational strategic priorities and the departmental strategic plan. Determination and alignment of organisational design with the Departmental strategy to improve effectiveness. Develop and implement Relevant Organisational Design and change management strategies, policies and guidelines. Guide, monitor and evaluate the implementation of Organisational Design interventions, systems, processes and change initiatives. Develop/review the Employment Equity Plan. Monitor and Evaluate implementation of the HR Plan and EE Plan. Manage and provide Strategic leadership in the Directorate. Provide overall management of Capital and financial resources in the Organisational Development unit.
ENQUIRIES	MS K LIVI

CONTACT	040-608-1236
POST 3	DIRECTOR ICT SERVICES/INFORMATION TECHNOLOGY SERVICES
CENTRE	HEAD OFFICE
REF NO.	DIR/ICT/HO/01/02/2017
SALARY LEVEL	13
SALARY SCALE	R898 743 – R1 058 691 (p.a. an all inclusive package).
REQUIREMENTS	A relevant Degree in Information Communication Technology at NQF Level 7 as recognised by the South African Qualifications Authority (SAQA). 5 years ICT experience in a managerial position either in the Public or Private Sector environment. A valid driver's licence as well as Willingness to travel and work extended hours. Sound knowledge, Understanding and application of the relevant legislation. Competence In the implementation of government's e-strategy. Implementation of the ICT strategy in the public sector environment. Sound knowledge and Understanding of the eHealth strategies. Good corporate governance Principles. Government priorities and imperatives. The White Paper on The Transformation of the Public Service (Batho Pele)
KEY RESPONSIBILITIES	Manage and review ICT Corporate Governance capability and Functionality for the Department in line with the DPISA's CGICT Corporate Governance of Information and Communication Technology) Ensure appropriate processes, procedures and controls are adequately implemented to meet audit and compliance expectations. Act as audit liaison for internal and external audits and coordinate the monitoring and resolution of audit findings. Manage the ICT Disaster Recovery Plan (DRP) and ensure alignment with ECDOH Business Continuity Plan (BCP) And periodically test all backup and recovery plans, procedures and capabilities. Manage the resources of the Directorate and develop the Operational plan for the Directorate and ensure its implementation. Conduct financial planning and account for allocated budget with the Directorate. Develop solutions to technical challenges and advise users on appropriate processes to follow. Provide technical support and maintenance of the enterprise-wide ICT infrastructure. Develop and strengthen the ECDOH digital connectivity strategy. Determine demand specification and procurement of ICT technologies. Plan, develop, implement and maintain rollout of ICT technologies. Promote and champion the e-Health and m-Health strategies.
ENQUIRIES TELEPHONE	MS N GUMEDE 040-608-1197
POST 4	CHIEF EXECUTIVE OFFICERS X 3

CENTRES	ELIZABETH DONKIN HOSPITAL, SIPETU HOSPITAL, WINTERBERG HOSPITAL
REF NO'S	CEO/EDH/01/02/2017 (ELIZABETH DONKIN PSYCHIATRIC HOSPITAL) CEO/AN/SPTH/01/02/2017 (SIPETU HOSPITAL) CEO/AMT/WINTH/01/02/2017 (WINTERBERG HOSPITAL)
SALARY LEVEL	13 - EDH 12 - SIPETU AND WINTERBERG
SALARY SCALE	R898 743 – R1 58 691 p.a. (an all inclusive package) R727 276 – R855 516 p.a. (an all inclusive package)
REQUIREMENTS	A Degree/Advanced Diploma in a Health related field plus a Degree/ Diploma in Health Management or Degree/Advanced Diploma in Management field. Registration with the relevant professional body/council. At least five years managerial experience in a Health Sector at Middle Management. A valid driver's licence. Knowledge Of relevant legislation such as National Health Act, Public Financial Management Act (PFMA), Public Service Regulations and related Policies. Strategic capability and leadership programme and project Management. People management and empowerment. Service delivery innovation. Knowledge management. Client orientation and customer focus.

ADDITIONAL REQUIREMENTS THAT WILL SERVE AS A RECOMMENDATION:

Strong leadership, managerial and organisational qualities. Strategic, Operational and Contingency Planner.

KEY PERFORMANCE AREAS	To plan, direct, coordinate and manage the efficient delivery of Clinical and administration support service through working with Key executive management team at the hospital within the legal Regulatory framework. To present the hospital authority at Provincial and Public forums. To provide strategic leadership, Improve operational efficiency within the hospital and to improve Health outcomes. Strategic Planning : Prepare a strategic plan for Hospital to ensure it is in line with national, provincial, regional And district plans. Financial Management: Maximise revenue Through collection of all income due to the hospital, ensure that The adequate policies, systems and procedures are in place to Enable to prudent management of financial resources. Monitoring and evaluation , Asset and Risk Management, facility Management To ensure business support and systems to promote optimal Management of the institution as well as optimal service delivery. Ensure that system and procedures are in place to ensure planning and timeous maintenance of facilities and equipment.
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Enquiries	Dr T Nogela 040-608-1931
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Applications for the posts of Directors and Chief Executive Officer Elizabeth Donkin must be submitted to Shop 1, Ground Floor Dukumbana Building.

ENQUIRIES: MR EF MADAKA CONTACT No: (039) 255 0082/84 EXT.148 for Sipetu Hospital.

NB: ALL APPLICATIONS: Must be submitted to Human Resource Section Sipetu Hospital, Private Bag x 9005 Mount Frere 5090 or hand delivery to Human Resource Office No.8 Administration Block, Sipetu Hospital Ntabankulu 5090.

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.