



Province of the
EASTERN CAPE
HEALTH

PROVINCIAL ADMINISTRATION: EASTERN CAPE DEPARTMENT OF HEALTH

INTERNSHIP PROGRAMME FOR THE FINANCIAL YEAR 2016/2017

DAILY DISPATCH & HERALD POSTS

POSTED ON: 25 APRIL 2016

CLOSING ON: 16 MAY 2016

BISHO: HEAD OFFICE

ENQUIRIES: MR M PINCA, MR S.L. SISWANA & MS V. MAKONCO

TEL NO. (040) 608 1521/ 1523/1544

APPLICATIONS: Must be submitted to Registry Office, Dukumbana Building Private Bag x 0038, Bisho, 5605, Eastern Cape or Hand Delivered to Human Resource Development (HRD UNIT) Office No. 2 Unathi House, Siwani Avenue, Bisho. Applications must be written: Application for an Internship Programme.

INTERNSHIP PROGRAMME

The Eastern Cape Department of Health (ECDOH) is offering 360 internship opportunities for a period **of (12 months)** to unemployed graduates from Higher Education Institutions, who have completed Degrees or (3 years) National Diplomas, and have not been exposed to Public Service work experience related to the Field of Study that they have completed. This will be a Work-Based Structured approach to Experiential Learning related to an occupation with an aim to acquire competencies in the said Fields. Applicants are hereby invited from suitable qualified candidates to apply.

STIPEND: R5 000 per month

DURATION: One Year (12 Months)

DISTRIBUTION IS AS FOLLOWS:

1. INTEGRATED HUMAN RESOURCE MANAGEMENT: QUALIFICATIONS REQUIRED - REF. NO.: HRD 01/ 2016

A. Distributions: Total Required Head Office; Alfred Nzo; Amathole; Cacadu; Chris Hani; Joe Gqabi; NM Metro; OR Tambo; Buffalo City

SUB-TOTAL:	140	17	16	15	15	15	15	15	17	15
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1.1 Relevant National Diploma/ Degree in HRM (Ref No.: HRD 01/01/2016): Total Required – 76

✓ Head Office: 7; Alfred Nzo: 8; Amathole: 9; Cacadu: 9; Chris Hani: 8; Joe Gqabi: 8; NM Metro: 8; OR Tambo: 10; Buffalo City: 9

1.2 Management of Training (MOT): (Ref No.: HRD 02/01/2016): Total Required - 43

✓ Head Office: 6; Alfred Nzo: 6; Amathole: 4; Cacadu: 4; Chris Hani: 5; Joe Gqabi: 5; NM Metro: 5; OR Tambo: 4; Buffalo City: 4

1.3 Employee Wellness: Bachelor of Social Science (Ref No.: HRD 03/01/2016): Total Required - 10

✓ Head Office: 2; Alfred Nzo: 1; Amathole: 1; Cacadu: 1; Chris Hani: 1; Joe Gqabi: 1; NM Metro: 1; OR Tambo: 1; Buffalo City: 1

1.4 Labour Relations: (Ref No.: HRD 04/01/2016): Total Required - 11

✓ Head Office: 2; Alfred Nzo: 1; Amathole: 1; Cacadu: 1; Chris Hani: 1; Joe Gqabi: 1; NM Metro: 1; OR Tambo: 2; Buffalo City: 1

2. FINANCIAL MANAGEMENT: QUALIFICATIONS REQUIRED - REF. NO.: HRD 02/ 2016

B. Distributions: Total Required Head Office; Alfred Nzo; Amathole; Cacadu; Chris Hani; Joe Gqabi; NM Metro; OR Tambo; Buffalo City

SUB-TOTAL:	128	16	14	14	14	14	14	14	14	14
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2.1 Finance Management: (Ref No.: HRD 01/02/2016): Required - 45

✓ Head Office: 4; Alfred Nzo: 5; Amathole: 5; Cacadu: 5; Chris Hani: 5; Joe Gqabi: 5; NM Metro: 5; OR Tambo: 6; Buffalo City: 5

2.2 Cost and Management Accounting: (Ref No.: HRD 02/02/2016): Required - 25

✓ Head Office: 3; Alfred Nzo: 2; Amathole: 3; Cacadu: 3; Chris Hani: 3; Joe Gqabi: 3; NM Metro: 3; OR Tambo: 2; Buffalo City: 3

2.3 Relevant B. Com/ ND: Internal Auditing/ Finance & Accounting: (Ref No.: HRD 03/02/2016): Required - 20

✓ Head Office: 3; Alfred Nzo: 3; Amathole: 2; Cacadu: 2; Chris Hani: 2; Joe Gqabi: 2; NM Metro: 2; OR Tambo: 2; Buffalo City: 2

2.4 ND: Supply Chain Management/ Inventory Asset Management/ Logistic Management: (Ref No.: HRD 06/02/2016): Required - 35

✓ Head Office: 3; Alfred Nzo: 4; Amathole: 4; Cacadu: 4; Chris Hani: 4; Joe Gqabi: 4; NM Metro: 4; OR Tambo: 4; Buffalo City: 4

2.5 Risk Management: (Ref No.: HRD 07/02/2016): Required - 3

✓ Head Office: 3

3. OTHER FIELD OF STUDIES: QUALIFICATIONS REQUIRED: REF. NO.: HRD 03/ 2016

C. Distributions: Total Required Head Office; Alfred Nzo; Amathole; Cacadu; Chris Hani; Joe Gqabi; NM Metro; OR Tambo; Buffalo City

SUB-TOTAL:	92	27	8	8	8	6	9	9	9	8
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3.1 ND: or Degree in Public Admin: (Ref No.: HRD 01/03/2016): Required - 13

✓ Head Office: 5; Alfred Nzo: 1; Amathole: 1; Cacadu: 1; Chris Hani: 1; Joe Gqabi: 1; NM Metro: 1; OR Tambo: 1; Buffalo City: 1

3.2 Degree in LLB: (Ref No.: HRD 03/03/2016): Required - 4

✓ Head Office: 4

3.3 NATIONAL Diploma/Degree in Office Admin/Secretarial: (Ref No.: HRD 04/03/2016): Required - 10

✓ Head Office: 2; Alfred Nzo: 1; Amathole: 1; Cacadu: 1; Chris Hani: 1; Joe Gqabi: 1; NM Metro: 1; OR Tambo: 1; Buffalo City: 1

3.4 Relevant NATIONAL Diploma/Degree in IT: (Ref No.: HRD 05/03/2016): Required – 35

✓ Head Office: 5; Alfred Nzo: 4; Amathole: 4; Cacadu: 4; Chris Hani: 2; Joe Gqabi: 4; NM Metro: 4; OR Tambo: 4; Buffalo City: 4

3.5 ND: DOCUMENT MANAGEMENT: (Ref No.: HRD 06/03/2016): Required – 11

✓ Head Office: 2; Alfred Nzo: 1; Amathole: 1; Cacadu: 1; Chris Hani: 1; Joe Gqabi: 1; NM Metro: 1; OR Tambo: 2; Buffalo City: 1

3.6 Information Management Systems (IMS) (Ref No.: HRD 07/03/2016): Required - 12

✓ Head Office: 3; Alfred Nzo: 1; Amathole: 1; Cacadu: 1; Chris Hani: 1; Joe Gqabi: 1; NM Metro: 2; OR Tambo: 1; Buffalo City: 1

3.7 Disaster Management: (Ref No.: HRD 08/03/2016): Required - 1

✓ Joe Gqabi: 1

3.8 Communications/ Media/ Journalism/ Graphic Design: (Ref No.: HRD 09/03/2016): Required - 3

✓ Head Office: 3

3.9 Public Relations: (Ref No.: HRD 10/03/2016): Required - 3

✓ Head Office: 3

4. Distributions: Total Required Head Office; Alfred Nzo; Amathole; Cacadu; Chris Hani; Joe Gqabi; NM Metro; OR Tambo; Buffalo City

GRAND TOTAL INTERNS	360	60	38	37	37	35	38	38	40	37
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Important Note:

- Applicants who have already participated in any Government Internships Programme will not be considered and if it is found that this was the case after appointment, the contract will be terminated with immediate effect
- The EC Department of Health is committed to the achievement and maintenance of diversity and equity in employment, especially of Race, Gender and Disability
- Applications must be submitted on a signed Z83 form, obtainable from any Public Service Department and must be accompanied by a comprehensive CV and recently certified copies of qualifications, academic record and identity document. Failure to provide required documents will disqualify applicants
- Applicant must clearly indicate the reference number on the Z83 Form.
- Separate applications should be submitted for each study field of interest
- Unless indicate otherwise, the Internship Opportunities are based in Districts and Sub-District Offices; Hospital Complexes; Regional Hospitals; Health Facilities and in Head Office (Bhisho)
- It is the applicants responsibility to have the qualifications evaluated by the South African Qualities Authority (SAQA) as qualifications will be submitted for verification
- Communication/ correspondence will be limited to short listed candidates only.
- If you have not been contacted within 2 months of the closing date of this advertisement, please accept that your application was unsuccessful.
- No late and incomplete applications will be considered

Please forward applications, quoting the relevant Reference Number and the District Name/ Area to: The Superintendent-General; Eastern Cape Department of Health; CD: HRD – Section: Learnerships and Internships, writing the Address where you wish to undertake Internship for attention of a Contact Person in a District where you apply as per table below: No faxed or emailed applications will be considered.

No.	Head Office	Alfred Nzo	Amathole	Amathole	Cacadu	Chris Hani	Joe Gqabi	NM METRO	OR Tambo
Enquiries	Ms.Makonco/ Mr. Siswana	Mrs. Mbobo BN	Ms. N. Jukuju	Mr. X. Mene	Ms. L. Njobe/ Ms. N. Wayiza	Mrs. Shweni PN	Mr. Kometsi LL	Mrs. Dubase Z/ Ms. Adams	Mr. Duntsula FN
Contact No.	040-608 1521/23	039-797 6082 060 557 9756	043-722 7102	043-707 6700 060 563 1247	041-408 8514/ 041-4088147	045-807 1100 045- 807 1177 060 563 1233	051-633 9630 060 557 9591	041-391 8106 060 583 5691	047-502 9033 073 160 9186
Physical Address	Office No.: 02 First Floor, Unathi House, Bhisho, 5605,	81 Murray Str. Kokstad, 4700, Office No.: 26 (HRD Unit).	No. 64 Termina Street Old Standard Bank Building East London	19 St. James Rd. Office No.: 05 Ground Floor, Medical Centre Building, Southernwood, 5201,	Room 510 Golden Mile building 5 Downing Street North End 6057	Komani Hospital Ward F Queenstow n 5219	32 Dan Pienaar Str, Springs, Aliwal North, 9750:	DOH: Room B6, Conningham Rd. Parsons Hill, 6001,	Office 9-24 Botha Sigcawu Building, Mthatha, 5099
Postal Address	EC Dept. of Health Private Bag X0038, Bhisho, 5605	ECDOH: Alfred Nzo District (HRD Unit) P/ Bag X 3515, Kokstad, 4700	ECDOH: Buffalo City Metro	ECDOH: Amathole District	ECDOH: Cacadu District Private Bag 27667, PE 6057	ECDOH: Chris Hani District	ECDOH: Joe Gqabi Distr. Private Bag X 1005, Aliwal N	ECDOH: Nelson Mandela Metro District, P/Bag X 2800, Greenacres, 6057	ECDOH: OR Tambo District Private Bag X 5005, Mthatha, 5099