

## **LIVINGSTONE HOSPITAL ADVERTISEMENT**

Posted Date : 25 APRIL 2016  
Closing Date : 16 MAY 2016  
Post : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 – NEONATOLOGY (1 POST)**  
Ref. No.: (Ref. No.: Liv/ Neon/01/2016)  
Salary : **R1 444 857 – R 1 533 516 p.a. (All –inclusive package)**  
Other Benefits : **Commuted overtime (subject to signing of relevant contract)**

### **REQUIREMENTS:**

An appropriate medical qualification that allows registration with HPCSA in Neonatology. HPCSA registration certificate as a Medical Specialist in Paediatrics, Subspecialist in Neonatology. A minimum of 3 years' experience as a Medical Specialist in Paediatrics, after registration with HPCSA. Current registration with HPCSA as a Medical specialist in Paediatrics and Subspecialist in Neonatology. A valid driver's license.

### **COMPETENCIES & SKILLS REQUIRED**

Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes.

### **DUTIES:**

Provide strategic leadership in the respective clinical unit. Deliver Neonatal Clinical services for children in the Department of Paediatric Medicine and Child Health at Dora Nginza Hospital. Participation in the after-hours call roster of the Paediatrics and Neonatal Service of the Eastern Cape. Oversee and manage quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related to Neonatology and Perinatal Medicine burden of disease; manage and support staff and participate in departmental Functional Business Unit activities. Leadership of Neonatal and Paediatric research activities in the Department of Paediatric Medicine and Child Health of the Walter Sisulu University. Participate in outreach activities and / or support of District Hospitals. Participate in the on-going provision of undergraduate and post graduate training/teaching. Manage staff in the department. Manage Performance and Development (PMDs) and perform quarterly reviews of subordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching.

**ENQUIRIES: Prof. L. Pepeta**

**CONTACT NUMBER: 082 776 6024**

**Post:** HEAD CLINICAL UNIT (MEDICAL) GRADE 1 –CARDIOLOGY (1 POST)

**Centre:** Livingstone Hospital

**Ref. No:** Liv/ Cardio/02/2016

**Salary:** R1 444 857 – R 1 533 516 p.a. (All –inclusive package)

**Other Benefits:** Commuted overtime (subject to signing of relevant contract)

#### **REQUIREMENTS:**

An appropriate medical qualification that allows registration with HPCSA in Cardiology. HPCSA registration certificate as a Medical Specialist in Internal Medicine, Subspecialist in Cardiology. A minimum of 3 years' experience as a Medical Specialist in Internal Medicine after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Internal Medicine and Subspecialist in Cardiology. A valid driver's license.

#### **COMPETENCIES & SKILLS REQUIRED**

Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes.

#### **DUTIES**

Provide strategic leadership in the respective clinical unit .Render medical services and specialist duties. Participate in outreach activities and / or support of Regional and District Hospitals. Participate in the ongoing provision of undergraduate and post graduate training/teaching. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities

**ENQUIRIES:** DR. B. Mbulawa- Hans

**CONTACT NUMBER:** 082 946 8056

**Post :** MEDICAL SPECIALIST- (MEDICAL) GRADE 1 – 3 - RADIATION ONCOLOGY (1 POST)

**Centre:** Livingstone Hospital

**Ref. No:** Ref. No.: Liv/ Onco/01/2016

**Salary:** R 924 378 - R 1 533 516 p.a. (all-inclusive package)

**Other Benefits:** Commuted overtime (subject to signing of relevant contract)

#### **REQUIREMENTS:**

An appropriate medical qualification that allows registration with HPCSA in Radiation Oncology. HPCSA registration certificate as a Medical Specialist in Radiation Oncology. Current registration with HPCSA as a Medical specialist. A valid driver's license.

#### **EXPERIENCE:**

- Grade 1 - A minimum of 0 - 4 years' experience as a Medical Specialist in the relevant specialization area after registration with HPCSA/ a recognised foreign Professional Health Council in the case of foreign qualified applicants.
- Grade 2 - A minimum of 5 - 9 years' experience as a Medical Specialist in the relevant specialization area after registration with HPCSA. / A recognised foreign Professional Health Council in the case of foreign qualified applicants.
- Grade 3 - A minimum of 10 - years' experience as a Medical Specialist in the relevant specialization area after registration with HPCSA/ a recognised foreign Professional Health Council in the case of foreign qualified applicants.

#### **COMPETENCIES & SKILLS REQUIRED**

Experience in project and people management. Good communication, facilitation and team building skills. Sound clinical knowledge and expertise.

Good interpersonal, managerial and supervisory skills. Sound knowledge of clinical procedures and protocols within the discipline. Knowledge of the Current Health and Public Service Legislature.

Ability to innovate. Ability to manage patients independently. Interest in conducting and supervising research

#### **DUTIES:**

Participate in outreach activities or support regional/district hospitals. Perform a wide variety of diagnostic procedures include scanning techniques, such as x-ray and magnetic resonance imaging, as well as surgical operations and biopsies. Collect medical histories and perform physical evaluations in addition to basic administrative duties, such as maintaining records, compilation of medical reports and managing the work of staff. Provide specialist care to patients requiring services within your specific domain. Provide after-hours coverage in Internal Medicine and ensure continuous clinical support to junior staff. Participate in training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Maintain clinical, professional and ethical standards.

**ENQUIRIES:** DR. B. Mbulawa- Hans

**CONTACT NUMBER:** 082 946 8056

**POST: MANAGER NURSING (LEVEL 3 AND SPECIALISED HOSPITALS) X 1**

**Centre: Livingstone Hospital**

**Ref. No: Liv/ Man Nurs/PNA9/2016**

**Salary: R 793 536 – R 893 142 p.a. (all-inclusive package)**

### **MINIMUM REQUIREMENTS(EDUCATION AND EXPERIENCE)**

Basic R425 qualification (i.e.) Diploma or Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse (General and midwifery). A minimum of 10 years appropriate/recognizable experience in nursing after registration of Professional nurse with the SANC in general nursing and at least 5 years of the period referred to above must be appropriate / recognisable experience at management level. Post basic qualification- Diploma in Nursing Administration. Drivers' license. Computer literacy. Registration with SANC as a Professional Nurse (SANC receipt 2016)

### **RECOMMENDATION**

Post basic qualification : Diploma in Nursing Education

### **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 score 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 adequate manage information and report writing. To demonstrate the understanding of strategic, operational and turnaround planning.

**ENQUIRIES: MR M STROEBEL**

**CONTACT NUMBER: (041) 405 2150**

Applications should be forwarded to: Livingstone Hospital, The Human Resource Manager, Recruitment Section, Private bag Livingstone, Korsten, 6014. Hand deliver to Nurses Home, 2<sup>nd</sup> Floor, Standford Road, Korsten Port Elizabeth. **GENERAL** All applications must be submitted on Z83 form obtainable from any Public Service Department or [http://www.ecdoh.gov.za / uploads / files / 110706122520pdf](http://www.ecdoh.gov.za/uploads/files/110706122520pdf). Z83 must be completed in full accompanied by certified copies of ID, driver's license (where applicable) matric certificate and other Qualifications together with recent Curriculum Vitae, stating the reference number and the post for which being applied and forwarded to the address above. **NB: No Faxed, e-mailed or late applications will be considered. Applicants may be assessed. The Department reserves the right not to fill the Post.** Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

**JOB TITLE OF VACANT POST:**

**SENIOR MANAGER: MEDICAL SERVICES GR 1**

**Ref No: LIV/MAN 01/2016**

**SALARY LEVEL OF VACANT POST:**

- **R 1 263 699 – R 1 533 576 p.a. ( all inclusive salary package**

**CENTRE OF PLACEMENT:**

- **Livingstone Tertiary Hospital**

**MINIMUM REQUIREMENTS (EDUCATIONAL AND EXPERIENCE)**

- An appropriate qualification that allows full registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner;
- A minimum of three (3) years appropriate experience after registration with the HPCSA as a Medical Practitioner.
- Current registration with HPCSA
- A valid Driver's licence

**ADDITIONAL REQUIREMENTS THAT WILL SERVE AS A RECOMMENDATION:**

- Strong leadership, strategic, operational and contingency planning, managerial and organizational skills.
- Relevant experience in managing hospitals/ senior medical staff

**KEY PERFORMANCE AREAS:****STANDARD RESPONSIBILITIES AS PER JOB DESCRIPTION**

- Give strategic direction and leadership to the Clinical and support division.
- Work with the Chief Executive Officer to ensure effective efficiency and sustainable delivery of the Livingstone Hospital Clinical Governance strategy.
- Plan, implement, lead and support the development of clinical and related support services in the hospital, working with Heads of Clinical Departments, Pharmaceutical services, Clinical support and Nursing services management.
- Develop and maintain leadership including co-ordination and communication with staff and clients in the clinical services.
- Work in partnership with others to develop, take forward and evaluate direction, and strategies
- Develop a culture that improves quality of provided clinical services
- Promote health and well-being of patients and prevent adverse effects on health and well-being of patients through contributing to the development, implementation and evaluation of related policies.
- Plan, implement, monitor and evaluate the hospital outreach and support programmes
- Plan, develop and evaluate methods and processes for gathering analysis, interpreting and presenting health information

ENQUIRIES: MR M. Madonsela

CONTACT NUMBER: (041) 405 2275/6

Application should be forwarded to: Livingstone Hospital, The Human Resource Manager, Recruitment Section, Private bag Livingstone, Korsten, 6014. Hand deliver to Nurses Home, 2<sup>nd</sup> Floor, Standford Road, Korsten Port Elizabeth. **GENERAL** All applications must be submitted on Z83 form obtainable from any Public Service Department or <http://www.echealth.gov.za> / uploads / files / 110706122520pdf. Z83 must be completed in full accompanied by certified copies of ID, driver's license (where applicable) matric certificate and other Qualifications together with recent Curriculum Vitae, stating the reference number and the post for which being applied and forwarded to the address above. NB: No Faxed, e-mailed or late applications will be considered. Applicants may be assessed. The Department reserves the right not to fill the Post. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

POSTED ON 25 April 2016

CLOSING ON 16 May 2016

ENQUIRIES Ms. Livi

TEL NO (040) 608 1236

APPLICATIONS: Must be submitted to Registry Office, Dukumbana Building Private Bag x 0038, Bisho, 5605, Eastern Cape or Hand Delivered to Recruitment Office, Shop I, Dukumbana Building.

POST HEAD CLINICAL UNIT: OBSTETRICS & GYNAECOLOGY

CENTRE CECILIA MAKIWANE HOSPITAL

REF. NO ECHEALTH/CMH/HCU/O&G/01/2016

SALARY LEVEL OSD

SALARY SCALE R 1 444 857– R 1 533 516 p.a. (all-inclusive package)

**REQUIREMENTS** Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in a normal speciality (**OBSTETRICS & GYNAECOLOGY**) or a recognized Sub-specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-specialty. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist. Experience in a post with administrative, academic and planning responsibilities would be a recommendation. Qualifications in leadership and management would be a recommendation. Strengths in inter-personnel relations, strategic planning, leadership and management skills. Computer literacy in word processing spread sheets and project management. A valid code 08 driver's licence. To take responsibility for leadership, management, academic service and clinical service within the Department of Obstetrics & Gynaecology ensuring that these services are supplied at the best possible level to the community served by the Department in all its functions and advocating appropriately for unmet needs at all appropriate levels. To take a lead role in clinical management within the Cecilia Makiwane Hospital. To lead, facilitate and carry out teaching within the scope of the clinical discipline within the auspices of the hospital, province and the Walter Sisulu University of Science and Technology as required. To provide other services as required by the provincial or national department of health concerning health and health services related to the clinical discipline in co-ordination with other sections at Cecilia Makiwane Hospital.

**DUTIES** To provide clinical leadership and strategic planning. To see that medical, nursing, clinical support and specialist services are supplied with appropriate audit of these services. To see that outreach activities and district hospitals support is carried out. To see that in-service, undergraduate and post-graduate training of health personnel is supplied appropriately within the responsible areas. Administer and Manage the Clinical Directorate and Department including staff, structure, equipment, clinical service and finance. To see medico legal responsibilities are carried out. To capacitate health practitioners (especially within the scope of the clinical discipline). To encourage and

carry out appropriate research and analysis to achieve discipline related health goals. To encourage and carry out advocacy on behalf of the community served by the clinical discipline in an appropriate fashion when necessary. To develop and administer clinical discipline health related academic functions / services in the department and province. To develop the clinical discipline locally, provincially and nationally. To support clinical discipline health related initiatives and projects appropriately at local, provincial and national level. To facilitate and carry out clinical discipline health teaching within the auspices of the complex, province and Walter Sisulu University of Science and Technology as required. To regularly keep your supervisor informed of relevant matters affecting the department and submit quarterly reports on the function of the department.

**POST** **HEAD CLINICAL UNIT (PAEDIATRICS) GRADE I**

**CENTRE** **CECILIA MAKIWANE HOSPITAL**

**REF NO** **ECHEALTH/ORTD/HC/02/2016**

**SALARY LEVEL** **OSD**

**SALARY SCALE** **R 1 444 857 – R 1 533 516 p.a. (all inclusive package)**

**REQUIREMENTS** Appropriate qualification that allows registration with the HPCSA as Medical Specialist in **PAEDIATRICS** or recognized Sub-specialty. Registration with the HPCSA as Medical Specialist in a normal Specialty (**PAEDIATRICS**) or recognized Sub-specialty. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty or in a recognized Sub-specialty. Unendorsed valid Code B driver's license (code 8). It would be required of the successful candidate to sign a performance agreement. Knowledge, own clinical discipline, Relevant legislation, regulations and policies, Quality assurance and improvement programmes, Programme planning, implementation and evaluation, Information management, Human resources and financial management. Leadership, Communication, Problem solving, Computer literacy. Behavioral attributes: Stress tolerance, Self-confidence, Objectivity, Ethics, Empathy and Passion for teaching.

## **DUTIES**

Represent own specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, newborns and children at all levels within a health district. Clinical governance, Promote equitable access to an appropriate level of care for all mothers, newborns and children throughout the district. Maintain personal competency in own clinical discipline, whilst ensuring that no more than 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district outside the regional/tertiary Centre's. This includes performing operational research for approximately 10% of time. Overtime in local regional and tertiary hospitals is optional. Support clinics, Community Health Centre's and district hospitals with all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide supportive supervision/mentorship in relevant discipline at facilities within the District. Facilitate and participate in the training, development and mentorship of under- and post-graduate medical, nursing and allied health professionals; this may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services, Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients, (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization, (e.g. performance reviews). Initiate, support and participate in clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research; this may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the district specialist team. Enable engagement with the local community and relevant non-Government organizations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Participate in provincial and national activities and initiatives to improve the health of and health delivery to mothers, babies and children. Present quarterly reports on

activities, health services and programmes to line management. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of discipline-related services within the district. Assist with the recruitment and management of relevant human resources.

**ENQUIRIES** Mrs Livi

**TEL NO** (040) 608 1236

**APPLICATIONS:** Must be submitted to Registry Office, Dukumbana Building Private Bag x 0038, Bisho, 5605, Eastern Cape or Hand Delivered to Recruitment Office, Shop I, Dukumbana Building.

**POST** CHIEF EXECUTIVE OFFICER (CEO)

**CENTRE** ST ELIZABETH HOSPITAL

**REF NO.** ECHEALTH/CEOSTEH/03/2016

**SALARY LEVEL** 13

**SALARY SCALE** R 864 177 – R 988 101 p.a. (All inclusive Package)

**REQUIREMENTS** A Degree/Advanced Diploma in Health related field plus Degree/Diploma in Health Management or Degree/Advanced Diploma in Management field. Registration with the relevant professional Council. At least five (5) years managerial experience the Health Sector at middle Management. Experience as a health service manager or significant experience in management in a health service environment. A valid driver's license. Knowledge of relevant legislation such as National Health Act, Public Financial Management Act (PFMA), Public Service Regulation 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.

**DUTIES** To plan, direct, coordinate and manage the efficient delivery of clinical and administration support service through working with the key executive management team at the hospital within the legal regulatory framework. To prevent the hospital authority at provincial and public forum. To provide strategic leadership to improve operational efficient within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure it is in line with 10 point plan, national, provincial, regional and district plans. Financial Management: Maximize 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. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management, facility Management ensure business support and system 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.



