

**EASTERN CAPE DEPARTMENT OF HEALTH
PORT ELIZABETH PUBLIC HOSPITALS (DNH)**

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)

DORA NGINZA HOSPITAL ADVERTISEMENT

POSTED ON 19 JUNE 2016
CLOSING DATE 04 JULY 2016

DORA NGINZA HOSPITAL

ENQUIRIES: Mr ZW MBUZI
TEL NO (041) 406 4421
APPLICATIONS: Must be submitted to Human Resource Office ,Dora Nginza Hospital, Private Bag X 11951, Algoa Park, Port Elizabeth 6005 or Hand Delivery Administration Block, 1ST Floor, Spondo Street, Zwide

POST/1: CLINIICAL GOVERNANCE MANAGER: CLINICAL UNIT: MEDICAL GRADE 1
REF NO: CMM/CEO/TTBH/2016
CENTRE: DORA NGINZA HOSPITAL
SALARY LEVEL: OSD
SALARY SCALE: R981 093-R1 088 862

REQUIREMENTS Appropriate qualification that allows registration with Health Professional Council of South Africa(HPCSA-2016) as a Medical Practitioner (Independent practice).A minimum of 3-5 years appropriate experience after registration with the HPCSA as a Medical Practitioner. Valid driver's license(Code B/EB).Appropriate and proven managerial experience in an academic and/or health care environment, showing strong leadership strategic and operational skills in managing clinical services departments at strategic, operational and contingency levels. Knowledge and proven managerial experience with regard to Human , Financial and Physical resources management in a clinical health setting and extensive knowledge of National, Provincial and Institutional health delivery system, policies and law, governing resources allocations as well as medico-legal matters. Proven skills in quality improvement strategies and implementation thereof, analytical and innovative thinking and problem solution relevant to an Academic Health Care setting in the Public Health arena. Excellent communication (written, verbal) and conflict management skills. Proven computer literacy with proficiency in MS Word, Excel and PowerPoint with the ability to understand and analyses statistical and financial information.

ADDITIONAL REQUIREMENTS

Report writing skills. Leadership, Organizational, decision making and problem solving skills. Knowledge of legal framework and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of Code of conduct and Employment Relations procedures/processes. Knowledge of Batho Pele Principles and

Patients' rights Charter.

Duties: Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategic to strengthen the Regional and District health care system ensuring equity of access to Regional care of adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs. Special portfolio/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients with available resources.

POST/02 **OPERATIONAL MANAGER NURSING-ANTENATAL& ANTENATAL CLINIC &O&G (SPECIALITY) PNB3 X3**

REF NO : ECHEALTH/07/2016

CENTRE: DORA NGINZA HOSPITAL

SALARY LEVEL OSD

SALARY SCALE : R 433 029 – R487 374 p.a. (plus competitive benefits)

REQUIREMENTS: Current Registration with SANC of 2015 as a Professional Nurse and Midwife and R425 Diploma/Degree in nursing or equivalent qualification, A post basic nursing qualification with a duration of at least 1 year accredited with SANC in Advanced Midwifery and Neonatology. A minimum of 9/nine years appropriate/recognizable experience after registration with SANC as a General Nurse, At least five(5) years of the period referred to the above must be appropriate recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Certificate of service record endorsed by the human resources section, knowledge, skills, training and competencies required.

ADDITIONAL REQUIREMENTS

Good verbal and written communication and report writing skills. Leadership, Organizational, decision making and problem solving skills. Knowledge of legal framework and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Employment Relations procedures/processes. Knowledge of Batho Pele Principles and Patients rights Charter. Experience in supervisory capacity. Knowledge of 6 Ministerial priorities and National Core Standards.

DUTIES: Coordination of optimal holistic specialized nursing care provided within set standards and professional /legal framework, Manage effective the utilization and supervision of resources. Coordination of the provision of effective training and research. Promote quality nursing care as directed b the Professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objective of the unit and departments. Demonstrate understanding of human resources and financial management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations(Batho Pele). Able to plan and organize own work and that of support personnel to ensure proper

nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff , formulate training programs and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in good order. Provide a safe therapeutic and hygienic environment as laid down by the nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units/wards and report to the nursing management.

POST/03 **OPERATIONAL MANAGER NURSING : SPECIALITY UNIT PNB3 PREM UNI**
REF NO **ECHEALTH/08/2016**
CENTRE: **DORA NGINZA HOSPITAL**
SALARY LEVEL **OSD**
SALARY SCALE **R433 029-R487 374 p.a. (plus competitive benefits)**

REQUIREMENTS: Current Registration with SANC of 2015 as a Professional Nurse and Midwife and Basic R425 Diploma/Degree in nursing or equivalent qualification, A post basic nursing qualification with a duration of at least 1 year accredited with SANC in Neonatal, Advanced Midwifery plus Child Nursing science, ICU qualification and Paediatrics, A minimum of 9/nine years appropriate/recognizable experience after registration with SANC as a General Nurse, At least five(5) years of the period referred to the above must be appropriate recognizable experience in the specific specialty after obtaining the 1 year post basic qualification/diploma in the relevant speciality (Advanced Midwifery). Certificate of service record endorsed by the human resources section, knowledge, skills, training and competencies required.

ADDITIONAL REQUIREMENTS

Good verbal and written communication and report writing skills. Leadership, Organizational, decision making and problem solving skills. Knowledge of legal framework and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Employment Relations procedures/processes. Knowledge of Batho Pele Principles and Patients rights Charter. Experience in Supervisory capacity. Knowledge of 6 Ministerial priorities and National Core Standards.

DUTIES: Coordination of optimal holistic specialized nursing care provided within set standards and professional /legal framework, Manage effective the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ethical standards and self development. Promote quality nursing care as directed by the Professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objective of the unit and departments. Demonstrate understanding of human resources and financial management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations(Batho Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff , formulate training programs and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in good order. Provide a safe therapeutic and hygienic environment as laid down by the nursing Act,

Occupational Health and Safety Act and all other applicable prescripts.
Oversee the functioning of units/wards and report to the nursing management.

POST/04 : SENIOR MANAGER: MEDICAL SERVICES GRADE 1
REF NO : ECHEALTH/ DNG MAN/2016, ECHEALTH/MH/2016
CENTRE : DORA NGINZA HOSPITAL, CECELIA MAKHIWANE HOSPITAL
SALARY LEVEL : OSD
SALARY SCALE : R 1263 669- R 1 533 516 p.a. (all inclusive package)

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:

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 scope 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 adequately manage information and

report writing. To demonstrate the understanding of strategic, operational and turnaround planning

JOSE PEARSON TB HOSPITAL

ENQUIRIES : MS NM KLAASSEN
CONTACT NO : (041) 372 8000
APPLICATIONS : Must be submitted to Human Resources Section, Elizabeth Donkin Hospital Private Bag x 6024 Port Elizabeth

POST/5 : OPERATIONAL MANAGER NURSING (GENERAL) x 2
CENTRE : JOSE PEARSON TB HOSPITAL
REF NO : JPH/OPN/2016
SALARY LEVEL : OSD
SALARY SCALE : R367 815– R413 976p.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. A minimum of 7 years appropriate/ recognisable experience in nursingafter registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Co-ordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development.

TEMBA TB HOSPITAL

ENQUIRIES: MS M NTSEPE
TEL NO (046) 622 3524
APPLICATIONS: Must be submitted to Sarah Baartman District Office, Recruitment Section, Private Bag x 27667 Port Elizabeth 6001 OR Temba Tb Hospital, 36 A Street, Fingo Village Grahamstown Eastern Cape, PO Box X20 Grahamstown 6140.

POST/6: CLINIICAL MANAGER (MEDICAL)/ CEO GRADE 1
REF NO: CMM/CEO/TTBH/2016
CENTRE: TEMBA TB HOSPITAL
SALARY LEVEL: OSD
SALARY SCALE: R981 093-R1 088 862 p.a.(plus competitive benefits)

REQUIREMENTS: Registration with the Health Professionals Council of South Africa as Medical Practitioner. Proof of current registration with the HPCSA. MBCHB or equivalent qualification. 6 year's experience as a Medical Practitioner after registration with HPCSA(6 years post community service). Knowledge, skill, training and co potencies required. Knowledge of health legislation and policies at the public institution. Excellent human communication and leadership skills. Ability to develop policies. Computer literacy. Sound negotiation, planning, organizing, decision making and conflict management skills. Knowledge of Medical Discipline and management skills. Knowledge and

experience in District Health. A valid Drivers license.

COMPETENCIES:

Knowledge of the relevant legislation such as National Health Act, Public Finance Management Act(PFMA), Public Service Regulations and related policies. Strategic capability and leadership, programme and Project Management. Client orientation and customer focus.

KEY PERFORMANCE AREA:

To plan, direct, coordinate and manage the efficient delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal regulatory framework. To present the hospital authoritatively at provincial and public forum. To provide strategic leadership to improve operational efficiency within the health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure it is inline with the 10 point plan, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all incomes due to the hospital, ensure that the hospital is managed within the budget in line with the PFMA and relevant guidelines. Ensure the adequate policies, systems, and procedures are in place to enable prudent management of financial resources. Planning of financial resource mobilization, monitoring and evaluation, and Asset and Risk Management. Facility Management: ensure business support and systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment.

BJ VORSTER HOSPITAL

ENQUIRIES: MS NG Sakiwe
TEL NO (042) 2880 210 OR (042) 2880 774
APPLICATIONS: Must be submitted to BJ VORSTER HOSPITAL PO Box 41, Kareedouw 6400

POST/7: CLINIICAL MANAGER GRADE 1
REF NO: CMM/ BJVH/2016
CENTRE: BJ VORSTER HOSPITAL
SALARY LEVEL: OSD
SALARY SCALE: R981 093-R1 088 862 p.a. (plus competitive benefits)

Minimum Requirements:

MBCHB, Registration with HPCSA, minimum of 4 years experience as a Medical Officer. Valid work permit if not a South African resident. Computer Skills. Valid drivers license. Understanding of PFMA and Treasury Regulations. Strategic capability and leadership, communication, team work and change management. Experience as a health service manager or significant experience in management in a health service environment. Proof of registration HPCSA

Key Performance Areas:

Managing a multi professional team, staff development(supervision) and delivery of clinical effectiveness and efficiencies through planning and coordinating the work of medical practitioners as well as capacity development to enhance performance. Ensure adherence to and compliance with legislatives, policies and procedure. Develop clinical governance, covering radiology, pharmacy, allied health services, primary health clinics, outpatients pathology(clinical and forensic services). Monitor the integration of systems to ensure that clinical quality placed and remains at the heart of all healthcare

delivery by working closely with team of clinicians and non- clinical manages.

ENQUIRIES Mrs Livi
TEL NO (040) 608 1236 / 040 608 1212

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/03 CHIEF EXECUTIVE OFFICER (CEO) X 3
CENTRE COFIMVABA HOSPITAL, GLEN GREY HOSPITAL & KHOTSONG TB HOSPITAL
REF NO. COF/CEO/1, GG/CEO/2 and KT/CEO/3
SALARY LEVEL 12
SALARY SCALE R 726 276 – R 794 145 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 in 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 efficiency 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 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 timely maintenance of facilities and equipment.

Directions to candidates: Applications must be submitted on the prescribed application form (Z.83) obtainable from any Public Service Department or from the website of the department on <http://www.ehealth.gov.za/uploads/files/110706122520>. The Z83 must be completed and signed and must state the post reference number referred to above.

Certified copies of Identity Document, Driver's license and qualifications are required, which should not be older than three months.

Comprehensive and updated Curriculum Vitae with three contactable references. Proof of experience on original letter heads must accompany your application.

Please note that all short-listed candidates will be subjected to security screening, vetting and reference-checking.

The department reserves the right not to appoint to any/all advertised posts