



Province of the
EASTERN CAPE
 DEPARTMENT OF HEALTH

PROVINCIAL ADMINISTRATION: Eastern Cape DEPARTMENT OF HEALTH

POSTED ON : 22 June 2016

CLOSING ON : 06 July 2016

BISHO HEAD OFFICE

ENQUIRIES Mrs Sonia Lupondwana

TEL NO (040) 608 1385/ 0605729165

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 ADMINISTRATION CLERK: DISTRICT HEALTH SERVICES HPV:
 (CONTRACT POST)**

TERM 6 MONTHS

CENTRE BISHO HEAD OFFICE

REF. NO RPHC/ DCDHS/03/06/2016

SALARY LEVEL 5

SALARY SCALE R142 461 – R167 814 p.a. (plus competitive benefits)

REQUIREMENTS Grade 12 or equivalent. Ability to capture data and basic computer skills. Ability to demonstrate good planning and organizational skills. Proficiency in English both spoken and written language .Good verbal/ written communication skills. Willingness to work after hours when required. Good understanding of the legislative framework governing the public service finance environment .Familiarity of procedures related to finance and the health sector environment. Willingness to travel within districts.

DUTIES Render general clerical support services, Provide supply chain clerical support services within the Integrated School Health component. Provide personnel administration clerical support services within Integrated School Health component. Provide financial administration support services within Integrated School Health component. Ensure adequate resourcing of district Human Papilloma Virus campaign teams. Compile and consolidate district Campaign HPV micro plans in consultation with the Assistant Director Integrated School Health develop HPV Campaign business plan. Compiling of HPV report and submission to the Assistant Director Integrated School Health should assist provision of administrative and data support during the HPV campaign, ensure timeous submission of HPV reports. Provide support to districts to facilitate data flow. Facilitate and co-ordinate all logistics related to Primary Health Care Re-Engineer-

ing including HPV campaign trainings and meetings Compile financial report on program Primary Health Care Re-Engineering including HPV Campaign. Assist with duties related to quest for client (health workers and civil society) service excellence. Management of data flow for the integrated School program.

ENQUIRIES Mrs K 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/04 DATA CAPTURERS: X 24 POSTS
CENTRE BUFFALO CITY METRO
REF. NO ECHEALTH/BCMDATA2/2015
SALARY LEVEL 5
SALARY SCALE R142 461 – R167 814 p.a. (plus competitive benefits)
REQUIREMENTS Grade 12 and Computer literacy. One year experience on Data Management using the current software (DHIS, ETR and Tier. Net).
Data Capturer's Certificate for 21 days training (3535) or Post Matric Qualification on Health Clinical Data Management or equivalent will be an added advantage.
DUTIES Ability to work in a time bound environment and in a team. Verbal and written Communication skills and computer literacy. Must be familiar with Information Management Policies. The incumbent will be responsible for data management at facility level as follows: - data collation, verification, validation, capturing data, reports generation and feedback. Adhere to all standardized operating procedures in use.

N.B. THOSE WHO PREVIOUSLY APPLY FOR DATA CAPTURER'S POST ARE REQUESTED TO RE- APPLY AGAIN.

ENQUIRIES Mrs K Sobetwa
TEL NO (047) 5738936

APPLICATIONS: Must be submitted to Human Resource Office, Zithulele Hospital, Private Bag x 504, Mqanduli, 5080, Eastern Cape or Hand Delivered to Recruitment Office, Zithulele Hospital.

POST/05 ASSISTANT MANAGER NURSING GR 1 (SPECIALTY)
CENTRE ZITHULELE HOSPITAL
REF. NO AMNS/ZH/05/06/2016
SALARY LEVEL OSD
SALARY SCALE R509 148 R573 042 p.a. (plus competitive benefits)
REQUIREMENTS Basic R425 qualification (i.e diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year accredited with the SANC in terms of Government Notice R212(**THEATRE TECHNIQUE**.) A minimum of 10 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC

in General Nursing. At least 6 years of the period referred to above must be appropriate / recognisable experience in the **THEATRE TECHNIQUE** speciality after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the above period referred to the above recognisable experience at management level. Proof of **Current Registration** with SANC. Valid driver's licence will be an added advantage.

DUTIES

Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization 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.

AMATHOLE DISTRICT

ENQUIRIES
TEL NO

MS N. BONASE
(043) 707 6748 /49

APPLICATIONS

MUST BE SUBMITTED TO, HUMAN RESOURCE SECTION, PRIVATE BAG X002, SOUTHERN WOOD, EAST LONDON 5200 OR HAND DELIVERED: 19 ST JAMES ROAD, MEDICAL CENTRE BUILDING, SOUTHERN WOOD, EAST LONDON, 5200

POST/1
CENTRE
REF NO.

IT PRACTITIONER (2 POSTS) (1 YEAR CONTRACT)
BUTTERWORTH HOSPITAL AND VICTORIA HOSPITAL
ECHEALTH/01/BH/2016
ECHEALTH/01/VH/2016

SALARY LEVEL
SALARY SCALE

8
R 262 272.00 – R 308 943.00 p.a. (plus competitive benefits)

REQUIREMENTS

National Diploma/Degree in IT with minimum of 3 to 5 years credible technical and practical knowledge of networks or Matric and Certificates in MCSE/MCNE/CNE/A+/N+ with minimum of 5 to 10 years credible practical experience in IT environment. Have technical support environment or Technical knowledge of Microsoft operating systems and servers (Microsoft Active Directory and Exchange). Knowledge of information technology systems, Desktop support, ICT Call Centre management and networks (LAN and WAN). Installing and troubleshooting computer hardware and software. Candidate should be able to work under pressure. Good communication and verbal skills. Must have a valid driver's license.

DUTIES

Provide IT support to district hospitals, PHC facilities, and institutions with Local Area Network, software systems (including DHIS, TIER.net, ETR and HPRS) and ICT equipment. Install/uninstall transversal systems software on both desktops and laptops. Have understanding of network equipment (Routers and Switches). Provide first line support to all staff on IT related problems. Track and prioritise ICT support calls and document the

resolution. Provide support on office automation challenges including telecommunications (PBX and VOIP). Provide support and manage access to transversal applications and Telemedicine systems. Provide ICT Service desk and incident management (knowledge of MEMIS system will be an advantage).

GENERAL: All applications must be submitted on Z83 form obtainable from any Public Service Department or [http://www.ehealth.gov.za / uploads / files / 110706122520pdf](http://www.ehealth.gov.za/uploads/files/110706122520pdf). The Z83 must be completed in full and signed and must be accompanied by certified copies of the ID, driver's license, matric certificate and other Qualifications, together with an updated 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. 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.