



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 ON : 11 JULY 2016

CLOSING ON : 28 JULY 2016

AMATHOLE DISTRICT OFFICE:

POST/01

CENTRE

SALARY LEVEL

SALARY SCALE

REF NO.

HUMAN RESOURCE CLERK

FORT BEAUFORT HOSPITAL

Level 5

R142 461 – R167 814 p.a. (Plus Competitive Benefits)

ECHEALTH/FBHRC/01/2016

REQUIREMENTS

Grade 12 accompanied by 3 yrs. relevant experience or Degree/ Diploma in Human Resource Management with 2yrs. relevant experience in the HR Environment. Knowledge of Persal.
Knowledge of HR Prescripts and policies.
Communication Skills.

DUTIES

Administer appointment procedures.
Process the following matters regarding service benefits: Housing, acting allowance, Leave, overtime, long service and probation.
Process and amend all PERSAL transactions.

POST/02

CENTRE

SALARY LEVEL

SALARY SCALE

REFERENCE NO.

HUMAN RESOURCE PRACTITIONER

FORT BEAUFORT HOSPITAL

Level 7

R 211 194 – R 248 781 p.a. (Plus Competitive Benefits)

ECHEALTH/FBHHRP/02/2016

REQUIREMENTS

Grade 12 with 5 years' relevant experience in HR Environment. Degree/ Diploma in Human Resource Management with 3 years' experience in the field of Human Resource. Experience and knowledge of PERSAL. Certificate

in introduction to PERSAL. Relevant Public service Legislation with regards to HR Prescripts and policies as well as PFMA. Computer literacy. Valid driver's license. Good communication skills. Ability to work under pressure.

DUTIES

Supervision of staff. Administer and advice on conditions of service. Perform Human Resource Administration functions from appointment to terminations. Verify, capturing, update and resolve HR transactions on PERSAL. Deal with all issues of HR in the Hospital.

POST/03

CENTRE

SALARY LEVEL

SALARY SCALE

REF NO.

FINANCE PRACTITIONER

FORT BEAUFORT HOSPITAL

Level 7

R 211 194 – R 248 781 p.a. (Plus Competitive Benefits)

ECHEALTH/FBHFP03/2016

REQUIREMENTS

Grade 12 with 5 years' experience in Finance. Degree/ Diploma in Finance with 3 years' experience in the field of Finance. Computer literacy with knowledge of Excel Spread sheet, MS Word. Good communication skills. Knowledge of BAS, PERSAL and Public Finance Management Act. Treasury regulations and other relevant prescripts. Ability to work under pressure. Valid driver's license.

DUTIES

Supervision of staff. Management of payrolls and verification of all personnel attached to your pay points. Consolidate and submit HR Accrual report on a monthly basis. Attend to all audit queries. Capture, control, manage and execute timely (within 30 days) payment of all invoices. Register suppliers banking details on BAS. Compile BAS payment and submit journals for adjustment.

POST/04

CENTRE

SALARY LEVEL

SALARY SCALE

REF NO.

FINANCE CLERK

FORT BEAUFORT HOSPITAL

Level 5

R142 461 - R167 814

ECHEALTH/FBHFC04/2016 p.a. (Plus Competitive Benefits)

REQUIREMENTS

Grade 12 with 3 years' experience in Finance. Degree/ Diploma in Finance with 2 yrs. relevant experience. Knowledge of payment administration and BAS System and Persal System. Good Communication skills. Knowledge of public sector regulations and policies. Knowledge and skills with regard to compliance with the PFMA, Treasury regulations and other relevant prescripts.

DUTIES

Monitor expenditure patterns with budget allowances and report deviations. Attend to quires regarding financial payments and complete necessary documentation to pay.

POST/05
CENTRE
SALARY LEVEL
SALARY SCALE
REFE NO.

GENERAL WORKER X3
FORT BEAUFORT HOSPITAL
Level 2
R84 096 – R99 060
ECHEALTH/FBHGW05/2016

REQUIREMENTS ABET/ STD 8. Good interpersonal and communication skills. Relevant experience will be an added advantage. Ability to perform routine task and to operate cleaning machines.

DUTIES Perform specific cleaning duties daily. Ensure the general cleaning of the facility and surroundings. Dust and polish the desks, floors and walls in all offices and waiting areas. Request cleaning material in advance. Maintain good hygienic standards in the facility.

POST/06
CENTRE
SALARY LEVEL
SALARY SCALE
REF NO.

OPERATIONAL MANAGER (SPECIALITY) GR.1, 2
FORT BEAUFORT HOSPITAL
OSD
R 465 939 – R 524 415 p.a. (Plus Competitive Benefits)
ECHEALTH/FBHOM06/2016

REQUIREMENTS Basic qualification accredited with the SANC in terms of government Notice 425 (i.e. Diploma/ Degree) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post Basic nursing qualification, with duration of at least 1 year accredited with the SANC in terms of government Notice No.R212 in the relevant specialty. A minimum of 9 Years appropriate/ recognizable in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Current registration with the SANC.

DUTIES Coordinate of optional, holistic specialized nursing care provided within set Standards and a Professional/ legal framework. Plan/ organize and monitor The objectives of the specialized coordination of the provision of effective Training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self- development.

POST/07
CENTRE
SALARY LEVEL
SALARY SCALE
REF NO.

HOUSEHOLD WORKER
FORT BEAUFORT HOSPITAL
L4
R 119 154 – R 140 361 p.a. (Plus Competitive Benefits)
ECHEALTH/FBHHW07/2016

REQUIREMENTS ABET/ Grade 10. Good interpersonal and communication skills. Relevant

Experience will be an added advantage. Ability to perform routine task and To operate cleaning machines.

DUTIES

Plan and organize housekeeping operations. Maintain a safe and clean working environment in line with health and safety standards. Overseeing the preparation of patient's linen and food. Overseeing the cleanliness of Laundry and kitchen stock. Supervise the cleaners.

POST/08

CENTRE

SALARY LEVEL

SALARY SCALE

REF NO.

REQUIREMENTS

MORTUARY ATTENDANT X2

FORT BEAUFORT HOSPITAL

L2

R 84 096 – R 99 060 p.a. (Plus Competitive Benefits)

ECHEALTH/FBHMA08/2016

GRADE 12, relevant experience in the mortuary setting. Ability to Work without supervision. Good communication skills.

DUTIES

Collecting corpses from the ward. Proper storage of corpses in the Mortuary fridges. Proper recording in the mortuary registers. Keeping the Mortuary clean. Interacting with the deceased's family and Private funeral parlous regarding collecting of the body of the deceased.

POST/09

CENTRE

SALARY LEVEL

SALARY SCALE

REF NO.

REQUIREMENTS

FOOD SERVICE AID X2

FORT BEAUFORT HOSPITAL

L2

R 84 096 – R 99 060 p.a. (Plus Competitive Benefits)

ECHEALTH/FBHFA09/2016

ABET/STD 8. Must have a good communication skills and good Interpersonal relations. Must be committed and hard working person. Cooking, dishing and presentation of all meals (normal and special diet). Adherence to hygiene, health and safety standards in handling of foods. Be prepared to work in public holidays and week-ends.

DUTIES

POST/10

CENTRE

SALARY LEVEL

SALARY SCALE

REF NO.

REQUIREMENTS

OPERATIONAL MANAGER (GENERAL) GR.1

FORT BEAUFORT HOSPITAL

OSD

R 367 815 – R 413 976 p.a. (Plus Competitive Benefits)

ECHEALTH/FBHOM10/2016

Basic qualification accredited with the SANC in terms of government Notice 425 (i.e. Diploma/ Degree) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as professional nurse with the SANC in General Nursing. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and safety act, patient Rights Charter and Batho - PELE Principles. Must have

operational management skills. Ability to interact with diverse stakeholders and health care users and givers. Good communication, report writing. Current registration with the SANC.

DUTIES

supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e inter-professional, inter-sectorial and disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

POST/11

CENTRE

SALARY LEVEL

SALARY SCALE

REF NO.

PROVISIONING CLERK

FORT BEAUFORT HOSPITAL

L7

R 211 194 – R 248 781 p.a. (Plus Competitive Benefits)

ECHEALTH/FBHPC11/2016

REQUIREMENTS

Degree/Diploma in Financial Management/ Purchasing with 3 Years Experience in Supply Chain Management. Matric with 3 years' experience in Supply Chain Management. Knowledge of Public Finance Act. Knowledge of BAS/LOGIS. Computer Literacy. Ability to work under Pressure and meet tight deadlines. Valid driver's license.

DUTIES

Render procurement management services. Must provide proper Management and supervision to procurement section to ensure the following: procurement of goods and services for the hospital. Updating of all active suppliers database. Monitor compliance. Monitor transversal system (BAS/ LOGIS) and ensure safety measures. Manage the distribution Of transactions to be processed between users.

POST/12

CENTRE

SALARY LEVEL

SALARY SCALE

REF NO.

LAUNDRY WORKER

FORT BEAUFORT HOSPITAL

L3

R100 545 - R118 440

ECHEALTH/FBHLW12/2016

REQUIREMENTS

ABET/STD 8. Ability to read and write. Good communication skills. Must be Able to work with team.

DUTIES

Collecting of dirty linen from the wards to the laundry. Washing and ironing Of linen. Controlling of clean linen and supplying to the wards. Cleaning the Laundry area.

POST/13
CENTRE
SALARY LEVEL
SALARY SCALE
REF NO.

ARTISAN FOREMAN
FORT BEAUFORT HOSPITAL
L7
R249 540 – R285 327
ECHEALTH/FBHAF13/2016

REQUIREMENTS N6 Certificate or Gr12 and Trade test Certificate, Electrical, and Carpentry and Plumbing. 3years experience in one of the above fields. Good Good communication skills. A Valid driver’s license.

DUTIES Repair panels, circuits and install shelves, maintain the Electrical Infrastructure of the Hospital. Diagnose and repair plumbing fixtures, Toilets, sinks, tubs drain lines, ceilings and draws. Ensuring routine day to Day maintenance is carried out in all building plants and machinery, in Terms of risk management.

POST/14
CENTRE
SALARY LEVEL
SALARY SCALE
REF NO.

STORES ASSISTANT
FORT BEAUFORT HOSPITAL
L5
R142 461 – R167 814
ECHEALTH/FBHSA14/2016

REQUIREMENTS Grade12 with 2 Years’ experience in supply chain management. Equivalent Degree or Diploma in Supply Chain Management. Knowledge of BAS/LOGIS. Knowledge of Public Finance Management Act. Computer Literacy.

DUTIES Replenishment of stock, stock receipts. Assist Hospital with quarterly and manual stock takes procedures. Movement and recording of redundant stock. Checking of economic order quantities i.e. Min and Max stock levels. Update Bin Cards. Ensure all administrative records kept for audit purposes.

Applications must be forwarded to Human Resource Section, Private Bag X 002, Southern wood, East London, 5200 Or hand delivered: 19 St James Road, Medical Centre Building, Southernwood, East London, 5200

ENQUIRIES: **Mrs. Nene 043 – 707 6748 /49**

Directions to candidates : Applications must be submitted on the prescribed application form (Z.83) obtainable from any Public Service Department or <http://www.ecdoh.gov.za/uploads/files/110706122520> and must be completed in full accompanied by certified copies of Identity Document, Driver’s licence (where applicable) and qualifications together with recent comprehensive Curriculum Vitae, stating the reference number and the post applied for and forwarded to the address below. N.B. No faxed or e-mailed applications or late applications will be considered and the certifying stamp must not be older than 3 months. **All short-listed candidates will be subjected to 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 shortlisted candidates only and if you have not heard from us within 60 days from the closing date, please accept that your application is not successful.

Reference checking will be conducted for all short-listed applicants and therefore CV,s should include 3 contactable referees (work related).The department reserves the right not to appoint to any/all advertised posts.