



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 DATE : 28 JULY 2016

LIVINGSTONE HOSPITAL

Enquiries : Mr. Mjindi
Tel No : (041) 405 2150
APPLICATIONS: Must be submitted to the Human Resources Office, Livingstone Tertiary Hospital, Private Bag X, Korsten, PORT ELIZABETH, 6014. Hand delivery to the Nurses Home, 2nd floor, Stanford Road, Korsten, PORT ELIZABETH, 6000

Post/01 : ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (DHIS)

REF NO. : LIV/ ASDI/06/2016

CENTRE : LIVINGSTONE TERTIARY HOSPITAL

SALARY LEVEL : 9

SALARY NOTCH : R 311 784 p.a. (plus benefits)

MINIMUM REQUIREMENTS (EDUCATIONAL, SKILL, COMPETENCIES AND EXPERIENCE)

Bachelor's degree or Diploma in Information Management/Systems with at least 5 years' experience in comprehensive District Health Information Systems (DHIS and TIER.net) . A valid driver's licence.

COMPETENCIES/SKILLS REQUIRED

Excellent computer skills, especially Microsoft Excel, Word and PowerPoint. Extensive data management and packaging skills. Familiarity with policies and principles of National health Information Systems in South Africa (NHISA). Good leadership, communication and interpersonal skills. Ability to function in a stressful environment. Data Management and data research. Understand regional/district health systems (incl. Health and Management Information Systems). Sound public health knowledge

KEY PERFORMANCE AREAS:

Manage a comprehensive District Health Information System at Hospital level including the usage of the DHIS software at an advanced user level. Maintain all health databases, Excel pivot tables and other input files. Verification and validation of data, analysing, interpretation and generating of reports.

Must be a member of the Hospital Information Committee. Manage all current and emerging datasets including Hospital data sets, MINI environment for information found in the database and prepare special reports, graphs and geographical portrayals of information. Execute and promote all

phases of the information and planning cycle. Supervise, mentor, train and support all Information officers and data capturers assigned to the Assistant Director, including performance management. Attend all Management and related Information meetings. Providing advice to ward managers and heads of departments with regard to information management, technology and systems related needs e.g. completion of standardised forms and use of clinic registers and IT policy related issues. Putting mechanisms in place to improve the quality of information received

**POST/02 : PROFESSIONAL NURSE (SPECIALITY) Grade 1-2
(TRANSPLANT CO-ORDINATOR)**

REF. NO. : LIV/TC/06/2016

CENTRE : LIVINGSTONE TERTIARY HOSPITAL

SALARY LEVEL : OSD

SALARY SCALE : R 317 271 – R 479 928 p.a. (plus benefits)

MINIMUM REQUIREMENTS (EDUCATIONAL, SKILL, COMPETENCIES AND EXPERIENCE)

B Degree/ Diploma in nursing that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification in Intensive Care nursing/ Critical Care, accredited with the SANC. Current registration with SANC

EXPERIENCE:

- Grade 1 - A minimum of 4 years' relevant experience after registration as a Professional nurse with SANC.
- Grade 2 - A minimum of 14 years' relevant experience as a Professional Nurse with SANC and 10 years of which must be after attaining the 1 year post-basic nursing qualification in Intensive Care/Critical Care

COMPETENCIES, KNOWLEDGE AND SKILLS REQUIRED

Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Facilitation skills. Coordination skills. Problem solving skills. Planning and organizing skills. Ability to function as part of a team. Decision making skills, Computer skills.

ADDITIONAL REQUIREMENTS THAT WILL SERVE AS A RECOMMENDATION:

Experience in Transplant coordination and Nephrology care.

KEY PERFORMANCE AREAS:

Assessment and management of live related and cadaver donors. Educate medical and nursing staff regarding brain death and donor referral. Maintenance of accurate statistics and Medical Legal records. Counselling of donor families, transplant live donors and staff. Liaise nationally with medical and nursing colleagues involved in transplantation. Involvement in research on donor and transplant related topics. Maintenance of the cadaveric recipient list and co-ordination of tissue typing.

POST/03 : ASSISTANT DIRECTOR: FINANCE
REF. NO. : LIV/ADF/06/2016
CENTRE : LIVINGSTONE TERTIARY HOSPITAL
SALARY LEVEL : 9
SALARY NOTCH: R 311 784 p.a. (plus benefits)

MINIMUM REQUIREMENTS (EDUCATIONAL AND EXPERIENCE)

Degree/ National Diploma in Financial Management/ Commerce at least 5 years' experience in a financial management environment. Computer literacy in MS package (MS word, Excel, PowerPoint and Access) including BAS. Valid driver's licence. Knowledge of Public Finance Management Act (PFMA), Treasury regulations and SCM prescripts.

COMPETENCIES, KNOWLEDGE AND SKILLS REQUIRED

Expert knowledge and understanding of the operational framework and the linkage thereof with the financial systems of the Department. Detailed knowledge of the budgeting, budgeting control and financial performance management area of operation, and associated processes. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objectives into practical planning frameworks. The ability to communicate with stakeholders and role-players at all levels in clear and unambiguous language. Good planning and organisational skills and ability to make independent decisions. Extensive analytical skills and high levels of accuracy are required.

KEY PERFORMANCE AREAS:

Prepare the NTSG business plans and supporting documentation on an annual basis;
Ensure Budget is loaded per business plan. Monitor expenditure to ensure it is in terms of business plan; Co-ordinate, prepare and submit monthly, quarterly and annual financial and non financial reports. Maintain Portfolio of evidence as required by the grant service level agreements. Manage efficient and effective budget planning. Conduct budget reviews and expenditure trend analysis. Manage virements and shifting of funds. Confirm availability of funds. Monitor and report on budget IYM; Prepare weekly, monthly and yearly reports.

POST/04 : HEAD OF DEPARTMENT (MEDICAL) GRADE 1
(RADIOLOGY)
REF. NO. : LIV/ RAD/06/2016
CENTRE : LIVINGSTONE TERTIARY HOSPITAL
SALARY LEVEL : OSD
SALARY SCALE : R 1 806 411 p.a. (all-inclusive package)

MINIMUM REQUIREMENTS (EDUCATIONAL, SKILL, COMPETENCIES AND EXPERIENCE)

Current registration with HPCSA as a specialist in Radiology
A Minimum of 3 years' experience as a specialist in Radiology. Managerial /supervisory experience in Radiology or in one of the domains in under Radiology. Valid Driver's Licence. Experience in the Public Sector will be an advantage.

COMPETENCIES, KNOWLEDGE AND 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.

KEY PERFORMANCE AREAS:

To oversee and manage the Radiology clinical department. To encourage and foster clinical research within the department. To ensure appropriate and relevant undergraduate and post graduate teaching and training with the department/domain. Foster appropriate subspecialty development within the department/domain. Management of staff performance and assessment within the department/domain. Set the norms and standards for the maintenance of service delivery and quality outputs in the department/domain. Ensure that strategic plan, operational plan and turnaround plan of the complex and department of health are implemented. Implement complex and departmental employment equity plan and targets. Participate in outreach activities and support district and regional hospitals. Perform and participate in Clinical Audits in the department/domain and the referral area. To participate in the Budget Advisory Committee meetings. To contribute and participate strategically as a member of the hospital senior management. Manage and control RWOPS within the department/domain. Perform commuted overtime.

POST/05	:	HEAD CLINICAL UNIT (MEDICAL) GRADE 1 –NEUROSURGERY (1 POST)
REF. NO	:	LIV/ NEURO/06/2016)
CENTRE	:	LIVINGSTONE TERTIARY HOSPITAL
SALARY LEVEL	:	OSD
SALARY SCALE	:	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 Neurosurgery. HPCSA registration certificate as a Medical Specialist in Surgery, Subspecialist in Neurosurgery. A minimum of 3 years' experience as a Medical sub -specialist in Neurosurgery after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Surgery and Subspecialist in Neurosurgery. 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 on-going 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

POST/06 : MEDICAL SPECIALIST- (MEDICAL) GRADE 1 – 3 – BURNS UNIT (1 POST)
REF. NO. : LIV/ BURNS/06/2016
CENTRE : LIVINGSTONE TERTIARY HOSPITAL
SALARY LEVEL : OSD
SALARY SCALE : 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 as a Surgeon. HPCSA registration certificate as a Medical Specialist in Surgery. 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, KNOWLEDGE AND 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

KEY PERFORMANCE AREAS:

Participate in outreach activities or support regional/district hospitals. 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 the Burns Unit 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.

POST/07 : MEDICAL SPECIALIST- (sub- specialty) GRADE 1 – 3 – TRAUMA/MEDICAL EMERGENCY (1 POST)

REF. NO : LIV/ TRAUMA/06/2016

CENTRE : LIVINGSTONE TERTIARY HOSPITAL

SALARY LEVEL : OSD

SALARY SCALE: R 1 072 776 - R 1 341 204 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 as a Surgeon. HPCSA registration certificate as a Medical Specialist in Surgery and Subspecialist in Trauma/ Medical Emergency. Current registration with HPCSA as a Medical Specialist in Surgery and Subspecialist in Trauma / Medical Emergency. A valid driver's license.

EXPERIENCE:

- Grade 1 - A minimum of 0 - 4 years' experience after registration with HPCSA/a recognized foreign Professional Health Council in the case of foreign qualified applicants, as a Medical Sub- Specialist in Trauma/Medical Emergency.
- Grade 2 - A minimum of 5 - 9 years' experience after registration with HPCSA/a recognized foreign Professional Health Council in the case of foreign qualified applicants, as a Medical Sub- Specialist in Trauma/Medical Emergency.
- Grade 3 - A minimum of 10 years' experience after registration with HPCSA/a recognized foreign Professional Health Council in the case of foreign qualified applicants, as a Medical Sub- Specialist in Trauma/Medical Emergency.

COMPETENCIES, KNOWLEDGE AND 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 legislation, regulations and policy including Medical Ethics, Epidemiology and Statistics. Ability to innovate. Ability to manage patients independently. Interest in conducting and supervising research. Experience with Pre-Hospital EMRS systems and clinical management of trauma patients. Experience with Disaster Medicine and Practices

KEY PERFORMANCE AREAS:

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 Trauma and Emergency unit 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. Provide high quality emergency medicine and trauma services. Achieve and maintain acceptable waiting

POST/08 : MEDICAL SPECIALIST- (MEDICAL) GRADE 1 – 3 - HEMATOLOGY (1 POST)
REF. NO. : LIV/ HAEMA/06/2016
CENTRE : LIVINGSTONE TERTIARY HOSPITAL
SALARY LEVEL : OSD
SALARY SCALE: R 1 072 776 - R 1 341 204 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 as a Physician. HPCSA registration certificate as a Medical Specialist in Internal Medicine and Subspecialist in Hematology. Current registration with HPCSA as a Medical Specialist in Internal Medicine and Subspecialist in Hematology. A valid driver's license.

EXPERIENCE:

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

COMPETENCIES, KNOWLEDGE AND 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 Legislation. Ability to innovate. Ability to manage patients independently. Interest in conducting and supervising research

KEY PERFORMANCE AREAS:

Participate in outreach activities or support regional/district hospitals. 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 Haematology 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.

Post/09 : DEPUTY MANAGER: PHARMACY
Ref. No. : LIV/ DMP/06/2016
CENTRE : LIVINGSTONE TERTIARY HOSPITAL
SALARY LEVEL : OSD
SALARY NOTCH : R 858 063 p.a. (all-inclusive package)

MINIMUM REQUIREMENTS (EDUCATIONAL AND EXPERIENCE)

Degree Pharm / B. Pharm. Current registration with SAPC. A minimum of 7 years appropriate experience after registration as a Pharmacist with SAPC. A valid code B driver's license.

COMPETENCIES, KNOWLEDGE AND SKILLS REQUIRED

Extensive knowledge of Pharmaceutical Services, approaches, policies and procedures; delegations pertaining to pharmacy including the essential drug list (EDL), standard treatment guidelines (STG). In-depth of knowledge and experience in supervision of Pharmaceutical Services. Knowledge and understanding of the Legislative prescripts governing the Public Service Pharmacy and Medicines Control. Computer literacy. Excellent communication skills (verbal and written). Knowledge of Financial and Human Resource Management. Good team building, problem solving and leadership skills. Knowledge and skills in managing improvement programmes

KEY PERFORMANCE AREAS

Provide high quality pharmaceutical services to patients and health professionals with all applicable legislations. Manage the control and distribution of medication to the wards, in patients and out patients. Engage in effective communication to ensure that quality of service is rendered. Exercise control over expenditure by ensuring non- wastage of pharmaceutical and other resources. Coordinate training programs such as Internship, Pharmacy Assistant training and in-service training for clinicians. Ensure 24 Hour access to medicines. Monitor patient's treatment and medicine usage through clinical audits. Coordinate the Pharmaceutical and Therapeutic Committee. Be responsible for the management, control and security of medicines and equipment and ensure proper procedure of ordering, authorization, storage, and control of medicines. Develop, implement and monitor standards, operating procedures and policies for all aspects of Pharmaceutical Services in accordance with applicable regulations and Good Pharmacy Practice. Supervise and manages the provision, implementation and review of pharmaceutical management protocols, policies and procedures and ensures that they are in accordance with the current statutory regulations and guidelines. Ensure rational use of resources, both human and financial.

Post/10 : DATA CAPTURER
REF. NO. : LIV/ DC/06/2016
CENTRE : LIVINGSTONE TERTIARY HOSPITAL
SALARY LEVEL : 4
SALARY SCALE : R 119 154 R140 361 p.a. (plus benefits)

MINIMUM REQUIREMENTS (EDUCATIONAL, AND EXPERIENCE)

Grade 12 and computer literacy. One year experience on Data Management using the current software (DHIS, ETR and Tier.Net).

COMPETENCIES, KNOWLEDGE AND SKILLS REQUIRED

Computer literacy skills e.g. Word, Excel, Database, Power-point. Knowledge of general administrative aspects e.g. filling, compiling report, memoranda. Dealing with enquiries. Capturing and typing skills. Communication and presentation skills. Ability to operate office equipment e.g. photocopier, fax machine. Must be familiar with Information Management Policies. Ability to work in a time bound environment and in a team.

ADDITIONAL REQUIREMENTS THAT WILL SERVE AS A RECOMMENDATION:

Data Capturer's certificate for 21 days training (3535) or Post Matric Qualification on Health Clinical Data Management or equivalent.

KEY PERFORMANCE AREAS:

Receive and capture information and statistics from various sections in the institution. Collate, validate and update data on the DHIS database. Generate and furnish compiled monthly and annual reports on data pertaining to the institution. Adhere to all standardized operating procedures in use.

POST/11 : HUMAN RESOURCE PRACTITIONER L7
REF. NO. : LIV/ HRP/06/2016
CENTRE : LIVINGSTONE TERTIARY HOSPITAL
SALARY LEVEL : 7
SALARY SCALE : R 211 194- R 248 781 p.a. (plus benefits)

MINIMUM REQUIREMENTS (EDUCATIONAL AND EXPERIENCE)

Degree/ National Diploma in Human Management/ Administration or Public Administration with 3 years' experience in Human Resource Management field OR Grade 12 with 5 years' experience in Human Resource Management field.

NB: Shortlisted candidates will be tested on PERSAL

ADDITIONAL REQUIREMENTS THAT WILL SERVE AS A RECOMMENDATION:

Valid driver's license

COMPETENCIES, KNOWLEDGE AND SKILLS REQUIRED

Knowledge and experience of the PERSAL systems. Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Skills Development Act, Performance Management and Development System and relevant policies and resolutions related to HRM. Computer Literacy and skills in MS package (MS word, Excel, PowerPoint and Access)

KEY PERFORMANCE AREAS:

Ensure effective capturing of PERSAL data. Implement the Human Resources and management policies related to the conditions of service. Manage termination of services. Represent the recruitment section in panels and provide HR advisory and secretarial support services. Ensure effective administration of conditions of service, including appointments, transfers and post establishment. Facilitate for timeous processing of all employee benefits including exit benefits and leave gratuities. Compile reports and provide statistics. Supervise, develop and quality control work. Provide guidance to supervisors and managers on relevant policies and related matters.

HEAD OFFICE

ENQUIRIES

Ms ZP Geza

TEL NO

(040) 608 9760

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/01

DIRECTOR: LOGISTIC & INVENTORY MANAGEMENT

CENTRE

HEAD OFFICE

REF. NO

ECHEALTH/DLI/HO/01/2016

SALARY LEVEL

13

SALARY SCALE

R864 177 – R988 101 p.a. (All inclusive Package)

REQUIREMENTS

Relevant Bachelor's Degree/Diploma with training and courses in SCM Management practices related to procurement or Supply Chain Management. At least 5 year's experience in the field of Supply Chain Management with good working knowledge of Supply Chain Management Framework. Training in Supply Chain Management, Computer Skills, Presentation and report writing skills. Sound knowledge of Public Finance Management Act, Treasury Regulations, Supply Chain Management Framework, Preferential Procurement Policy Framework Act, Broad Based BEE Act and Public Service Regulations. At least 2 years supervisory experience. Experience in LOGIS. Ability to implement internal systems and ensure sound financial management. Ability to interpret Acts and Regulations relating to procurement. Valid driver's license.

DUTIES

Serve in the Departmental Procurement Committee. Managing the Procurement and Inventory functions. MANAGING STORES (Receipt/ Storage

issue). Developing of stores procedures. Monitor implementation of stores procedures. Monitor implementation of stores procedures. Monitor inventory levels. Enforcing best practice procurement standards for goods and services ensuring that goods and services are obtained economically and efficiently to the best advantage of the Department. Ensuring that stock levels are maintained. Ensuring compliance with the PFMA, Treasury Regulations and Directives and all other applicable legislation. Managing and maintaining records of all orders/ purchases. Manage and supervise staff.

ENQUIRIES	Mr S Kaye
TEL NO.	(040) 608 1227 /28
APPLICATIONS	Must be submitted to Registry Office,Dukumbana Building ,Private Bag x0038,Bisho ,5605 or hand delivered to Recruitment Office,Shop I,Dukumbana Building.
POST/02	DIRECTOR BUDGET PLANNING
CENTRE	BISHO –HEAD OFFICE
REF NO.	ECHEALTH/DBP/HO/02/2016
SALARY LEVEL	13
REQUIREMENTS	<p>A relevant Bachelor's Degree in Financial Accounting, Financial Management or equivalent.</p> <p>8-10 years working experience in a financial Accounting or management accounting field, of which at least 4-5 years must have been at middle management level. Extensive Public Sector finance within the Health Sector will be an added advantage. Knowledge and understanding of basic regulatory framework for Financial Management in the Public Sector. A demonstrated understanding of current trends of budgeting and policy matters is essential knowledge of Public Finance Management Act and Treasury Regulations, applicable regulation and prescripts is a prerequisite. Good administrative and coordination skills, good interpersonal and people management skills, good communication (verbal and written skills) good reporting writing skills ,basic financial management skills and diversity management skills and compute literacy, knowledge of government accounting systems and software (BAS, PERSAL, LOGIS, MS Word and Excel) is an added advantage as well as a valid driver's licence and willingness to travel through the Province.</p>
DUTIES	<p>The successful candidate will be responsible for the provision of strategic Guidance on the development and planning of departmental budget Estimates or proposals in terms of the PFMA, Treasury Regulations and other applicable legislation and prescripts. Facilitate and support the development of Financial Management strategic and operational documents Guide and direct the spending and control of budget. Facilitate budget performance reviews and Planning processes. Facilitate and ensure management of discipline in the Financial Budget Planning component . Provide overall management of people and finances of Financial Budget</p>

Planning component in terms of the PFMA, Treasury Regulations and other applicable legislation and prescripts.

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.