



CLOSING DATE: 27 JULY 2018

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. People with disabilities are encouraged to apply for these posts.

ADDITIONAL NOTE: The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The Eastern Cape Department of Health has the right not to fill these posts.

Applications should be posted to the addresses as indicated below or Hand delivered as indicated below: All Deputy Director – General, Chief Director, Chief Executive Officer and Director posts should be forwarded to the Bisho Head Office with the exception of Director: Finance & SCM and EMS College Principal.

Bisho Head Office - Post to: Recruitment & Selection Office, Department of Health (Head Office) Private Bag X0038, Bisho, 5605 or Hand delivered at: Recruitment & Selection Office, Global Life Building (Old Department of Education Space), Independence Avenue, Bisho, 5605.

OR Tambo Health District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, MTHATHA 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr Mangxola Tel no 083 378 1533

EMS College – Post to: HR Office, EMS College, Private Bag x128000, Greenarces, Port Elizabeth 6057 or Hand deliver to: EMS College situated in (Livingstone Hospital), Standford Road, Korsten, Port Elizabeth 6020. Enquiries:

MANAGEMENT ECHELON

POST: DEPUTY DIRECTOR GENERAL: DISTRICT HEALTH SERVICES REF NO. ECHEALTH/DDG-DHS/HO//01/07/2018

SALARY: R1 370 973 - R1 607 079 per annum (Level 15)

CENTRE: Bisho, Head Office

JOB PURPOSE: To oversee the provision of District Health services.

REQUIREMENTS: An undergraduate qualification (NQF Level 7) and postgraduate qualification (NQF Level 8) in Health related field or equivalent qualification. A minimum of 8 -10 years' experience at Senior Management level. Skills: Knowledgeable in Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and Other relevant acts, policies and regulation. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Ensure the provision of District Health Services: Co-ordinate provision of maternal, child, Neonatal, women health and integrated nutrition programme. Co-ordinate implementation of communicable and Non-communicable diseases. Co-ordinate undertaking of epidemiological research and surveillance services. Co-ordinate implementation of District Health Support Services (Provision of Allied Health Services): Provision of district hospital, community health center and clinic health services. Provision of primary health care services such as community outreach programmes, marketing, prevention and health promotion services. Design and implementation of health information systems. Ensure provision of Emergency Medical Care Services (EMS) and Forensic Pathology Services: Ensure provision of Emergency Care Services. Ensure provision of Forensic Pathology Services. Promote good corporate governance. Establish effective audit and risk management mechanisms to prevent fraud and corruption. Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature Stakeholder management and annual reporting to Citizens Management of MTEC process. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems emanating from the work space. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Facilitate and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
Enquiries: Ms N Mavuso Tel no 040 608 1217

POST: DEPUTY DIRECTOR GENERAL: HOSPITAL AND CLINICAL SUPPORT SERVICES REF NO.
ECHEALTH/DDG-HCS/HO/01/07/2018
SALARY: R1 370 973 - R1 607 079 per annum (Level 15)
CENTRE: Bhisho, Head Office

JOB PURPOSE: To ensure provision of hospital and clinical support services.

REQUIREMENTS: An undergraduate qualification (NQF Level 7) and postgraduate qualification (NQF Level 8) in Health related field or equivalent qualification. A minimum of 8 -10 years' experience at Senior Management level.
Skills: Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulation. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Ensure effective provision of health services in the hospitals: Oversee overall management of performance in central, tertiary, regional and mental hospitals. Oversee management and provision of transversal health services: Manage effective rendering of pharmaceutical services. Co-ordinate effective functioning of pharmaceutical depot. Co-ordinate and manage rendering of allied health services. Ensure management and effective utilization and maintenance of health technology in health facilities. Oversee and monitor rendering of medical, dental and nursing services. Ensure overall provision of quality health care assurance management services: Monitor development and co-ordination of coherent systems framework for delivery of quality health services. Ensure promotion of customer care systems responsiveness and functionality of supportive governance structures. Ensure management and coordination of clinical health development service: Monitor effective coordination of health professional training and development services. Manage Lilita Nursing College. Manage Emergency Medical Services College. Co-ordinate, monitor and evaluate Regional Training Centre services. Promote good corporate governance: Establish effective audit and risk management mechanisms to prevent fraud and corruption. Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature. Stakeholder management and annual reporting to Citizens. Management of MTEC process. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management , maintenance and safekeeping of assets.
Enquiries: Ms N Mavuso Tel no 040 608 1217

POST: CHIEF DIRECTOR: DISTRICT MANAGEMENT (8 POSTS)

SALARY: R1 127 334 - R 1 347 879 per annum (Level 14)

CENTRE: Alfred Nzo District Office REF NO. ECHEALTH/CD-DM-AN/01/07/2018, Amathole District Office REF NO. ECHEALTH/CD-DM-AN/01/07/2018, Buffalo City Metro Office REF NO. ECHEALTH/CD-DM/BCM/01/07/2018, Chris Hani District Office REF NO. ECHEALTH/CD-DM/CH/01/07/2018, Joe Gqabi District Office REF NO. ECHEALTH/CD-DM/JG/01/07/2018, Nelson Mandela Metro Office REF NO. ECHEALTH/CD-DM/NMB/01/07/2018, OR Tambo District Office REF NO. ECHEALTH/CD-DM/ORT/01/07/2018, Sarah Baartman District Office REF NO. ECHEALTH/CD-DM/SB/01/07/2018

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in a clinical related field or equivalent qualification coupled with 5 years' experience at Senior Management level. Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Ensure overall provision of clinical Services: Support and guide the co-ordination process of implementing District Health Programmes including NHI, District community outreach programmes. Ensure provision of PHC co-ordination services: Support management and performance co-ordination of PHC services. Ensure and support the provision of integrated transversal Health (allied health) programmes in the district. Monitor provision of sound financial management services: Support the provision of management accounting services through provision of proper budget planning, expenditure management, budget reviews and reporting as well as revenue management services. Support and ensure effective provision of financial accounting services through on-going monitoring of timeous processing and payment of departmental salary related benefits and payment of service providers/suppliers. Support provision of supply chain management, Asset Management, internal control and risk management services. Ensure provision of human resource management services: Support and provide strategic guidance on the provision of human capital management including human resource development management services. Ensure provision of infrastructure and ICT services: Ensure design and effective provision of information, communication and technology services. Ensure proper maintenance of departmental facilities and provision of quality facility management services. Support implementation and development of infrastructural revival initiatives and projects in the department. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries: Ms B Caga Tel no 040 608 1210

POST: CHIEF DIRECTOR: EMS & FORENSIC PATHOLOGY SERVICES REF NO. ECHEALTH/CD-EMS&FPS/HO/01/07/2018

SALARY: R1 127 334 - R 1 347 879 per annum (Level 14)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in a clinical related field or equivalent qualification coupled with 5 years' experience at Senior Management level. Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Ensure overall provision of EMS services: Manage coordination, monitoring and evaluation of operations in the Metros. Manage effective co-ordination and monitoring of fleet in relation to EMS and planned patient transport services. Monitor and maintain linkages with EMS College for training. Manage and monitor disaster management in liaison with local municipalities. Ensure overall provision of Forensic Pathology services: Manage

effective rendering of Forensic Pathology services. Manage and monitor implementation of guidelines and procedures. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
Enquiries: Dr P Maduna Tel no 040 608 1223

POST: CHIEF DIRECTOR: STRATEGY AND ORGANISATIONAL PERFORMANCE REF NO. ECHEALTH/CD-SSM/HO/01/07/2018

SALARY: R1 127 334 - R 1 347 879 per annum (Level 14)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in a Social Sciences/ Public Administration or equivalent qualification coupled 5 years' experience at Senior Management level Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Ensure provision of strategic management services: Monitor implementation of developed strategic plans. Manage and render advisory services on development of strategic public health policies and research. Monitor provision of information and knowledge management (incl. library services, information reproduction)

Ensure management of monitoring and evaluation services: Ensure monitoring and evaluation of all programmes in the department. Ensure establishment & integration of systems with provincial M & E. Manage overall provision of framework for effective participation of cluster system. Ensure provision of organizational development and service delivery operations: Manage development and review of service delivery model. Manage the conducting of organizational review, redesign, organizational functionality assessments and job evaluation processes. Monitor effective rendering of business process improvement initiatives. Manage the design and implementation of change management initiatives. Ensure provision of communication and media liaison services: Manage and monitor the rendering of Media liaison, Events management, Publication and photo journalism, Secretariat support services. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinate. Ensure management, maintenance and safekeeping of assets.

Enquiries: Ms N Mavuso Tel no 040 608 1217

POST: DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO. ECHEALTH/DIR-F&SCM/ORTD/01/07/2018

SALARY: R948 174 - R1 116 918 per annum (Level 13)

CENTRE: OR Tambo District Office

REQUIREMENTS: A National Diploma/Degree in Financial Management/Accounting/Commerce/Supply Chain Management or related qualification coupled with 5 years' experience at Middle Management level. Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Guide and direct rendering of financial administration services: Provision of management accounting services. Provision of financial accounting services. Guide and direct rendering of supply chain management services: Provision of demand and acquisition services. Provision of contract management services. Provision of logistics and assets services. Direct provision of asset management services: Maintenance and monitoring of asset register to ensure effective control of assets. Manage proper maintenance and repair of assets. Guide on disposal of obsolete assets. Guide administration of fleet services. Direct provision of internal control services: Manage proper verification of documentation and transactions for compliance with legislation and procedures. Monitor integrated financial internal control system. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
Enquiries: Mr Mangxola Tel no 083 378 1533

POST: DIRECTOR: SCM RISK AND PERFORMANCE MANAGEMENT REF NO. ECHEALTH/DIR-SCM&RPM/HO/01/07/2018
SALARY: R948 174 - R1 116 918 per annum (Level 13)
CENTRE: Bhisho, Head Office

REQUIREMENTS: A National Diploma/Degree in Financial Management/Accounting/Supply Chain Management/Cost Management Accounting or related qualification coupled with 5 years' experience at Middle Management level. Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Direct and guide SCM performance (compliance and capacitation): Support implementation of LOGIS ICN policies and standard operating procedures. Manage the provision of SCM performance. Maintain systems structure, departmental codes and balances. Monitor interface interaction between systems. Direct the provision of specification and Supplier services: Monitor and evaluate ICN control and supplier registration. Maintain supplier relations with stake holders/ suppliers. Maintain ICN database services. Direct the maintenance of SCM registries: Manage the SCM bid documents. Manage compliance of archives. Manage the provision of security SCM documents. Monitor Storage material of SCM bid retrieved. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinate. Ensure management, maintenance and safekeeping of assets.
Enquiries: Ms C Mjijima Tel no 040 608 9763

POST: DIRECTOR: LOGISTIC AND INVENTORY REF NO. ECHEALTH/DIR-LOG&INV/HO/01/07/2018
SALARY: R948 174 - R1 116 918 per annum (Level 13)
CENTRE: Bhisho, Head Office

REQUIREMENTS: A National Diploma/Degree in Financial Management/Supply Chain Management/Logistics or related qualification coupled with 5 years' experience at Middle Management level. Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Direct the rendering of logistics services: Oversee undertaking of logistics operations. Develop logistics plans and procedures to ensure that internal & external client needs are met. Ensure that right products are delivered to the right end users on time and at a good cost. Direct the rendering of inventory services: Evaluate suppliers that will provide department with goods and services. Manage preparation and filing of inventory documentation. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
Enquiries: Ms C Mjijima Tel no 040 608 9763

POST: CHIEF EXECUTIVE OFFICER REF NO. ECHEALTH/CEO/CMH/01/07/2018
SALARY: R948 174 - R1 116 918 per annum (Level 13)
CENTRE: Buffalo City Metro, Cecilla Makiwane Regional Hospital

NB: This is a re-advert (Those who have applied before are welcome to apply again)

REQUIREMENTS: A Degree/Advanced Diploma in Health related field PLUS a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years management experience in the Health Sector at middle management. Experience as a Health Service Manager or significant experience in management in a Health service environment. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's Licence.

DUTIES: To plan, direct, coordinate and manage the efficient and Effective 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 forums. To provide Strategic leadership to improve operational efficiently within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management.
Enquiries: Dr Matiwane Tel no: 040 608 1163

POST: EMS COLLEGE PRINCIPAL REF NO.ECHEALTH/PRINC/ECCOEC/01/07/2018
SALARY: R828 507 – R947 313 per annum (OSD)
CENTRE: Nelson Mandela Metro, EMS College (Port Elizabeth)

NB: This is a re-advert (Those who have applied before are welcome to apply again)

REQUIREMENTS: Successful completion of one of the following qualifications that allows registration with Health Professions Council of South Africa (HPCSA) as an Emergency Care Practitioner: Recognised B Tech (EMS), B(EMC) or BHSc (EMC) degrees. Having a Master's degree (or towards) will be added advantage. Must have a minimum of three (3) years' experience after registration with HPCSA as an Emergency Care Practitioner. Must have minimum of three (3) years' experience working as an EMS Course Co-ordinator or relevant management level within an EMS College or at a Higher Education Institution. Current registration as an Emergency Care Practitioner with the HPCSA is mandatory. A valid code EB drivers licence with PDP is essential. Knowledge of regulations pertaining to HPCSA training standards, PFMA, Treasury regulations, Skills Development Act and any other related acts. Competencies: Highly competent, enthusiastic and knowledgeable practitioner to manage an EMS College. Sound knowledge of regulations and policies governing EMS training and education. Computer literacy in MS Word, Excel and Powerpoint is essential. Good interpersonal and management skills. Sound knowledge of financial management policies and labour relations prescripts is essential.

DUTIES: Management of EMS education, training and provincial migration plan. Manage the development and accreditation of courses in accordance to the National Emergency Care Education and Training policy, CHE, HPCSA and other legislation. Management of district training centres to widen access for continuing Professional

Development. Develop Strategic and business plans to advise the Chief Director of Human Resource Development on legislative aspects relating to EMC training and development. Efficient management of all college resources including human resource, allocated budget and assets. This will involve representation of the college at the Chief Directorate meetings.

Enquiries: Mr N Ndamase Tel no 041 453 0911