



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 : 18 July 2016
CLOSING ON : 05 August 2016

FRERE HOSPITAL

ENQUIRIES Ms N. Mthitshana / Ms P. Zasawa

TEL NO (043) 709 2487/ 083 378 1116

APPLICATIONS: Must be submitted to HR Recruitment, Private Bag X 9047 Frere Hospital, Amalinda Main Road East London OR hand delivered to Recruitment Office, Nerina House Frere Hospital

POST/01 HEAD CLINICAL DEPARTMENT: O&G

CENTRE FRERE HOSPITAL

REF NO ECHEALTH/HCDO&G/01/2016

SALARY LEVEL OSD

SALARY SCALE R1 806 411 – R1 917 255 p.a. (All inclusive benefits)

REQUIREMENTS Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal Specialty or a recognised Sub . Specialty. Registration with the HPCSA as Medical Specialist in a normal Specialty or in a recognised Sub Specialty. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty or in a recognised Sub . Specialty. Experience in managing an O&G department. Proof of current annual registration with HPCSA.

DUTIES Provide relevant service and outreach programme to support district level institutions. Provide teaching and training to undergraduate, post graduate and visiting trainees from other worldwide institution, doctors and paramedical staff working in the public sector. Facilitate participation in research by trainees and consultants.

POST/02 HEAD CLINICAL UNIT: O&G X 2

CENTRE FRERE HOSPITAL

REF NO	ECHEALTH/HCUO&G/02/2016
SALARY LEVEL	OSD
SALARY SCALE	R1 806 411 – R1 917 255 p.a. (All inclusive benefits)
REQUIREMENTS	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal Specialty or a recognised Sub . Specialty. Registration with the HPCSA as Medical Specialist in a normal Specialty or in a recognised Sub Specialty. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty or in a recognised Sub . Specialty. Proof of current annual registration with HPCSA.
DUTIES	Coordinate and provide 24 hour specialist care in Frere Hospital drainage area, including in and outpatients, emergency services and appropriate high care service. Teaching post graduates in the respective departments of Frere Hospital. Initiate and participate in research activities and publications. Manage and perform required administrative and academic duties.
POST/03	MEDICAL SPECIALIST GR1: (General Surgery, Urology, Ophthalmology, Oncology and Paediatrics)
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/MSGR1/03/2016
SALARY LEVEL	OSD
SALARY SCALE	R924 378 – R981 093 p.a. (All inclusive benefits)
REQUIREMENTS	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal Specialty. Registration with the HPCSA as Medical Specialist in a normal Specialty. Proof of current annual registration with HPCSA.
DUTIES	Provide 24 hour specialist care at the respective department in Frere Hospital. Teaching undergraduates, interns, post graduates and visiting doctors at the respective department of Frere Hospital.
POST/04	MEDICAL OFFICER GR1: X 6 (General Surgery, Urology, Ophthalmology, Oncology and Paediatrics)
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/MOGR1/04/2016
SALARY LEVEL	OSD
SALARY SCALE	R686 322 – R739 368 p.a. (All inclusive benefits)
REQUIREMENTS	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Practitioner with the HPCSA in respect of SA qualified employees. 1 year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.
DUTIES	Providing comprehensive clinical Service in the respective departments. Continuous updating of own knowledge and skills. Compulsory commuted overtime. Proof of current annual registration with HPCSA.

POST/05	PROFESSIONAL NURSE SPECIALTY GR 1, 2: ADVANCED MIDWIFERY
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/PNSAM /05/2016
SALARY LEVEL	OSD
SALARY SCALE	R317 271 – R479 928 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 qualification with a duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 (ADVANCE MIDWIFERY). A minimum of 4 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Service Record as proof of previous experience where applicable. Current annual registration with SANC

RECOGNITION OF EXPERIENCE

- **Less than 14 years PNB 1 GR1 (R317 271)**
- **14 years PNB 2, GR2 (R390 216259 134)**

DUTIES	Provision of optimal, holistic specialised nursing care with set standards and within a professional/ legal framework. Effective utilisation of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ ethical standards and self- development.
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POST/06	PROFESSIONAL NURSE SPECIALTY GR 1, 2: RENAL UNIT X 2
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/PNST /06/2016
SALARY LEVEL	OSD
SALARY SCALE	R317 271 – R479 928 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 qualification with a duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 (RENAL UNIT). A minimum of 4 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Service Record as proof of previous experience where applicable. Current annual registration with SANC

RECOGNITION OF EXPERIENCE

- **Less than 14 years PNB 1 GR1 (R317 271)**
- **14 years PNB 2, GR2 (R390 216259 134)**

DUTIES	Provision of optimal, holistic specialised nursing care with set standards and within a professional/ legal framework. Effective utilisation of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ ethical standards and self- development.
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POST/07	PROFESSIONAL NURSE GR1, 2, 3 (GENERAL) X 2
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/PNFH /07/2016
SALARY LEVEL	OSD
SALARY SCALE	R210 702 – R401 922 p.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. Service Record as proof of previous experience where applicable. Current registration with SANC.

RECOGNITION OF EXPERIENCE

- **Less than 2 year PNA2 GR1 (R210 702)**
- **10 years PNA3, GR2 (R259 134)**
- **20 years PNA4, GR3 (R317 271)**

Provide direction and supervision for the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of Nursing Care.

POST/08	ENROLLED NURSE GR1, 2, 3 X 8
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/ENFH/08/2016
SALARY LEVEL	OSD
SALARY SCALE	R140 559 – R244 260 p.a (plus competitive benefits)
REQUIREMENTS	Qualification that allows registration with the SANC as Enrolled/ Staff Nurse, Service Record as proof of previous experience where applicable. Current registration with SANC.

RECOGNITION OF EXPERIENCE:

- **Less than 2 years, SN1- GR1 (R140 559);**
- **10 years, SN2-GR2 (R167 823);**
- **20 years SN3-GR3 (R198 609).**

DUTIES

Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of resources.

POST/09	ENROLLED NURSING ASSISTANT GRADE 1, 2, 3 X 5
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/ENAFH/09/2016
SALARY LEVEL	OSD
SALARY SCALE	R108 690 – R188 886 p.a. (plus competitive benefits)
REQUIREMENTS	Qualifications that allows registration with the SANC as Nursing Assistant (Enrolled Nursing Assistant). Service Record as proof of previous experience where applicable. Current registration with SANC.
RECOGNITION OF EXPERIENCE	<ul style="list-style-type: none"> • Less than 2 years, ENA 1 GR1 (R108 690) • 10 years ENA 2, GR2 (R128 637) • 20 years ENA 3, GR3 (153 585)
DUTIES	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ ethical standards and self. development.
POST/10	ADMINISTRATION CLERK
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/ACFH/10/2016
SALARY LEVEL	5
SALARY SCALE	R142 461– R167 814 p.a. (plus competitive benefits)
REQUIREMENTS	Grade 12 or equivalent qualification, plus 3-5 years experience or National Diploma /Degree plus 0-2 years experience .Knowledge of Public Service Legislation, Regulations and Policies. Knowledge of Batho-Pele Principles and good communication.
DUTIES	Provide Administration support service. Capture & update data on computer. Draft routine correspondence (type documents). Receive, register and further processing the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as transfer of information on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized documents spreadsheet. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Provide routine administrative maintenance service. Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

POST/11	WARD CLERK: X 10
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/ACWFH/11/2016
SALARY LEVEL	5
SALARY SCALE	R142 461– R167 814 p.a. (plus competitive benefits)
REQUIREMENTS	Grade 12 plus 4 years experience in Patient Administration. Public Sector experience. Minimum 2 years in General Administration transactional experience. Clear Operational understanding of document management system & Delta 9 Knowledge of Batho-Pele Principles and good communication.
DUTIES	Delivery of efficient ward administration services by Provision of clerical assistant for clinical staff. Compiling patient folders that contain the relevant documentation. Maintaining files-neat and complete. Recording and reconciling the midnight patient census whilst accounting for admissions, discharges and transfers. Ordering and receiving ward, stationery and surgical supplies etc. Replacing ward stock that has been condemned. Recording movement ward stock and supplies. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files-Archiving files according to the correct category and place. Keep notice boards neat, relevant and current. Review wards administration transaction, documents, records, reports and methods for accuracy and effectiveness. Continuous quality assurance improvement of the ward administration service. Implement all ward administration related legislation, policies, procedures and process maps.
POST/12	LAUNDRY WORKER X 5
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/LWFH/12/2016
SALARY LEVEL	2
SALARY SCALE	R84 096 – R99 060 p.a. (plus competitive benefits)
REQUIREMENTS	ABET/ Grade 8/9. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.
DUTIES	Maintain a safe and clean environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen. Follow basic procedure guidelines in preparing and disinfecting linen for wash. Keep laundry equipment in a proper state of repair and report defects to the laundry manager. Follow the basic procedure guidelines for washed and cleaned linen. Order laundry supply timeously so that services may be rendered continuously. Keep linen in a good state by inspecting, mending and marking laundry. Work in a team so that service delivery may be enhanced.

POST/13	CLEANER X 10
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/CFH/13/2016
SALARY LEVEL	2
SALARY SCALE	R84 096 – R99 060 p. a (plus competitive benefits)
REQUIREMENTS	ABET/ STD 6/7 Grade 8/9 plus 1 year work experience. Good interpersonal and Communication skills. Experience in hospital environment will be an added advantage. Ability to perform routine tasks and willing to work shifts.
DUTIES	Perform specific cleaning duties daily. Ensure the general cleaning of the hospital and surroundings. Dust and polish the desks, floors and walls in all offices and waiting areas. Clean and take proper care of cleaning equipment and machinery used in daily activities. Request cleaning materials in advance. Maintain good hygienic standards in the hospital. Collect from the wards/ departments/ clinics all full medical and general waste containers or bags and store them in the central waste storage areas for collection by the relevant service providers. Sluicing and packing of soiled linen in laundry bags for collection by Laundry Worker. Comply with Waste Management Act and the related legislation, policies, procedures and guidelines. Adhere to Hood Handling practices. Comply with OHS and the relevant legislation. Comply with Infection Control policies, legislation and the related Safe Work Procedures. Knowledge on Cleaning Unit Standards.

POST/14	ENGINEERING TECHNICIAN GR A (PRODUCTION)
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/ETFH/14/2015
SALARY LEVEL	OSD
SALARY SCALE	R255 768 – R275 526 p.a (plus competitive benefits)
REQUIREMENTS	National Diploma Electrical Light Current plus relevant Trade Test Certificate electro-chemical / electronics/ electrical as main line study will be an advantage. The applicant must have a minimum of 3 years post qualification relevant experience (relevant medical equipment experience will be a distinct advantage proof to be provided in CV. Medical equipment repair experience is essential. Applicant must be able to perform under pressure in a hospital/ clinical environment. The applicant must be prepared to do a practical computer literacy and technical test during interview. Proof of registration with ECSA or ECSA acknowledgement of application for registration is required. Applicant will be subjected to a practical repair evaluation during the interview. Applicant must be in possession of a valid unrestricted Code 8 driver's license.
DUTIES	Execution of operational medical equipment maintenance & repair procedures. Problem solving & analysis, Generic competency within customer focus and communications. Maintaining the equipment maintenance database within department Clinical Engineering, Occupational Health and Safety Act (OHASA) implementation. Mentoring of Students, Artisans and Property Caretakers. Provide an effective support service to enable an efficient service delivery.

POST/15	ARTISAN PRODUCTION GR A (Electrical- Medical gas-Aspiration)
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/APEMAFH/15/2015
SALARY LEVEL	OSD
SALARY SCALE	R156 363 – R173 538 p.a. (plus competitive benefits)
REQUIREMENTS	Proof of passing a Fitter/ Millwright Trade Test in terms of the Manpower Training Act 1981.Valid unrestricted Code 8 licence. Computer literacy (MS Word, Excel, and MS Outlook) is a pre requisite and the applicant must be prepared to do a computer literacy test during the interview (Microsoft Office Package). Work experience in a hospital environment will be advantageous. A practical test to use specialized measuring. Equipment will be done during interview.
DUTIES	The successful candidate will report directly to the Clinical Engineering workshop supervisor. The candidate will be required to supervise support staff. Execution of maintenance functions of a complex nature. Provide support on a computer based hospital services alarm systems. Ensure cost effective med gas repairs & maintenance. Ordering of spares for the gas pipeline workshop according to prescribed guidelines. Inspecting of work done by private contractors. Responsible for operational PM and Schedule maintenance procedures on a computerized management system.
POST/16	ARTISAN PRODUCTION GR A (Fitter- Medical gas-surgical instrument)
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/APFMSFH/16/2015
SALARY LEVEL	OSD
SALARY SCALE	R156 363 – R173 538 p. a (plus competitive benefits)
REQUIREMENTS	Proof of passing an Electrical -- Trade Test in terms of the Manpower Training Act 1981.Valid unrestricted Code 8 licence. Computer literacy (MS Word, Excel, and MS Outlook) is a pre requisite and the applicant must be prepared to do a computer literacy test during the interview (Microsoft Office Package). Work experience in a hospital environment will be advantageous
DUTIES	The successful candidate will report directly to the Medical Gas Supervisor. The candidate will be required to supervise support staff. Execution of maintenance functions of a complex nature. Provide support on a computer based hospital services alarm systems. Ensure cost effective med gas repairs & maintenance. Ordering of spares for the gas pipeline workshop according to prescribed guidelines. Inspecting of work done by private contractors. Responsible for operational PM and Schedule maintenance procedures on a computerized management system. Perform stand by and after hours service duties. Implementation of performance management. This position also requires heavy lifting of medical gas cylinders. The position also requires accurate fitting and turning specialties.

POST/17	ASSISTANT DIRECTOR: DIETICIAN GR1
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/DGR1/17/2016
SALARY LEVEL	OSD
SALARY SCALE	R428 292 – R475 341 pa (plus competitive benefits)
REQUIREMENTS	<p>BSc. Dietetics Degree or equivalent qualification. Current Registration certificate with the HPCSA/ proof of payment for the period April 2016-March 2017. A minimum of 3 years appropriate experience as a Dietician in a clinical setting, preferable at a secondary or tertiary institution. 5 years managerial experience in a Dietetics department, preferable at a state referral hospital. Experience in provincial dietetic procurement processes and systems. Extensive clinical knowledge and associated therapeutic nutrition interventions. Good understanding of clinical governance and clinical auditing.</p>
DUTIES	<p>Provide leadership to the Dietetics department of the hospital, ensuring that efforts are focused on service delivery. Organize and coordinate the rendering of Dietetic services for the referral hospital. Participate in the development of treatment programs, departmental policies and audits. Responsible for the developing of operational and strategic plans for the department. General management of personnel assessment of personnel performance using PMDS. Ordering o nutritional products utilizing LOGIS. Staff training and development. Monitoring and planning departmental budget. Report writing and writing motivations for new products and equipment. Coordinate outreach programs. Plan and participate in research projects.</p>
POST/18	ASSISTANT DIRECTOR: OCCUPATIONAL THERAPIST GR1
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/OTGR1/18/2016
SALARY LEVEL	OSD
SALARY SCALE	R428 292 – R475 341 pa (plus competitive benefits)
REQUIREMENTS	<p>BSc. Occupational Therapy Degree or equivalent qualification. Current Registration certificate with the HPCSA/ proof of payment for the period April 2016-March 2017. A minimum of 3 years appropriate experience as an Occupational Therapist in a clinical setting, preferable at a secondary or tertiary institution. 5 years managerial experience in an Occupational Therapy department, preferable at a state referral hospital. Experience in provincial procurement processes and systems. Knowledge of relevant National Occupational Therapy tenders. Knowledge of National Rehabilitation Policy. Good understanding of clinical governance and clinical auditing.</p>
DUTIES	<p>Provide leadership to the Occupational Therapy department of the hospital, ensuring that efforts are focused on service delivery and a well-coordinated rehabilitation service. Organize and coordinate the rendering of Occupational Therapy services for the referral hospital. Participate in the development of treatment programs, departmental policies and audits. Responsible for the developing of operational and strategic plans for the department. General management of personnel assessment of personnel performance using PMDS. Ordering o nutritional products utilizing LOGIS. Staff training and development. Monitoring and planning departmental budget. Report writing and writing motivations for new products and equipment. Coordinate outreach programs. Plan and participate in research projects.</p>

POST/19	ULTRASONOGRAPHER GR1
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/UGGR1/19/2016
SALARY LEVEL	OSD
SALARY SCALE	R327 600 – R374 577 pa (plus competitive benefits)
REQUIREMENTS	

National Diploma/ Degree in Ultrasound and Diagnostic Radiography or equivalent qualification. Registration with HPCSA as an Ultra sonographer and Diagnostic Radiographer, plus Proof of payment for the period April 2016-March 2017. 4 years experience as a Diagnostic Radiographer after registration with the HPCSA. Ability to work as a member of multi- disciplinary team. Accurate, ability to use initiative and hard working. Service delivery innovation. Good written and verbal communication skills.

DUTIES	Carry out general and obstetric ultrasound scanning procedures in accordance with the Radiology and Obstetrics & Gynaecology department's policies and procedures. Maintain ultrasound scanning practices of the highest quality. Ensure that departmental Quality Assurance is maintained. Maintain and utilize all diagnostic equipment and facilities in a safe and effective manner. Monitor and critically evaluate own performance. Adherence to Batho-Pele principles. Collection and analysis of statistics. Be involved with research when required.
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POST/20	RADIATION ONCOLOGY RADIOGRAPHER GR1
CENTRE	FRERE HOSPITAL
REF NO	ECHEALTH/RORGR1/20/2016
SALARY LEVEL	OSD
SALARY SCALE	R262 020 – R374 577 pa (plus competitive benefits)
REQUIREMENTS	

National Diploma/ Degree in Diagnostic Radiography and Radiotherapy or equivalent qualification. Registration with HPCSA as a Diagnostic Radiographer and Radiation Oncology Radiographer, plus Proof of payment for the period April 2016-March 2017. Completion of Community Service year. Ability to work as a member of multi- disciplinary team. Accurate, ability to use initiative and hard working. Service delivery innovation. Good written and verbal communication skills.

DUTIES	Carry out radiotherapy procedures in accordance with the department's policies and procedures. Maintain radiotherapy practices of the highest quality. Provide advice and guidance to Community Service and student radiographers. Maintain and utilize all equipment and facilities in a safe and effective manner. Monitor and critically evaluate own performance. Adherence to Batho-Pele principles.
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POST/21 **HOUSEKEEPING MANAGER**

CENTRE **FRERE HOSPITAL**

REF NO **ECHEALTH/HM/21/2016**

SALARY LEVEL **8**

SALARY SCALE **R262 272 – R308 943 pa (plus competitive benefits)**

REQUIREMENTS

Tertiary Qualification in Hotel/Hospitality Management /Environmental Health Management/ plus 1-2 years experience. Experience in hospital environment would be an advantage. Computer literacy. Familiarity with LR and HR and procurement processes. Understanding of Legislative Prescripts governing environmental related issues.

DUTIES Co-ordinate all activities relating to housekeeping/ provision of clean linen, cleaning and hygiene, grounds and waste management services in the entire hospital. Implement and monitor cleaning programs and schedules. Stock control and adherence to the National Core Standards and 6 Priority Areas Monitor services rendered by external contractors. Ensure adherence to policies and legislation relating to waste management, handling of hazardous chemicals, safe work procedures, OHS Act, quality improvement standards and related legislation, policies, standards and procedures. Liaise with infection control and all quality assurance structures in order to render effective and efficient cleaning services. Ensure that staff is evaluated in terms of Personnel Development and monitor supervision. Supervise and exercise control in linen banks.

HEAD OFFICE

Enquiries
Tel No

Mr S. Makhitshi
(040) 608 1953 / 54

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
CENTRE
REF NO
SALARY LEVEL
SALARY SCALE

DEPUTY DIRECTOR: PERSAL USER SUPPORT
BISHO
ECHEALTH/DDPADM/01/2016
12
R 726 276 – R 855 516 p.a. (An all in-inclusive package)

REQUIREMENTS

A relevant tertiary qualification coupled by a minimum of 5 years experience as an Assistant Manager. Prospective candidates should successfully completed local orientation course., Persal Introductory Course, Personnel Administration Course, Leave Administration Course as well as modules like Persal Controller and Establishment Control Courses. Proven experience in utilisation of Microsoft Office programme like Access, Excel and Word. Computer programming course will be added an advantage. Ability to provide strategic and operational guidance to top management and users as well as on functionality of post establishment. Excellent knowledge of human resource Regulatory Framework that governs public service.

DUTIES

Management of Persal functionality in the Department of Health: Eastern Cape. Regular updating of PERSAL system with all changes in the departmental organogram within the department. Management of suspense file. Capacity building of all persal users. Selective allocation of Persal functions to users. Management of departmental code files. Maintain organisational and establishment structures on PERSAL in close collaboration with Organisational Development Directorate of the department. Management movement of staff in terms of pay-points in order to eliminate any possibility of un-

desirable elements within the PERSAL system. Extract, manipulate and analyse PERSAL information and report to top management as part of Management Information System. Up-to-date PERSAL database and adherence to minimum information standards. Ensure that there is at all times reliable and credible information on PERSAL.

**ENQUIRIES
TEL. NO.**

**DR. P.H. MADUNA (DDG: CLINICAL SERVICES)
(040) 608 1223/ 1222**

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/02
CENTRE
REF NO
SALARY LEVEL
SALARY SCALE**

**GENERAL MANAGER- CLINICAL SUPPORT SERVICES
BHISHO
ECHEALTH/GM/CLINSS/02/HO/2016
14
R 1042 500- R 1246 449 p.a. (An all- inclusive package)**

REQUIREMENTS

A bachelor's degree or an equivalent 3 year qualification in health. At least 5 years experience at a senior management level in clinical services management and planning. Sound understanding of the Public Health System essential. Proven knowledge and experience in clinical support services delivery and experience in turnaround and change management strategies. Comprehensive experience in clinical support services at District or Provincial level at a senior level is essential. Experience in managing SI.A and NHLS agreements. Sound experience in M&E for clinical services. Ability to write statistical clinical reports. Computer literacy and driver's licence.

DUTIES

Provide strategic leadership in line with the NDOH policy directives on clinical care. Drive strategic planning and implementation of the Clinical Support Services unit to ensure successful service delivery. Lead and manage the directorate. Manage HIV/AIDS, Pharmaceutical services to ensure alignment to National Drug Policy and EDL, Rehabilitation, Radiography, Community Health Services and all other health related services relative to clinical support. Management of CPD for all clinical and AHPs. Application of M&E for all clinical intervention across the board and linking to the DHIS and other statistic platforms.

Directions to candidates : Applications must be submitted on the prescribed application form (Z.83) obtainable from any Public Service Department or <http://www.echealth.gov.za/index.php/document-library/vacancies/send/12-vacancies/55-application-form-for-employment> 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.