



## 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**

|              |  |
|--------------|--|
| POST/1       | ADMINISTRATION OFFICER L7 (X2)   |
| CENTRE       | LIVINGSTONE HOSPITAL/NELSON MANDELA ACADEMIC HOSPITAL  |
| REF NO.      | ECDOH/AO/LIV/01/2016/ECDOH/AO/NMAH/01/2016   |
| SALARY LEVEL | 7  |
| SALARY SCALE | R211 194 - R248 781 per annum ( <i>plus Service Benefits</i> )   |
| REQUIREMENTS | Grade 12/Matriculation plus 8 years relevant experience. Relevant Degree/ National Diploma or an equivalent qualification will be an added advantage. Appropriate experience in administration support function. Exposure to Financial Management Systems (e.g. Budget and Expenditure Monitoring Skills). Knowledge of and experience in supply chain processes in the Public Sector will be an added advantage. Computer literacy with advanced knowledge in MS Excel and MS Word. Ability to work under pressure. Good interpersonal skills. Good written and verbal communication skills. Ability to operate in a team environment. Code EB drivers Licence.   |
| DUTIES       | Provide support to the Academic Coordinator / Associate Dean (Medical Registrars) with regard to office administration, secretarial services and finance and procurement related activities. Filing and record management procedures, tracking, receiving and scheduling of correspondence regarding Registrars and HPTD grant. Assist with the compilation of reports for the HPTD Grant. Develop proper administration procedures and supporting structure in the institution for effective use of supplies, assets and all consumables items by keeping and updating appropriate control registers. Provide Management with monthly and quarterly reports. Provide administration support to the Grant Manager: HPTD. Network with Registrars. Assist in the population of financial data. Execution of all Supply Chain and finance related activities in support of the Grant Project Drivers |

***For postal and/or hand delivered applications please forward to:***

***Attention: Mr SI Khoabane, Deputy Director: Health Professional Training & Development Services, Private bag X0035, BHISHO, 5605 or ECDoH Call Centre, HPTD Offices, Aquarium Road, Quigney, EAST LONDON, 5201.***

**DIRECTIONS TO CANDIDATES:** Applications must be submitted on form Z83 which must be fully completed and signed • Cover letter to be enclosed • Original certified copy of CV • Original certified copies of educational qualifications • Original certified copy of ID • Applications must indicate the post reference number and centre applied for on form Z83 and cover letter • Separate applications (Z83) with supporting documents must be submitted for each post, if more than one is applied for • Documents must be posted or hand delivered to the respective addresses below • Under no circumstances will faxed or e-mailed applications be accepted • Applications not received by the specified deadline will be disqualified • Applications which do not meet ALL the above requirements will not be considered • Shortlisted candidates will be subjected to the vetting process and shortlisted applicants for SMS positions will be subjected to a competency assessment.

|              |   |
|--------------|---|
| POST/2       | CLINICAL TEACHING COORDINATOR: NURSING (X2)   |
| REF NO       | ECDOH/CLINTEACHCOO/PE/002/2016<br>ECDOH/CLINTEACHCOO/MHC/002/2016   |
| CENTRE       | MTHATHA; PORT ELIZABETH   |
| SALARY       | R385 899 – R428 292 per annum plus applicable allowances and benefits.<br><b>3 YEAR RENEWABLE CONTRACT</b>  |
| REQUIREMENTS | Basic R425 qualification (diploma/degree in nursing). Registration with the SANC as a professional nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional nurse with the SANC in General Nursing. Post Basic qualification in Nursing Education registered with the SANC. Registration with the SANC as Professional Nurse in Nursing Education. Interest in working at the clinical sites as well as developing the clinical knowledge of nursing students. Advanced computer skills (Excel). Knowledge of all information systems. Knowledge of the Public Administration and Public Service Regulations, including HR related legislative framework. Report writing skills. Ability to disseminate complex information. Ability to work under pressure. Good people management skills. Proven ability to work independently. Good written and verbal communication skills. Understanding of Government protocols. Knowledge of relevant legislation governing health professionals. Excellent presentation skills. Experience in undertaking administrative responsibilities at departmental or institutional levels and to assume leadership positions, either in administration or in academic or professional capacity. Code EB driver's license.  |
| DUTIES       | Prepare and evaluate clinical facilities for accreditation by the relevant council and monitor continued compliance. Maintain compliance with SANC and CHE requirements with regard to clinical training facilities. Liaise between institutions, relevant stakeholders and the university. Manage and monitoring of clinical teaching and assessments. Willing to travel to all health facilities where nursing students are placed. Develop and evaluate the comprehensive record keeping system with regard to clinical training. Monitor the quality assurance system for clinical training of nursing students. Coordinate monthly and quarterly reports in all hospitals that are participating in the clinical teaching platform. Develop and maintain proper record keeping of all nursing students to ensure registration after training. Ensuring quality in teaching, learning and assessment including clinical teaching and accompaniment. Preparation and liaison within the clinical field for implementation and placement of nursing students. Prepare the environment for nursing student placements and collaboration with communities. Facilitate the establishment of communities of practice to ensure that community engagement objectives of the school of Health Science are achieved. Providing leadership and management in clinical teaching curriculum design, |

development and implementation in own field. Provide leadership in nursing student projects and professional collaborative research projects locally and internationally.

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**Attention:** Mr S Khoabane, Deputy Director: Health Professional Training & Development, Private bag X0035, BHISHO, 5605 or ECDoH Call Centre; HPTD Office, Aquarium Road, Quigney, East London, 5201

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**ANNUAL REGISTRAR RECRUITMENT: - 2016/17**

|              |   |
|--------------|---|
| POST/3       | REGISTRARS X 56   |
| CENTRE       | EAST LONDON, PORT ELIZABETH, FORT ENGLAND HOSPITAL, MTHATHA   |
| REF. NO.     | ECDOH/REGP/AREA/DISC/2016                                     |
| SALARY LEVEL | OSD   |
| SALARY SCALE | R686 322 – 717 672 pa (an all inclusive package)              |
|              | Rural allowance will only be payable in the designated areas. |

The Eastern Cape Department of Health in conjunction with the Faculty of Health Sciences of Walter Sisulu University (WSU) hereby invites applications from qualified Medical Practitioners who meet the following criteria to apply for Registrar posts:

1. Two years clinical experience after community service within the province.
2. Successful completion of CMSA diploma and Part 1 examinations relevant to the discipline – will be an added advantage where it is relevant.
3. Reasonable proficiency in speaking local language and evidence of a long term commitment to the Eastern Cape will add weight to an application.
4. Priority will be given to applicants interested in specialties prioritised by the ECDoH in terms of its service imperatives.
5. Where a Medical Officer does not meet all these requirements, his/her application may be considered and will be based on:
  - a. An excellent performance rating over the recent period in particular in the CMSA examinations.
  - b. The rarity of the specialty which is a need in the department an applicant wishes to pursue.

- c. An absence of local applications from doctors in particular disciplines who meet the above requirements with motivation from the relevant HOD.
6. Candidates who have previously applied for Registrarship will have to reapply to be considered for new intake.

These Registrar posts are available at the below-mentioned institutions:

- **Frère Hospital & Cecilia Makiwane Hospital**
- **Livingstone Hospital/Port Elizabeth Provincial Hospital; Dora Nginza Hospital & Elizabeth Donkin Hospital**
- **Nelson Mandela Academic Hospital; Mthatha General Hospital & Bedford Orthopaedics Hospital**
- **Fort England Psychiatric Hospital**

***Kindly indicate your preferred institution on the Z83.***

*NB: Rural Allowance is payable to Mthatha and Fort England Registrars only.*

**All Medical Officers who previously applied must reapply as they will not automatically qualify for consideration in this advert.**

**1. Standard requirements for the posts:**

- Registrars will be required to register as postgraduate students of the Walter Sisulu University.
- Applicants must be South African citizens or complying with the immigration laws.
- Applicants must be registered for independent practice with the Health Professions Council of South Africa (HPCSA).

**POSTS ARE AVAILABLE IN THE FOLLOWING DISCIPLINES: 2016/17 INTAKE**

| DEPARTMENT                       | EL | PE | FEH | MTHATHA |
|----------------------------------|----|----|-----|---------|
| Anesthesiology                   | ✓  | ✓  |     | ✓       |
| Obstetrics & Gynaecology         | ✓  | ✓  |     | ✓       |
| Paediatrics                      | ✓  | ✓  |     | ✓       |
| Paediatric Cardiology            |    | ✓  |     |         |
| Surgery                          | ✓  | ✓  |     | ✓       |
| Neurosurgery                     | ✓  |    |     | ✓       |
| Orthopaedic Surgery              | ✓  | ✓  |     | ✓       |
| Paediatric Surgery               | ✓  |    |     |         |
| Plastic & Reconstructive Surgery |    | ✓  |     |         |
| Ophthalmology                    | ✓  | ✓  |     | ✓       |
| Urology                          | ✓  | ✓  |     | ✓       |

| DEPARTMENT           | EL | PE | FEH | MTHATHA |
|----------------------|----|----|-----|---------|
| Otolaryngology       | ✓  |    |     |         |
| Internal Medicine    | ✓  | ✓  |     | ✓       |
| Dermatology          | ✓  | ✓  |     | ✓       |
| Psychiatry           | ✓  | ✓  | ✓   | ✓       |
| Radiation Oncology   | ✓  | ✓  |     |         |
| Diagnostic Radiology |    | ✓  |     | ✓       |
| Critical Care        |    | ✓  |     |         |
| Family Medicine      | ✓  | ✓  |     | ✓       |

#### Notes:

1. This advertisement applies for the 2016/17 financial year.
2. Appointment of Registrars will be for a contract period of 4 years (or 5 dependent on the minimum requirements of the post).
3. In all cases, after completion of the Registrar training period, the newly qualified specialists will be contracted to work for the Department for a period equivalent to their training out of province.
4. It is the requirement of training that Registrars successfully complete the appropriate College of Medicine examinations prior to their registration as Medical Specialist with the HPCSA and submit a dissertation by research for the additional award of the M Med Degree of Walter Sisulu University.
5. Registrars may be required to rotate through HPCSA accredited hospitals of the WSU Teaching Hospital Complexes in Mthatha, East London, Port Elizabeth and Grahamstown and / or other Teaching Hospital Complexes when deemed necessary. Applicants for the subspecialty position must be registered in the appropriate specialty.
6. Proof of all academic qualifications must be submitted (including senior certificate) on application.
7. Registrar application forms may be obtained from the Postgraduate Office of the Faculty of Health Sciences at WSU and from the Resource Centres in East London, Port Elizabeth and Queenstown, or alternatively can be accessed from the following websites: [www.wsu.ac.za](http://www.wsu.ac.za).
8. The closing date for initial applications is the 15<sup>th</sup> August 2016. Application forms (Z83), letter motivating for appointment, CV, certified copies of professional certificates, certified copy of senior certificate, to be sent to:
  - a. The Hospital CEOs in Mthatha (Nelson Mandela Academic Hospital); East London (Frere Hospital); Grahamstown (Fort England) and Port Elizabeth (Livingstone Hospital).
9. For further information please email:
 

**East London** : Prof Lazarus: [lazarus.paedsurg@gmail.com](mailto:lazarus.paedsurg@gmail.com)

**Port Elizabeth** : Prof Smith: [khoisanl@axxess.co.za](mailto:khoisanl@axxess.co.za)

**Mthatha** : Prof Buga: [Geoffrey.buga@gmail.com](mailto:Geoffrey.buga@gmail.com)

**Postgraduate Coordinator** : Ms N Dabata: [ndabata@wsu.ac.za](mailto:ndabata@wsu.ac.za)

✚ For those nearer to institutions, applications can be submitted to the CEOs offices.

**POST 4 : ECCOEC CLINICAL COORDINATOR**  
**CENTRE : EASTERN CAPE EMS COLLEGE**  
**REF NO. ECDOH/ECCOEC/ECEMSCO/01/2016**  
**SALARY LEVEL OSD**  
**SALARY SCALE R385 899 – 428 292**

**REQUIREMENTS** A three year qualification of Emergency Care Practitioner (ECP). Appropriate Masters Qualification in the field of Emergency Medicine (or be in progress) Will be an advantage. Experience of the Provincial EMS systems will be an advantage. Experience in facilitating learning at undergraduate level (EMS Courses). Excellent Teaching skills. Research experience. A minimum of 3 years operational/clinical And/or teaching experience as an ECP. Experience in teaching, training, education or Lecturing will be an advantage. Completion of any formal educational qualification Or any short course in facilitation, assessors or moderators will be an advantage. Registration with the HPCSA as an Emergency Care Practitioner (ECP). Ability to Work as a member of a multi-disciplinary team. Good communication skills. Code 8 driver's licence.

**DUTIES** To assist with curriculum and policy development. To compile the practical shift Rosters for ECCOEC and NMMU students. To build relationships with the various Role-players on the clinical platform regarding student placement matters. To Facilitate work integrated learning for ECCOEC and NMMU students and participate In continuous professional development (60%). To conduct, publish and promote Research in emergency medical care. To engage in health promotion community Projects. To manage the clinical laboratory of the ECCOEC. Participate in training, Development and tutoring of students (40%) – educate the student and provide feedback On the student progress. Liaise with University (NMMU) and report to HOD Providing written and verbal reports. Participate in outreach programs with Students. Adherence to Batho Pele Principles.

**POST/5 CHIEF SPEECH THERAPIST AND AUDIOLOGIST GRADE 1**  
**CENTRE FRERE HOSPITAL**  
**REF NO. ECDOH/CSTA/FRH/01/2016**  
**SALARY LEVEL OSD**  
**SALARY SCALE R385 899 – 428 292**

**REQUIREMENTS** A relevant Degree in Speech Therapy and Audiology (dual qualification). Master's Degree in related field will be an added advantage. Completion of Community Service if applicable. Minimum of five (5) years clinical experience and post community service. Minimum of 3 years supervisory/management experience. Proof to be

provided (e.g. Certificate of Service from the previous employer). Expert knowledge of Audiology (e.g. Diagnostic Audiology (including Paediatrics), hearing aid fitting and verification, specialised audiology (ARB, ASSR and OAE), aural rehabilitation and tinnitus training and Speech Therapy (e.g. head injuries, dysphagia, language delay, articulation and phonology, stuttering and dealing with laryngectomy and voice disorders. Facilitation and presentation skills, basic computer literacy, research capability. Registration with the HPCSA, plus proof of payment for the period April 2016 – March 2017 Certificate and Card Required.

## DUTIES

Provide Speech Therapy assessment and rehabilitation service and diagnostic Audiological assessment and rehabilitation (60%). Ensure quality of care to all patients. Participate in the development of treatment programs. Provide written and verbal reports. Participate in continuous professional development. Manage and supervise tutors and students. Ability to supervise and evaluate the performance of staff and students (40%). Administrative duties. Liaise with University and report to HOD: Audiology & Speech Therapy where clinical training is performed. To coordinate planning, development, implementation and evaluation of the Speech Therapy and Audiology program with input from UFH and ECDOH (prepare the platform). To develop and implement programs for peer review and in-service education (prepare support). To participate in short and long term planning for delivery of accessible Speech Therapy and Audiology services (prepare resources). Participate in outreach programs with students. Adherence to Batho Pele principles.

POST/6  
CENTRE

AUDIOLOGIST GRADE 1  
FRERE HOSPITAL

REF NO.

ECDOH/AUD/FRH/01/2016

SALARY LEVEL

OSD

SALARY SCALE

R262 020 – 299 592

REQUIREMENTS

Relevant degree in Audiology or dual qualification in Speech Therapy and Audiology. Completion of Community Service if applicable. Minimum of three (3) years post Community service experience. Appropriate knowledge of all domains of Audiology e.g. Diagnostic Audiology (including Paediatrics), hearing and fitting and verification, specialised audiology (ARB, ASSR and OAE), aural rehabilitation and tinnitus training. Facilitation and presentation skills. Basic computer literacy. Research ability. Registration Certificate with the HPCSA, plus proof of payment for the current period April 2016 – March 2017 (HPCSA Card or Receipt). Certificate and Card Required.

## DUTIES

Provide Audiology assessment and rehabilitation services (60%). Provide the highest quality of service to the patient. Provide written and verbal reports. Participate in continuous professional development Participate in training, development and tutoring of students (40%) - educate the student and provide feedback on the student's diagnostic, treatment, and interpersonal skills. Liaise with University and report to HOD: Audiology & Speech Therapy where clinical training is performed (To maintain open communication with the student and the university.) To increase students understanding of the challenges and rewards of audiology so they will make informed career choices concerning these options. To enable students to apply and refine the clinical knowledge and skills learned in their coursework by observing and practicing their application in a variety of audiology settings Participate in outreach programs with students. To be a role model for students with regard to competency, caring and experience. Adherence to Batho Pele principles.

|              |  |
|--------------|--|
| POST/7       | SPEECH THERAPIST GRADE 1   |
| CENTRE       | FRERE HOSPITAL   |
| REF NO.      | ECDOH/STG/FRH/01/2016  |
| SALARY LEVEL | OSD  |
| SALARY SCALE | R262 020 . 299 592   |
| REQUIREMENTS | Relevant degree in Speech Therapy or dual qualification in Speech Therapy and Audiology. Completion of Community Service if applicable. Minimum of three (3) years post community service experience. Appropriate knowledge of all domains of Speech Therapy (e.g. head injuries, dysphagia, language delay, articulation and phonology, stuttering and dealing with laryngectomy and voice disorders. Facilitation and presentation skills. Basic computer literacy. Research capability. Registration Certificate with HPCSA, plus proof of payment for the period April 2016 – March 2017 (HPCSA Card or Receipt). Certificate and card required. |

## DUTIES

Provide Speech Therapy assessment and rehabilitation services (60%). Provide the highest quality of service to the patient. Provide written and verbal reports. Participate in continuous professional development. Participate in training, development and tutoring of students (40%) - educate the student and provide feedback on the student's diagnostic, treatment, and interpersonal skills.

Liaise with University and report to HOD: Audiology & Speech Therapy where clinical training is performed (To maintain open communication with the student and the university.)

To increase students understanding of the challenges and rewards of audiology so they will make informed career choices concerning these options. To enable students to employ and refine the clinical knowledge and skills learned in their coursework by observing and practicing their application in a variety of audiology settings. Participate in outreach programs with students. To be a role model for students with regard to competency, caring and experience. Adherence to Batho Pele principles

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## **FRONTIER HOSPITAL**

### **ENQUIRIES**

**MRS S. TYWABI**

### **TEL NO**

**(045) 808 4201**

### **APPLICATIONS**

**must be submitted to Human Resource Office, Kingsway  
Avenue, Private Bag X 7063, Queenstown 5320**

### **POST/**

**SENIOR MANAGER MEDICAL SERVICES**

### **CENTRE**

**FRONTIER HOSPITAL**

### **REF NO.**

**ECHEALTH/MANCSFH/ 07/2016**

### **SALARY LEVEL**

**OSD**

### **SALARY SCALE**

**R 1 263 669 . R1 533 516 p.a**

**(plus competitive benefits)**

### **REQUIREMENTS**

An appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Current registration as Medical Practitioner. A minimum of 6-10 years after registration with the HPCSA as Medical Practitioner. A minimum of 6- 10 years experience in management. Computer literacy and drivers licence will be an advantage. Understanding of PFMA and Treasury Regulations. Professional competence and knowledge in the application of the clinical theory, practice and ethics. Good communication and interpersonal skills. Good report writing skills. Good facilitating skills coordination, liaison, networking and decision making. Ability to work under pressure, analytical thinking, negotiating skills. Problem solving and conflict management, research and development and teaching of staff. Ability to function as part of multi- functional team. Program planning, implementation and evaluation, ability to Work and maintain meaningful relationship with a diverse Community.

### **DUTIES**

Supervise and provide quality clinical services. Establishment and development of services. Supervise the health team in the provision of health service and patient care within the hospital. Ensure comprehensive clinical record keeping and communication. Supervise the integration and extension of clinical service within the district. Co-ordinate the extension of clinical elements of vertical and priority programs. Support the clinical development of Medio legal/forensic services as well as EMS. Audit and improve quality clinical services. Management, development and evaluation of clinical audit and patient care in general. Ensure the establishment and development of the health team through mentoring, coaching, guiding, training and supervision. Management of human,

physical, financial and clinical services.

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