



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 : 08 August 2016

CLOSING ON : 28 August 2016

HEAD OFFICE

POST/02	GENERAL MANAGER- CLINICAL SUPPORT SERVICES
CENTRE	BHISHO
REF NO	ECHEALTH/GM/CLINSS/02/HO/2016
SALARY LEVEL	14
SALARY SCALE	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. A master's degree in Health will be an added advantage. At least 5 years experience at a senior management level in health services management. Sound understanding of the Public Service Act, PFMA, the National Health Act, is essential. Computer literacy and driver's licence.

DUTIES

Provide strategic leadership and Management of Emergency Medical Services (EMS) and Health Support Services (Pharmaceutical Services, Transversal Health Services), in line with the NDOH and the Provincial Department of Health policy directives on clinical support.

ENQUIRIES	DR. P.H. MADUNA (DDG: CLINICAL SERVICES)
TEL. NO.	(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.
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LILITHA COLLEGE OF NURSING

POST 2	MAIN CAMPUS HEAD – PND5 X 1
CENTRE	Lusikisiki Main Campus
REF	ECDOH/PN-D5/LUSIKC//01/2016 (Main Campus)
SALARY LEVEL	OSD
SALARY SCALE	R793 536 per Annum (all inclusive packages)

REQUIREMENTS:

A manager with a minimum appropriate Postgraduate Degree (Master Degree) in Nursing Science, PhD will be added advantage. Bachelor's Degree in Nursing Education and Management. A minimum of 11 years appropriate /

recognizable nursing experience after registration as Professional nurse with the SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/ recognizable experience in Nursing Education after obtaining the 1 year Nursing Education qualification. At least 4-5 years management experience at an academic institution with sound research capabilities and understanding of New Nursing Qualifications. Advanced Computer skills. Valid Driver's Licence.

DUTIES:

Manage all nursing education academic programmes in the main campuses, supervises satellite campuses and liaise with SANC on all campus student matters. Coordinate & monitor functioning of the both main campus and satellite campuses. Manage all Administration and Finance matters of the campus as an institution. Provide strategic directions at institutional level and primarily responsible for establishing and maintaining a positive learning environment for nursing students, coordinate all areas of campus life, business, teaching and learning. Maintain a campus environment that is safe, clean and conducive to learning. Ensure effective collaboration with both internal and external partners. Responsible for campus good governance and participate in all Lilitha College governance matters, including policy formulation.

POST/3	SATELLITE CAMPUS HEAD – PND3X 1
CENTRE	ST PATRICK'S SUB-CAMPUS
REF NO.	ECDOH/PN-D3/STPSC/01/2016
SALARY LEVEL	OSD
SALARY SCAE	R 479 928 per Annum plus benefits

REQUIREMENTS:

A Post Graduate Degree in Nursing Science (minimum of an Honours Degree/Post Graduate Diploma) qualifications that allow registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education registered with the SANC. A minimum of 9 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in Nursing Education after obtaining the 1 year Post Basic qualification. At least 2-3 years experience as a manager. Good understanding and experience of both classroom and clinical teaching including the current National Health priorities (RPHC) and Community Based Education. Ability to identify gaps in curriculum implementation, research, patient-centred approaches and collaboration with health sector partners. Excellent communication, interpersonal and leadership skills. Computer literacy and a valid driver's licence.

DUTIES:

Manage the implementation of both clinical and theoretical academic content at sub-campus level. Ensure quality assurance and change management in the implementation of all teaching and learning programmes and student competencies. Co-ordinate and monitor Community Based Education (CBE) and work-integrated learning (WIL) at the sub-campus. Monitor compliance to set standards as laid down by SANC and SAQA. Facilitate effective and efficient implementation of the College Policies in the Satellite Campus. Oversee clinical allocation of learners in the identified and approved clinical facilities for all Satellite programmes. Ensure continuous staff capacity building to promote academic excellence. Exercise supervision and support to academic staff. Manage various submissions in relation to student academic matters, including recruitment, registration and SANC records. Facilitate a research culture for both academics and students to promote evidence-based teaching and learning. Ensure collaboration with stakeholders and building of strong relationship with other departments.

POST/6	CURRICULUM & ACADEMIC STAFF DEVELOPER - PND4 X 1
CENTRE	CENTRAL ADMINISTRATION OFFICE

REF	ECDOH/PN-D4/LILTC/01/2016
SALARY LEVEL	OSD
SALARY SCALE	R 705 057 per Annum (all inclusive package)

REQUIREMENTS:

A manager with a Postgraduate Degree (Master's Degree) in Nursing Science, Degree/Diploma in Nursing Education. A PhD Degree will be an added advantage. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate / recognizable Nursing experience after registration as a professional nurse with SANC in General Nursing. At least 4 years experience in teaching and curriculum development. Good understanding and experience of both local and National Health priorities (RPHC) and the burden of disease in the Country. Ability to identify gaps in curriculum implementation, research, patient-centred approaches and collaboration with health sector partners. Excellent communication, interpersonal and writing skills. Advanced Computer skills and a valid driver's licence.

DUTIES:

Facilitate and lead in the development and evaluation of the college curricula and alignment with clinical health demands. Coordinate the review and assessment of current curricula and programme designs to ensure that programmes meet the intended objectives and requirements as prescribed by SANC, CHE and SAQA. Coordinate the preparation of instructional materials to facilitate effective teaching and learning. Conduct research and benchmarking the curricula with other Institutions to ensure relevancy to the clinical environment. Develop and maintain research database. Pursue best practices in curriculum development through research and personal development. Plan and coordinate continuous staff development for academic excellence.

Enquiries: Ms N Links @ 043 700 9704 or Ms Y Malgas @ 040 608 9723

Applications must be submitted to: Lilitha Central Office, East London

Enquiries: Ms O GCANGA @ 047 531 0823 or Ms UN BOMELA @ 047 502 9000

Applications must be submitted to:

AMATHOLE, OR TAMBO AND ALFRED NZO HOSPITALS

POST/03	CHIEF EXECUTIVE OFFICERS X 4 (CEO)
CENTRE	MADWALENI, DR MALIZO MPEHLE, ISILIMELA, SIPETU
REF NO.	ECDOH/CEOMAD/AMTD/03/2016 (MADWALENI)
	ECDOH/CEODRMAL/ORT/03/2016 (DR MALIZO MPEHLE)

	ECDOH/CEOISIL/ORT/03/2016 (ISILIMELA)
	ECDOH/CEOSIPH/ORT/03/2016 (ISIPETU)
SALARY LEVEL	12
SALARY SCALE	R 726 276 – R855 516 p.a. (All inclusive Package)

REQUIREMENTS

A Degree/Advanced Diploma in Health related field plus Degree/Diploma in Health Management or Degree/Advanced Diploma in Management field. Registration with the relevant professional Council. At least five (5) years managerial experience in the Health Sector at middle Management. Experience as a health service manager or significant experience in management in a health service environment. A valid driver's licence. Knowledge of relevant legislation such as National Health Act, Public Financial Management Act (PFMA), Public Service Regulation and related policies. Strategic capability and leadership programme and project management. People management and empowerment. Service delivery innovation. Knowledge Management. Client orientation and customer focus.

DUTIES

To plan, direct, coordinate and manage the efficient delivery of clinical and administration support service through working with the key executive management team at the hospital within the legal regulatory framework. To present the hospital authority at provincial and public forum. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure it is in line with 10 point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital; ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management, facility Management ensure business support and system to promote optimal management of the institution as well as optimal service delivery. Ensure that system and procedures are in place to ensure planning and timely maintenance of facilities and equipment.

POST/01	SENIOR MANAGER: MEDICAL SERVICES GR 1 X2
CENTRE	CECILIA MAKIWANE AND DORA NGINZA HOSPITALS
REF NO	ECDOH/CECM/01/2016 (CECILIA MAKIWANE) ECDOH/DONGH/01/2016 (DORA NGINZA HOSPITAL)
SALARY LEVEL	OSD
SALARY SCALE	R 1 174 413 – R 1 425 201 p.a. (all inclusive salary package)

MINIMUM REQUIREMENTS (EDUCATIONAL AND EXPERIENCE)

An appropriate qualification that allows full registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner;
A minimum of three (3) years appropriate experience after registration with the HPCSA as a Medical Practitioner.
Current registration with HPCSA
A valid Driver's license

ADDITIONAL REQUIREMENTS THAT WILL SERVE AS A RECOMMENDATION:

Strong leadership, strategic, operational and contingency planning, managerial and organizational skills.

Relevant experience in managing hospitals/ senior medical staff

KEY PERFORMANCE AREAS:

STANDARD RESPONSIBILITIES AS PER JOB DESCRIPTION

Give strategic direction and leadership to the Clinical and support division.
 Work with the Chief Executive Officer to ensure effective efficiency and sustainable delivery of the Livingstone Hospital Clinical Governance strategy.
 Plan, implement, lead and support the development of clinical and related support services in the hospital, working with Heads of Clinical Departments, Pharmaceutical services, Clinical support and Nursing services management.
 Develop and maintain leadership including co-ordination and communication with staff and clients in the clinical services.
 Work in partnership with others to develop, take forward and evaluate direction, and strategies
 Develop a culture that improves quality of provided clinical services
 Promote health and well-being of patients and prevent adverse effects on health and well-being of patients through contributing to the development, implementation and evaluation of related policies.
 Plan, implement, monitor and evaluate the hospital outreach and support programmes
 Plan, develop and evaluate methods and processes for gathering analysis, interpreting and presenting health information

ENQUIRIES: Dr M Xamlashe **CONTACT NUMBER:** (043 7082117/8 (Cecilia Makiwane)

Mrs C Ngeni **CONTACT NUMBER:** (041-6054416) (DORA NGINZA

Application should be forwarded to: Cecilia Makiwane Hospital, Private Bag X001, MDANTSANE CITY, 5225 or hand deliver : Room 27 Recruitment and Selection – Makiwane Hospital: for Dora Nginza Regional Hospital, Spondo Street Zwide. Public Service

NELSON MANDELA BAY HEALTH DISTRICT

ENQUIRIES: **MS P MAKULUMA / MS T. TANDA**

TEL NO **041 391 8161/2**

APPLICATIONS **MUST BE SUBMITTED TO, NELSON MANDELA BAY HEALTH DISTRICT, PRIVATE BAG X 8000, GREENACRES, PORT ELIZABETH OR HAND DELIVERED TO, DEPARTMENT OF HEALTH, CONINGHAM STREET, PARSONS HILL PORT ELIZABETH**

POST/01 **ENROLLED NURSING ASSISTANTS GRADE 1-3 X10**

CENTRE **PRIMARY HEALTH CARE CLINICS (NMBHD)**
REF NO **ECDOH/ENA/PHCCLII/01/2016**
SALARY LEVEL **OSD**

SALARY SCALE	R 108 690- R 153 585 p.a. (plus competitive benefits)
POST/02 CENTRE	OPERATIONAL MANAGER NURSING (SPECIALITY) X 4 WESTERN AND LETITIA BAM CHC, KWAZAKHELE CHC, MQANDULI HEALTH CENTRE
REF NO	ECDOH/OPSPEC/MOU/WET/02/2016 (MATERNITY)(WESTERN) ECDOH/OPSPEC/MOU/LETB/02/2016 (MATERNITY)(LETITIA BAM) EDOH/OPSEC/PHC/KWAZCHC/02/2016(KWAZAKHELE CHC) ECDOH/OPSPEC/MQNHHC/02/2016 (MQANDULI PHC)
SALARY LEVEL	OSD
SALARY SCALE	R 465 939- R 524 415 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 SANC as a Professional Nurse plus a Post- Basic Nursing qualification, with at least 1 year, accredited with the SANC in terms of Government Notice No. R48 **(Clinical Assessment Treatment and Care) AND (ADVANCED MIDWIFERY)**. A minimum of 9 years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year **post- basic** qualification in the relevant specialty. Current registration with SANC.

DUTIES

Coordination of optimal, holistic specialised nursing care. Provision of quality comprehensive community health care. Provision of administration services. Provision of educational services . Provision of clinical services. Usage of equipment and machinery. Research responsibility. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self – development.

POST/03 CENTRE	MEDICAL OFFICER GRADE 1-3 X5 GQEBQRA, LETITIA BAM CHC, MOTHERWELL CHC, KSD NGANGELIZWE, MQANDULI
REF NO	ECDOH/MO1-3/GQCHC/03/2016 (GQEBERA) ECDOH/MO1-3/LETB/03/2016 (LETITIA BAM) ECDOH/MO1-3/MOTHW/03/2016 (MOTHERWELL) ECDOH/MO1-3/NGANG/03/2016 (NGANGELIZWE) ECDOH/MO1-3/MQAND/03/2016 (MQANDULI)
SALARY LEVEL	OSD
SALARY SCALE	R 686 322- R 1138 605 p.a. (All inclusive salary package)

REQUIREMENTS

Basic qualification MBCHB, current registration with HPCSA as Medical Practitioner, valid work permit (If not South African Resident). Ability to work under pressure and within a multi- disciplinary.

EXPERIENCE	1-2 years GR1 (R 686 322) 6 years GR2 R 784 743) 10 years GR3 (R 910 716) Depending on experience
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DUTIES

Provide and support quality clinical services. Support the integrated and extension of clinical care in the Health system. Manage all clinical and auxiliary services in the Hospital. Must have experience in performing operations and casualty and major theatre and able to transfer skills to newly employed Doctors. Audit and improve quality in the Health Service. Provide leadership support and guidance regarding safe, therapeutic clinical management and appropriate medical practices. Support the development of Health System, support the establishment and development of the Clinical department of Primary Health Care within the District and integration with the community. Unpack, disseminate, implement and enforce Department policies.

POST/04	DENTIST GRADE 1
CENTRE	LETITIA BAM CHC
REF NO	ECDOH/DENT/LETB/04/2016
SALARY LEVEL	OSD
SALARY SCALE	R 666 186- R 1056 915 p.a. (plus competitive benefits)

REQUIREMENTS

MBCHB degree and must be registered with the HPCSA as a Dentist. Completion of one (1) year Community Services. Excellent written and verbal communication skills. A valid driver's licence. Current registration with the HPCSA

DUTIES

Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.

POST/05	PHARMACIST GRADE 1-3
CENTRE	KSD MBEKWENI HEALTH CENTRE
REF NO	ECDOH/PHAR/MBEHC/06/2016
SALARY LEVEL	OSD
SALARY SCALE	R 574 041- R 728 436 p.a. (plus competitive benefits)

REQUIREMENTS

(B. PHRM) Basic qualification accredited with South African Pharmacy Council (SAPC) that allows registration with SAPS as a Pharmacist. Knowledge of Medicine and related substances Act, Pharmacy Act, PFMA, Public Service Administration and registration. NB. Notch will be determined by years of experience.

DUTIES

To provide a comprehensive pharmaceutical service to all clients. Provide an accurate efficient and cost effective pharmaceutical service to clients. Initiate down referred system to clinics. Ensure provision of relevant Pharmaceutical information to the Patients. Ensure proper control and

storage of medication. Ensure proper pre-packing and compounding of medication mixtures. Implement quality assurance programme. Supervise of Human Resource. Manage waste disposal.

Enquiries	MADWALENI HOSPITAL
APPLICATIONS:	Mr SL Mfenguza
Tel No	Must be forwarded, Private Bag X 19, ELLIOT 5070
	047 573 8900 /1/2/3
POST/06	DEPUTY MANAGER NURSING (LEVEL 1&2 HOSPITALS)
CENTRE	MADWALENI HOSPITAL
REF NO	ECDOH/DMN/MADH/07/2016
SALARY LEVEL OSD	
SALARY SCALE	R 705 057 – R 893 142 p.a. (All-inclusive salary package)

REQUIREMENTS

Senior Certificate plus 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 Professional Nurse, an unendorsed code 8 driver's license is essential, computer literacy and competent usage is essential. Excellent multiplinary team work and communication.

EXPERIENCE

A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, at least 4 years of the period referred to above must be appropriate/ recognisable experience at management level with certificate of service and contactable referees, at least 5 years nursing and managerial experience in a district hospital as well as sound knowledge of Public / Private Partnership initiative at institutional level.

DUTIES

The appointed candidate will be responsible for the effective and effective nursing management of all departments of Madwaleni Hospital which will include functions such as Strategic and Operational Management, Clinical and support services, sustainable financial planning and control, sustainable human resources management and planning, successful implementation of policies of ECDOH, develop strategies / plans regarding finance and human resources management, provide leadership within the institutions, formulate and implement nursing programmes, guide and ensure implementation of nursing related duties and performance management, exercise control over research and develop practice and procedures regarding nursing practice, quality improvement, clinical governance, ensure quality nursing care throughout the institution in support of the Quality Assurance Manager, supply nursing services when required.

POST/07	OCCUPATIONAL THERAPIST GR.1 X1
CENTRE	NMBHD
FEF NO	ECDOH/OT/NMBHD08/2016

SALARY LEVEL OSD
SALARY SCALE R 262 020- R 299 592 p.a. (plus competitive benefits)

REQUIREMENTS

Degree in Occupational Therapy. One year post community service experience. Ability to work as a member of a multi- disciplinary team. Good written and verbal communication skills Knowledge of appropriate legislation and good understanding and application of rehabilitation policies. Computer literacy and Valid code EB drivers licence. Good communication skills. Current registration with the HPCSA.

DUTIES

To provide Occupational Therapy Services, thereby ensuring an optimal health care service. To use initiative to identify opportunities to expand existing services with other stakeholders. Good supervisory skills to oversee the community service therapist in the District. Adopt the principles of the primary health care approach. Ensure effective service delivery in line of the Batho Pele Principles. Establish outreach programmes.

POST/ 09 **STAFF NURSE GR. 1-3 X5**
CENTRE **MBHD**
REF NO **ECDOHH/PHCCLIN/NMBHD/EN/10/2016/2016**
SALARY LEVEL **OSD**
SALARY SCALE **R 140 559 – R 198 609 p.a. (plus competitive benefits)**

REQUIREMENTS

Qualification that allows registration with SANC AS Staff Nurse (Enrolled Nurse). Service record as proof of previous experience. Work shifts in all departments. Good written and verbal communication skills. Current registration with SANC.

EXPERIENCE **GRADE 1: R 140 559**
GRADE2: R 167 823
GRADE3: R 198 609
 Successful applicant may be appointed up to the minimum of the relevant scale.

DUTIES

Development and implementation of basic patient care plans. Provide basic clinical nursing care. Adhere to policies and procedures and ensuring the implementation of Patient Right Charter and Batho Pele. Effective utilization of resources. Maintain professional growth/ ethical standards and self-development. Work under supervision of professional nurse.

POST/10 **DENTAL ASSISTANT GRADE 1-3 X2**
CENTRE **NMBHD**
REF NO **ECDOH/DENTASS/NMBHD/10/2016**
SALARY LEVEL **OSD**
SALARY LEVEL **R 138 138- R 157 941 p.a. (plus competitive benefits)**

REQUIREMENTS

Grade 12. Registration as Dentist Assistant with HPCSA. At least 3 years' experience in dental care service. Good written and verbal communication skills.

DUTIES

Assist in provision of dental care service by providing quality dental care to patient in PHC dental facilities in the Nelson Mandela Metro District.

POST/11	DIETICIAN GRADE 1 X 1
CENTRE	NMBHD
REF NO	ECDOH/DIET/NMBHD/12/2016
SALARY LEVEL	OSD
SALARY SCALE	R 262 020- R 299 592 p.a. (plus competitive benefits)

REQUIREMENTS

A degree/diploma in Dietetics. Must be registered with the HPCSA as a Dietician. One year post community services experience. Ability to work as a member of a multi- disciplinary team. Good written and verbal communication skills. Computer literacy. Good understanding and application of rehabilitation policies. Valid code 08 drivers licence.

DUTIES

To provide Dietetic Services, thereby ensuring an optimal health care service. To use initiative to identify opportunities to expand existing services with other stakeholders. Good supervisory skills to oversee the community service Dieticians in the District. Adopt the principles of the primary health care approaches ensure effective service delivery in line of the Batho Pele Principles. Establish Outreach programmes.

POST/ 12	PROFESSIONAL NURSES GRADE 1-3 (GENERAL) X 5
CENTRE	NMBHD
REF NO	ECDOH/ PN/ NMBHD/12/2016
SALARY LEVEL	OSD
SALARY SCALE	R 210 702- R 317 271 p.a. (Plus competitive benefits)

REQUIREMENTS

Basic qualification accredited with the SANC in terms of Government Notice 425 (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.

EXPERIENCE	GRADE 1: R 210 702
	GRADE 2: R 259 134
	GRADE 2: R 317 271

Successful applicant may be appointed up to the minimum of the relevant scale.

DUTIES

Provide direction for the implementation of the nursing Plan (clinical practice / quality patient care). Implement standards, practices, Criteria and indicators for quality nursing and health care in accordance with the laws and regulations 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. Provide quality nursing care.

Directions to candidates : Applications must be submitted on the prescribed application form (Z.83) obtainable from any Public Service Department or <http://www.ehealth.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.**