



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

BISHO HEAD OFFICE

ENQUIRIES Mr ML Mlambo

TEL NO (040) 608 1529

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 PAIA COORDINATORS MR1- MR3: X3

(TWO - YEAR CONTRACT)

CENTRE BISHO – HEAD OFFICE

REF NO ECHEALTH/PAIAC/01/2016

SALARY LEVEL 7

SALARY SCALE R211 194 – R248 781 p.a (plus competitive benefits)

REQUIREMENTS An LLB degree or four – year legal qualification – or its equivalent - At least 1-3 years post qualification experience in legal field – fair knowledge of South African Legal Systems including sector legislation – sound and broad knowledge and experience in application of South African National Health Act, National Archives of South Africa Act, Provincial Legislation, Promotion of Access to information Act, Public Finance Management Act and Promotion of Administrative Justice Act.

COMPETENCIES Pay attention to detail, accurate able to do research independently – presentation skills – training skills – interpersonal relations and drafting skills, communication (written & verbal), problem solving and analytical skills.

DUTIES Receive all request for access to information and internal appeals referred to by the executing authority – including denied or refused request for access to information received in terms of PAIA – consider and ensure compliance of requests received and internal appeals that they comply with relevant legislation (PAIA, PAJA, NHA, POPI) National Archives of South Africa Act, related

policies and Public Service Act – Keep an accurate register including statistics of all requests for access to information received and internal appeals. The data of institutions that are affected by such requests, revenue collection in this regard and any other information that may assist to be able to monitor the compliance – keep the data of notices of motion received in respect of request for access to information and the record of legal costs paid in respect of each and every request received and dealt with by the Department – Liaise with the delegated Deputy Information Officers of the relevant institutions affected and to establish causes for failure to comply, consider and assist the Deputy Information Officer with facilitation or responses – consideration of presentation received in respect of PAIA, including preparing affidavit – prepare correspondence to be exchanged in respect of access to information received by the Department or relevant institution of the Department – Provide ongoing training to the Departmental officials to improve management of PAIA requests – attend to all the other functions necessary as it would be required to ensure improved compliance with PAIA and any other applicable legislation – assist the Senior Legal Admin Officer / Legal Admin Officer in litigation matter emanating from this sphere of law.

Application notes:

1. The incumbent to be appointed will be expected to spend more time in those streams they service, namely: Eastern Stream, Central Stream and Western Stream each stream each stream consist of nearest District Office, Hospitals and clinic.
2. Quote the relevant reference number and direct your applications to: Department of Health, First floor Dukumbana Building, BISHO; Human Resource Management, Private Bag X0038, BISHO, 5605
3. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the Internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, Identity Document and driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications.
4. The successful candidate will be subject to the personnel suitability clearance procedures. Appointment to this position will be provisional, pending on the issuing of a security clearance.
5. Applicants that do not comply with the abovementioned requirements will not be considered.