

**CLOSING DATE: 3 JULY 2020**

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past six months by South African Police Service), 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 candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. 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. 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 2020/21. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per health district so as to accommodate other facilities within the health district.

Applications directed to the addresses as indicated below or Hand Delivery as indicated below:

Nelson Mandela Metro Office – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office (Old Walton Building) Conningham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164

POST: CHIEF EXECUTIVE OFFICER (CEO) REF NO. ECHEALTH/CEO/NMMFH/01/06/2020 (One-year Contract)

SALARY: R869 007 – R1 023 645 per annum (Level 12)

CENTRE: Nelson Mandela Metro, Rev. Dr Eliazbeth Mamisa Cabula – Nxiweni Field Hospital

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' experience in the Health Sector at middle management. Experience as a Health Service Manager Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES: To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working 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 effectively 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 mobilization. Monitoring and evaluation and Asset and Risk management. 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 mobilization. Monitoring and evaluation, and Asset and Risk Management.

POST: CLINICAL MANAGER REF NO: ECHEALTH/CM/NMMFH/01/06/2020 (One-year Contract)

SALARY: R1 173 900 – R1 302 849 per annum (OSD)

CENTRE: Nelson Mandela Metro, Rev. Dr Eliazbeth Mamisa Cabula – Nxiweni Field Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES: Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance. The incumbent must be also prepared to train, develop and supervise of undergraduate and post/or post graduate medical students.

POST: MEDICAL OFFICER GRADE 1-3 REF NO: ECHEALTH/MO/NMMFH/01/06/2020 (2 POSTS) - One-year Contract)

SALARY: R 821 205 - R 1 362 366 per annum (OSD)

GRADE 1: R 821 205 – R 884 670 per annum (OSD)

GRADE 2: R 938 964 – R 1 026 693 per annum (OSD)

GRADE 3: R 1 089 693 – R 1 362 366 per annum (OSD)

CENTRE: Nelson Mandela Metro, Rev. Dr Eliazbeth Mamisa Cabula – Nxiweni Field Hospital

REQUIREMENTS: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years' relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.

DUTIES: Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

POST: PHARMACIST GRADE 1 -3 REF NO: ECHEALTH/PHARM/NMMFH/01/06/2020 (2 POSTS) - One-year Contract

SALARY: R693 372 – R871 590 per annum (OSD)

GRADE 1: R693 372 – R735 918 per annum (OSD)

GRADE 2: R751 026 – R797 109 per annum (OSD)

GRADE 3: R821 205 – R871 590 per annum (OSD)

CENTRE: Nelson Mandela Metro, Rev. Dr Eliazbeth Mamisa Cabula – Nxiweni Field Hospital

**REQUIREMENTS:** Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 1: No experience required. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years' appropriate experience after registration as a Pharmacist with the SAPC.

**DUTIES:** Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

**POST:** OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM/NMMFH/01/06/2020 (5 POSTS) - One-year Contract

**SALARY:** R444 276 – R500 031 per annum (OSD)

**CENTRE:** Nelson Mandela Metro, Rev. Dr Eliazbeth Mamisa Cabula – Nxiweni Field Hospital

**REQUIREMENTS:** Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES:** Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**POST:** OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO. ECHEALTH/OHASA/NMMFH/01/06/2020 - One-year Contract

**SALARY:** R 316 791 – R 373 167 per annum (Level 8)

**CENTRE:** Nelson Mandela Metro, Rev. Dr Eliazbeth Mamisa Cabula – Nxiweni Field Hospital

**REQUIREMENTS:** A National Diploma/Degree in Safety Management/Occupational Health & Safety or related field with 1-2 years' relevant experience in an occupational Health and Safety environment, Knowledge of and working Experience in Occupational Health and safety Environment, Risk control experience ideally gained in a manufacturing environment. Knowledge of policies such as the Provincial Health Act, Labour Relations Act, No. 66 of 1995, Medicines and Related Substances Control Act, No. 101 of 1965, Occupational Health and Safety Act, No. 85 of 1993. Computer

literacy, Excellent communication skills (verbal and written). Good interpersonal skills. Ability to work under pressure and display high assertiveness level. Attention to detail. A valid driver's licence is essential, Registered Occupational Safety Professional.

**DUTIES:** Development and implement Health & safety policies, systems of work and procedures. Ensure that all Health safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, update and communicated, Ensure GPW meets its statutory obligations in all areas pertaining to health and safety in the workplace, including statutory training and reporting. Incident reporting, investigating assistance and facilitation of corrective actions, Driving the safety programme to reduce number of incidents, reporting on and proactively managing risk on site, conducting safety and risk audit. Ensure adequate safety induction and risk related training, keep up to date with all aspects of health and safety regulation.

**POST:** DIAGNOSTIC RADIOGRAPHER GRADE 1 -3 REF NO: ECHEALTH/RADIOGRAPHER/NMMFH/01/06/2020 (2 POSTS) - One-year Contract

**SALARY:** R317 976 – R532 959 per annum (OSD)

**GRADE 1:** R317 976 – R361 872 per annum (OSD)

**GRADE 2:** R372 810 – R426 291 per annum (OSD)

**GRADE 3:** R439 164 – R532 959 per annum (OSD)

**CENTRE:** Nelson Mandela Metro, Rev. Dr Eliazbeth Mamisa Cabula – Nxiweni Field Hospital

**REQUIREMENTS:** National diploma/ Degree in Diagnostic Radiography or Equivalent Qualification. An appropriate qualification that allows registration with the HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate/recognizable experience in the relevant experience profession after registration with the HPCSA. Current registration with the HPCSA as a Diagnostic Radiographer. A minimum of two years supervisory/ managerial experience on the operational platform. Competencies: Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.

**DUTIES:** To administer the operations, management and good governance of diagnostic radiography services including all the resources in the Department. Manage the provision of quality Radiography services in the Department, through the implementation of appropriate systems and measures. Adhere and ensure compliance with HPCSA Legislation. Monitor and Evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Diagnostic Radiography services. Participate in the development of internal policy and interact with other related professions within the multi-disciplinary health team. Manage and facilitate the continuous training and Development of staff.

**POST:** PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/NMMFH/01/06/2020 (108 POSTS) - One-year Contract

**SALARY:** R256 905 – R485 475 per annum (OSD)

**GRADE 1:** R256 905 – R297 825 per annum (OSD)

**GRADE 2:** R315 963 – R362 865 per annum (OSD)

**GRADE 3:** R383 226 – R485 475 per annum (OSD)

**CENTRE:** Nelson Mandela Metro, Rev. Dr Eliazbeth Mamisa Cabula – Nxiweni Field Hospital

**REQUIREMENTS:** Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES:** Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures.

Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

POST: STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/NMMFH/01/06/2020 (104 POSTS) -One-year Contract  
SALARY: R171 381 – R297 825 per annum (OSD)  
GRADE 1: R171 381 – R192 879 per annum (OSD)  
GRADE 2: R204 627 – R230 307 per annum (OSD)  
GRADE 3: R242 166 – R297 825 per annum (OSD)  
CENTRE: Nelson Mandela Metro, Rev. Dr Eliazbeth Mamisa Cabula – Nxiweni Field Hospital

REQUIREMENTS: Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

DUTIES: Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

POST: NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/NMMFH/01/06/2020 (88 POSTS) - One-year Contract  
SALARY: R132 525 – R230 307 per annum (OSD)  
GRADE 1: R132 525 – R149 163 per annum (OSD)  
GRADE 2: R156 846 – R1176 526 per annum (OSD)  
GRADE 3: R187 263 – R230 307 per annum (OSD)  
CENTRE: Nelson Mandela Metro, Rev. Dr Eliazbeth Mamisa Cabula – Nxiweni Field Hospital

REQUIREMENTS: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

DUTIES: Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

POST: PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/NMMFH/01/06/2020 (4 POSTS) - One-year Contract  
SALARY: R208 383 – R299 658 per annum (OSD)  
GRADE 1: R208 383 – R 234 738 per annum (OSD)  
GRADE 2: R241 839 - R 256 686 per annum (OSD)  
GRADE 3: R262 068 – R 299 658 per annum (OSD)  
CENTRE: Nelson Mandela Metro, Rev. Dr Eliazbeth Mamisa Cabula – Nxiweni Field Hospital

**REQUIREMENTS:** As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

**DUTIES:** Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.