



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF HEALTH



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HEALTH

## 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 : 16 August 2016**  
**CLOSING ON : 05 September 2016**

### CECILIA MAKIWANE HOSPITAL

**ENQUIRIES** Ms Mncontso P

**TEL NO** (043) 708 2117/8/21

**APPLICATIONS:** Must be submitted to Human Resource Office, Private Bag x 0001, Mdantsane, 5219, E.C or Hand Delivered Room 27, 1<sup>st</sup> Floor Cecilia Makiwane Hospital, Billie Road, Mdantsane

**POST/01** PROFESSIONAL NURSE SPECIALTY GR 1, 2: PAEDIATRIC X 2

**CENTRE** CECILIA MAKIWANE HOSPITAL

**REF NO** ECHEALTH/PNSP /01/2016

**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 (**PAEDIATRIC**). 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.

<b>POST/02</b>	<b>PROFESSIONAL NURSE GR1, 2, 3 (GENERAL) X 6</b>
<b>CENTRE</b>	<b>CECILIA MAKIWANE HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/PNCMH /02/2016</b>
<b>SALARY LEVEL</b>	<b>OSD</b>
<b>SALARY SCALE</b>	<b>R210 702 – R401 922 p.a (plus competitive benefits)</b>
<b>REQUIREMENTS</b>	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.

<b>POST/03</b>	<b>LAUNDRY WORKER</b>
<b>CENTRE</b>	<b>CECILIA MAKIWANE HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/LWCMH/03/2016</b>
<b>SALARY LEVEL</b>	<b>2</b>
<b>SALARY SCALE</b>	<b>R84 096 – R99 060 p.a (plus competitive benefits)</b>
<b>REQUIREMENTS</b>	ABET/ Grade 8/9. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.
<b>DUTIES</b>	

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/04**                      **GENERAL WORKER X 2**

**CENTRE**                      **CECILIA MAKIWANE HOSPITAL**

**REF NO**                      **ECHEALTH/GWCMH/04/2016**

**SALARY LEVEL**              **2**

**SALARY SCALE**              **R84 096 – R99 060 p.a (plus competitive benefits)**

**REQUIREMENTS**

ABET/Grade 8/9. Good communication skills and good interpersonal relations. Must be a committed and hardworking person. Ability to work under pressure and perform routine tasks.

#### **DUTIES**

Perform specific cleaning duties daily. Ensure the general cleaning of the facility 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. Sluicing of soiled linen. Packing soiled linen in laundry bags for collection by laundry. Request cleaning material in advance. Maintain a safe hygienic environment and perform any other duties that may be assigned by the supervisor

**POST/05**                      **CLIENT INFORMATION CLERK**

**CENTRE**                      **CRADOCK HOSPITAL**

**REF NO**                      **ECHEALTH/CICCMH/05/2016**

**SALARY LEVEL**              **5**

**SALARY SCALE**              **R142 461 – R167 814 pa (plus competitive benefits).**

**REQUIREMENTS**

Grade 12 plus 2 years experience or an appropriate Diploma with 0-2 years experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills (verbal/ written). Be prepared to work shifts.

**DUTIES**

Receive and refer telephone calls (internal/external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Directing people to relevant office and work stations. Provide general information to the public when requested regarding the institution. Arrange new internal telephone extensions. Report faults of the equipment to the service provider.

#### **FRERE HOSPITAL**

**ENQUIRIES**                      **Ms G George**

**TEL NO**                      **(043) 709 2140/ 2378/ 0833781116**

**APPLICATIONS:** Must be submitted to Human Resource Office, Private Bag x 9047, East London, 5200, Eastern Cape or Hand Delivered to 4<sup>th</sup> Floor, Room 481, Amalinda Frere Hospital, East London.

**POST/06**                      **PHARMACIST GR 2**

**CENTRE**                      **FRERE HOSPITAL**

**REF NO** ECHEALTH/PHARMFH/06/2014

**SALARY LEVEL** OSD

**SALARY SCALE** R627 675 - R666 186 p.a (all inclusive package)

**REQUIREMENTS**

Grade 12 plus (B. Pharm) Basic qualification accredited with South African Pharmacy Council (SAPC) that allows registration with the SAPC as Pharmacist. Current Proof of registration with the SAPC as a Pharmacist. A minimum of 5 years relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 6 years relevant experience after registration as Pharmacist 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. Knowledge of Medicine Related Substances Act, Pharmacy Act, PFMA, Public Service Administration and Legislation.

**DUTIES**

Prepare the order in accordance with the predetermined stock levels for authorization by unit/ supervisor. Check shelves regularly for expired medicine, clean and defrost the refrigerator once a month, clean the dispensing surfaces daily. 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. 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 the patient specific prescriptions. Determine and ensure stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement interventions. Ensure adherence to STGs and provide guidance and only policy issues. Provide pharmaceutical care to patients and ensure rational drug use in taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Be part of the pharmacists training support staff, nurses as well as Interns in the institution.

**BUFFALO CITY METRO**

**ENQUIRIES** Ms H Hlulani

**TEL NO** (043) 711 1100

**APPLICATIONS:** Must be submitted to Human Resource Office, Private Bag x 9015, Main Post Office, East London, 5200, Eastern Cape or Hand Delivered to 9 Vincent Road, Vincent, East London.

**POST/07** PROFESSIONAL NURSE GR1, 2, 3 (GENERAL)

**CENTRE** EMPILWENI GOMPO CHC

**REF NO** ECHEALTH/EGCHC/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)**

#### DUTIES

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 CLINICAL NURSE PRACTITIONER (SPECIALTY)**

**CENTRE BRAELYN CLINIC**

**REF NO ECHEALTH/BC/08/2016**

**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. Post basic qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice No. R48 (Clinical Assessment Treatment & Care). A minimum of 4 years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Current PROOF of registration as Professional Nurse. Service Record as Proof of previous experience where applicable.

#### RECOGNITION OF EXPERIENCE

- **Less than 14 years PN-B1 GR1 (R317 271)**
- **14 years PN-B2, GR2 (R390 216)**

#### DUTIES

Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for PHC facility. Demonstrate a basic understanding of HR and Financial policies and practices.

**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/documentation/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.