



## 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 : 23 SEPTEMBER 2016**

**CLOSING ON : 07 OCTOBER 2016**

### **AMATHOLE DISTRICT**

GREY HOSPITAL

Enquiries Ms. NW Phillip  
Tel No. 043 643 3300

Applications should be forwarded to Human Resource Office, Grey Hospital Private Bag X 7443 King Williams Town Or hand delivered to, Lonsdale Street, King Williams Town 5600.

### **POST/01 PROFESSIONAL NURSE GRADE 1, 2, 3 (GENERAL) X3**

Centre Grey Hospital  
Ref No. ECHEALTH/PNGREYH01/2016  
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 Profession Nurse. Service Record as proof of previous experience where applicable. Current registration with the SANC.

**EXPERIENCE** Less than 2 years PNA2 GR1: R 210 702.00  
10 years PNA3, GR2: R 259 134.00  
20 years PNA4, GR3: R 317 271.00

### **POST/02 PROFESSIONAL NURSE GRADE 1&2 (SPECIALITY)**

Centre Grey Hospital  
Ref No. ECHEALTH/PNSPECGREYH02/2016  
Salary Level OSD

Salary Scale R 317 271 – R 479 928 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 1 year accredited with the SANC in terms of Government Notice R 212 (Advanced Midwifery). A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC IN General Nursing. Service record as proof of previous experience where applicable. Current registration with SANC.

## RECOGNITION OF EXPERIENCE

- . Less than 14 years PNB1 Gr.1 (R317 271)
- . 14 years PNB2 Gr. 2 (390 216)

## DUTIES

Provision of optimal, holistic specialized nursing care with set standards and within a 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

### AMATHOLE DISTRICT

Enquiries Ms. Ntangashe Z  
Tel No. 043 707 6748 / 49

Applications should be forwarded to Human Resource Section Private Bag X 002, Southernwood, East London or hand delivered: 19 St James Road, Medical Centre Building, Southernwood, East London 5200

### POST/01

### DEPUTY DIRECTOR IT

Centre Amathole District Office  
Ref No. ECHEALTH/DDIT/AMATDO/01/2016  
Salary Level 11  
Salary Scale R 612 822 – R 721 878 p.a. (All inclusive Package Salary)

## REQUIREMENTS

B degree/ National Diploma in Information Technology with 5 years' experience of which 2 years should be at a managerial level. Comprehensive experience in District Transversal Systems. Ability to implement IT policies and procedures in the Department of Health at Amathole Health District and all its underlying institutions. Strong leadership and managerial skills. Knowledge of PFMA. Excellent communication skills, both verbal and written. Must have a valid driver's license. Experience in providing infrastructure support in terms of hardware and software e.g. working knowledge of Microsoft in terms of products especially the windows operation systems. Sound knowledge on the maintenance of networks. Servers, firewalls and Databases. Reliable, ethical and capable of being entrusted with sensitive information. Excellent planning, organizing and report writing skills.

## DUTIES

Manage operational IT activities, including service level agreements and contracts. Improve IT service delivery, hardware and software standards, processes, guidelines and policies. Provide help desk support and produce relevant daily and weekly reports. Manage the IT Office, including the budget, administration, security risk mitigation. Manage all IT assets manually and electronically, keeping IT register and software licensing up to date. Manage and coach IT staff. Facilitate IT-related workshops. Strategic planning and coordination of IT health services at District, Sub Districts and institutional level. Produce the required IT related reports. Implement service delivery improvement programs to meet the needs of the end users. Manage all IT resources to ensure optimal functioning of health facilities within the Districts. Prepare ICT procurement plans for the District, Sub Districts and institutional level. Manage, monitor and evaluate the services of external service providers in accordance with service level agreements. Provide support in the Department for the procurement of IT related hardware and software. Render ICT infrastructure management and support services.

### **BUTTERWORTH HOSPITAL**

**ENQUIRIES  
TEL NO.**

**Ms P. Mtshemla  
(047) 401 9000**

**Applications must be forwarded to: The Hospital Manager, Butterworth Hospital Private Bag X 3051 Butterworth 4960. Or hand delivered to: Butterworth Hospital, Main Registry.**

**POST/01  
CENTRE  
REF NO  
SALARY LEVEL  
SALARY SCALE**

**ASSISTANT MANAGER NURSING (SPECIALITY)  
BUTTERWORTH HOSPITAL  
ECHEALTH/AMNT&C/BUTT/01/2016  
OSD  
R 509 148 – R 573 042 p.a. (Plus competitive benefits)**

### **REQUIREMENTS**

Basic qualification accredited with the SANC terms of Government Notice 425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with the duration of at least 1 year accredited with the SANC in terms of Government Notice No.R48 (**THEATRE TECHNIQUE**). A minimum of 9 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post- basic qualification in the relevant specialty. Current registration with SANC as a Professional Nurse.

### **DUTIES**

Coordination of optimal, holistic specialized nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization and supervision of resources.

Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self- development.

<b>POST/02</b>	<b>OPERATIONAL MANAGER NURSING (General)</b>
<b>CENTRE</b>	<b>BUTTERWORTH HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/OMNG/BUTT/02/2016</b>
<b>SALARY LEVEL</b>	<b>OSD</b>
<b>SALARY SCALE</b>	<b>R 367 815– R 413 976 p.a. (plus competitive benefits)</b>

#### **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. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing.

#### **DUTIES**

Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-personal, inter-sectorial and multi . disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource.

<b>POST/ 03</b>	<b>PROFESSIONAL NURSE GRADE 1&amp;2 (SPECIALITY) X 2</b>
<b>CENTRE</b>	<b>BUTTERWORTH HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/PN/BUTT/03/2016</b>
<b>SALARY LEVEL</b>	<b>OSD</b>
<b>SALARY SCALE</b>	<b>R 390 216 – R 479 928 p.a (plus competitive benefits)</b>

#### **REQUIREMENTS**

Basic R425 qualification (i.e. Degree / Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in **(THEATRE TECHNIQUE)**. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post . basic qualification. Current registration with the SANC.

## EXPERIENCE

Less than 14 yrs. PNBI- GR 1= (R317 271` . R367 815)

14 yrs. and above PNB2- GR 2= (R390 216- R479 928.)

**Depending on experience.**

## DUTIES

Provision of optimal, holistic specialized nursing care with set standards and a 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.

<b>POST/04</b>	<b>PROFESSIONAL NURSE GRADE 1, 2, 3 (General)</b>
<b>CENTRE</b>	<b>BUTTERWORTH HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/PN/BUTT/04/2016</b>
<b>SALARY LEVEL</b>	<b>OSD</b>
<b>SALARY SCALE</b>	<b>R 210 702 – R 317 271 p.a (plus competitive benefits)</b>

## REQUIREMENTS

Basic qualification accredited with 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 EXPERIENCE

Less than 2 yrs. PNA2- GR1= (R210 702 . R244 260),

10 yrs. PNA3- GR2= R259 134 . R 300 414)

20 yrs., PNA4- GR3= (R317 271 . R401 922).

**Depending on years of experience.**

## DUTIES

Provide direction 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. Provide quality of nursing care.

<b>POST/05</b>	<b>STAFF NURSE GRADE 1, 2, 3 X3</b>
<b>CENTRE</b>	<b>BUTTERWORTH HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/SN/BUTT/05/2016</b>

**SALARY LEVEL**            **OSD**  
**SALARY SCALE**        **R 140 559 – R 244 260 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. Current registration with SANC .Ability to work under pressure.

## **EXPERIENCE**

Less than 2 years Grade 1= (R140 559)  
10 years Grade 2= (R167 823)  
20 years Grade 3= (198 609)  
**Depending on years of experience**

## **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/06**                    **PHAMACIST ASSISTANT GRADE 1, 2, 3 (BASIC) X 3**  
**CENTRE**                   **BUTTERWORTH HOSPITAL**  
**REF NO**                   **ECHEALTH/PAB/06/BUTT/2016**  
**SALARY LEVEL**           **OSD**  
**SALARY SCALE**        **R100 875- R 186 876 p.a (plus competitive benefits)**

## **REQUIREMENTS**

Grade 12 or equivalent qualification. Experience in a Pharmaceutical environment. Ability to work under pressure. Good interpersonal relations and communication skills.

## **EXPERIENCE**

Less than 2 years Grade 1= (R100 875-R107 070)  
10 years Grade 2= (R136 707- R156 303)  
20years Grade 3 =(R161 025- R186 876)  
**Depending on years of experience**

## **DUTIES**

Assist in rendering stock replacement in order to ensure that pharmacies, clinics, wards and pharmacy stores are appropriately stocked to meet service delivery needs. Assist in ordering, receipting, recording, maintaining and storing pharmaceutical and non-pharmaceutical products (up to Schedule 5 pharmaceutical products) in accordance with prescribed standard operating

procedures and relevant legislation. Assist in distributing pharmaceutical and non-pharmaceutical products to pharmacies, clinics and wards. Pack and pre-pack pharmaceuticals under the direction of pharmacist supervision. Compound non-sterile pharmaceutical products according to a documented procedure or formula.

**NELSON MANDELA BAY HEALTH DISTRICT**

**ENQUIRIES**                      **Ms. P. Makuluma**  
**Tel No.**                         **(041 391 1861 Or Ms. T. Tanda )**

**Applications should be forwarded to Nelson Mandela Bay Health District**  
**Private Bag X 8200, Greenacres, Port Elizabeth 6057**

<b>POST/01</b>	<b>ASSISTANT DIRECTOR: HRM</b>
<b>CENTRE</b>	<b>NELSON MANDELA BAY HEALTH DISTRICT</b>
<b>REF NO</b>	<b>ECHEALTH/ASD/HRM/01/2016</b>
<b>SALARY LEVEL</b>	<b>10</b>
<b>SALARY SCALE</b>	<b>R 389 145 – R 458 385 p.a. (Plus Competitive Benefits)</b>

**REQUIREMENTS**

A Bachelor's Degree / Diploma in Human Resource Management or equivalent qualification at least 3 years experience as a Supervisor or Grade 12 with ten (10) years Human Resource experience within the public service.

**Skills / Competencies**

Extensive knowledge of Persal. Ability to do presentations, interpretation of reports and policies. Knowledge of PFMA and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.

**DUTIES**

Manage Human Resource Management and Administration, Persal Management, Facilitate Implementation of Employment Equity Act. Ensure and monitor implementation of HR Policies in the Districts.

<b>POST/ 02</b>	<b>ASSISTANT DIRECTORS: LOGISTIC ASSET</b>
<b>CENTRE</b>	<b>NELSON MANDELA BAY HEALTH DISTRICT</b>
<b>REF NO</b>	<b>ECHEALTH/ ASD/LOG/02/2016</b>
<b>SALARY LEVEL</b>	<b>10</b>
<b>SALARY SCALE</b>	<b>R 389 145 – R 485 385 p. a. (Plus Competitive Benefits)</b>

**REQUIREMENTS**

An appropriate three (3) tertiary qualification in Accounting, Financial Management or Grade 12 and ten (10) years actual experience in logistic, asset and fleet management. Extensive knowledge and experience in Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Management Act (PPPFMA) and Treasury regulations. Knowledge of the Logis and BAS system. Computer Literacy. Valid driver's license.

## **DUTIES**

Provide logistic, procurement including inventory services and management. Provide asset and disposal services. Ensure compliance with policies, guidelines and monitoring tools for procurement systems and procedures. Manage and monitor the goods received from suppliers and resolve queries and product complaints, provide feedback on supplier performance. To submit monthly management reports on procurement issues. Ensure an efficient transit system and effective control over warehouse stock. Provide fleet management services.

<b>POST/03</b>	<b>PERSONAL ASSISTANT TO THE (HR MANAGER)</b>
<b>CENTRE</b>	<b>NELSON MANDELA BAY HEALTH DISTRICT</b>
<b>REF NO</b>	<b>ECHEALTH/ PA/11/ 2016</b>
<b>SALARY LEVEL</b>	<b>7</b>
<b>SALARY SCALE</b>	<b>R 211 194 – R 248 781 p.a. (Plus Competitive Benefits)</b>

## **REQUIREMENTS**

A grade 12 qualifications plus 3 years proven office management experience such as secretary or Personal Assistant, or a tertiary qualification plus 2 years administrative experience. Good verbal and written communication skills. Knowledge of the administrative system of the Public Service in particular, those of the Department of Health. Demonstrate the ability to plan, organize and manage time. Excellent Computer literacy skills.

## **DUTIES**

To provide office administration services to the Human Resource Manager. Provide transport and accommodation arrangements, ensure a safe working environment where confidential documents are secured, respond to invitations on behalf of the manager, liaise with other personal assistants.

<b>POST/04</b>	<b>MIDDLE MANAGER HEALTH</b>
<b>CENTRE</b>	<b>PE CENTRAL</b>
<b>REF NO</b>	<b>ASD/HLTH/NMM/05/2016</b>
<b>SALARY LEVEL</b>	<b>10</b>
<b>SALARY SCALE</b>	<b>R 389 145.00 – R458 385.00 p.a. (Plus competitive benefits)</b>

## **REQUIREMENTS**

A grade 12 qualifications plus a Diploma/ Degree in Public Health or Public Management. At least 5 years experience in a Health related environment. A valid driver's license. Must be computer literate. Knowledge in various Public Service Legislations.

## **DUTIES**



To provide comprehensive Primary Health Care in an effective, efficient and equitable manner. Execute all duties and responsibilities in an effective manner thereby supporting an integrated approach to strategic planning to optimize service delivery. Provide effective service in delivering the planned customer service whilst ensuring customer care satisfaction. Provide clinical support and guidance to all the relevant stakeholders. Maintain the proper use and control of equipment and exercise care health service property. Maintain internal control and policies in line with the PFMA, Treasury regulations and best practice needs. Maintain optimum utilization of human resources and respond to the need on- going education and training. Identify and prioritize project aligned to the strategic intent of the department

<b>POST</b>	<b>MIDDLE MANAGER HEALTH</b>
<b>CENTRE</b>	<b>WEST END CLINIC</b>
<b>REF NO</b>	<b>ASD/HLTH/NMM/06/2016</b>
<b>SALARY LEVEL</b>	<b>10</b>
<b>SALARY SCALE</b>	<b>R 389 145.00- R 458 385.00 p.a. (Plus competitive benefits)</b>

## REQUIREMENTS

A grade 12 qualifications plus a Diploma/Degree in Public Health or Public Management. At least 5 years experience in a Health related environment. A valid driver's licence. Must be computer literate. Knowledge in various Public Service Legislations.

## DUTIES

To provide comprehensive Primary Health Care in an effective, efficient and equitable manner. Execute all duties and responsibilities in an effective manner thereby supporting an integrated approach to strategic planning to optimize services delivery. Provide effective service in delivering the planned customer service whilst ensuring customer care satisfaction. Provide clinical support and guidance to all the relevant stakeholders. Maintain the proper use and control of equipment and exercise care health service property. Maintain internal control and policies in line with the PFMA, Treasury regulations and best practice needs. Maintain optimum utilization of human resources and respond to the need on-going education and training. Identify and prioritise project aligned to the strategic intent of the department.

**Directions to candidates:** Applications must be submitted on prescribed application form (Z83) obtainable from any Public Service Department or <http://www.ehealth.gov.za/uploads/files/110706122520> and must be completed in full accompanied by certified copies of Identity Document, Driver's License, school certificate and formal qualifications together with recent comprehensive Curriculum Vitae, stating the reference number and the post applied for and forwarded to the address provided for each post. **N.B.** No faxed, emailed or late applications will be considered and certifying stamp must not be older than 3 months. Failure to comply with the above instructions will lead to applications being disqualified. **All short-listed candidates will be subjected to reference-checking, 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 short-listed applicants and therefore CV's should include 3 contactable referees (work related). **"People with disabilities are encouraged to apply".**

**The Department reserves the right not to appoint to any/all advertised posts.**