



## 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 : 18 OCTOBER 2016**

### **ERRATUM**

**The following post was erroneously advertised on the Internal Advert Posted on 17<sup>th</sup> October 2016 closing on 28<sup>th</sup> October 2016.**

### **POST: SENIOR HUMAN RESOURCE PRACTITIONER L8**

**REFERENCE NO:** ECHEALTH/FH/SHRP/06/2016

**SALARY SCALE:** R 262 272 . R 308 943 p.a (plus competitive benefits)

#### **Requirements:**

- Appropriate 3 years degree/diploma and / or Grade 12 plus five to seven years of experience
- Between three to five years of experience at supervisory level
- PERSAL Certificate or Proof of PERSAL Competency and between four to Five years experience in PERSAL
- Public Sector experience will be an added advantage
- Computer literacy with Microsoft Excel experience
- Supervision and leadership skills
- Knowledge of Public Service Prescripts and Policies
- Good interpersonal and planning skills

#### **Duties/Key Performance Areas (Include but are not limited to):**

- Supervision of subordinates
- Training and assisting subordinates
- Facilitate processing of employee Service Benefits
- Attending Meetings and providing feedback
- Facilitate implementation of relevant Policies & Resolutions
- Attend general enquiries and queries by employees and the public
- Interpretation of policies
- Compile and coordinate Monthly reports and information needed: Extract PERSAL reports

- Assist with Auditor General queries

**CORRECTIONS: CHANGE OF REQUIREMENTS AND KEY PERFORMANCE AREAS TO READ AS ABOVE**

**Enquires: Ms.N.Mthitshana/ Ms. Zasawe @ 043 709 2378**

**APPLICATIONS must be submitted to Human Resources office recruitment section ,Private Bag X9047,East London 5200 OR Hand Delivery to Room 4.81 4th Floor Frere Hospital ,Amalinda East London, Eastern Cape**

#### **QUEENSTOWN FORENSIC PATHOLOGY LABORATORY**

**Enquiries Mr VL Bebula**

**Tel. No 045 858 8112**

**Applications must be submitted to Human Resource Section, CSSD Building, Komani Psychiatric Complex, P.O.Box 1024, QUEENSTOWN 5320**

## **ERRATUM**

**The following post was erroneously advertised on the Internal Advert Posted on 10<sup>th</sup> October 2016 closing on 26<sup>th</sup> October 2016.**

<b>Post/ 6</b>	<b>Mortuary Manager</b>
<b>Centre</b>	<b>Forensic Pathology Services</b>
<b>Ref No</b>	<b>ECHEALTH/MMF06/2016</b>
<b>Salary Level</b>	<b>10</b>
<b>Salary Scale</b>	<b>R 311 784– R 376 626 p.a (Plus Competitive Benefits)</b>

#### **REQUIREMENTS**

Senior Certificate (Grade 12) or equivalent qualification plus Bachelors degree or National Diploma.

Supervisory experience in the Public Service (especially in Forensic Pathology Services) will be an added advantage.

Be in possession of a valid driving license (minimum Code 8) and preparedness to drive extensive distances ( day / night )

Be computer literate.

Commitment to Batho Pele principles.

Ability to work in a corpse environment at various stages of decomposition.

Ability to communicate clearly and discreetly in person and in writing.  
Preparedness to work standby duties, work shifts and wear uniform.  
Ability to interpret and apply departmental policies with regard to Forensic Pathology Services  
Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health.  
Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders.

### **KEY PERFORMANCE AREAS**

Render an effective support to Regional Manager with regard to the management of Queenstown Forensic Pathology Laboratory and all Holding facilities falling under his/her with regard to budget, assets and operational management.  
Effectively manage discipline in the work place and handle grievances.  
Handling and processing of unidentified and unclaimed bodies.  
Effectively manage all human resources, building and physical assets, stock and financial resources.  
Ensure the rendering of efficient and effective services within the scope of forensic pathology.  
Effectively manage the Occupational Health and Safety standards in the laboratory and disposal

**NB : THE CORRECT NOTCH FOR THE POST IS R 311 784 – R 376 626 instead of R 389 145 – R 458 385 p.a (Plus Competitive Benefits) as Advertised previously.**

**Directions to candidates:** Applications must be submitted on prescribed application form (Z83) obtainable from any Public Service Department or <http://www.echealth.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.**