



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 : 19 OCTOBER 2016

CLOSING ON : 02 NOVEMBER 2016

AMATHOLE DISTRICT

S.S. GIDA HOSPITAL

Enquiries Ms N. Guzana
Tel No. 040 658 0043

Applications should be forwarded to Human Resource Office, S.S. Gida Hospital Prite Bag X012, Keiskammahoek 5670

POST/ 01 OPERATIONAL MANAGER NURSING SPECIALITY (THEATRE)

Centre S.S. GIDA HOSPITAL
Ref No. ECHEALTH/OM THSSG / 01/ 2016
Salary Level OSD
Salary Scale R 465 939 . R 524 415 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 SANC as a Professional Nurse plus Post Basic Nursing qualification, with at least 1 year accredited with the SANC in terms of Government Notice No. R212 (**THEATRE TECHNIQUE**). A minimum of 9 years appropriate/recognizable nursing experience 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. Experience in supervisory capacity. Current registration with SANC.

DUTIES

Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth, ethical standards and self-development.

POST/02	ARTISAN FORMAN GRADE A –B
Centre	S.S. GIDA HOSPITAL
Ref No	ECHEALTH/ ARTFSSG/02/2016
Salary Level	OSD
Salary Scale	R 249 540 . R 382 557 p.a. (Plus Competitive Benefits)

REQUIREMENTS

Grade 10 or equivalent qualification plus at least 3-5 years relevant experience in the Public / Private Sector. Certificate on passing grade tests in terms of the provision of section 13 (12)(h) of the Manpower Act 1981 as amended. A valid unendorsed driver's license Knowledge of a limited range of work procedures such as tools, machinery, equipment and stores. Will be involved in a hazardous or dangerous activities associated with the Artisan career group such as a high voltage electricity, high temperature such as Boilers and hot water pipes and dangerous positions and heights.

RECOGNITION OF EXPERIENCE

Grade A (R 249 549- R 285 327)

Grade B (R301 470- R382 557)

Depending on years of experience

DUTIES

Be in charge of plumbing / electricity related duties within the institution. Control work output from job is done within the available and is of good standards. Perform standby and emergency call outs as required time to time. Detect and repair more complex faults in the work environment. Diagnose and repairs panels, wiring and related system. Maintain electrical infrastructure on health institutions. Repair or replace switches receptacles, ballasts fuse boxes, heat system, electric motors, fans and lights and extension cords. Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs water heat, water services, drain lines and sluicing facilities. Maintain domestic, irrigation and sprinkler system. Unblock and clean pipes, tanks floor drain and sewers. Repair and maintain steam traps and pipes on heat system.

POST/ 03	CLIENT INFORMATION CLERK (SWITHBOARD)
Centre	S.S. GIDA HOSPITAL
Ref No	ECHEALTH/CICSWITCHBSSG/03/2016
Salary Level	04
Salary Scale	R 119 154 . R 140 361 p.a. (Plus Competitive Benefits)

REQUIREMENTS

Grade 12 plus 0-2 years experience operating switchboard. Computer Literacy in MS Word, Excel and Power Point. Ability to work under pressure. Good communication skills (verbal/ written).

DUTIES

Receive and deliver messages to the relevant staff. Provide general information and manage internal and external calls. Arrange new internal telephone extensions. Report faults of the equipment to the service provider. Maintain an internal telephone directory. Interpret statistics. Gather and process information. Routine administrative outputs within given Para- meters. Book and log private calls for staff.

POST/ 04	MORTUARY ATTENDANT
Centre	S.S. GIDA HOSPITAL
Ref No	ECHEALTH/ MORTATTSSG/04/2016
Salary Level	04
Salary Scale	R 119 154 . R 140 361 p.a. (Plus Competitive Benefits)

REQUIREMENTS

Grade 12 or equivalent qualification. Clear operational understanding of document management system. Problem solving. Customer relationship management. Communication (written, verbal and responsive) Conflict resolution. Analytical. Decision making. Negotiation and quality management.

DUTIES

To provide an efficient and reliable mortuary services. Receive corpses, record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep files neat and complete. Order and receive ward supplies-stationery, surgical supplies etc. Replace stock condemned. Record movement of ward stock and supplies. Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Make photo copies. Compile duty rosters and submit to Human Resource. Keep proper identification and maintain accuracy of records in the field of work. Maintain healthy and clean environment. Provide family support services. Provide the necessary information regarding mortuary services

POST/ 05

Centre
Ref No
Salary Level
Salary Scale

GENERAL WORKERS

S.S. GIDA HOSPITAL
ECHEALTH/GENWSSG/05/2016
02
R 84 096 . R 99 060 p.a. (Plus Competitive Benefits)

REQUIREMENTS

ABET/ STD 6/7 Grade 8/9. Good interpersonal and Communication skills. Relevant experience will be added as an advantage. Ability to perform routine tasks and to operate cleaning machines.

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. Request cleaning materials in advance. Maintain good hygienic standards in the facility. Perform any other jobs that may be assigned by the supervisor.

POST/01

Centre
Ref No
Salary Level
Salary Scale

VICTORIA HOSPITAL

OPERATIONAL MANAGER NURSING (GENERAL) GRADE 1-2

VICTORIA HOSPITAL
ECHEALTH/ OM/ VICH001/2016
OSD
R 465 939 . R 524 415 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. 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.

POST/02	PROFESSIONAL NURSE GRADE 1-3 (GENERAL)
Centre	VICTORIA HOSPITAL
Ref No	ECHEALTH/ PNVICH02/2016
Salary Level	OSD
SALARY SCALE	R 210 702 – R 317 271 p.a. (plus competitive benefits)

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.

TOWER HOSPITAL

POST/01	PROFESSIONAL NURSE GRADE 1-3 (GENERAL)
Centre	TOWER HOSPITAL
Ref No.	ECHEALTH/ PNTOWH01/ 2016
Salary Level	OSD
Salary Level	R 210 702 . R 317 271 p.a. (plus competitive benefits)

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.

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.