



## 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 : 26 OCTOBER 2016**

**CLOSING ON : 09 NOVEMBER 2016**

**AMATHOLE DISTRICT**

**STUTTERHEIM HOSPITAL**

**ENQUIRIES Ms P Booï**

**TEL (043) 683 1313**

**APPLICATIONS:** Must be forwarded to: The Hospital Manager, Stutterheim Hospital, Hospital Street, Stutterheim, 4930.

<b>POST/01</b>	<b>DENTIST GRADE 1</b>
<b>CENTRE</b>	<b>STUTTERHEIM HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/DENTGR1/STUTTHOSP/ 01//2016</b>
<b>SALARY LEVEL</b>	<b>OSD</b>
<b>SALARY SCALE</b>	<b>R 666 186 –R 739 368 p.a (plus competitive benefits)</b>

**REQUIREMENTS** MBCHB degree and must be registered with the HPCSA as a Dentist. Completion of One (1) year Community Services. Excellent written and verbal communication skills. A valid driver's licence. Current Registration with the HPCSA.

**DUTIES** Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.

<b>POST/02</b>	<b>PHARMACIST GRADE 1</b>
<b>CENTRE</b>	<b>STUTTERHEIM HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/ PHARMGR1/STUTTHOSP/02/2016</b>
<b>SALARY LEVEL</b>	<b>OSD</b>
<b>SALARY SCALE</b>	<b>R 574 041 – R 609 267 p.a (plus competitive benefits)</b>
<b>REQUIREMENTS</b>	(B. PHRM) Basic qualification accredited with South African Pharmacy Council (SAPC) that allows registration with SAPS as a Pharmacist. Knowledge of Medicine and related substances Act, Pharmacy Act, PFMA, Public Service Administration and registration. NB. Notch will be determined by years of experience.
<b>DUTIES</b>	To provide a comprehensive pharmaceutical service to all clients. Provide an accurate efficient and cost effective pharmaceutical service to clients. Initiate down referred system to clinics. Ensure provision of relevant Pharmaceutical information to the Patients. Ensure proper control and storage of medication. Ensure proper pre-packing and compounding of medication mixtures. Implement quality assurance programme. Supervise of Human Resource. Manage waste disposal
<b>POST/ 03</b>	<b>PROFESSIONAL NURSES GRADE 1 (GENERAL) X2</b>
<b>CENTRE</b>	<b>STUTTERHEIM HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/PNGR1/STUTTHOSP/03/2016</b>
<b>SALARY LEVEL</b>	<b>OSD</b>
<b>SALARY SCALE</b>	<b>R 210 702 – R 244 260 p.a (plus competitive benefits)</b>
<b>REQUIREMENTS</b>	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 professional Nurse. Service Record as proof of previous experience where applicable. Current registration with SANC.
<b>EXPERIENCE</b>	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.
<b>DUTIES</b>	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 relationships 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/04</b>	<b>NURSING ASSISTANT GRADE 1 X2</b>
<b>CENTRE</b>	<b>STUTTERHEIM HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/NAGR1/STUTTHOSP/04/2016</b>
<b>SALARY LEVEL</b>	<b>OSD</b>
<b>SALARY SCALE</b>	<b>R 108 690 – R 122 334 p.a (plus competitive benefits)</b>

<b>REQUIREMENTS</b>	Qualifications that allows registration with the SANC as Nursing Assistant (Enrolled Nursing Assistant). Service Record as proof of previous experience where applicable. Current registration with SANC.
<b>EXPERIENCE</b>	Less than 2 years, ENA 1 GR1 (R 108 690). 10 Years ENA 2, GR2 (R 128 637) 20 years ENA 3, GR3 (R153 585)
<b>DUTIES</b>	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth / ethical standards and self . development.

<b>POST/05</b>	<b>ADMINISTRATION CLERK</b>
<b>CENTRE</b>	<b>STUTTERHEIM HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/ADMINCLK/STUTTHOSP/05/2016</b>
<b>SALARY LEVEL</b>	<b>05</b>
<b>SALARY SCALE</b>	<b>R 142 461 – R 167 814 p.a (plus competitive benefits)</b>

<b>REQUIREMENTS</b>	Grade 12 or equivalent, National Diploma in Public Administration or equivalent Between 0 . 2 years relevant experience in the Public Sector. Computer literate and good Communication Skills.
<b>KNOWLEDGE</b>	Elementary clerical and administrative procedures. Financial procedures and Regulations. Human Resource rules and regulations. Data capturing.
<b>DUTIES</b>	Liase with relevant stakeholders. Capture data onto computer systems for further processing and analysis. Handle less complicated routine correspondence or enquiries. Maintain a filing system to record information and allow for ease of retrieval. Manage suppliers of stationery and other consumables. Keep abreast of Public Service developments and continuously seek opportunities for self . development. Maintain a clean and tidy office environment to facilitate access to information and to maintain a professional image to the organization.

<b>POST/06</b>	<b>DRIVER</b>
<b>CENTRE</b>	<b>STUTTERHEIM HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/DRV/STUTTHOSP/06/2016</b>
<b>SALARY LEVEL</b>	<b>03</b>
<b>SALARY SCALE</b>	<b>R 100 545 – R 118 440 p.a (plus competitive benefits)</b>
<b>REQUIREMENTS</b>	Grade 10 / standard 8 certificate. Relevant experience in Driving / Code B with 3 Yearsqexperience as a driver. Valid Code 8 Drivers licence with PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.
<b>DUTIES</b>	To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and collect them. Render vehicle maintenance functions. Check and verify vehicle

condition. Check fuel, water and oil level. Check lights, windscreen, wipes, hooter and tyre condition. Check vehicle licence. Check dates for vehicles service and report. Check vehicles defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading goods. Always maintain high degree of confidentiality. When transporting documents.

**POST/07** **HOUSEHOLD WORKER**

**CENTRE** **STUTTERHEIM HOSPITAL**

**REF NO** **ECHEALTH/HSEWRK/STUTTHOSP/07/2016**

**SALARY LEVEL** **03**

**SALARY SCALE** **R 100 545 – R 118 440 p.a (plus Competitive Benefits)**

**REQUIREMENTS** ABET/ Grade 10. Good interpersonal and Communication skills. Relevant experience will be an added advantage. Ability to perform routine task and to operate cleaning machines. Must be willing to work during weekends and Public holidays.

**DUTIES** Plan and organize housekeeping operations. Maintain a safe and clean working environment in line with health and safety standards. Overseeing the preparation of patient's linen and food. Overseeing the cleanliness of Laundry and kitchen stock. Supervise the cleaners.

**POST/08** **CLEANER x2**

**CENTRE** **STUTTERHEIM HOSPITAL**

**REF NO** **ECHEALTH/CLNR/STUTTHOSP/08/2016**

**SALARY LEVEL** **02**

**SALARY SCALE** **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/09** **OPERATOR**

**CENTRE** **STUTTERHEIM HOSPITAL**

**REF NO** **ECHEALTH/OPER/STUTTHOSP/09/2016**

**SALARY LEVEL** **02**

**SALARY SCALE** **R 84 096 – R 99 060 p.a (plus Competitive Benefits)**

<b>REQUIREMENTS</b>	Grade 10 or STD 8 certificate. Ability to operate elementary equipment. Good interpersonal skills. Ability to work under pressure. Verbal and written communication skills. Must have knowledge of operating generator when electricity is off. Must have knowledge of changing oxygen cylinders when need arises. Must be able to work night duty, weekends and public holidays. (Shifts).
<b>DUTIES</b>	Work with the Artisan Foreman in ensuring machinery in the institution operates Smoothly and when the engine runs out of diesel must be able to order the required Litres from the supplier and ensure the delivery of ordered diesel. Ensure oxygen is Available at all times to maintain service delivery of such in the institution. Responsible to offload oxygen cylinder and upload oxygen empties with the Assistance of workshop personnel when need arises. Render assistance in the Dispensary in offloading the truck when medicines are delivered working together with The pharmacist in ensuring correct medicines are delivered.
<b>POST/10</b>	<b>PROPERTY CARE TAKER</b>
<b>CENTRE</b>	<b>STUTTERHEIM HOSPITAL</b>
<b>REF NO</b>	<b>ECHEALTH/PCT/STUTTHOSP/10/2016</b>
<b>SALARY LEVEL</b>	<b>02</b>
<b>SALARY SCALE</b>	<b>R 84 096 – R 99 060 p.a (plus Competitive Benefits)</b>

<b>REQUIREMENTS</b>	ABET Grade 8/9 qualification. Good communication skill. Ability to perform routine tasks. To render a property care taking services in the institution by managing the organisation fixed and moveable assets and facilities. Must be able to work during weekends and public holidays.
<b>DUTIES</b>	Control the access of health institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversees the preparation of boardrooms for meeting gatherings. Perform a stock taking of areas of responsibilities such as keys, office equipment. Loading and offloading of goods, furniture and cleaning materials. Climb step ladders and scaffolding to change light bulbs. Maintain a clean working environment to promote the ethos of hygiene.

**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.**