

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 : 04 NOVEMBER 2016

CLOSING ON : 28 NOVEMBER 2016

JOE GQABI DISTRICT

ENQUIRIES	MR. M. SONGWEVU
TEL NO.	051 633 2752/5
APPLICATIONS:	Applications must be forwarded to the Department of Health, Human Resource, Private Bag X1005 Alwal North 9750. Hand delivery to Department of Health Human Resource, 32 Dan Pienaar Street Hot Springs, Private Bag X 1005 Alwal North 9750
Post	EMS Station Manager
Centres	Joe Gqabi EMS
Ref No	ECHEALTH/JGEMS/SM/2016
Salary Level	OSD
Salary Notch	R176 064- R 201 313 (Plus Competitive Benefits)

Requirements and Competencies

Ambulance Emergency assistant with minimum of 3 years experience at a supervisory level within EMS. Current registration with HPCSA. Must have an unendorsed South African Driver's licence with current Professional Driver's Permit (PDP). A Rescue qualification will be an added advantage. Good communication and interpersonal skills. Must have a sound knowledge of Standard Operating Procedures with the EMS environment. Computer literacy will be an added advantage.

Key Performance Areas:

Manage emergency medical services. Facilitate and monitor implementation of emergency practices. Coordinate emergency practices in institutions and community. Apply advanced emergency care practices. Issues instructions to improve the running of station. Attend to emergency cases and problems on the scene. Attend to accident and resuscitate injured victims. Ensure patient safety with regard to persons and personal belongings within ethical principles. Ensure appropriate level of care when transport patients to the health facility. Ensure maintenance of therapeutic environment in vehicles and equipment. Determine standards according to which equipment must be maintained. Manage fleet and equipment. Ensure cleanliness of patient carrying compartment of the vehicle and equipment. Manage physical, human and financial resources. Effective management of Medical Services and station.

Post	EMS Sub-District Manager
Centres	Joe Gqabi EMS

Ref No
Salary Level
Salary Notch

ECHEALTH/JGEMS/SDM/2016
OSD
R319 866- R365 736 (Plus Competitive Benefits)

Requirements and Competencies

Must be in a possession in a possession of a paramedic qualification (CCA) with 3 years experience, or an Emergency Care Technician Diploma with minimum 3 years experience current registration with the HPCSA. Must have an unendorsed South African Driver's license with a current Professional Drivers Permit (PDP). Good communication skills and interpersonal skills, knowledge of all prescripts and policies relevant to the operations of EMS within ECHEALTH. Must be computer literate, especially in the use of Microsoft Office

Key Performance Area

Deputise the District Manager. Facilitate implementation of operational standard operating procedures and policies. Control the issue and use of emergency medical equipment. Management of vehicle use for operational purposes. Ensure Compliance with quality assurance standards relevant to documentation such as duty roster, vehicle check list and log sheets. Quality checks and verifies DHIS data before the exports to district level. Complete monthly report on all operational activities and recommendations if any and provide such to the District Manager.

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.