



Province of the  
**EASTERN CAPE**  
HEALTH

**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 : 07 NOVEMBER 2016**

**CLOSING ON : 28 NOVEMBER 2016**

**CHRIS HANI DISTRICT**

**STERKSTROOM HOSPITAL**

**ENQUIRIES : L.J. PAKKIES**

**CONTACT : 045 9660 268**

**APPLICATIONS MUST BE FORWARDED TO STERKSTROOM HOSPITAL P.O.BOX 168 STERKSTROOM5425 OR HAND DELIVERED TO HUMAN RESOURCE OFFICE**

**POST/1 PROFESSIONAL NURSE GENERAL GRADE 1 , 2 & 3**

**CENTRE STERKSTROOM HOSPITAL**

**REF NO PNG/01/10/2016**

**SALARY LEVEL OSD**

**SALARY SCALE R 210 702 – R 401 922 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. Service Record as proof of previous experience where applicable. Current registration with SANC.

**EXPERIENCE** Less than 2 years, PNA2, Gr 1 ( R 210 702 . R 244 260 )  
10 years, PNA3, Gr 2 ( R 259 134 . R 300 414 )  
20 years, PNA4, Gr 3 ( R 317 217 . R 401 922 )

**DUTIES** Provide direction and supervision 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 effectively and efficiently.

**EMALAHLENI SUB DISTRICT**

**ENQUIRIES : MS NP MTSABE**

**CONTACT : 047 878 4300**

**APPLICATIONS MUST BE FORWARDED TO HUMAN RESOURCE OFFICE, EMALAHLENI SUB DISTRICT, NO. 4 NDALARA ROAD AGRICULTURE BUILDING, LADY FRERE 5410**

**POST /2 : OPERATIONAL MANAGER NURSING (PHC) X2**

**CENTRE : EMALAHLENI SUB DISTRICT**

**REF NO : ECHEALTH/OPMN02/10/2016**

**ECHEALTH/OPMN03/10/2016**

**SALARY LEVEL : OSD**

**SALARY SCALE : R 465 939 – R 524 415 p.a (plus competitive benefits )**

**REQUIREMENTS** Basic qualification accredited with the SANC in term of Government Notice 425 (Diploma /Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice No. R 212 in ( **Clinical Assessment Treatment &care** ). 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 after obtaining the 1 year post basic qualification in the relevant specialty. Current registration with SANC.

**DUTIES** Coordinate of optimal, holistic specialized nursing care provided within set standards and professional framework. Manage effective the utilization and supervision of staff. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth / ethical standards and self- development.

**POST /4 : ORAL HYGIENIST**  
**CENTRE : EMALAHLENI SUB DISTRICT**  
**REF NO : ECHEALTH/OH04/10/2016**

**SALARY LEVEL : OSD**

**SALARY SCALE : R 262 020 – R 299 592 p.a (plus competitive benefits )**

**REQUIREMENTS**

Diploma in Oral Hygiene, Registration with HPCSA, 3-5 years experience. Ability to collect and collate data. Demonstrative ability to apply health planning, ability to work under pressure , continuous, professional and ethical behavior.

**DUTIES**

Ensure provisioning of Health Promotion and Educational Programs by the unit. Supervise and participate in planning and implementation of complex educational oral health programs at institutions. Conduct workshop with relevant target group. Manage exhibitions e.g. career and specific health days. Manage the development , implementation and monitoring of preventative oral health community based programs. Develop and monitor quality systems in line with National and International standards, implement quality assurance programs for quality service delivery. Formulate, implement and monitor the execution of policies and protocols at institutional level. Exercise advanced clinical responsibility to ensure optimal oral health services and patient care. Examination and assessment of patients, prevent expensive complicated treatments. Administer local anaesthetic within scope of practice. Perform clinical procedures. Management of resources to ensure optimal service delivery, Supervision and evaluation of subordinates for efficient and effective service delivery, Training of more advanced nature, Identify skills development skills. Monitor proper utilization of equipment, stores and expenditure.

**LUKHANJI SUB DISTRICT**

**ENQUIRIES : MS M. TWENI**

**CONTACT : 047 807 8907/8**

**APPLICATIONS MUST BE FORWARDED TO HUMAN RESOURCE OFFICE, LUKHANJI SUB DISTRICT, 1<sup>st</sup> FLOOR, KOMANI HOSPITAL, QUEENSTOWN 5320**

**POST /5 : CLINICAL PROGRAM COORDINATOR (MCWH )**

**CENTRE : LUKHANJI SUB DISTRICT**

**REF NO : ECHEALTH/CPC05/2016**

**SALARY LEVEL : OSD**

**SALARY SCALE : R 367 815– R 413 976 p.a (plus competitive benefits )**

**REQUIREMENTS**

Basic qualification accredited with the SANC in term 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

Professional Nurse with the SANC in General Nursing. Current registration with the SANC.

**DUTIES** Ensure the provision of MCWH services of a high quality in all PHC facilities and monitor the progress of service delivery and take corrective action where necessary, provide direct support and mentoring of all facilities and liaise with hospital to ensure smooth integration between hospital and PHC levels. Budget preparation for the program and expenditure management in order to comply with the PFMA and treasury regulations planning for the program and submissions of verbal written reports.

**POST /6 : CLINICAL PROGRAM COORDINATOR (TB)**

**CENTRE : LUKHANJI SUB DISTRICT**

**REF NO : ECHEALTH/CPC06/2016**

**SALARY LEVEL : OSD**

**SALARY SCALE : R 367 815– R 413 976 p.a (plus competitive benefits )**

**REQUIREMENTS** Basic qualification accredited with the SANC in term 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 Professional Nurse with the SANC in General Nursing. Current registration with the SANC.

**DUTIES** Provide quality nursing services. Implement appropriate measures and systems. Ensure rendering of optimal services. Provide leadership and planning mechanism to CHC. Render administrative support. Render clinic staff and provide in service training to subordinates and ensure that they provide optimal nursing services. Implement policies and protocols in the clinics. Manage drugs and information. Implement referral policies and quality standards. Provide community outreach services. Report writing monthly and quarterly.

## CRADOCK HOSPITAL

**ENQUIRIES : MS F.J.DANSTER**

**CONTACT : 048 8812 123**

**APPLICATIONS MUST BE FORWARDED TO HUMAN RESOURCE OFFICE, CRADOCK HOSPITAL, PRIVATE BAG X 55, CRADOCK 5880 OR HAND DELIVERED TO HUMAN RESOURCE OFFICE, 30 HOSPITAL STREET.**

**POST /7 : OPERATIONAL MANAGER NURSING (SPECIALTY) ANTENATAL**

**CENTRE : CRADOCK HOSPITAL**

**REF NO : ECHEALTH/OMS07/2016**

**SALARY LEVEL : OSD**

**SALARY SCALE : R 465 939 – R 524 415 p.a (plus competitive benefits )**

### REQUIREMENTS

Basic qualification accredited with the SANC in term of Government Notice 425 (Diploma /Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice No. R 212 in (**ADVANCED MIDWIFERY**). 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 after obtaining the 1 year post basic qualification in the relevant specialty. Current registration with SANC.

### DUTIES

Coordinate of optimal, holistic specialized nursing care provided within set standards and professional framework. Manage effective the utilization and supervision of staff. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth / ethical standards and self- development.

**POST /8 : AREA MANAGER NURSING (SPECIALTY)**

**CENTRE : CRADOCK HOSPITAL**

**REF NO : ECHEALTH/AM08/2016**

**SALARY LEVEL : OSD**

**SALARY SCALE : R 509 148 – R 573 042 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 plus a post basic nursing

qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R48 in **ADVANCED MIDWIFERY**. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse in General Nursing. At least 6 years of the period referred to above recognizable experience after obtaining the 1 year post – basic qualification in Clinical Assessment, Treatment and care. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

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| <b>DUTIES</b>       | Coordination of optimal holistic specialized nursing care provided within set standards and professional/legal frame work. 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/9</b>       | <b>PROFESSIONAL NURSE GENERAL GRADE 1,2 &amp;3</b>  |
| <b>CENTRE</b>       | <b>CRADOCK HOSPITAL</b>   |
| <b>REF NO</b>       | <b>PNG/09/10/2016</b>   |
| <b>SALARY LEVEL</b> | <b>OSD</b>  |
| <b>SALARY SCALE</b> | <b>R 210 702 – R 401 922 p.a (plus competitive benefits)</b>  |
| <b>REQUIREMENTS</b> | 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 Service Record as proof of previous experience where applicable. Current registration with SANC.   |
| <b>EXPERIENCE</b>   | Less than 2 years, PNA2, Gr 1 ( R 210 702 . R 244 260 )<br>10 years, PNA3, Gr 2 ( R 259 134 . R 300 414 )<br>20 years, PNA4, Gr 3 ( R 317 217 . R 401 922 )   |
| <b>DUTIES</b>       | Provide direction and supervision 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 effectively and efficiently. |

**CALA HOSPITAL**

**ENQUIRIES : MR S ZIHLANGU**

**CONTACT : 047 8770 129**

**APPLICATIONS MUST BE FORWARDED TO HUMAN RESOURCE OFFICE, CALA HOSPITAL,  
PRIVATE BAG X 516, CALA 5455 OR HAND DELIVERED TO HUMAN RESOURCE OFFICE.**

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| <b>POST/10</b>      | <b>PROFESSIONAL NURSE ( SPECIALTY )</b>                     |
| <b>CENTRE</b>       | <b>CALA HOSPITAL</b>  |
| <b>REF NO</b>       | <b>PNS/10/10/2016</b>                                       |
| <b>SALARY LEVEL</b> | <b>OSD</b>  |
| <b>SALARY SCALE</b> | <b>R 317 271– R 479 928 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 post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in (**Trauma, Ophthalmic and Orthopaedic**). A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC .Current proof of registration with SANC.

Good communication skills, problem solving, leadership skills, analytical skills, organizational skills and change management. Current registration with SANC. Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele)

**EXPERIANCE** Less than 14 years, PN-B1 Gr 1 (R 317 271 – R 367 815 )  
14 years, PN-B2, Gr 2 (R 390 216 – R 479 928)

**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.

**INXUBA YETHEMBA SUB DISTRICT**

**ENQUIRIES : O VAN HEERDEN**

**CONTACT : 048 881 5115**

**APPLICATIONS MUST BE FORWARDED TO HUMAN RESOURCE OFFICE,INXUBA YETHEMBA SUB DISTRICT, PRIVATE BAG X 90, CRADOCK 5880 OR HAND DELIVERED TO HUMAN RESOURCE OFFICE.**

**POST/11 : PROFESSIONAL NURSE ( SPECIALTY )**  
**CENTRE : THORNHILL CHC**  
**REF NO : PNS/11/10/2016**  
**SALARY LEVEL : OSD**  
**SALARY SCALE : R 317 271– R 479 928 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 post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in **(Clinical Assessment Treatment & care)**. A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC .Current proof of registration with SANC.  
Good communication skills, problem solving, leadership skills, analytical skills, organizational skills and change management. Current registration with SANC. Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele)

**EXPERIANCE** Less than 14 years, PN-B1 Gr 1 (R 317 271 – R 367 815 )  
14 years, PN-B2, Gr 2 (R 390 216 – R 479 928)

**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.



**HEWU HOSPITAL**

**ENQUIRIES : LA MABANDLA**

**CONTACT : 040 841 0754**

**APPLICATIONS MUST BE FORWARDED TO HUMAN RESOURCE OFFICE,HEWU HOSPITAL, PO BOX 1409, QUEENSTOWN 5320 OR HAND DELIVERED TO HUMAN RESOURCE OFFICE.**

**POST/12 : DEPUTY MANAGER NURSING**

**CENTRE : HEWU HOSPITAL**

**REF : ECHEALTH/DMN/12/10/2016**

**SALARY LEVEL : OSD**

**SALARY SCALE : R 705 057.00 793 536.00 p.a. (plus competitive benefits)**

**REQUIREMENTS**

Basic R425 qualification (i.e. Diploma /Degree in Nursing) or equivalent qualification that allows registration with the African Nursing (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level.

**DUTIES**

To ensure comprehensive nursing treatment and care in a cost effective efficient and equitable manner and ensure compliance to professional and legal and ethical practice. Demonstrate overall management of nursing services i.e. operational human resource and finance. Ensure that nursing care is rendered in accordance with the score of practice and standards. Promote quality care, give direction to and coordinate nursing services. Demonstrate effective communication with all health workers and stake holders. To maintain an environment that promote the rights of patients and advocacy of the patients. To ensure that the Batho Pele principles, 6 ministerial priorities and the National Core Standards are adhered to at all times. To be able to develop contact and build network of professional relation and to enhance service delivery. Demonstrate the required computer literacy to adequate manage information and report writing. To demonstrate the understanding of strategic, operational and turnaround planning.

**GLEN GREY HOSPITAL**

**ENQUIRIES : Z XOTYENI**

**CONTACT : 047 878 2850**

**APPLICATIONS MUST BE FORWARDED TO HUMAN RESOURCE OFFICE,GLEN GREY HOSPITAL, PRIVATE BAG X 1142, LADY FRERE 5410 OR HAND DELIVERED TO HUMAN RESOURCE OFFICE.**

**POST/I3 : PHYSIOTHERAPIST GRADE 1,2,3**

**CENTRE : HEWU HOSPITAL**

**REF : ECHEALTH/PHY/I3/I0/2016**

**SALARY LEVEL : OSD**

**SALARY SCALE : R 262 020 – R 441 234 p.a. ( plus competitive benefits )**

**REQUIREMENTS** Appropriate qualification that allows for the required registration with the HPCSA as a Physiotherapist. Current registration with the Health Professional Council of South Africa (HPCSA). Knowledge in the application of clinical theory, practice, ethics in health care, current clinical literature, current protocols as well as a current health and Public Service Legislation, Regulations and Policies. Skills in terms of consultation, examination, clinical assessment and clinical procedures.

**EXPERIENCE** Grade 1 (R 262 020 – R 299 592) less than 10 years experience  
Grade 2 (R 308 649 – R 352 923 ) minimum of 10 years experience  
Grade 3 (R 363 582 – R 441 234 ) minimum of 20 years experience

**DUTIES** Provide clinical responsibility and management of resources to ensure optimal service delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in the wards. Implement quality assurance programmes for quality service delivery. Management and organization of staff to provide effective and efficient service delivery. Ensuring that an effective physiotherapy service is delivered by the unit.

**POST/14**                      **PROFESSIONAL NURSE ( SPECIALTY )**  
**CENTRE**                      **HEWU HOSPITAL**  
**REF NO**                      **PNS/14/10/2016**  
**SALARY LEVEL**              **OSD**  
**SALARY SCALE**              **R 317 271– R 479 928 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 post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in (**ADVANCED MIDWIFERY**). A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC .Current proof of registration with SANC. Good communication skills, problem solving, leadership skills, analytical skills, organizational skills and change management. Current registration with SANC. Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele)

**EXPERIANCE**                      Less than 14 years, PN-B1 Gr 1 ( R 317 271 – R 367 815 )  
14 years, PN-B2, Gr 2 ( R 390 216 – R 479 928)

**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.

**INTSIKA YETHU SUB DISTRICT**

**ENQUIRIES : T. NTWANAMBI**

**CONTACTS : 047 874 0079 / 81**

**APPLICATIONS MUST BE FORWARDED TO HUMAN RESOURCE OFFICE, INTSIKA YETHU SUB DISTRICT, PRIVATE BAG X 1250, COFIMVABA 5380 OR HAND DELIVERED TO HUMAN RESOUCUE OFFICE.**

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| <b>POST/15</b>      | <b>ASSISTANT MANAGER: NUTRITION</b>  |
| <b>CENTRE</b>       | <b>BISHO: HEAD OFFICE</b>  |
| <b>REF NO</b>       | <b>ECHEALTH/AMN/15/10/2015</b>   |
| <b>SALARY LEVEL</b> | <b>9</b>   |
| <b>SALARY SCALE</b> | <b>R 311 784 –R 376 626 p.a (plus competitive benefits)</b>  |
| <b>REQUIREMENTS</b> | National Diploma in Health Related qualification. 2-5 years' experience required. Training in ethics. Ability to collect and collate data. Demonstrative ability to apply health for planning, ability to work under pressure. Continuous professional and ethical behaviour. Knowledge of Public Health Management and Public Service Legislation, Regulations and Policies. Knowledge In the application of health related matters.  |
| <b>DUTIES</b>       | To co-ordinate the Integrated Nutrition Programme for the entire Province. Management of the Integrated Nutrition Programmes for Hospitals and Sub-District. Manage disease specific Nutrition, Support, Training Counselling. Facilitate growth monitoring and Nutrition supplementation intervention to combat mull-nutrition. Handle Micro Nutrient Malnutrition Control. Conduct nutrition education, promotions and advocacy. Implement reduction strategies for micronutrient malnutrition. Support district for programme implementation. |

**CHRIS HANI DISTRICT OFFICE**

**ENQUIRIES : M.Z. ZWELIBANZI**

**CONTACT : 045 807 1100**

**APPLICATIONS MUST BE FORWARDED TO HUMAN RESOURCE OFFICE, CHRIS HANI DISTRICT, P.O.BOX 1661, QUEENSTOWN 5320 OR HAND DELIVERED TO WARD F, KOMANI HOSPITAL.**

**POST/16 : DEPUTY DIRECTOR TB SERVICES**

**CENTRE : CHRIS HANI DISTRICT**

**REF : ECHEALTH/DDTB/16/10/2016**

**SALARY LEVEL : II**

**SALARY SCALE : R 612 822 – R 721 878 p.a. ( all inclusive )**

**REQUIREMENTS** Three year Diploma or equivalent health related qualification. Five year relevant experience in district management. Knowledge and understanding of general hospital management. Knowledge and understanding of TB management. Computer literacy and valid drivers license.

**DUTIES** Ensure implementation of the National TB Control programme guidelines as well as MDR/XDR guidelines and infection control policy in all the Sub Districts. Facilitate implementation of policy framework on decentralized management of TB MDR in Sub Districts. Coordinate monthly and quarterly reports of the Province. Support and give guidance to Sub Districts in the development of operational plans for the TB programme. Monitor and review implementation of planned activities against budgeted costs through structured support visits to Sub Districts within the Health District. Manage and coordinate TB/HIV data information system for effective monitoring and evaluation of the programme. To ensure the delivery of comprehensive TB/HIV and STI prevention , care and support in the health district. Ensure coordination of NGO's, CBO's within the health district.

**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, qualification verification, 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.**