



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 : 14 NOVEMBER 2016

CLOSING ON : 28 NOVEMBER 2016

JOE GQABI DISTRICT

ENQUIRIES	Mr S.L. Basholo
TEL	051 6110037
ADDRESS	Applications must be forwarded to the Department of Health, Human Resource Offices, Empilisweni Hospital, Private Bag x 5029 Sterkspruit 9762
POST	PROFESSIONAL NURSE GRADE 1, 2, (SPECIALITY) ADVANCED MIDWIFERY/ LABOUR WARD
CENTRE	EMPILISWENI DISTRICT HOSPITAL
REF NO	ECHEALTH/EDH/PNS/2016
SALARY LEVEL	OSD
SALARY SCALE	R317 271-R479 928 p. a (plus competitive benefits)

Requirements and Competencies

Basic qualification accredited with the SANC in terms of government Notice R 425 (i.e. Diploma /Degree in Nursing) or equivalent qualification that allows Registration with the SANC as Professional Nurse plus post-basic nursing qualification with a duration of at least year, Accredited With SANC in terms of Government Notice No R212 in **Advanced Midwifery**. A minimum of 4 years appropriate/ recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. Current registration with SANC.

Experience GR 1(R317 271 Less than 14 years, PN-b1)
GR 2 (R390 216 4 years, PNB-2,), 10 years of which must be in a specific speciality area . Depending on experience, successful applicant may be appointed up to the maximum of four notches above the minimum of the relevant scale indicated above.

Key Performance Areas Provision of optimal, holistic specialised nursing care with set standards and within a professional/ legal framework. Effective utilisation of resources. Participation in training and research. Provision of support to nursing Services. Growth/ ethical standards and self- development.

POST **OPERATIONAL MANAGER NURSING:
(SPECIALITY) CASUALTY**

**CENTRE
REF** **EMPILISWENI DISTRICT HOSPITAL
ECHEALTH/ EDH/OPN/2016**

SALARY LEVEL **OSD**

SALARY SCALE **R465 969-R524 415 p.a. (plus competitive benefits)**

Requirements and Competencies

Basic qualification accredited with 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 a duration of least one (1) year, accredited with SANC in terms of Government Notice No R 212 in **Trauma /Critical Care/Orthopaedic** speciality. A minimum of 9 years appropriate/ recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic Qualification in or equivalent in relevant speciality. Current registration with SANC.

Key Performance Areas Co-ordination of optimal, holistic specialised nursing care Provided within set standards /legal framework. Manage Effectively the utilisation 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.

**ENQUIRIES
TEL** **MS N. MDASHE
051 633 9601**

ADDRES Applications must be forwarded to the Department
HeathHuman Private Bag X1005 Alwal North OR
Hand delivery at 32 Dan Pienaar Street Hot Spring
Offices Private Bag X 1005 Alwal North 9750.

POST FINANCE PRACTITIONER (SUPPLIER PAYMENTS)

CENTRE JOE GQABI DISTRICT

REF NO ECHEALTH/JQD/FP/ 2016

SALARY LEVEL 07

SALARY SCALE R211 194–R248 781 p.a. (plus competitive benefits)

Requirements and Competencies

Degree/Diploma in Financial Management with 2 years relevant experience or Grade 12 with 3-5 years working experience in Public Sector Finance. Sound knowledge of PFMA, Treasury Regulations and other government prescripts, Good communication and interpersonal skills. Above average analytical, statistical and report writing skills. Knowledge of BAS and Logis will be an added advantage. A valid drivers license will be recommended.

Key Performance Areas

Process payments of the departmental liabilities e.g. suppliers, municipalities. Reconcile creditor account. Ensure effective, efficient and economic administration of finances within the office as regulated by PFMA and Treasury Regulations. Ensure that payments due are Settled within 30 days. Check, verify and approve payments as per delegated person. Ensure proper filing of payment voucher by managing the document storage centre. Capacitate and monitor institutions on payment processing issues.

POST PROVISIONING ADMIN CLERK

CENTRE JOE GQABI DISTRICT

REF NO ECHEALTH/JQD/SPAC/ 2016

SALARY LEVEL 05

SALARY SCALE R142 461–R 167 814 p.a. (plus competitive benefits)

Competencies and requirements

Grade 12 with 0-2years appropriate experience in Provisioning Administration or equivalent. Sound

knowledge of PFMA. Knowledge of BAS/ LOGIS systems. Knowledge of Supply Chain management Act and all procurement related legislation and procedures and procedures Computer literacy with excel. Good verbal and written communication skills. Good communications skills and able to work under pressure.

Key performance Areas

To provide and audit utilisation of office equipment and Allocate official hosing. Establish and maintain bid Administration processes. Managing and monitoring all the procurement information, scribing for supply chain bid committees, establish and maintain a suppliers data base. Ensure compliance with PFMA & Treasury regulations.

ENQUIRIES

Mr S.L. Khohliso

TEL

039 737 3107

ADDRESS

Applications must be forwarded to the Department of Health, Human Resource Offices, Tayler Hospital, Private Bag X 836 Matatiele 4730

POST

**OPERATIONAL MANAGER NURSING:
(SPECIALITY) PAEDIATRICS**

CENTRE

TAYLER BEQUEST (MATATIELE)

REF

ECHEALTH/TB/OPN/2016

SALARY LEVEL

OSD

SALARY SCALE

R465 969-R524 415 p.a. (plus competitive benefits)

Requirements and Competencies

Basic qualification accredited with 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 a duration of least one (1) year, accredited with SANC in terms of Government Notice No R 212 in **PAEDATRICS** speciality. A minimum of 9 years appropriate/ recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic Qualification in or equivalent in relevant speciality. Current registration with SANC.

Key Performance Areas

Co-ordination of optimal, holistic specialised nursing care Provided within set standards /legal framework. Manage Effectively the utilisation 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.

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.