

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

FRONTIER HOSPITAL

ENQUIRIES Ms X.P.Meyi

TEL NO 045-808 4200

**Applications must be submitted to Human Resource Section, Kingsway Avenue, Private Bag x 7063
QUEENSTOWN 5320**

POST/ 1 PROFESSIONAL NURSE GRADE 1, 2 (SPECIALITY)

CENTRE FRONTIER HOSPITAL

REF. NO ECHEALTH/FRONT/PROF 1/2016

SALARY LEVEL OSD

SALARY SCALE R 294 861 – R 446 031 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 **(Medical and Surgical Nursing Science Critical Care Nursing-General)**. 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)

EXPERIENCE Less than 14 years, PN-B1 Gr 1 (R 294 861 – R 341 835)
14 years, PN-B2, Gr 2 (R 362 655 – R 446 031)

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.

POST/ 2 **PROFESSIONAL NURSE GRADE 1, 2 (SPECIALITY)**

CENTRE **FRONTIER HOSPITAL**

REF. NO **ECHEALTH/FRONT/PROF 2/2016**

SALARY LEVEL **OSD**

SALARY SCALE **R 294 861 – R 446 031 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 **(Operating Theatre Nursing Science)**. 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)

EXPERIENCE Less than 14 years, PN-B1 Gr 1 (R 294 861 – R 341 835)
14 years, PN-B2, Gr 2 (R 362 655 – R 446 031)

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.

POST/ 3 **CLEANER X 2**

CENTRE **FRONTIER HOSPITAL**

REF NO **ECHEALTH/CLN 3/2016**
ECHEALTH/CLN 4/2016

SALARY LEVEL **2**

SALARY SCALE **R 78 156 – R 92 064 p.a (plus competitive benefits)**

REQUIREMENTS ABET/Grade 8 qualification. Good communication and interpersonal skills. Relevant experience will be an added advantage. Ability to perform routine tasks and operate cleaning machines. Must be able to work shifts, week-ends and Public holidays. Must be able to work without supervision.

DUTIES Perform specific cleaning duties daily. Ensure the general cleaning of the wards, offices and the surroundings. Dust and polish desks, floors and walls in offices and waiting areas. Clean and take proper care of the cleaning equipment and machinery used in daily activities. Request cleaning material in advance. Maintain good hygienic standards in the facility. Identify potential problems and report them to the supervisor. Perform any other jobs that may be assigned by the supervisor.

POST/ 5 **FOOD SERVICE SUPERVISOR X 2**

CENTRE **FRONTIER HOSPITAL**

REF NO **ECHEALTH/FSS5/2016**
ECHEALTH/FSS6/2016

SALARY LEVEL **04**

SALARY SCALE **R 110 739 – R 130 446 p.a. (plus competitive benefits)**

REQUIREMENTS Grade 12 or equivalent coupled with 3-5 years relevant experience. Knowledge of basic catering services, health and safety measures. Ability to plan, organize and communicate effectively with stakeholders. Knowledge of customer care, problem solving, menu planning, food preparation method, hygiene and sanitation.

DUTIES Ensure proper preparation of meals according to the menu plan and special diets. Perform regular inspection, monitoring and control stock levels. Formulate work schedules and maintain quality and hygiene standards in the food service department. Maintain quality hygienic standards on equipment, machinery and appliances used in the kitchen. Work in close association with the Dietician with regards to menu planning, special dietary requirements and daily food processing.

POST/ 7 **FINANCIAL CLERK**

CENTRE **FRONTIER HOSPITAL**

REF NO **ECHEALTH/FC7/2016**

SALARY LEVEL **05**

SALARY SCALE **R 132 399 – R 155 961 p.a. (plus competitive benefits)**

REQUIREMENTS A recognised 3 year Degree /National Diploma in Accounting /Financial Management with 2-5 years relevant experience or Senior Certificate/Grade 12 with 5-8 years relevant experience in financial field. Extensive knowledge and understanding of the Public Service Legislation Framework. Knowledge and application of BAS, LOGIS, PFMA, policies and treasury regulations. Problem solving skills and knowledge of document safe keeping.

DUTIES Processing of creditor payments in the LOGIS system. Preparation of payments monitoring tool from institutions reconciliation of account. Disbursement of payment (BAS payment). Attend to general payment related queries.

POST/ 8 **HOUSEKEEPING SUPERVISOR**

CENTRE **FRONTIER HOSPITAL**

REF NO **ECHEALTH/HKS8/2016**

SALARY LEVEL **04**

SALARY SCALE **R 110 739 – R 130 446 p.a. (plus competitive benefits)**

REQUIREMENTS ABET/Grade 10 qualification plus 5-10 years relevant experience in housekeeping or Grade 12 with 2-5 years relevant experience in hospital housekeeping environment. Basic knowledge of administration processes in the section. Good verbal and written communication skills and good interpersonal relations. Must be able to work shifts, week-ends and public holidays. Must be a committed and hard working person. Ability to work under pressure.

DUTIES Supervise cleaning procedures. Ensure compliance with Occupational Health & Safety standards. Maintain clean and hygienic working environment in the hospital. Supervise and oversee the preparation of patient's food and linen. Control and maintain the safe keeping of cleaning material, laundry and kitchen stock. Compile duties and leave schedules for all the cleaners.

POST 7 **LAUNDRY WORKER X 2**

CENTRE **FRONTIER HOSPITAL**

REF. NO **ECHEALTH/LW7/2016**

SALARY LEVEL **02**

SALARY SCALE **R 78 156 – R 92 064 p.a. (plus competitive benefits)**

REQUIREMENTS Grade 10 or equivalent ABET Certificate with relevant experience in laundry. Good communication skills and interpersonal relations. Must be able to work as a team. Ability to work under pressure.

DUTIES Maintain a safe and clean working environment in line with health and safety Standards. Collect linen from relevant depots. Keep an accurate record of linen. Follow the basic procedure guidelines in preparing and disinfecting linen for wash, washed, ironed and clean linen. Keep laundry equipment in a proper state of repair and report defects to the laundry manager. Order laundry supply timeously so that services may be rendered continuously. Keep linen in a good state by inspecting, mending and marking. Work in a team so that service delivery may be enhanced.

POST/8 **ADMINISTRATION CLERK: WARD X 2**

CENTRE **FRONTIER HOSPITAL**

REF NO **ECHEALTH/ACW8/2016**
ECHEALTH/ACW9/2016

SALARY LEVEL **05**

SALARY NOTCH **R 132 399 – R 155 961 p.a. (plus competitive benefits)**

REQUIREMENTS National Diploma/Degree in Public Management or equivalent with minimum of 2-3 years relevant experience. Grade 12 with 4-6 years relevant administrative experience. Good interpersonal and communication skills. Computer literacy and

knowledge of Patient's right charter. Must be a committed and hard working person. Ability to work under pressure.

DUTIES Delivery of efficient Ward Administration services by provision of clerical assistance for clinical staff. Compiling patient folders that contain the relevant documentation. Recording and reconciling the midnight patient census whilst accounting for admissions, discharges and transfers. Ordering and receiving ward stationery and surgical supplies. Recording movement of ward stock and supplies. Capturing data and responsible for statistics. Filling and tracing missing patient files. Review ward administration transactions, documents, records, reports and methods of accuracy and effectiveness.

POST/ 9 **FOOD SERVICE AID**

CENTRE **FRONTIER HOSPITAL**

REF NO **ECHEALTH/FSA/2016**

SALARY LEVEL **02**

SALARY SCALE **R 78 156 – R 92 064 p.a. (plus competitive benefits)**

REQUIREMENTS ABET/Grade 8 or 9 certificate. Good communication skills and good interpersonal relations. Must be a committed and hard working person. Ability to work under pressure. Must be able to work shifts, weekends and Public holidays.

DUTIES Preparation of patient's food to prescribed menus. Delivery of Patient's food to the wards, cleaning of utensils and maintain good hygiene standards in the kitchen. Knowledge and preparing of therapeutic and specific diet. Perform regular stock taking. Ensure that correct meals are delivered to the correct areas. Collect used cutlery and crockery from wards and ensure that correct numbers have been returned. Comply with OHS and the relevant legislation. Comply with infection control polices, legislation and the related safe work procedure.

POST/ 10 **ADMINISTRATION CLERK**

CENTRE **FRONTIER HOSPITAL**

REF NO **ECHEALTH/AC10/2016**

SALARY LEVEL **05**

SALARY SCALE **R 132 399 – R 155 961 p.a. (plus competitive benefits)**

REQUIREMENTS National Diploma/Degree in Public Management or equivalent with minimum of 2-3 years relevant experience. Grade 12 with 4-6 years relevant administrative experience. Good interpersonal and communication skills. Computer literacy and

knowledge of Patient's right charter. Must be a committed and hard working person. Ability to work under pressure.

DUTIES

Act as formal disciplinary authority .Collect and analyses work statistics. Ensure compliance with stationary obligations which may include specification. Identify and plan for training on development. Develop and interpret health institution policies. Assist with supervision of clerical and administrative personnel at lower level.

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, 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.