

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 : 17 NOVEMBER 2016

CLOSING ON : 09 DECEMBER 2016

LIVINGSTONE TERTIARY HOSPITAL ADVERTISEMENT

Enquiries : Mr. Mjindi

Tel No : (041) 405 2121

APPLICATIONS: Must be submitted to the Human Resources Office, Livingstone Tertiary Hospital, Private Bag X, Korsten, PORT ELIZABETH, 6014. Hand delivery to the Nurses Home, 2nd floor, Stanford Road, Korsten, PORT ELIZABETH, 6000

Post/07 : HEAD CLINICAL UNIT (TRUAMA/ EMERGENCY MEDICINE) GRADE 1 X1

Ref. No. : LIV/HCUTEM/10/2016

Salary : R1 444 857 . p.a. (All . inclusive package)

Other Benefits : Commuted overtime (subject to signing of relevant contract)

REQUIREMENTS:

An appropriate medical qualification that allows registration with HPCSA in Emergency Medicine or Trauma. HPCSA registration certificate as Medical Specialist in Emergency Medicine, Subspecialist in Emergency Medical or Trauma. A minimum of 3 years experience as a Medical sub-specialist in Emergency Medicine or Trauma after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Emergency Medical or Trauma and Subspecialist in Medical. A valid drivers license.

COMPETENCIES & SKILLS REQUIRED

Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting,

programme planning, implementation and evaluation, information management and quality assurance programmes.

KEY PERFORMANCE AREAS:

Provide strategic leadership in the respective clinical unit .Render medical services and specialist duties. Participate in outreach activities and / or support of Regional and District Hospitals. Participate in the on-going provision of undergraduate and post graduate training/teaching. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities. Successful candidate will undergo competency assessment

ENQUIRIES: DR. B. Mbulawa- Hans

CONTACT NUMBER: 082 946 8056

Post/08 : HEAD CLINICAL UNIT (RADIOLOGY) GRADE 1 X1

Ref. No. : LIV/HCUR/10/2016

Salary : R1 444 857pa - (All . inclusive package)

Other Benefits : Commuted overtime (subject to signing of relevant contract)

REQUIREMENTS:

An appropriate medical qualification that allows registration with HPCSA in Radiology. HPCSA registration certificate as Medical Specialist in Radiology. A minimum of 3 years experience as a Medical sub-specialist in Radiology after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Radiology. A valid driver's license.

COMPETENCIES & SKILLS REQUIRED

Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes.

KEY PERFORMANCE AREAS:

Provide strategic leadership in the respective clinical unit .Render medical services and specialist duties. Participate in outreach activities and / or support of Regional and District Hospitals. Participate in the on-going provision of undergraduate and post graduate training/teaching. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities. Successful candidate will undergo competency assessment.

ENQUIRIES: DR. B. Mbulawa- Hans

CONTACT NUMBER: 082 946 8056

Post/09 : HEAD CLINICAL UNIT (MEDICAL) GRADE 1 . CARDIOLOGY (1 POST)
Ref. No : Liv/ HCUC/10/2016
Salary : R1 444 857pa . (All . inclusive package)

Other Benefits: Commuted overtime (subject to signing of relevant contract)

REQUIREMENTS:

An appropriate medical qualification that allows registration with HPCSA in Cardiology. HPCSA registration certificate as a Medical Specialist in Internal Medicine, Subspecialist in Cardiology. A minimum of 3 years experience as a Medical Specialist in Internal Medicine after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Internal Medicine and Subspecialist in Cardiology. A valid driver's license.

COMPETENCIES & SKILLS REQUIRED

Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest subspecialisation area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes.

DUTIES

Provide strategic leadership in the respective clinical unit .Render medical services and specialist duties. Participate in outreach activities and / or support of Regional and District Hospitals. Participate in the ongoing provision of undergraduate and post graduate training/teaching. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities. Successful candidate will undergo competency assessment.

ENQUIRIES: DR. B. Mbulawa- Hans CONTACT NUMBER: 082 946 8056

Post/10 : HEAD CLINICAL UNIT (MEDICAL) GRADE 1 . CARDIOTHORACIC SURGERY
X1 POST
Ref. No : Liv/ HCUCS/10/2016
Salary : R1 444 857pa . (All . inclusive package)

Other Benefits: Commuted overtime (subject to signing of relevant contract)

REQUIREMENTS:

An appropriate medical qualification that allows registration with HPCSA in Cardiothoracic Surgery. HPCSA registration certificate as a Medical Specialist in Cardiothoracic Surgery. A minimum of 3 years experience as a Medical Specialist in Cardiothoracic Surgery after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Cardiothoracic Surgery. A valid driver's license.

COMPETENCIES & SKILLS REQUIRED

Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest subspecialisation area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes.

DUTIES

Provide strategic leadership in the respective clinical unit .Render medical services and specialist duties.

Participate in outreach activities and / or support of Regional and District Hospitals. Participate in the ongoing provision of undergraduate and post graduate training/teaching. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities. Successful candidate will undergo competency assessment.

ENQUIRIES: DR. B. Mbulawa- Hans CONTACT NUMBER: 082 946 8056

Post/11 : OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY UNIT – ACCIDENT AND EMERGENCY UNIT)

Ref. No. : LIV/ OM/PN-B3/09/2016

CENTRE : LIVINGSTONE TERTIARY HOSPITAL

SALARY NOTCH : R 465 939 p.a. (plus benefits)

MINIMUM REQUIREMENTS (EDUCATIONAL, SKILL, COMPETENCIES AND EXPERIENCE)

Basic R425 qualification (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 a duration of at least 1 year, accredited** with the SANC in one of the specialties (Trauma) referred to in the glossary of terms.

Current registration with the SANC as **Professional Nurse**

A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate/recognisable experience in Casualty after obtaining the 1-year post-basic qualification in the relevant specialty. Must be in possession of a Diploma in Nursing Administration / Management or health care management obtained from a recognized institution.

COMPETENCIES, KNOWLEDGE AND SKILLS REQUIRED

Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices i.e. Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedures Grievance Procedures, PFMA. Ability effectively communicate with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-pele principles.

Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills in basic programmes. A valid driver's licence.

KEY PERFORMANCE AREAS:

Co-ordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. To plan/organise and monitor the objectives of the specialised unit in consultation with sub-ordinates. To provide a therapeutic environment for staff, patients and the public. Manage and monitor proper utilization of human, financial and physical resources. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Audit records by analysing data, identification of health indicators and risk factors as well as co-ordinate the conducting of client satisfaction survey. Collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof: Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients: Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures: ~ Ensure the awareness, compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Ensure proper data management for the ward.

Enquiries: Mrs. T. Notshe- 041- 405 2220

Post/12 : **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY UNIT – RENAL UNIT)**
Ref. No. : **LIV/ OM/PN-B3/09/2016**
CENTRE : **LIVINGSTONE TERTIARY HOSPITAL**
SALARY NOTCH : **R 465 939 p.a. (plus benefits)**

MINIMUM REQUIREMENTS (EDUCATIONAL, SKILL, COMPETENCIES AND EXPERIENCE)

Basic R425 qualification (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 a duration of at least 1 year, accredited** with the SANC in one of the specialties (Nephrology) referred to in the glossary of terms.

Registration with the SANC as **Professional Nurse**. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the Renal Unit after obtaining the 1-year post-basic qualification in the relevant specialty. Must be in possession of a Diploma in Nursing Administration / Management or health care management obtained from a recognized institution.

COMPETENCIES, KNOWLEDGE AND SKILLS REQUIRED

Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices i.e. Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedures Grievance Procedures, PFMA. Ability effectively communicate with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-pele principles. Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations,

negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills in basic programmes. A valid Driver's licence.

KEY PERFORMANCE AREAS:

Co-ordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. To plan/organise and monitor the objectives of the specialised unit in consultation with sub-ordinates. To provide a therapeutic environment for staff, patients and the public. Manage and monitor proper utilization of human, financial and physical resources. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Audit records by analysing data, identification of health indicators and risk factors as well as co-ordinate the conducting of client satisfaction survey. Collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof: Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients: Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures: ~ Ensure the awareness, compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Ensure proper data management for the ward.

Enquiries: Mrs. T. Notshe- 041- 405 2220

Post/13 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT – SURGICAL WARD) X1**
Ref. No. : **LIV/ OM/PN-A5/09/2016**
CENTRE : **LIVINGSTONE TERTIARY HOSPITAL**
SALARY NOTCH : **R 367 815 p.a. (plus benefits)**

MINIMUM REQUIREMENTS (EDUCATIONAL, AND EXPERIENCE)

Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification **that allows registration with the SANC as a Professional Nurse**. Current registration with the SANC as **Professional Nurse**. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Must be in possession of a Diploma in Nursing Administration / Management or health care management obtained from a recognized institution.

ADDITIONAL REQUIREMENTS THAT WILL SERVE AS A RECOMMENDATION:

Experience in Surgical Ward

COMPETENCIES, KNOWLEDGE AND SKILLS REQUIRED

Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices i.e. Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedures Grievance Procedures, PFMA. Ability effectively communicate with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-pele principles. Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills in basic programmes. A valid driver's licence.

KEY PERFORMANCE AREAS:

Co-ordination of optimal, holistic nursing care provided within set standards and a professional/legal framework. To plan/organise and monitor the objectives of the specialised unit in consultation with sub-ordinates. To provide a therapeutic environment for staff, patients and the public. Manage and monitor proper utilization of human, financial and physical resources. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Audit records by analysing data, identification of health indicators and risk factors as well as co-ordinate the conducting of client satisfaction survey. Collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof: Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients: Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures: " Ensure the awareness, compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Ensure proper data management for the ward.

Enquiries: Mrs. T. Notshe- 041- 405 2220

Post/14 : **CHIEF SPEECH THERAPIST & AUDIOLOGY (GRADE 1)**
Ref. No. : **LIV/ST/09/2016**
CENTRE : **LIVINGSTONE HOSPITAL**
SALARY NOTCH : **R 385 899 p.a. (plus benefits)**

MINIMUM REQUIREMENTS (EDUCATIONAL AND EXPERIENCE)

BSc. Or appropriate degree in Speech/ Language Therapy OR Speech / Language and Audiology

(3) Three years experience as a Speech Therapist and Audiology.

Current registration with the HPCSA as a Speech Therapist OR Speech / Language and Audiologist. Valid Driver's license

COMPETENCIES, KNOWLEDGE AND SKILLS REQUIRE

Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Facilitation skills. Coordination skills. Problem solving skills. Planning and organizing skills. Ability to function as part of a team. Decision making skills.

Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.

KEY PERFORMANCE AREAS:

To administer the operations, management and good governance of Speech Therapy and Audiology services including the staff and student allocations as well as all the resources in the department. Manage the provision of quality Speech Therapy and Audiology services in the department, through the implementation of appropriate systems and measures. Monitor and evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Speech Therapy and Audiology services for patients requiring management of communication and swallowing,

and the rehabilitation of persons with speech, voice, language and hearing pathology. Participate in the development of internal policy, and interact with other related professions within the multi-disciplinary health team. Manage and facilitate the continuous training and development of staff.

Enquiries: Mrs. Cele- Behari- 041- 405 2644

Post/15 : ASSISTANT DIRECTOR (ASD): PHYSIOTHERAPIST (GRADE 1)
Ref. No. : LIV/CP/09/2016
CENTRE : LIVINGSTONE HOSPITAL
SALARY NOTCH : R 428 292 p.a. (plus benefits)

MINIMUM REQUIREMENTS (EDUCATIONAL AND EXPERIENCE)

An appropriate qualification that allows registration with HPCSA as a Physiotherapist. Registration with HPCSA as a Physiotherapist. A minimum of 5 years appropriate experience after registration with the HPCSA as a Physiotherapist, of which 3 years must be appropriate supervisory experience. Current registration with HPCSA.

COMPETENCIES, KNOWLEDGE AND SKILLS REQUIRED

Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Facilitation skills. Coordination skills. Problem solving skills. Planning and organizing skills. Ability to function as part of a team. Decision making skills. Experience in supervising a physiotherapy unit.

Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.

KEY PERFORMANCE AREAS:

To administer the operations, management and good governance of Physiotherapy Services including the staff and student allocations as well as all the resources in the department. Strategic and operational planning of the Physiotherapy service at the LTH, including more complex report writing when required. Manage the provision of quality Physiotherapy services in the LTH, through the implementation of appropriate systems and measures. Monitor and evaluate services rendered in order to implement continuous quality improvement programs. Responsible for the provision and supervision of all clinical duties rendered to patients in the Physiotherapy department. Manage and facilitate the continuous training and development of staff, and the clinical supervision of Physiotherapy students. Participate in the development of internal policy, and interact with other related professions within the multi-disciplinary health team.

Enquiries: Mrs. Cele- Behari 041- 405 2644

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.