



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 : **31 July 2017**
CLOSING ON : **18 August 2017**

Enq: Ms S Lamani 040 608 1275

Applications directed to the addresses as indicated below or Hand Delivered as indicated below.

APPLICATIONS: Bhisho Head Office: Post to: Private Bag X0038, Bhisho, 5605 or Hand delivered at UIF Building, Phalo Avenue, Bhisho, 5605. Enquiries: Ms S Lamani Tel: 040 608 1275. Post to: Human Resource Office, **Frere Hospital**, Private bag X 9047, EAST LONDON, 5200 Enquiries: Ms N Mthitshana or P Zasawe - TEL NO: 043 709 2487/2532 Enquiries: Mr Mjindi Z–Tel 041 405 2121 or Hand Deliver to Human Resources, **Livingstone Tertiary Hospital**, Olmar Buidling, Stanford Road, Kortsen Port Elizabeth. Post to: **Amathole health district:** Private Bag X 002, Southernwood, East London Or Hand Delivered 19 St James Road, Medical Centre Building Southernwood, East London 5200: Enquiries: Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49.

NOTE

Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

POST: HEAD: CLINICAL DEPARTMENT GR1 – OBSTETRICS & GYNAECOLOGY

SALARY : R1 938 279- R2 057 214 per annum (OSD) plus commuted overtime benefits

CENTRE: Frere Tertiary Hospital

REF NO. ECHEALTH/HCD/FTH/01/07/2017

REQUIREMENTS: Registration with HPCSA as a Specialist plus at least ten (10) years of appropriate experience in the respective department after registration with the HPCSA as a specialist of which six years of management experience in a hospital environment. Leadership, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills.

DUTIES : Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Problem solving, participate in the provision of tertiary and central services. Provide outreach services to clinicians including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients.

Enquiries: Ms N Mthitshana - TEL NO: 043 709 2487/2532

POST: HEAD: CLINICAL DEPARTMENT GR 1 – PAEDIATRICS AND CHILD HEALTH
SALARY : R1 938 279- R2 057 214 per annum (OSD) plus commuted overtime benefits

CENTRE: Livingstone Tertiary Hospital
REF NO. ECHEALTH/HCD/LVTH/01/07/2017

REQUIREMENTS: Registration with HPCSA as a Specialist plus at least ten (10) years of appropriate experience in the respective department after registration with the HPCSA as a specialist of which six years of management experience in a hospital environment. Leadership, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills.

DUTIES : Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Problem solving, participate in the provision of tertiary and central services. Provide outreach services to clinicians including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients.
Enquiries: Mr Mjindi –Tel no: 041 405 2121

POST: DEPUTY DIRECTOR GENERAL: CORPORATE SERVICE CLUSTER
SALARY: R1 299 501 –R1 463 892 p.a. (Level 15)
CENTRE: Head Office REF NO. ECHEALTH/DDG/HO/05/06/2017

Requirements An appropriate degree and a post graduate degree (NQF level 8) coupled with 8 to 10 years of experience at senior managerial level. PLUS the following key competencies: Knowledge of: proven experience in strategic planning and policy development, understanding of DoH policies, financial management and project management. Sound working knowledge of corporate governance framework of the republic of South Africa. In depth knowledge of National Development Plan. Skills: strategic capability and leadership, management and organisational skills, information technology, creativity and innovation, analytical, numerical, organising and coordination, facilitation and implementation, financial management, negotiation and consultation, problem solving and analysis, change management, policy development, legal interpretation and implementation.
Communication: Ability to communicate (both verbal and written) with executive management and all levels throughout the organisation. Internal and external communication and liaising, speech writing, well-spoken and perceptive to suggestions, well developed interpersonal relationships at all levels, creative and innovative thinker, logical and objective and high level of diplomacy.

Duties: Provide strategic direction, guidance and oversight with regards to Human Resource Management and Development as well as provisioning of support and advisory services to the department. Oversee the provisioning of Strategic ICT management support and advisory services to the department. Oversee the management of Auxiliary and Security support services to the Department. Oversee the provisioning support and advisory services to the Department. Ensure effective and efficient presentation to the various committees and forums relevant to corporate support services. Design and implement change initiatives in the Branch to improve capacity and appraise system for effective delivery of the corporate services programmes, design and develop operational policies and standard operating procedures for the Branch. Ensure and co-ordinate performance and reporting in the Branch and ensure co-ordination of performance information and management of Branch operations and programmes.

Enquiries: Mr Makitshi Tel: 040 608 1954

POST: SENIOR MANAGER: QUALITY ASSURANCE
SALARY: R898 743 –R1 085 691 p.a. (Level 13)
CENTRE: Head Office RED NO. ECHEALTH/SNRQA/HO/05/06/2017

Requirements: A Bachelor's Degree or National Diploma in Health Sciences with a minimum of 5 years' experience, knowledge of the public service legislative framework. Strategic planning & organizational skills, negotiation and conflict resolution skills. Be a strategic and seasoned leader. The candidate must be competent in records management, budgeting and financial management, communication and information management, project management, managing conflict and resolving problems, diversity management, planning and organising.

Duties: Provide strategic leadership and management in the operations of the Directorate. Develop and review strategy for the Directorate, guide and correct the process of programme implementation. Design and implement change initiatives in the Directorate to improve capacity and appraise system for effective delivery of the quality assurance management, design and develop operational policies and standard operating procedures for the directorate. Ensure and co-ordinate performance and reporting in the Directorate. Co-ordinate provision of Directorate programmes and projects, manage financial spending and budget reviews of the directorate. Manage information, reports and knowledge in the Directorate.

POST: SENIOR MANAGER: DEMAND MANAGEMENT
SALARY: R898 743 –R1 058 691 p.a. (Level 13)
CENTRE: Head Office REF NO. ECHEALTH/DIMS/HO/05/06/2017

Requirements: Senior Certificate. Relevant Bachelor's Degree/diploma in Accounting/ Supply Chain Management or equivalent qualifications. Training in management practises related to procurement or Supply Chain Management recommended. At Least 5 years' experience managerial experience. Practical experience in Supply Chain Management in large organisation. Computer skills, communication, presentation, report writing, leadership and management skills. Sound management of Public Finance Management Act, Treasury Regulations, Supply Chain management Framework, relevant policies and legislation. Extensive experience in Bid Management. Ability to implement internal systems and ensure sound financial management. Valid Driver's license.

Duties: Develop, implement and maintain Demand Management policy and procedures that will facilitate effective, efficient economic and transparent procurement of goods and services. Provide strategic leadership to the unit. Ability to interact both strategically and at operational level. Knowledge of the operational framework of the PFMA and Supply Chain Management. Manage timely development of procurement plan. Ensure adherence to SCM delegations. Provide ongoing advisory and institutional support to the internal and external clients especially with regard to analysis of commodity and supplying industry to support to the departmental core function.

ENQUIRES : Ms Rhedi Tel no: 040 608 9759

POST: SENIOR MANAGER: ICT
SALARY: R898 743 –R1 058 691 p.a. (Level 13)
CENTRE: Head Office REF NO. ECHEALTH/DIMS/HO/05/06/2017

Requirements: A relevant degree in Information Communication Technology at NQF level 7 as recognized by SAQA. 5 years ICT experience in a managerial position either in public or private environment. Expert knowledge of Data management and processing (interphase collaboration and web design development). Sound knowledge, understanding and application of the relevant legislation. Competence in the implementation of government's e-strategy. Implementation of the ICT strategy in the public sector environment. Sound knowledge and understanding of the eHealth strategies. Good corporate governance principles. Government priorities and imperatives. The White Paper on the Transformation of the Public Service (Batho Pele).

Duties: Manage and review ICT Corporate Governance capability and functionality for the Department in line with the DPSA's CGICT (Corporate Governance Information and Communication Technology). Ensure appropriate processes, procedures and controls are adequately implemented to meet audit and compliance expectations. Act as audit liaison for internal and external audits and coordinate the monitoring and resolution of audit findings. Manage the ICT Disaster Recovery Plan (DRP) and ensure alignment with ECDoH Business Continuity Plan (BCP) and periodically test all backup and recovery plans, procedures and capabilities. Manage the resources of the Directorate and develop the operational plan for the Directorate and ensure its implementation. Conduct financial planning and account for allocated budget with the Directorate. Develop solutions to technical challenges and advise users on appropriate processes to follow. Provide technical support and maintenance of the enterprise-wide ICT infrastructure. Develop and strengthen the ECDOH digital connectivity strategy. Determine demand specification and procurement of ICT technologies. Plan, develop, implement and maintain rollout of ICT technologies. Promote and champion the eHealth and m-Health strategies.

ENQUIRES : Ms Gumede Tel no: 040 608 1197

POST: DIRECTOR: INFORMATION MANAGEMENT SYSTEMS
SALARY: R898 743 –R1 058 691 p.a. (Level 13)
CENTRE: Head Office REF NO. ECHEALTH/DIMS/HO/05/06/2017

REQUIREMENTS: A Bachelor's degree, National diploma or an equivalent NQF Level 7 Certificate in Health or Social Sciences. Further to the aforementioned, a post-graduate qualification in Health Information or Public Health or a qualification in Information and Communications Technology (ICT) will serve as an advantage. At least five (5) years' experience on a middle management level. Experience must include some exposure to

District Health Information Systems, Information and Knowledge Management, Patient-based Information System, Database Management and Electronic Communication Systems. Knowledge of the development of ICT in health and Geographic Information Systems (GIS). Knowledge of policy development, financial management, Government strategies and processes as well as strategic and project management. Good interpersonal, creative, innovative, communication (verbal and written) and computer (MS Word, PowerPoint and Excel) skills. A valid driver's license.

DUTIES: Provide leadership required for the implementation of the National Health Information System. Provide leadership to the development of Patient-based Information Systems. Oversee the implementation of the District Health Management Information System (DHMIS) policy. Implement continuous data quality improvement mechanisms. Manage the National Telemedicine, Vital Registration and Geographic Information System. Support the implementation of the National Health Strategy and Health initiatives. Perform any further duties as required by Chief Director. The candidate will be reporting to Chief Director: Strategy and Organisational Performance.

Enquiries: Mr M.V. Mahlalela – 0634074258 / 0406081289

POST: DIRECTOR: MONITORING & EVALUATION
SALARY: R898 743 –R1 058 691 p.a. (Level 13)
CENTRE: Head Office REF NO. ECHEALTH/DIMS/HO/05/06/2017

Requirements: Bachelor's Degree or equivalent qualification with knowledge or experience of monitoring and Evaluation in a Public Sector (preferable health sector) and 5 years management experience. Background in Research and Epidemiology, Statistics, Evaluation and public health information will be added advantage. Good understanding of Public Health Policies and their application, report, strategic planning and monitoring skills. Excellent planning, organisational and management competencies. Ability to work across different units in the department and a valid driver's license

Duties: Provide strategic leadership and management of the M&E unit, develop and facilitate implementation of the monitoring and evaluation framework and policies. Review indicators and design / develop monitoring tools for health programmes standardise reporting format for health programme performance, report performance and progress of health programme and Provincial Department of Health to internal structures as well as external key stakeholders including the office of the Premier as well as National and Provincial Treasury. Manage, coordinate and provide monitoring and evaluation support process and procedures. Facilitate the implementation of the MPATH process. Coordinate audit of sector and pre – determined objectives by external and internal auditors including the Auditor General, institutionalise Monitoring and Evaluation in all the Districts in the Province. Review and support Monitoring and Evaluation activities and governance structures in the Province, in collaboration with programmes, other agencies and stakeholders, conduct impact or output evaluation. Fulfil and oversight and monitoring and evaluation role to ensure compliance at institutional, district and provincial levels to service standards jointly with all programs. The candidate will be reporting to Chief Director: Strategy and Organisational Performance.

Enquiries: Mr M.V. Mahlalela – 0634074258 / 0406081289

POST: Deputy DIRECTOR: Pre-Audit
SALARY R657 558 – R774 576 p.a. (Level 11)
CENTRE: Head Office REF NO. ECHEALTH/DME/HO/05/06/2017

Requirements: A Bachelor's Degree or National Diploma in financial management with Internal Auditing or Auditing as major. Must have at least 3 years' experience at Assistant Director Level operating within the financial management environment preferably in the field of internal control and auditing within a government department. Knowledge of financial prescripts like the PFMA, Treasury Regulations, Supply Chain Management policies, procedures and practices and other financial management policies, financial systems like LOGIS,BAS and PERSAL. Knowledge of Irregular, Unauthorised, Fruitless and wasteful expenditure and how these should be prevented. Knowledge of Risk and Risk management and internal controls in the government financial environment. Management and supervision of staff. Leadership and managerial experience, Business report writing skills and customer service are essential qualities required for this position.

Duties: The incumbent will provide leadership and oversee the Pre-Audit function at Head Office by monitoring compliance and adherence to internal financial controls .Develop policies, procedures and guidelines on internal financial controls. Compile departmental governance frameworks. Conduct, evaluate, review and monitor pre-audit service in the districts and institutions. Ensure that financial internal controls add value and enable the department to achieve its objectives efficiently and effectively. Manage the verification of documentation and transactions from SCM, Creditor Payments and Salary Administration at Head Office and coordination of resolution of rejections. Put in place measures to improve internal financial controls to avoid risk and enhance financial governance in the department. Focus on measures to detect and prevent Irregular, unauthorised, fruitless and wasteful expenditure and enforce internal financial controls in the department in line with section 45 of the PFMA.

POST: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT

SALARY: R657 558 – R774 576 p.a. (Level 11)

CENTRE: Amathole District Office REF NO: ECHEALTH/DDSCM/DISTO/05/06/2017

Requirements: As a minimum a National Diploma/ Advanced Certificate in SCM/ Advanced Strategic Procurement or equivalent NQF 6 qualification or a B. Com degree in Finance/ Accounting/ SCM coupled with at least 8 years in Financial Management/ SCM of which four years should be supervisory experience. At least three years should preferably be in government SCM. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Walker BAS. Strong planning and co-ordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. A valid driver's license.

DUTIES: Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyse on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Senior.

Enquiries: Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49