

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 : 09 JUNE 2016

CLOSING ON : 22 JUNE 2016

OR TAMBO DISTRICT

ST ELIZABETH HOSPITAL

ENQUIRIES Ms S Mdumandleni

CONTACT 039 253 5012

Applications must be submitted to Human Resource Section, St Elizabeth Hospital, Private Bag X1007, LUSIKISIKI, 4820

POST/01 DIETICIAN GRADE 1-3

CENT ST ELIZABETH HOSPITAL

REF NO ECHEALTH/DIET/SEH/01/2016

SALARY LEVEL OSD

SALARY SACLE R 262 020 – R 441 234 p.a. (plus competitive benefits)

REQUIREMENTS Appropriate qualification that allows for the required registration with the HPCSA in Dietetics. Registration with the HPCSA as Dietician. Training in Nutrition analysis and patient assessment. Current registration with HPCSA. Sound knowledge of clinical work processes and procedures. A valid driver's license.

EXPERIENCE

- **Grade 1 (R 262 020 – R 299 592)** none after registration with HPCSA
- **Grade 2 (R 308 649 – R 352 923)** minimum of 10 years relevant experience after registration
- **Grade 3 (R 363 582 – R 441 234)** minimum of 20 years relevant experience after registration

RESPONSIBILITIES Management and coordination of food services in the institution. To provide nutritional counseling/advice and support to all patients requiring dietetics.

Monitor, evaluate and follow up all patients' nutritional intervention. Liaise with other staff in nutrition related issues and educate individuals, groups and communities on appropriate diets, menu planning and food preparation to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Plan appropriate diets and menus to meet the needs of individuals whose medical condition can be treated or controlled by diet therapy. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage diets/nutrition requirements of patients.

POST/02	PHARMACIST ASSISTANT (BASIC) GRADE 1-2
CENTRE	ST ELIZABETH HOSPITAL
REF NO	ECHEALTH/PAB/SEH/02/2016
SALARY LEVEL	OSD
SALARY NOTCH	R 100 875 – R 156 303 p.a. (plus competitive benefits)
REQUIREMENTS	As required by the training facility and the SAPC. Registration with South African Pharmacy Council (SAPC) to study towards a Basic Pharmacist Assistant qualification. Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic). Ability to work under pressure. Good communication skills and interpersonal relations.
RECOGNITION OF EXPERIENCE	
	<ul style="list-style-type: none"> • Grade 1 (R 100 875 – R 107 070) registration with SAPC to study towards a Basic Pharmacist Assistant (Basic) • Grade 2 (R 136 707 – R 156 303) registration with SAPC as Pharmacist Assistant (Basic) or registration with the SAPC for study towards Post-Basic Pharmacist Assistant qualification
RESPONSIBILITIES	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and Suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a pharmacist. Dispensing and counseling service for outpatients.

BHISHO HEAD OFFICE

ENQUIRIES	Mrs Sonia Lupondwana
TEL NO	(040) 608 1385/ 0605729165

APPLICATIONS: Must be submitted to Registry Office, Dukumbana Building Private Bag x 0038, Bisho, 5605, Eastern Cape or Hand Delivered to Recruitment Office, Shop I, Dukumbana Building.

POST/01	CLINICAL PROGRAM CO-ORDINATOR GR 1: INTERGRATED SCHOOL HEALTH
CENTRE	BISHO HEAD OFFICE
REF. NO	RPHC/ ISHP/01/06/2016
SALARY LEVEL	OSD
SALARY SCALE	R367 815 – R413 976 p.a. (plus competitive benefits)
REQUIREMENTS	<p>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. Proficiency in Computer skills, driver's license. Ability and willingness to travel across the 8 districts of the Eastern Cape and a diploma in clinical assessment is recommended. Must be willing to work irregular hours when required. Experience in training of health workers. Good communication skills, ability to work in an inter-sectoral team, good planning, organizational and interpersonal skills. In depth knowledge of the integrated school health program and its legislation.</p>
DUTIES	<p>Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Reporting to the Director Primary Health Care Re- Engineering. Support and co-ordinate the implementation of Integrated School Health Program in line with the Adolescent youth and friendly services (AFYS) strategy, Integrated School Health Program Policy review and policy development. Training of Health Workers on integrated school health program, foster collaboration with relevant stakeholders on the implementation of Integrated School Health program, communication of guidelines, monitoring of compliance by health workers to Integrated School Health program guidelines. Develop IEC material to communicate prevention messages to learners. Facilitate and support the implementation of programs that addresses sexual reproductive health issues. Support the implementation of the Early Childhood Development Centres (ECD) policy. Support and co-ordinate the implementation of the Human Papilloma Virus Campaign. Identify researchable areas within Integrated School Health program and facilitate research. Ensure school health teams within the districts that are well resourced and fully functional. Ensure efficient use of resources. Effectively verify program data in collaboration with District and Provincial Information management. Support and participate program review forums at all levels.</p>
POST/02	CLINICAL PROGRAM CO-ORDINATOR GR 1: WARD BASED TEAM PROGRAM
CENTRE	BISHO HEAD OFFICE
REF. NO	RPHC/ ISHP/02/06/2016
SALARY LEVEL	OSD
SALARY SCALE	R367 815 – R413 976 p.a. (plus competitive benefits)
REQUIREMENTS	<p>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. Proficiency in Computer skills, driver's license. Ability and willingness to travel across the 8 districts of the Eastern Cape and a diploma in clinical assessment is recommended. Must be willing to work irregular hours when required. Experience in training of health workers. Good communication skills, ability to work in an inter-sectoral team, good planning, organizational and interpersonal skills. In depth knowledge of the integrated school health program and its legislation.</p>

DUTIES

Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Reporting to the Director Primary Health Care Re- Engineering. Develop and ensure the effective implementation of Ward Based Team Program aligned to the provincial integrated strategy of Masiphathisane overall supervision and supporting of facilities to effectively implement Ward based teams. Support and co-ordinate the effective implementation of Ward Based Primary Health Services within Poverty alleviation sites. Co-ordinate the development and finalization of the referral policies within districts that are aligned to the Primary Health Care Re- Engineering. Ensure proper communication of referral guidelines at all levels. Ensure Ward Based program within districts are well resourced and fully functional. Facilitate and participate in development training and mentorship of community based health workers. Ensure efficient use of resources. Effectively verify program data in collaboration with District and Provincial Information management. Support and participate program review forums at all levels. Support and participate in Inter-governmental collaboration forum at all levels.

POST/03**DATA CAPTURER: DISTRICT HEALTH SERVICES HPV: (CONTRACT POST)****TERM****6 MONTHS****CENTRE****BISHO HEAD OFFICE****REF. NO****RPHC/ DCDHS/03/06/2016****SALARY LEVEL****5****SALARY SCALE****R142 461 – R167 814 p.a. (plus competitive benefits)****REQUIREMENTS**

Grade 12 or equivalent. Ability to capture data and basic computer skills. Ability to demonstrate good planning and organizational skills. Proficiency in English both spoken and written language .Good verbal/ written communication skills. Willingness to work after hours when required. Good understanding of the legislative framework governing the public service finance environment .Familiarity of procedures related to finance and the health sector environment. Willingness to travel within districts.

DUTIES

Render general clerical support services, Provide supply chain clerical support services within the Integrated School Health component. Provide personnel administration clerical support services within Integrated School Health component. Provide financial administration support services within Integrated School Health component.

Ensure adequate resourcing of district Human Papilloma Virus campaign teams. Compile and consolidate district Campaign HPV micro plans in consultation with the Assistant Director Integrated School Health develop HPV Campaign business plan. Compiling of HPV report and submission to the Assistant Director Integrated School Health should assist provision of administrative and data support during the HPV campaign, ensure timeous submission of HPV reports. Provide support to districts to facilitate data flow. Facilitate and co-ordinate all logistics related to Primary Health Care Re-Engineering including HPV campaign trainings and meetings Compile financial report on program Primary Health Care Re-Engineering including HPV Campaign. Assist with duties related to quest for client (health workers and civil society) service excellence. Management of data flow for the integrated School program.

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.