

## FLAGSTAFF COMMUNITY HEALTH CENTRE VACANCIES

### **CLOSING DATE: 27 OCTOBER 2021**

NOTE: Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document, 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, Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). 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. People with disabilities are encouraged to apply for these posts.

Applications should be directed to the address as indicated below:

Ingquza Hill Sub District – Post to: HR Office, Private Bag x1058, Lusikisiki, 4820 or hand delivery to: HR Office: Ingquza Hill Health Sub District, Lusikisiki College of Education, Opposite to SASSA Offices, Lusikisiki, 4820. Enquiries: Ms N.Hlobo Tel no 039 253 1541

POST: MEDICAL OFFICER GRADE 1 – 3 REF NO. ECHEALTH/MO/FLAGCHC/18/10/2021 (4 POSTS)

SALARY: R 821 205 – R 1 362 366 per annum (OSD)

GRADE 1: R821 205 – R884 670 per annum (OSD)

GRADE 2: R938 964 – R1 026 693 per annum (OSD)

GRADE 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE: Ingquza Hill Sub- District, Flagstaff CHC

REQUIREMENTS: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years' relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration. Knowledge of DRTB.

DUTIES: Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

Enquiries: Ms N.Hlobo Tel no 039 253 1541

POST: PHARMACIST GRADE 1-3 REF ECHEALTH/PHARMACIST/FLAGCHC/18/10/2021

SALARY: R693 372 – R 871 590 per annum (OSD)

GRADE 1: R 693 372 -735 918.00 per annum (OSD)

GRADE 2: R 751 026 – R 797 109 per annum (OSD)

GRADE 3: R821 205 - R 871 590 per annum (OSD)

CENTRE: Ingquza Hill Sub- District, Flagstaff CHC

REQUIREMENTS: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC a Pharmacist. Current proof of registration with the SAPC a Pharmacist. Grade 1: No experience required. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years' appropriate experience after registration as a pharmacist with the SAPC.

DUTIES: Supervise Pharmacist Assistants, and Interns and ensure their optimal utilization. Stock control and waste management (logistics)- prepare the order in accordance with the predetermined stock levels for utilization by unit supervisor. Check shelves regularly for expired medicine, clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, monitor fridge temperatures and atmosphere and atmosphere temperatures twice a day. Dispense strictly according to the clinic formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign prescriptions. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Provide pharmaceutical care to patients and ensure rational drug issue is taking place. Ensure that quality is monitored on a daily basis.

Enquiries: Ms N.Hlobo Tel no 039 253 1541

POST: ASSISTANT MANAGER NURSING; PRIMARY HEALTH CARE REF NO: ECHEALTH/AMNPHC/FLAGCHC/18/10/2021

SALARY: R 614 991 – R 692 166 per annum (OSD)

CENTRE: Ingquza Hill Sub- District, Flagstaff CHC

REQUIREMENTS: Basic R425 qualification accredited with the South African Nursing council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least one year, accredited in curative skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above must be appropriated/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care by Primary Health Care Clinics. Ensure provision of clinical nursing practices by nursing teams both in Primary Health Care clinics and in Communities in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stake holders (i.e. Interpersonal, interscope, and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and ideal clinics.

Enquiries: Ms N.Hlobo Tel no 039 253 1541

POST: OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMS/FLAGCHC/18/10/2021

SALARY: R 562 800 – R 633 432 per annum (OSD)

CENTRE: Ingquza Hill Sub- District, Flagstaff CHC

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification. A valid driver's licence.

DUTIES: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. Demonstrate an in depth understanding of nursing legislation and related

legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient's Rights Charter and Batho Pele Principles.

Enquiries: Ms N.Hlobo Tel no 039 253 1541

POST: OPERATIONAL MANAGER SPECIALITY (CASUALTY/OPD) REF NO: ECHEALTH/OMS/FLAGCHC/18/10/2021

SALARY: R562 800 – R633 432 per annum (OSD)

CENTRE: Ingquza Hill Sub- District, Flagstaff CHC

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year in Trauma Nursing Technique, Ophthalmic Nursing science, Orthopedic Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification.

DUTIES: Provide direction and supervision for the implementation of the Nursing plan (Clinical active/quality patient care). Implement standard, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing.

Enquiries: Ms N.Hlobo Tel no 039 253 1541

POST: PROFESSIONAL NURSE SPECIALTY (MATERNITY) GRADE 1- 2 REF NO. ECHEALTH/PNM/18/10/2021 (7 POSTS)

SALARY: R383 226 – R579 696 per annum (OSD)

GRADE 1: R383 226 – R444 276 per annum (OSD)

GRADE 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Ingquza Hill Sub- District, Flagstaff CHC

REQUIREMENTS: Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate /recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

Enquiries: Ms N.Hlobo Tel no 039 253 1541

POST: CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: ECHEALTH/CNP/FLAGCHC /18/10/2021 (5 POSTS)

SALARY: R383 226 – R579 696 per annum (OSD)

GRADE 1: R383 226 – R444 276 per annum (OSD)

GRADE 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Ingquza Hill Sub- District, Flagstaff CHC

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in "Curative Skills in Primary Health Care" with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

Enquiries: Ms N.Hlobo Tel no 039 253 1541

POST: PROFESSIONAL NURSE SPECIALTY GRADE 1 – 2 (CASUALTY/OPD) REF NO. ECHEALTH/PNSOPDCAS/FLAGCHC/18/10/2021 (4 POSTS)

SALARY: R383 226 – R579 696 per annum (OSD)

GRADE 1: R383 226 – R444 276 per annum (OSD)

GRADE 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Ingquza Hill Sub- District, Flagstaff CHC

REQUIREMENTS: Basic R425 qualification (i.e degree/ diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic qualification of at least 1 year 1 year in Trauma Nursing Technique, Ophthalmic Nursing science, Orthopedic Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with SANC as a Professional Nurse. Grade 1: A minimum of four (4) years appropriate/ recognized experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES: Provide direction and supervision for the implementation of the Nursing plan (Clinical active/quality patient care). Implement standard, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital.

Enquiries: Ms N.Hlobo Tel no 039 253 1541

POST: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/FLAGCHC/18/10/2021 (11 POSTS)

SALARY: R256 905 – R485 475 per annum (OSD)

GRADE 1: R256 905 – R297 825 per annum (OSD)

GRADE 2: R315 963 – R362 865 per annum (OSD)

GRADE 3: R383 226 – R485 475 per annum (OSD)

CENTRE: Ingquza Hill Sub- District, Flagstaff CHC

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

Enquiries: Ms N.Hlobo Tel no 039 253 1541

POST: STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/STAFF/FLAG CHC/18/10/2021 (20 POSTS)

SALARY: R171 381 – R297 879 per annum (OSD)

GRADE 1: R171 381 – R192 879 per annum (OSD)

GRADE 2: R204 627 – R230 307 per annum (OSD)

GRADE 3: R242 166 – R297 825 per annum (OSD)

CENTRE: Ingquza Hill Sub- District, Flagstaff CHC

REQUIREMENTS: Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.

DUTIES: To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

Enquiries: Ms N.Hlobo Tel no 039 253 1541

POST: PHARMACIST ASSISTANT GRADE 1 – 3 (POST BASIC) REF NO: ECHEALTH/PHARMA/FLAG CHC/18/10/2021

SALARY: R 205 383 - R 299 658 per annum (OSD)

GRADE 1: R 208 383 – R 234 738 per annum (OSD)

GRADE 2: R 241 839- R 256 686 per annum (OSD)

GRADE 3: R262 068 - R 299 658 per annum (OSD)

CENTRE: Ingquza Hill Sub- District, Flagstaff CHC

REQUIREMENTS: As required by the training facility and the South African Pharmacy council plus post basic pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (post- basic). Registration with the SAPC as a Pharmacist Assistant after registration as a pharmacist Assistant. Grade 1: No experience required after registration with SAPC as a Pharmacist Assistant (post basic). Grade 2: A minimum of 5 years appropriate recognizable experience a Pharmacist Assistant after registration as a pharmacist assistant (post basic). Grade 3: A minimum of 13 years appropriate experience as a pharmacist Assistant (post basic) with the SAPC.

DUTIES: Administer stock replacement to ensure that the pharmacy wards and clinic are appropriate stocked to meet service delivery needs. Order, receipt and record stock from the Medical Dept and suppliers. Provide ipatient dispensing service. Pack and pre pack pharmaceutical and non-pharmaceutical products under the supervision of a pharmacist. Dispensing and counselling service for outpatients.

Enquiries: Ms N.Hlobo Tel no 039 253 1541