



Circular No 3 of June 2017

POSTED DATE : 13 June 2017
CLOSING DATE : 30 June 2017

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified in the past 03 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 dept. 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. Applications directed to the addresses as indicated below or Hand Delivered as indicated below.

AMATHOLE HEALTH DISTRICT

POST : **PROFESSIONAL NURSE GENERAL GRADE 1-3**
(REF. ECHEALTH/PN/FTH/03/06/2017)

SALARY : An all-inclusive remuneration R226 083 –R431 262 p.a. (OSD)

CENTRE : Mbashe Sub-district,

REQUIREMENTS : Senior Certificate. 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.

<u>POST</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3</u> <u>(REF. ECHEALTH/PN/WAR/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R226 083 –R431 262 p.a. (OSD)
<u>CENTRE</u>	:	Nkonkobe Sub-district, War Memorial Clinic
<u>REQUIREMENTS</u>	:	Senior Certificate. 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.
<u>DUTIES</u>	:	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.

BUFFALO CITY HEALTH DISTRICT

<u>POST</u>	:	<u>ASSISTANT MANAGER – NURSING</u> <u>(REF. ECHEALTH/AMN/GDH/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R546 315 – R614 874 p.a. (OSD)
<u>CENTRE</u>	:	Grey District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Must have a qualification in Nursing Administration / Health care management registered with SANC. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Computer literate. Valid driver's license will be an added advantage PERSON PROFILE: Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytic and solution orientated, ability to thrive well under pressure, ability to efficiently communicate to technical and non-technical personnel at various levels in the organization.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24 hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health

professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service.

FRERE TERTIARY HOSPITAL

<u>POST</u>	:	<u>CLINICAL MANAGER GRADE 1-2-SURGERY</u> <u>(REF. ECHEALTH/CM/FTH/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R1 052 712 – R1 316 126 p.a. (OSD)
<u>CENTRE</u>	:	Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 6 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Experience at a supervisory level will be added as advantage.
<u>DUTIES</u>	:	Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Chief Executive Officer.
<u>POST</u>	:	<u>MEDICAL OFFICER GRADE 1 - 3 x4</u> <u>(REF. ECHEALTH/MO/RO/FTH/03/06/2017) – RADIATION ONCOLOGY</u> <u>(REF. ECHEALTH/MO/AN/FTH/03/06/2017) – ACCIDENT & EMERGENCY</u> <u>(REF. ECHEALTH/MO/ORT/FTH/03/06/2017) - ORTHOPEDICS</u> <u>(REF. ECHEALTH/MO/FTH/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R736 425 – R1 221 723 p.a. (OSD)
<u>CENTRE</u>	:	Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	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: Registration with HPCSA. No Experience required. Grade 2: Registration with HPCSA. Minimum of 5 years relevant experience after registration.

Grade 3: Registration with HPCSA. Minimum of 10 years' experience after registration.

DUTIES : Provision of quality patient centred 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.

POST : **PHARMACIST GRADE 1-3**
(REF. ECHEALTH/PHARM/FTH/03/06/2017)

SALARY : An all-inclusive remuneration R615 945 – R781 611 p.a. (OSD)

CENTRE : Frere Tertiary Hospital

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist.
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 authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital 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 the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be 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. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

POST : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 - 3**
(REF. ECHEALTH/OCCTH/FTH/03/06/2017)

SALARY : An all-inclusive remuneration R414 069- R525 456 p.a. (OSD)

CENTRE : Frere Tertiary Hospital

REQUIREMENTS : B/BSc. Occupational Therapy degree or equivalent qualification that allows registration with HPCSA as an Occupational Therapist. Minimum of three (3) years appropriate experience in Occupational Therapy after registration with the HPCSA.
Grade 2: A minimum of 10 years relevant experience after registration with HPCSA in relevant profession.
Grade 3: A minimum of 20 years relevant experience after registration with HPCSA in relevant profession

DUTIES : Provide an Occupational Therapy assessment and rehabilitation service. Contribute to the planning of the Occupational Therapy service. Assist with policy, protocol and treatment program development. Participate and co-ordinate outreach services. Assist with ordering and stock control within the department Participate in undergraduate Occupational Therapist student training. Manage all resources in the unit (physical, human, financial). Participate with clinical audits.

POST : **CHIEF DIETITIAN GRADE 1 - 3**
(REF. ECHEALTH/CD/FTH/03/06/2017)

SALARY : An all-inclusive remuneration R414 069- R525 456 p.a. (OSD)

CENTRE : Frere Tertiary Hospital

REQUIREMENTS : BSc. Dietetics degree or equivalent qualification that allows registration with HPCSA as a Dietitian. Minimum of three (3) years appropriate experience after registration as a Dietician.
Grade 2: A minimum of 10 years relevant experience after registration with HPCSA in relevant profession.
Grade 3: A minimum of 20 years relevant experience after registration with HPCSA in relevant profession.

DUTIES : Manage dietetic services in the designated section. Provide optimum nutritional care to in and out patients. Supervise subordinated. Co-ordinate clinical nutrition and food management. Co-ordinate clinical nutrition and food service management. Assist with therapeutic food service management activities. Co-ordinate dietetic student training and liaise with the training institutions. Participate in multi-disciplinary team work. Contribute to the dietetic departmental planning, budgeting and procurement processes. Perform administrative duties as required including report writing and collation of monthly statistics. Market and promote dietetic services and contribute to research. Implement Quality Assurance and National CORE standards in department.

POST : **OPERATIONAL MANAGER GENERAL GRADE 1- 2**
(REF. ECHEALTH/OM/FTH/03/06/2017)

SALARY : An all-inclusive remuneration R394 665 – R514 962 p.a. (OSD)

CENTRE : Frere Tertiary Hospital

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. A

Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

POST : **PROFESSIONAL NURSE GENERAL GRADE 1 - 3**
(REF. ECHEALTH/PN3/FTH/03/06/2017)

SALARY : An all-inclusive remuneration R226 083 – R431 262 p.a. (OSD)

CENTRE : Frere Tertiary Hospital

REQUIREMENTS : Senior Certificate. 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 are 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.

POST : **RADIOGRAPHER GRADE 1- 3 (REF. ECHEALTH/RGR/FTH/03/06/2017)**

SALARY : An all-inclusive remuneration R281 148 – R473 445 p.a. (OSD)

CENTRE : Frere Tertiary Hospital

REQUIREMENTS : Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Registration as a Diagnostic Radiographer. A minimum of 3 years appropriate experience in Diagnostic radiography.

DUTIES : Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and

procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.

<u>POST</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1- 3 x5</u> <u>(REF. ECHEALTH/PN/FTH/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R226 083 – 431 262 p.a (OSD)
<u>CENTRE</u>	:	Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate. 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.
<u>DUTIES</u>	:	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 are 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.
<u>POST</u>	:	<u>NURSING ASSISTANT GRADE 1- 3 x2</u> <u>(REF. ECHEALTH/NA/FTH/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R116 625 – R202 674 p.a. (OSD)
<u>CENTRE</u>	:	Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Grade 2: A Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant with the SANC in General Nursing. Grade 3: A Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant with the SANC in General Nursing.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of

patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

CHRIS HANI HEALTH DISTRICT

<u>POST</u>	:	<u>CLINICAL MANAGER GRADE 1-2</u> <u>(REF. ECHEALTH/CM/COFIDH/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R1 052 712 – R1 316 136 p.a. (OSD)
<u>CENTRE</u>	:	Cofimvaba District Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Experience at a supervisory level will be added as advantage.
<u>DUTIES</u>	:	Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Chief Executive Officer.
<u>POST</u>	:	<u>PHARMACY MANAGER</u> <u>(REF. ECHEALTH/PHARM/EH/03/05/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R977 199 – R1 052 712 p.a (OSD)
<u>CENTRE</u>	:	Elliot Hospital
<u>REQUIREMENTS</u>	:	B Pharm degree in Pharmacy or equivalent qualification accredited by SAPC that allows registration with the SAPC as a Pharmacist. A minimum of 11 years appropriate experience after registration as a Pharmacist with SAPC.
<u>DUTIES</u>	:	Develop and manage pharmaceutical budget and monitor expenditure. Provide expert advice and guidance on selection and procurement of pharmaceutical, medical and surgical supplies. Ensure appropriate management and rational use of pharmaceutical supplies according to the Essential Drugs Programme. Ensure compliance with Pharmacy Act, Medicines and Related substances Act and other related legislation. Ensure implementation of the down referral system. Ensure mentoring, supervision support and training of pharmacy support staff. Ensure proper utilization of personnel and development of appropriate skills. Recruitment and retention of pharmacy personnel. Assist in the implementation of the provincial Comprehensive HIV/AIDS Care and Treatment Plan (ARVs).

POST : **MEDICAL OFFICER GRADE 1 - 3**
(REF. ECHEALTH/MO/FH/03/06/2017)

SALARY : An all-inclusive remuneration R736 425 – R1 221 723 p.a (OSD)

CENTRE : Frontier Hospital

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: Registration with HPCSA. No Experience required.
Grade 2: Registration with HPCSA. Minimum of 5 years relevant experience after registration.
Grade 3: Registration with HPCSA. Minimum of 10 years' experience after registration.

DUTIES : Provision of quality patient centred 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 and clinical functioning.

POST : **ASSISTANT MANAGER NURSING (AREA MANAGER: OPHTHALMIC)**
(REF. ECHEALTH/AMO/FH/03/06/2017)

SALARY : An all-inclusive remuneration R499 953 – R579 579 p.a (OSD)

CENTRE : Frontier Hospital

REQUIREMENTS : BA Nursing Science degree or equivalent qualification. Possession of Certificate in Ophthalmology. Valid registration with SANC. Previous experience of at least 3 years in managerial skills. Knowledge of Public Service Framework, PFMA and Treasury Regulations. Computer literacy. Valid driver's licence.

DUTIES : Responsible for the effective and efficient nursing management of the hospital which will include functions such as: Operational planning and management, clinic support services, co-ordinate with primary and tertiary level health care . Knowledge of financial and human resources management. Implement policies of the provincial Government, upholding and improving quality care. Develop Strategies/ plans and provide leadership. Formulate and implement nursing programmes. Co-ordinate nursing related duties and performance management.

POST : **REGIONAL CO-ORDINATOR**
(REF. ECHEALTH/REGCO/FQ/03/06/2017)

SALARY : An all-inclusive remuneration R417 552 – R491 847 p.a (OSD)

CENTRE : Forensic Queenstown

REQUIREMENTS : BA Nursing Science degree or equivalent qualification. Bachelor's Degree in biology, forensic or related fields. Enroll in Forensic science programmes. Registration with the SANC. At least 5 year's managerial experience and proven managerial skills. Computer literacy. Experience in Forensic programme and management of such programmes. A qualification in project Management, HR Management or Public Finance Management will be beneficial. A valid code EB driver's license.

DUTIES : Overall strategic planning, coordinating and management of human material and financial resources for Forensic programmes. Ensure provision of high quality, cost-effective service for all clients. Implement policies and protocols of Forensic management. Ensure personnel are appropriately placed. Ensure welfare of all staff in the department. Ensure continuous in-service training to all categories of staff on issues related to Forensic management and staff needs. Co-ordinate Forensic programmes within the institution, implement cost containment measures to prevent under or overspending of budget. Conduct audit of resources needed in the institution. Ensure performance improvement through performance management system. Ensure a safe, clean and therapeutic environment. Monitor and evaluate the programme.

POST : **OPERATIONAL MANAGER GENERAL GRADE 1-2**
(REF. ECHEALTH/OM/COFIH/03/06/2017)

SALARY : An all-inclusive remuneration R394 665 – R514 962 p.a. (OSD)

CENTRE : Cofimvaba District Hospital

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. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

POST : **PHYSIOTHERAPIST GRADE 1 - 3**
(REF. ECHEALTH/PHY/FH/03/06/2017)

SALARY : An all-inclusive remuneration R281 148 – R473 445 p.a. (OSD)

CENTRE : Frontier Hospital

REQUIREMENTS : B.Sc Physiotherapy or recognized equivalent qualification. Proof of original as well as current registration with HPCSA as Independent Practitioner (Completed Community Service). Good communication skills. Ability to work in multidisciplinary team. Creativity and analytic skills. Experience in the treatment of Patients in the acute phase: ICU, High Care Units and wards will be an advantage.
Grade 2: A minimum of 10 years appropriate experience after registration with the HPCSA in the relevant profession.
Grade 3: A minimum of 20 years appropriate experience after registration with the HPCSA in the relevant profession.

DUTIES : Implementing Physiotherapy services. Treatment and management of allocated patients. Practice evidence-based Physiotherapeutic techniques. Review, generate and implement Clinical protocols. Promotion and marketing of Physiotherapy services. Participate in Departmental Continued Professional Development program. Perform record-keeping and data collection. Give input into budget. Take care of and control equipment. Clinical involvement and training of students. Participation in Performance Management and Development System (PMDS).

POST : **PROFESSIONAL NURSE GENERAL GRADE 1-3 x7**
(REF. ECHEALTH/PN/GGH/03/06/2017) -Glen Grey Hospital x4
(REF. ECHEALTH/PN/CDH/03/06/2017) -Cala District Hospital x2
(REF. ECHEALTH/PN/CRADH/03/06/2017) -Cradock District Hospital

SALARY : An all-inclusive remuneration R226 083 – 431 262 p.a (OSD)

CENTRE : Glen Grey Hospital X4, Cala District Hospital X2, Cradock District Hospital X1

REQUIREMENTS : Senior Certificate. 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 are 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.

<u>POST</u>	:	<u>STAFF NURSE GRADE 1 - 3</u> <u>(REF. ECHEALTH/SN/CDH/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R150 819 – R262 092 p.a (OSD)
<u>CENTRE</u>	:	Cala District Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. 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
<u>DUTIES</u>	:	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 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 anesthetics. 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.
<u>POST</u>	:	<u>PHARMACIST ASSISTANT GRADE 1 - 3 (BASIC) X2</u> <u>(REF. ECHEALTH/PHARASS/CH/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R108 240 – R200 517 p.a (OSD)
<u>CENTRE</u>	:	Cofimvaba Hospital X2
<u>REQUIREMENTS</u>	:	Training as provide by the South African Pharmacy Council. Registration with the SAPC to study towards a Pharmacist Assistant (Basic) qualification.
<u>DUTIES</u>	:	Receive and record all stock from suppliers. Filing of stock cards. Cycling stock counts in the medicine room and dispensary. Validation and dispensing prescriptions. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Pre-packing of bulk items into patient's ready pack Work under indirect supervision of Pharmacist. Storage and distribution of pharmaceuticals. Cold chain management in the clinics.

NELSON MANDELA BAY HEALTH DISTRICT

- POST** : **DEPUTY MANAGER – NURSING**
(REF. ECHEALTH/DMN/DORA/03/06/2017)
- SALARY** : An all-inclusive remuneration R 756 525 – R851 463 p.a (OSD)
- CENTRE** : Dora Nginza Regional Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of nine (9) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level.
- DUTIES** : The candidate will be responsible for the effective and efficient nursing management of the hospital which will include functions such as: Operational planning and management, clinic support services, co-ordination of primary treasury level health care. Knowledge of financial and human resources management. Formulate and implement nursing programmes. Co-ordinate nursing related duties and performance management. Provide quality nursing care.
- POST** : **PROFESSIONAL NURSE GENERAL GRADE 1-3**
(REF. ECHEALTH/PN/ETBH/03/06/2017)
- SALARY** : An all-inclusive remuneration R226 083 – 431 262 p.a (OSD)
- CENTRE** : Empilweni TB Hospital
- REQUIREMENTS** : Senior Certificate. 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 are 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.

<u>POST</u>	:	<u>STAFF NURSE GRADE 1-3</u> <u>(REF. ECHEALTH/SN/ETBH/03/06/2017)</u> An all-inclusive remuneration R150 819 – R262 092 p.a (OSD)
<u>CENTRE</u>	:	Empilweni TB Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. 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
<u>DUTIES</u>	:	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.
<u>POST</u>	:	<u>NURSING ASSISTANT GRADE 1-3</u> <u>(REF. ECHEALTH/NA/ETBH/03/06/2017)</u> An all-inclusive remuneration R116 625 –R202 674 p.a. (OSD)
<u>SALARY</u>	:	
<u>CENTRE</u>	:	Empilweni TB Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Grade 2: A Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant with the SANC in General Nursing. Grade 3: A Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant with the SANC in General Nursing.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service

OR TAMBO HEALTH DISTRICT

<u>POST</u>	:	<u>PHARMACIST GRADE 1 - 3</u> <u>(REF. ECHEALTH/PHARM/NKDH/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R615 945 – R781 611 p.a (OSD)
<u>CENTRE</u>	:	Nessie Knight Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist.
<u>DUTIES</u>	:	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 authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital 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 the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be 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. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy
<u>POST</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1 x4</u> <u>(REF. ECHEALTH/PN/NKDH/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R226 083 – 431 262 p.a (OSD)
<u>CENTRE</u>	:	Nessie Knight Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate. 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.
<u>DUTIES</u>	:	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 are 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.

<u>POST</u>	:	<u>STAFF NURSE GRADE 1 - 3</u> <u>(REF. ECHEALTH/SN/ZDH/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R150 819 – R262 092 p.a. (OSD)
<u>CENTRE</u>	:	Zithulele District Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. 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.
<u>DUTIES</u>	:	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.

SARAH BAARTMAN HEALTH DISTRICT

<u>POST</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1 - 3 x4</u> <u>(REF. ECHEALTH/PN/FEH/03/06/2017)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R226 083 – 431 262 p.a. (OSD)
<u>CENTRE</u>	:	Fort England Psych Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate. 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.
<u>DUTIES</u>	:	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 are 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.

www.ecprov.gov or www.ehealth.gov.za or www.dpsa.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF HEALTH

Post to: Human Resource Office, **Glen Grey Hospital**, Private bag X 1142, LADY FRERE, 5410 or hand delivery to Glen Grey Hospital, 5410.

Enquires: Ms N Ralushe - TEL NO: 047 878 0028

Post to: Human Resource Office, **Frontier Hospital**, Private bag X 7063, QUEENSTOWN, 5320 or hand delivery to Frontier Hospital, 5320.

Enquires: Mrs P Marongo - TEL NO: 045 8084 272

Post to: Human Resource Office, **Cofimvaba Hospital**, Private bag X 1207, COFIMVABA, 5380 or hand delivery to COFIMVABA, 5380.

Enquires: Ms Mbana - TEL NO: 047 874 0111

Post to: Human Resource Office, **Cradock Hospital**, Private bag X55, CRADOCK, 5460 or hand delivery to Cradock Hospital, 5880.

Enquires: Ms F Danster - TEL NO: 048 881 2123

Post to: Human Resource Office, **Elliot Hospital**, P.O Box 523, ELLIOT, 5460 or hand delivery to Elliot Hospital, 5460.

Enquires: Ms N.B Puza - TEL NO: 045 931 1321

Post to: Human Resource Office, **Forensic Pathology Services**, P.O Box 1024, QUEENSTOWN, 5320 or hand delivery to CSSD Building Komani Psychiatric Hospital next to Recreation Hall.

Enquires: Ms D Zantsi - TEL NO: 045 858 8112

Post to: Human Resource Office, **Empilweni TB Hospital**, Private bag X6060, PORT ELIZABETH, 6200 or hand delivery to NO1 Mati Road, New Brighton, PORT ELIZABETH, 6200.

Enquires: Ms B Bomela TEL NO: 041 406 7606/36

Post to: Human Resource Office, **Cala Hospital**, Private bag X 516, CALA, 5455 or hand delivery to Drully Lane Street, CALA, 5455.

Enquires: Ms Z Sentile - TEL NO: 047 874 8000

Post to: Human Resource Office, **Nessie Knight Hospital**, P/bag X420, QUMBU, 5180 or hand delivery to Sulenkama Admin Area - Nessie Knight Hospital - QUMBU .

Enquires: Ms O.N Sotsaka - TEL NO: 047 553 6007/8/9.

Post to: Human Resource Office, **Zithulele Hospital**, Private bag X 504, MQANDULI, 5080 or hand delivery to Admin Area – Zithulele Hospital, MQANDULI, 5080.

Enquires: Ms Tengile - TEL NO: 047 8573 8936/073 2000 217

Post to: Human Resource Office, **Fort England Hospital**, Private bag X 1002, GRAHAMSTOWN, 6139 or hand delivery to Fort England Hospital York Road, GRAHAMSTOWN, 6139.

Enquires: Ms X Nazo - TEL NO: 046 602 2300

Post to: Human Resource Office, **Frere Hospital**, Private bag X 9047, EAST LONDON, 5200

Enquires: Ms N Mthitshana or P Zasawe - TEL NO: 043 709 2487/2532

Post to: Human Resource, **Dora Nginza Regional Hospital**, Private bag X 11951, Algoa Park, PORT ELIZABETH, 6003 or hand delivery NO.5 Spondo steet, Zwide 6201.

Enquires: Ms Makanda - TEL NO: 041 406 4416