



Province of the
EASTERN CAPE
HEALTH

CLOSING DATE : 22 December 2017

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.

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

Post to: Human Resource Office, Department of Health (Head Office), Private Bag x0038, Bisho, 5605 or Hand deliver to: Department of Health (Head Office), Room 411 4th Floor Dukumbana Building, Phalo Avenue, Bisho 5605. Post to: Human Resources Office, Livingstone Tertiary Hospital Private Bag Private Bag X60572, Greenacres, Port Elizabeth 6057. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001.

MANAGEMENT ECHELON

POST: HR SPECIALIST FOR CHANGE MANAGEMENT (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO.ECHEALTH/DDG-CS/HO/02/11/2017

SALARY: R1 370 973 – R1 544 406 per annum (Level 15) – One year Contract

CENTRE: Bisho, Head Office

REQUIREMENTS: An appropriate Degree and postgraduate qualification (NQF level 8) as recognized by SAQA in change management coupled with 8-10 years relevant experience at Senior Management level. Proven experience in managing change of a complex organization. Sound understanding of change management strategies/models. Extensive and in-depth knowledge and understanding of policies and regulatory framework governing change processes in a complex organization. Knowledge of organizational change imperatives, organizational strategic and financial planning frameworks. **Competencies:** Strong and proven skills in leadership and management capability, change management and service delivery innovation. Extensive People Management, Project Management, Financial Management, policy formulation and implementation. Analytical, diagnostic and investigative capabilities, Advanced interpersonal and communication (verbal and written) skills. Advanced computer literacy and report writing skills.

DUTIES: Develop and maintain a change management programme for the department and design and facilitate implementation strategic change initiatives in the department. Determine and integrate change process into departmental strategies and programmes to improve efficiency and effectiveness. Develop and implement relevant change process interventions. Create conditions for a smooth implementation of change initiatives and lead transition management. Develop and guide implementation of change management plans. Guide, monitor and evaluate the implementation of change interventions, systems and processes.

Enquiries: Mr S Makitshi Tel no 040 608 1953

POST: DIRECTOR QUALITY ASSURANCE REF NO.ECHEALTH/QA/HO/02/11/2017

SALARY: R948 174 – R1 116 918 per annum (Level 13)

CENTRE: Bhisho, Head Office

NB: This is a re-advertisement. (Those who had applied before are welcome to apply again)

REQUIREMENTS: A Bachelor's Degree or National Diploma in Health Sciences at NQF level 7 as recognised by the South African Qualifications Authority (SAQA). A minimum of 5 years' experience at Middle Management level, 3 years of which should be in a Management of Quality Health Care Delivery environment. Extensive knowledge of the Public Service Regulatory Framework. Be a seasoned strategic manager who is capable of leading with planning and organisational skills. Additional Requirements: Budget and financial management, effective communication skills, Project management, information and record management, managing conflict and resolving problems, diversity management, planning, organising, people management and empowerment.

DUTIES: Be responsible for the coordination of performance and reporting in the Directorate. 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. Coordinate provision of directorate programmes and projects, manage financial spending and budget reviews of the directorate. Manage information, reports and knowledge in the directorate.

Enquiries: Dr S Beja Tel no 040 608 1148

POST: DIRECTOR FACILITIES REF NO.ECHEALTH/DIRFAC/LIVH/02/11/2017

SALARY: R948 174 – R1 116 918 per annum (Level 13)

CENTRE: Nelson Mandela Metro, PE Provincial Hospital

REQUIREMENTS: A Bachelor's Degree/ 3 year National Diploma in Built Environment or equivalent qualification. 6-8 years' experience post qualification plus a minimum of 5 years' combined experience in facility management in a Public Hospital environment at Deputy Director level. A valid driver's licence. Ability to develop policies and internal Standard Operating Procedures. Strong leadership skills, team building and sound interpersonal skills. . Excellent verbal and written communication skills and report-writing skills. Advanced Computer skills in MS package (Word, Excel, Powerpoint and Visio) Strategic leadership, Project Management, Human Resources management and Finance Management skills. Ability to multi - task and prioritize and ability to work in a high volume and highly pressurized environment. Ability to manage a high value goods, services and equipment budget. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA.

DUTIES: Responsible for the overall day to day Facilities Directorate, which includes security, laundry building, maintenance, cleaning, gardening, ICT, accommodation and Health Technology. Control and monitor human, financial and other resources. Ensure that Engineering, Soft Services and Health Technology are efficiently and effectively provided within policies and procedures. Ensure effective management of Service Level Agreements with service providers to ensure efficient service delivery. Develop strategies, programmes and projects to improve service provision. Internal control strategy determination to ensure compliance with prescripts. Determine resource requirements and buildings maintenance plan. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Determine the Facilities directorate's annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing programme services, policies and procedures. Prepare and manage directorate's budgets. Participate in Budget Advisory, Cost Containment, Procurement and Bid Committees. Ensure that Facilities directorate is compliant to National Core

standards, Occupational Health and Safety and Machinery Acts, regulations and Policies. Assist with operational staff and student supervision, evaluation and training. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turnaround plans. Perform any other duties delegated by the CEO.

Enquiries: Mr. TA Madonsela Tel no 041 405 2276