

**CLOSING DATE: 21 SEPTEMBER 2018**

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) including Matric certificate, 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 Personnel Suitability checks will be conducted on 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. People with disabilities are encouraged to apply for these posts.

ADDITIONAL NOTE: The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The Eastern Cape Department of Health has the right not to fill these posts.

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

Bisho Head Office - Post to: Recruitment & Selection Office Private Bag x0038, Bisho 5605, or Hand deliver: Recruitment & Selection Office, (Old Dept of Education space) Global Life Building, Independence Avenue, Bisho, 5605.

**POST: DIRECTOR: CHANGE MANAGEMENT REF NO. ECHEALTH/DIRCM/HO/01/09/2018** (One year contract)

**SALARY:** R 1 005 063 – R 1 183 932 per annum (Level 13)

**CENTRE:** Bisho, Head Office

**REQUIREMENTS:** A undergraduate qualification (NQF Level 7) in Social Science / Behavioral Sciences/ Public Administration coupled with 5 years' experience at Middle Management level. Experience in facilitating and leading change initiatives to improve organizational performance. Experience in remuneration management and budgeting for employee total cost of employment. A post graduate qualification will be an added advantage. Key competencies: Strategic Analysis, Strategic Leadership, Systems Analysis, Organizational Change, Consultation and Facilitation, Process Improvement, People and Relationship Management, exceptional communication both verbal and written, Human Resources Management Information System. Knowledge of the public sector environment and regulatory framework. Depth in knowledge of project management approaches, tools and phases of project lifecycle. Experience and knowledge of change management principles, methodologies and tools. Computer literacy with advanced knowledge of project management software programme, Visio and Excel. A valid driver's license.

**DUTIES:** Support the Department for successful change management implementation. Conduct a stakeholder analysis to develop a stakeholder management plan per initiative/project, which should be continually used to drive appropriate change activities. Stakeholder Engagement to build positive internal and external relationships.

Conduct change impact analyses and assess change readiness. Governance and decision making for effective change management outcomes. Design varied types of change engagement, including face to face engagement, while using a multimedia approach. Support the organization to achieve the appropriate levels of governance. Project Management. Coaching of staff and management in readiness for and management of various change initiatives. Leadership and empowerment of change sponsors. Coordinate change management initiatives. Monitoring and evaluation and reporting on change management initiatives. Coordinate and write change management accountability reports.

Enquiries: Mr S Makitshi Tel no 040 608 1954

**POST: DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO. ECHEALTH/DDCM/HO/01/09/2018** (One year contract) x3

**SALARY:** R 826 053 – R 973 047 per annum (Level 12)

**CENTRE:** Bhisho, Head Office

**REQUIREMENTS:** An relevant qualification in Social Science/ Behaviour Sciences/Public Administration or qualification related to PERSAL Management, Change Management, loading of organograms or systems design coupled with 5 years' experience in the field of which 3 years' must be at Assistant Director level. Experience in organisational development environment. Key Competencies: Systems analysis, organizational change, consultation and facilitation, process improvement, people and relationship management, excellent communication both verbal and written, human resources management information system management. Knowledge of the public sector environment and regulatory framework. Depth Good in knowledge of project management approaches, tools and phases of project lifecycle. Experience and knowledge of change management principles, methodologies and tools. Knowledge of project management software programme, Visio and Excel. Knowledge of PERSAL will be an added advantage. A valid driver's licence.

**DUTIES:** Create and manage change management systems and processes. Coordinate efforts with other task owners. Integrate change management activities in project plan. Provide project administration services for the PMO. Create and distribute Change Management reports. Ensure that all preparations have been made for a change management sessions, meeting, including creating of agenda, circulation of and submit these to professional secretariat. Utilizes the Change Management reporting system to monitor and track changes. Creates consolidated change schedule and resolves any scheduling conflicts. Develop and maintain the change management dashboard. Lead and support loading of the organizational structure. Ensure integrity of the organizational structure at all times.

Enquiries: Mr S Makitshi Tel no 040 608 1954