



CLOSING DATE: 10 MAY 2019

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of 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 2019/20. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

All Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:

Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: Department of Health, Office no D53, UIF Building, Phalo Avenue, Bhisho, 5605.

POST: GENERAL MANAGER: INFRASTRUCTURE AND TECHNICAL SERVICES REF NO. ECHEALTH/HO/GMIFRA/01/04/2019

SALARY: R 1 189 338 – R 1 422 012 per annum (Level 14)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Built Environment coupled with 8 – 10 years' experience post qualification and 5 years' experience at a senior managerial level. Knowledge of Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000, PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars, Provincial/Departmental Supply Chain Management Policies, Preferential Procurement Act of 2000 and Regulations, Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Develop Infrastructure strategies, policies, systems, planning, specific plans, functional and technical norms and standards. Oversee the delivery of the infrastructure programmes and projects. Ensure Planning, procurement, commissioning and maintenance of medical equipment. Manage Day-to-day, routine/preventative and emergency maintenance at all Health Facilities including the provision of technical services. Provision of equipment, leases, acquisitions, disposals and utilities and other support. Manage Infrastructure Budgets. Provide Financial Management. Provide Strategic Management and People Management.

Enquiries: Ms N Mavuso Tel no 040 608 1217

POST: DIRECTOR: INFRASTRUCTURE PLANNING REF NO. ECHEALTH/DIRIP/HO//01/04/2019
SALARY: R 1 005 063 – R 1 183 932 per annum (Level 13)
CENTRE: Bhisho, Head Office

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Built Environment coupled with 6 – 8 years' experience post qualification and 5 years' experience at Deputy Director level of which 3-5 years' experience post qualification. Knowledge of Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000, PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars, Provincial/Departmental Supply Chain Management Policies, Preferential Procurement Act of 2000 and Regulations, Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Manage the customisation of functional norms and standards in line with nationally prescribed functional norms and standards and make final recommendations for approval. Manage the customisation of technical norms and standards in line with nationally prescribed technical norms and standards and make final recommendations for approval. Manage the updating of functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Manage adherence to the approved functional and technical norms and standards. Manage the development of policies, procedures and criteria for infrastructure projects and make final recommendations for approval. Manage adherence to the ISO 2000 Regulations and SANS standards. Manage the development of the infrastructure modelling aligned to the Departmental Service Plan. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information. Manage the inputs to Directorate Infrastructure Programme Delivery in terms of the preparation of the Infrastructure Programme Management Plan. This includes the preparation of Project Briefs, which must be included in the Infrastructure Programme Management Plan, detailed project list, location of projects, GIS coordinates of projects, budgets and cash flows. Manage inputs to be provided to Directorate Infrastructure Programme Delivery to determine Medium, Annual and Adjustment Budgets. Manage the development of project lists aligned to the Health Services Transformation Plan. Manage the determination of service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for Health infrastructure planning. Manage spatial analysis and modelling to support the infrastructure planning framework. Manage the validation of land suitability and where Public Works does not fulfil its obligations as Custodian, also manage the validation of the availability and ownership of land. Finalise the infrastructure planning framework and make recommendations for approval. Finalise the User Asset Management Plan and make final recommendations for approval. Manage the finalisation of the Project list and project budgets. Manage the design and implementation of unique project numbers system. Manage the finalisation of Project Briefs and make final recommendations for approval. Implement strategic alignment of infrastructure projects and related technical support services. Align infrastructure inputs and reports. Establish norms and benchmarks for evaluation of infrastructure and related technical support programme and projects. Implement programme and project measurement and evaluation. Prepare monitoring reports [performance and financial reports]. Complete Post Project and Post Occupancy Evaluations [POE]. Use of funds in the Directorate effectively, efficiently and in compliance with Public Finance Management Act. Manage participation in construction procurement committees of built environment professionals when required. Align the core business of the Directorate to the strategic goals and objectives of the Chief Directorate. Mentor personnel in the Directorate to improve their understanding of their roles and responsibilities. Map the processes in the Directorate and issue standard operating procedures to the personnel in the Directorate. Manage research findings to improve the physical infrastructure planning function of the Directorate. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

Enquiries: Mr J Cronje Tel no: 040 608 1170

POST: DIRECTOR: INFRASTRUCTURE DELIVERY REF NO. ECHEALTH/DIRID/HO/01/04/2019
SALARY: R 1 005 063 – R 1 183 932 per annum (Level 13)
CENTRE: Bhisho, Head Office

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Built Environment coupled with 6 – 8 years' experience post qualification and 5 years' experience at Deputy Director level of which 3-5 years' experience post qualification. Knowledge of Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000, PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars, Provincial/Departmental Supply Chain Management Policies, Preferential Procurement Act of 2000 and Regulations, Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007 Registration with relevant Professional Council/Board as a Built Environment Professional. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Identify Infrastructure strategic objectives. Determine greatest needs of Department addressed as the highest priorities in terms of infrastructure delivery – including both Capital and Maintenance Projects. Prepare Medium Term, Annual and Adjustment Budget. Prepare bids for performance grants in collaboration with the Director Infrastructure Planning. Finalise and approve Infrastructure Programme Management Plans. Finalise and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan. Sign off on inputs provided to the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s]. Review and sign-off Infrastructure Programme Implementation Plans. Review and recommend signing of Signed Service Delivery Agreement. Participate on various Supply Chain Management Committees. Sign-off Project Execution Plans. Sign-off scope and/or cost variations. Consult Districts and Health Facilities during initiation and commissioning phases. Undertake regular project site meetings and visits. Implement commissioning plans effectively and efficiently. Finalise and approve all infrastructure monitoring reports [performance and financial reports]. Update Project/Programme Management systems. Complete Post Project and Post Occupancy Evaluations. Manage feedback learning generated in terms of the application of approved norms and standards. Manage social facilitation. Monitor EPWP targets. Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act. Review and approve cost and scope variations. Review and approve Task and Work Orders. Authorise invoices certified by Implementing Agents. Update financial documentation and records. Prepare financial reports including management information. Align Directorate core business and strategic objectives to that of the Department. Provide clarity to professionals and support staff to understand their roles and responsibilities. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

Enquiries: Mr J Cronje Tel no: 040 608 1170

POST: DIRECTOR: HEALTH TECHNOLOGY REF NO. ECHEALTH/DIRHT/01/04/2019
SALARY: R 1 005 063 – R 1 183 932 per annum (Level 13)
CENTRE: Bhisho, Head Office

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Health Sciences/ Electrical Engineering/ Mechanical Engineering or Clinical Engineering coupled with 6 – 8 years' experience post qualification and 5 years' experience at Deputy Director level. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Manage strategic healthcare technology planning and assessment. Manage medical equipment acquisition and deployment. Manage health technology management services. Manage medical equipment risks and quality

improvement. Management of the finances as Programme Manager for the Directorate. Strategic management of the Directorate in terms of setting of the visionary and strategic direction, participating in strategic planning, evaluate performance against agreed performance indicators, monitor and report progress and ensure compliance to service delivery imperative and legal prescripts. Management of the human resources of the Directorate to achieve the pre-determined performance indicators and service delivery imperatives.

Enquiries: Mr J Cronje Tel no: 040 608 1170

POST: DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO. ECHEALTH/DIRHRA01/04/2019

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

CENTRE: Bhisho, Head Office

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resources/Public Administration coupled with 5 years' experience at a middle managerial level. Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Provide human resource administration strategic services: Develop human resource administration services plans, strategies and business models. Facilitate implementation of business plans, strategies and programs. Monitor implementation of HRA strategies and interventions. Guide and direct provision of human resource administration services: Manage recruitment, selection, appointment and other life cycle events of employees. Ensure properly qualified applicants are recruited and hired for the position. Facilitate implementation of programs, policies, procedures and controls regarding employment. Manage provision of conditions of services. Manage and monitor leave in compliance with contracts and policies. Manage administration and maintenance of human resource personnel records. Manage performance and all the allocated resources: Encourage team effort in the unit. Encourage production of excellent quality work. Set work targets and monitor timelines. Allocate work tasks/activities to staff and provide the necessary guidance and support. Facilitate staff training and development. Develop staff Work Plans and Personal Development Plans (PDP's). Manage daily employee performance and make Performance Assessments/reviews. Manage records and ensure safekeeping of assets.

Enquiries: Ms B Caga Tel no 040 608 1210

POST: DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO. ECHEALTH/DIRFSCM/SBDO /01/04/2019

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

CENTRE: Sarah Baartman District Office

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA in in Financial Management/Accounting/Commerce/Supply Chain Management or related qualification coupled with 5 years' experience at Middle Management level. Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Guide and direct rendering of financial administration services: Provision of management accounting services. Provision of financial accounting services. Guide and direct rendering of supply chain management services: Provision of demand and acquisition services. Provision of contract management services. Provision of logistics and assets services. Direct provision of asset management services: Maintenance and monitoring of asset register to ensure effective control of assets. Manage proper maintenance and repair of assets. Guide on disposal of obsolete assets. Guide administration of fleet services. Direct provision of internal control services: Manage proper verification of documentation and transactions for compliance with legislation and procedures. Monitor integrated financial internal control system. Manage performance and all the allocated resources: Maintain high standards by ensuring that the

team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries: Ms C Mjijima Tel no 040 608 9763

POST: DIRECTOR: HUMAN RESOURCE MANAGEMENT & GENERAL ADMIN SERVICES REF NO. ECHEALTH/DIRHRM/BCMO/01/04/2019

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

CENTRE: Buffalo City Metro Office

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resources/Public Administration coupled with 5 years' experience at a middle managerial level. Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Guide and direct rendering of human resource administration services: Provision of HR Planning and HR Information systems. Provision of HR Administration services. Guide and direct rendering of HRD and Employee Wellness services: Provision of HR Development services. Manage and monitor coordination of training of health workers. Provision of Employee Wellness services. Guide and direct rendering of Employee Relations services: Monitor administration of grievances and disciplinary processes. Monitor the rendering of technical advisory services i.r.o employee relations. Guide and direct rendering of general administration and security services: Provision of office administration services. Coordination and monitoring of security services. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries: Ms B Caga Tel no 040 608 1210

POST: DIRECTOR: MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES REF NO. ECHEALTH/DIRMH/01/03/2019

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

CENTRE: Bhisho, Head Office

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Nursing/Mental Health and current registration with the applicable statutory body coupled with 5 years of experience in middle/senior managerial level. The ideal candidate must: possess knowledge extensive knowledge of key issues affecting delivery of Mental Health services, knowledge of quality and accreditation arrangement, Knowledge of the legislative and policy framework influencing the complex Mental Health environment. Computer literate with proficiency in Microsoft Office applications. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Ensure implementation of the Mental Health Act of 2009 and National Mental Policy and Strategic plan 2013 -2020. Analyse national policy imperatives, published research results, disease profiles and health systems information and best practices in the management of Mental Health problems and substances abuse with a view to determine

departmental policy “gaps” for the effective and efficient management of mental health problems. Develop integrated health policies, inclusive of treatment protocols, referral arrangements, quality assurance, norms and standards and monitoring arrangement to effectively manage the prevalence of mental health disorders and substance abuse through the primary health care approach. Determine the cost implications of department policies and facilitate processes to align MTEF allocations. Ensure prescribed clinical protocols through co-opting of specialists from relevant health care disciplines to promote a holistic and integrated approach in the management of the relevant diseases. Provide technical assistance to other health policy development units. Provide technical advice to MANCO, the HOD and MEC on policy matters and develop innovative policy solutions related to the area of operation. Provide technical input during national policy design. Monitor and evaluate where appropriate align policy/develop implementation guides and provide early warning. Liaise with research institutions to secure reliable information required for policy formulation and to influence the research the research agenda. Ensure the effective, efficient and economical management and utilization of resources allocated to the component. Develop strategic partnership in order to ensure system development.
Enquiries: Dr Xhamlashe Tel no 040 608 1931

POST: DEPUTY DIRECTOR: DISTRICT AND COMMUNITY MENTAL HEALTH REF NO. ECHEALTH/DDDC/HO/01/03/2019
SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE: Bhisho, Head Office

REQUIREMENTS: A bachelor's degree in Health or Social Science or equivalent qualification with 5 years' experience of which 3 years must be as Assistant Director level. Registration with a relevant statutory body. Experience in clinical mental health/psychiatry, policy development, psychosocial rehabilitation, research and health system management. Knowledge of mental health legislation and the National Mental Health Policy Framework and international prescripts that impact on community based mental health services. Good computer, communication, organisational and planning skills. A valid driver's licence.

DUTIES: Management of sub programme: District and based Mental Health Services. Develop policy guidelines and programmes for community for community based mental health. Support provinces and non-governmental organisations in implementing national policies and rendering community based mental health services. Ensure intersectoral and interdepartmental collaboration and also liaison.
Enquiries: Dr Xhamlashe Tel no 040 608 1931

POST: DEPUTY DIRECTOR: SUBSTANCE ABUSE REF NO. ECHEALTH/DDSA/HO/01/03/2019
SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE: Bhisho, Head Office

REQUIREMENTS: A bachelor's degree in Social Work with 5 years' experience of which 3 years must be as Assistant Director level. Registration with a relevant statutory body. Experience in providing mental health and substance abuse services care to people within communities while referring to higher health care levels. Knowledge of mental health and substance abuse. Knowledge of key issues affecting the delivery of mental health and substance abuse services. Knowledge of quality and accreditation arrangements. Knowledge of legislative and policy framework influencing the complex of mental health substance abuse environment. Good computer, communication, organisational and planning skills. A valid driver's licence.

DUTIES: Interpret policy imperative, published research results, disease profile and health system information to determine policy gaps regarding mental health care in the province. Provide technical advice to mental institutions on policy matters related to mental health. Monitor and evaluate the mental health institutions with regards to the rendering of services to mental health patients. Monitor and evaluate the mental health portfolio with a view to identify and develop implementation guides and early warning systems. Liaise with research institutions to secure reliable information required to influence the mental health research agenda. Ensure effective, efficient and economical management and utilization of resources allocated to the section.
Enquiries: Dr Xhamlashe Tel no 040 608 1931