ANNEXURE O

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH

CLOSING DATE: 26 June 2015
NOTE: Applications to be submitted to the institution as indicated in advert. Directions To Candidates: Applications must be submitted on the application form (Z83) obtainable from any government department or www.dpsa.gov.za. Please attach certified copies of ID, qualifications, school certificate, curriculum vitae, registration with relevant council, drivers licence, etc. and submit to the addresses indicated below. Please Note: Suitable candidates will be subjected to personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months.

OTHER POSTS

POST 23/61: MEDICAL OFFICER GR 1, 2, 3 REF NO: MO/MH/06//01/2015 2 POSTS

SALARY:
- Grade 1: R634 269 - R683 292 per annum
- Grade 2: R725 226 - R792 984 per annum
- Grade 3: R841 644 - R1 052 250 per annum
  (Plus benefits)

CENTRE: Midland Hospital (Graaff-Reinet)

REQUIREMENTS:
- Basic qualification MBCHB. Current registration with HPCSA as Medical Practitioner.
- A valid work permit (if not SA resident).
- Ability to work under pressure and within a multi-disciplinary. Recognition Of Experience: 1 – 2 years (Gr 1), 6 years (Gr 2), 10 years (Gr 3) depending on experience, successful applicant may be appointed up to the maximum of four notches above the minimum of the relevant scale indicated above. (Please provide service records as proof of experience if possible).

DUTIES:
- Provide and support quality clinical services. Support the integrated and extension of clinical care in the Health system. Manage all clinical and auxiliary services in the Hospital. Must have experience in performing operations and in casualty and major theatre and able to transfer skills to newly employed doctors. Audit and improve quality in the Health Services. Provide leadership support and guidance regarding safe, therapeutic clinical management and appropriate medical practices. Support the development of the Health System; support the establishment and development of the Clinical department of Primary Health Care within the District and integration with the District Health Planning and relationship with the community. Unpack, disseminate, implement and enforce Department policies.

ENQUIRIES: Mr Mabombo (049 807 7000)

APPLICATIONS: Must be submitted to: Midland Hospital, Human Resource Office, P.O. Box 696, Graaff-Reinet 6280

POST 23/62: MEDICAL OFFICER GR 1, 2, 3 REF NO: MO/JHC/06//01/2015

SALARY:
- Grade 1: R634269 - R683292 per annum
- Grade 2: R725226 - R792984 per annum
- Grade 3: R841644 - R1052250 per annum (Plus benefits)

CENTRE: Joubertina Community Health Centre (Joubertina)

REQUIREMENTS:
- Basic qualification MBCHB. Current registration with HPCSA as Medical Practitioner.
- A valid work permit (if not SA resident).
- Ability to work under pressure and within a multi-disciplinary. Recognition Of Experience: 1 – 2 years (Gr 1), 6 years (Gr 2), 10 years (Gr 3) depending on experience, successful applicant may be appointed up to the maximum of four notches above the minimum of the relevant scale indicated above. (Please provide service records as proof of experience if possible).

DUTIES:
- Provide and support quality clinical services. Support the integrated and extension of clinical care in the Health system. Manage all clinical and auxiliary services in the Hospital. Must have experience in performing operations and in casualty and major theatre and able to transfer skills to newly employed doctors. Audit and improve quality in the Health Services. Provide leadership support and guidance regarding safe, therapeutic clinical management and appropriate medical practices. Support the development of the Health System; support the establishment and development of the Clinical department of Primary Health Care within the District and integration with the District Health Planning and relationship with the community. Unpack, disseminate, implement and enforce Department policies.
**POST 23/63**: ASSISTANT NURSING MANAGER (SPECIALITY) REF NO: ANM/AVH/06/01/2015

**SALARY**: R470 532 – R529 578 per annum, (plus benefits)

**CENTRE**: Andries Vosloo Hospital

**REQUIREMENTS**: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in nursing) or equivalent that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification in Paediatric Nursing / Clinical Nursing Science or Trauma, with duration of at least 1 year, accredited with the SANC in terms of Government Notice. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in nursing with SANC in General Nursing. At least 6 years of the period referred to above must be recognisable experience after obtaining the 1 year post-basic Qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level.

**DUTIES**: Provision of optimal, holistic specialized nursing care with the set Standards and within a professional/legal framework. Effective Utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional Growth/ethics, standards and self-development

**ENQUIRIES**: Miss Zozo (Tel: 0422431313)

**APPLICATIONS**: Must be submitted to: Andries Vosloo Hospital, Human Resource Office, Private Bag X02, Somerset East 5850

**POST 23/64**: OPERATIONAL MANAGER (SPECIALITY) REF NO: OP/AVH/06/01/2015

**SALARY**: R430 602 – R484 641 per annum, (plus benefits)

**CENTRE**: Andries Vosloo Hospital

**REQUIREMENTS**: Basic qualification accredited with the SANC in terms of Govern Notice 425 (i.e. diploma/degree in general nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post Basic Nursing qualification, with at least 1 year, accredited with the SANC in terms of Government Notice No 212 in Advanced Midwifery. Proof of current registration with SANC. A minimum of 9 years appropriate/recognisable experience in nursing of which 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in Advanced Midwifery.

**DUTIES**: Co-ordinate provision of support services. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Promote quality nursing care as directed by the professional scope of practice and standards. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate effective communication with supervisors and members of the multidisciplinary team. Supervise the overall institution and make relevant decisions. Manage and resolve conflict. Implement and promote quality assurance standards and infection control principles. Financial and physical resources.

**ENQUIRIES**: Miss Zozo (Tel: 0422431313)

**APPLICATIONS**: Must be submitted to: Andries Vosloo Hospital, Human Resource Office, Private Bag X02, Somerset East 5850

**POST 23/65**: ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: ADA/SBDO/06/01/2015

**SALARY**: R288 135 - R 348 063 per annum, (Plus benefits)

**CENTRE**: Sarah Baartman District Officer (Port Elizabeth)

**REQUIREMENTS**: B-degree or National Diploma with Internal Auditing or Accounting as a major. Expertise in Internal Control and compliance enforcement, Financial, HR and SCM policies and procedures, Treasury Regulations, PFMA, Knowledge of Financial Management Systems. A minimum of 3 years in a supervisory position.

**DUTIES**: Determine current and future needs analysis and apply SCM sourcing strategies. The alignment of operational and procurement plans with the budget. The consolidation of the procurement plans for the district. Overseeing of functions pertaining to Demand and Acquisition Management. Facilitate and the management of bids administration. Ensure the effective functioning of bid committees. Ensure that the SCM activities are compliant with the SCM procedures and prescripts. Monitoring of supplier performance. Manage and maintain supplier database. Maintain and mange contracts and leases including relevant registers. Provision of monthly and annual reports. Management of Resources within the unit.
ENQUIRIES : Mr Makuluma (Tel: 041 4088145)  
APPLICATIONS : Must be submitted to: The Department of Health, Sarah Baartman District Office, Recruitment Section, Private Bag X27667, Port Elizabeth 6001

POST 23/66 : ADMINISTRATION CLERK REF NO: AC/FEH/06/01/2015 2 POSTS

SALARY : R 131 658 – R 155 088 per annum (Plus Benefits)  
CENTRE : Fort England Hospital (Grahamstown)  
REQUIREMENTS :  
Grade 12/ equivalent plus 2 – 5 years’ experience in Administration. Basic knowledge of administration processes. Ability to perform accurately and work under pressure. Sound interpersonal relations and a pleasant telephone personality. Thoroughness, honesty, integrity and willingness to work hard. Must be computer literate. Must have good verbal and written communication skills. Good planning and organizing skills. Willing to work shifts.

DUTIES :  
Provide Ward Administration services. Administer Patient Administration and registration. Provide general office administration. Provide registry and maintain a good filing system.

ENQUIRIES : Mr Moyikwa (Tel: 0466022300)  
APPLICATIONS : Must be submitted to: Fort England Hospital, Human Resource Office, Private Bag X1002, Grahamstown 6139

POST 23/67 : ENROLLED NURSE GR 1, 2, 3 REF NO: EN/MPTBP/06/01/2015

SALARY : Grade 1: R129 897 - R146193 per annum  
          Grade 2: R155097 - R174561 per annum  
          Grade 3: R183546 - R225735 per annum  
Plus benefits

CENTRE : Marjorie Parrish TB Hospital (Port Alfred)  
REQUIREMENTS :  
Current Registration with SANC. Qualification that allows registration with the SANC as Staff Nurse (Enrolled Nurse). (Service records to be attached as proof of experience which will determine the notch). Willing to work shifts in all departments. Good communication skills. Good customer relationships. The ability to work under pressure. RECOGNITION OF EXPERIENCE: Less than 2 years = Grade 1. 10 years = Grade 2. 20 years = Grade 3. Depending on experience, successful applicant may be appointed up to the maximum of four notches above the minimum of the relevant scale.

DUTIES :  
Provide basic nursing care to the patients. Play an active role in health education in respect of health programmes. Follow standard procedures and guidelines of safe work practices. Communicate with the health care team and communities so that holistic patient care is rendered. Plan and organise own work so that there are no interruptions in service delivery. Identify developmental needs of self and of co-workers and communicate these to the sister-in-charge to allow for training and development. Maintain accurate patient records and statistics. Note and report complaints and feedback from clients to supervisor. Offer suggestions, based on practical experience for improving service delivery. Maintain appropriate stock level.

ENQUIRIES : Ms N Mabona (0466245306/7/8)  
APPLICATIONS : Must be submitted to: Marjorie Parrish TB Hospital, Human Resource Office, Private Bag 154, Port Alfred 6170

POST 23/68 : CLIENT INFORMATION CLERK REF NO: CIC/MH/06/01/2015

SALARY : R110 118 - R129 714 per annum (Plus benefits)  
CENTRE : Midland Hospital (Graaff-Reinet)  
REQUIREMENTS :  
Grade 10 or equivalent with 2 - 5 years’ experience or grade 12 with 0 - 2 years’ experience in operating a switchboard. Telephonic etiquette. To meet the needs and expectations of the clients served. The ability to exchange information in a polite and helpful manner. Good interpersonal relations and communication skills

DUTIES :  
Receive and refer telephone calls to the relevant staff. Record and deliver messages to the relevant staff. Provide general information and manage internal and external calls. Arrange new internal telephone extensions. Report faults of the equipment to the service provider.

ENQUIRIES : Ms Robile (049 807 7000)  
APPLICATIONS : Must be submitted to: Midland Hospital, Human Resource Office, P.O. Box 696, Graaff-Reinet 6280

POST 23/69 : FOOD SERVICE AID REF NO: FSA/AVH/06/01/2015

SALARY : R77 718 – R 91 548 per annum (Plus Benefits)  
CENTRE : Andries Vosloo Hospital (Somerset East)
**REQUIREMENTS**: Candidates with highest school qualification of grade 8/9 or ABET. Good communication skills and good interpersonal relations. Must be a committed and hard working person. Ability to work under pressure.

**DUTIES**: Preparation of patient’s food to prescribed menus. Delivery of patient’s food to the wards, cleaning of utensils and maintain good hygiene standards in the kitchen. Knowledge and preparing of therapeutic and specific diet. Perform regular stock taking. Ensure that correct meals are delivered to the correct areas. Collect used cutlery and crockery from wards and ensure that correct number have been returned.

**ENQUIRIES**: Mr Jordaan (0422431313)

**APPLICATIONS**: Must be submitted to: Andries Vosloo Hospital, Human Resource Office, Private Bag X02, Somerset East 5850