

ERRATUM

The Department has recently issued Non Clinical Circular 01 of June 2022 (Website) Advertisement of Non-clinical posts for various health institutions.

1. The following posts has been advertised erroneously, please note the amendment below:

POST: DRIVER (HEAVY DUTY) REF NO: ECHEALTH/DLV/NMAH/180/06/2022 (3 POSTS)
SALARY: R 124 434 -R 146 577 per annum (Level 3)
CENTRE: OR Tambo: Nelson Mandela Academic Hospital

POST: DRIVER (HEAVY VEHICLE) REF NO. ECHEALTH/LTH/APL/179/06/2022
SALARY: R 147 459 – R 173 706 per annum (Level 04)
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

POST: DEPUTY DIRECTOR: CONTRACTS MANAGEMENT REF NO. ECHEALTH/DD-CM/HO/ARP/04/06/2022
SALARY: R744 255 – R876 705 per annum (Level 11)
CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF level 7) as recognized by SAQA) in Public Management or Administration/Finance/Commerce or Supply Chain Management. A degree qualification in Law will be an added advantage More than 5 years' experience in Contracts Management within a Supply Chain Management environment, of which 3 years must be at Assistant Manager level. Sound knowledge of the principles of administrative and Constitutional Law, an accounting or commercial background will be an added advantage. Experience in management of contracts and Agreements is recommended knowledge and understanding of Supply Chain Management Framework • knowledge of Public Finance Management Act, Treasury Regulations and relevant prescripts broad legal framework negotiations and interpersonal skills, computer literacy, ability to write quality reports, communication and presentation skills ability to analyse commercial risk at least two years proven Managerial/supervisory experience willing to travel extensively Be prepared to work long hours. valid driver's license essential.

Management of Departmental contracts and Agreements ensuring implementation of contract management policy, procedures and systems; implement, manage and assess contract management process at the ECDOH in terms of legal and procedural requirement; administer all the ECDOH contracts to ensure that contract obligations are met; communicate with the end users and service providers to ensure efficient service delivery; develop and monitor implementation of Service Level Agreements; maintain an up to date ECDOH contract and deviation register; draw and issue award letters in consultation with Project Leaders as well as regret letters to unsuccessful bidders; liaise with relevant Project Leaders in preparation and reviewing of Service Level Agreement; monitor contracts progress (including variations) and performance to ensure goods and services conform to the contract requirements; coordinate the management of contracts and contracts performance; manage underperforming and non-performing service providers and invoke contract penalties in consultation with relevant Contract Manager; monitor the uploading of contract documentation on the contract management tool; safeguard of contracts documentation and contract files as well as the safekeeping of contract guarantee; ensure best practice Supply Chain Management standards for goods and services •ensure compliance with PFMA, Treasury Regulations and all relevant legislation provide support and professional advice on contract management and related legal issues to the Department and provide reports for management.

Enquiries: Mr Mashumi Tel no 040 608 9763

POST: ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO. ECHEALTH/ASDIM/ARP/12/06/2022

SALARY: R382 245 – R450 255 per annum (Level 9)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Management coupled with 5 years' experience of which 3 years' must be supervisory level (SL7/8) in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.

DUTIES: Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train information officer and data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.

Enquiries: Ms L Mabanga Tel no 041 405 2348

NOTE: The closing date still remains the 27th June 2022.