



Province of the  
**EASTERN CAPE**  
HEALTH

CLOSING DATE: 21 July 2023

NOTE Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). 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. People with disabilities are encouraged to apply for these posts.

ADDITIONAL NOTE: Applicants who will be applying for the Deputy Director General: Hospital & Clinical Support post must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>

The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: RecruitmentHeadOffice.gov.za (NB: **FOR TECHNICAL GLITCHES ONLY –DO NOTSEND CVs**). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms. S Ndlabhu Tel no: 040 608 1602/5/6/10

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

Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires: Ms S Diva Tel no 046 602 5046.

POST: DEPUTY DIRECTOR- GENERAL: HOSPITALS & CLINICAL SUPPORT SERVICES REF NO. ECHEALTH/DDGHCSS/HO/ARP/01/07/2023

SALARY: R 1 663 581– R 1 871 454 per annum (Level 15) – all-inclusive package

CENTRE: Head Office, Bhisho

JOB PURPOSE: To ensure provision of hospital and clinical support services.

*NOTE: This is a re-advertisement those who had previously applied are encouraged to apply*

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

REQUIREMENTS: National Senior Certificate, Degree (NQF level 7) and postgraduate qualification (NQF Level 8) as recognised by SAQA in Health related field or equivalent qualification. A minimum of 8 -10 years' experience at Senior Management level. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Skills: Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulation. 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 effective provision of health services in the hospitals: Oversee overall management of performance in central, tertiary, regional and mental hospitals. Oversee management and provision of transversal health services: Manage effective rendering of pharmaceutical services. Co-ordinate effective functioning of pharmaceutical depot. Co-ordinate and manage rendering of allied health services. Ensure management and effective utilization and maintenance of health technology in health facilities. Oversee and monitor rendering of medical, dental and nursing services. Ensure overall provision of quality health care assurance management services: Monitor development and co-ordination of coherent systems framework for delivery of quality health services. Ensure promotion of

customer care systems responsiveness and functionality of supportive governance structures. Ensure management and coordination of clinical health development service: Monitor effective coordination of health professional training and development services. Manage Lilitha Nursing College. Manage Emergency Medical Services College. Co-ordinate, monitor and evaluate Regional Training Centre services. Promote good corporate governance: Establish effective audit and risk management mechanisms to prevent fraud and corruption. Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature. Stakeholder management and annual reporting to Citizens. Management of MTEC process. 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: ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/SH/APL/01/06/2023

SALARY: R 627 474– R 724 278 per annum (OSD)

CENTRE: Sarah Baartman, Settlers Hospital

*NOTE: This is a re-advertisement those who had previously applied are encouraged to apply*

REQUIREMENTS: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES: Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care

Enquiries: Ms S Diva Tel no 046 602 5046.