



PROVINCIAL ADMINISTRATION: EASTERN CAPE DEPARTMENT OF HEALTH

CLOSING DATE: 23 DECEMBER 2024

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. Furthermore, 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

NOTE: Applicants must make use of the e-Recruitment system when applying Link: <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 NOT SEND 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 1210/1272

POST: CHIEF FINANCIAL OFFICER REF NO. ECHEALTH/CFO/HO/01/11/2024

SALARY: R1 741 770 - R1 962 090 per annum Level 15 (An All-Inclusive package)

CENTRE: Provincial Office, Bhisho

REQUIREMENTS: National Senior Certificate, an appropriate NQF Level 8 qualification as recognized by SAQA in Finance, Economics, Accounting coupled with eight (8) years' experience in Senior Managerial level preferably within a large and complex organization. Professional registration as a Chartered Accountant will serve as an advantage. A good track record of managing strategic programmes or projects. Knowledge of government policies and legislation relevant to the post i.e. Public Finance Management Act 1 of 1999, Division of Revenue Act 4 of 2020, Public Audit Act, 25 of 2004, Public Service Act, 103 of 1994 as amended National Treasury Regulations, and Provincial Treasury Instructions and related regulations etc. Excellent communication skills (written and verbal) appropriate to operational and executive levels. Skilled in negotiating & conflict management, stakeholder engagement & co-ordination and analysis. Proficiency in Microsoft Office. Flexibility and ability to work under pressure. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. A valid driver's license.

DUTIES: Support the Head of Department in the execution of functions in terms of the Public Finance Management Act of 1999 and the Treasury Regulations. Advise the Head of Department on matters pertaining to strategic and financial management. Financial Planning and performance with policy parameters. Establish and maintain appropriate systems (analytical tools, Information systems and models or projections of cost behaviour). Formulate creative solutions to enhance cost effectiveness and efficiency Ensure provision of management accounting services, provision of budget planning services inclusive of budget compilation Consultative process, consolidating of draft and final budget Inputs and tabling of budget proposals to various stakeholders. Provision of expenditure management services including Facilitating sitting of in-year monitoring budget sessions, conducting budget spending analysis and make budget Adjustment. Provision of revenue management services, analyzing collection trends and provide remedial strategies on revenue generation. Ensure provision of payment management services inclusive of Departmental spending on compensation of employees (COE) Budget. Provision of general payment services such as payment of creditors or suppliers or service providers. Oversee the Supply Chain Management

System including assets and contract management, maintenance of supplier database as well as procumbent delegations. Maintain a system of internal control and ensure that policies and processes are developed and managed. Facilitate risk management processes.

Enquiries: Ms M Stuurman Tel no: 040 608 1272

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POST: CHIEF DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO. ECHEALTH/D-HRM/HO/02/11/2024

SALARY: R1 436 022 - R1 716 933 per annum Level 14 (An All-Inclusive package)

CENTRE: Provincial Office, Bhisho

REQUIREMENTS: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Human Resource Management/ Human Resource Development/ Public Administration coupled with five (5) years' experience in Senior Managerial level in a similar environment. Understanding of Public Service policies, Public Service Act and Regulations, Public Finance Management Act, DPSA Directives and other relevant legislative framework. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. A valid driver's license.

DUTIES: Provide strategic guidance and render Strategic Human Resource Services including championing the development and implementation of training and development interventions. Facilitate the development and implementation of effective talent management and retentions strategy. Play a leading role in the design and implementation of all human resource development strategies and tactics to ensure that the department achieves its strategic human resource development goals. Facilitate the management of an effective employee performance system and human resource system support. Strengthening good working relations with its strategic partners, clients, and stakeholders. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.

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POST: DIRECTOR: HEALTH FACILITIES REF NO. ECHEALTH/DIRHF/NMAH/03/11/2024

SALARY: R1 216 824- 1 433 355 annum Level 13 (An All-Inclusive package)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Built Environment or equivalent qualification coupled with five (5) years' experience in Middle Management level (MMS). Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA. Ability to develop policies and internal standard Operating Procedures. Strong leadership skills, team building and sound interpersonal skills. Excellent verbal and written communication skills and report writing skills. Advanced computer skills in MS package (Word, Excel, PowerPoint and Visio). Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. A valid drivers' license.

DUTIES: Responsible for the overall day to facilitate Directorate, which includes security, laundry building, maintenance, cleaning, gardening, ICT, accommodation, and Health Technology. Control and monitor human, financial and other resources. Ensure effective management of Service Level Agreements with service providers to ensure effective service delivery. Develop strategies, programmes and projects to improve service provision. Internal control strategy determined to ensure compliance with prescripts. Determine resource requirements and buildings maintenance plan. Produce timeous management reports, Participate in the formulation of the hospital operational and strategic plans. Determine the Facilities Directorate's annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing program services, Policies and procedures. Prepared and manage directorate's budget. Participate in Budget Advisory, Cost Containment, Procurement and Bid Committees. Ensure that Facilities Directorate is complaint to National supervision, evaluation, and training. Contribute to the hospital's planning, budgeting and procurement processes

as well as monitoring and evaluation. Manage staff development and Performance (PMDS) against departmental and hospital objectives in line with strategic, operational and turnaround plans. Perform any other duties delegated by Chief Executive Officer.

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POST: DIRECTOR: NURSING REF NO. ECHEALTH/DIRNURS/HO/04/11/2024

SALARY: R1 216 824 - 1 433 355 annum Level 13 (An All-Inclusive package)

CENTRE: Provincial Office, Bhisho

NOTE: This is a re-advertisement, those who have applied before are encouraged to apply again.

REQUIREMENTS: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Nursing with (5) years' experience in the Health Sector Training environment. A postgraduate qualification in Nursing Education and/or Nursing Management will be added advantage. Registration with the relevant Professional Council (SANC). Knowledge and understanding of regulatory framework for the provision of Nursing services. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES: Management and provision of nursing services in the department. Manage implementation and achievement of determined levels of quality care and standards of service. Develop and implement relevant strategic imperatives for the provision of nursing services including protocols/practices for a professional nursing service. Coordinate development of strategic and operational activities of the nursing services. Provide leadership, guide and direct the provision and maintenance of the nursing services or programmes. Facilitate selection and recruitment including training and development of personnel for the nursing division. Create networks for stakeholder mobilization for the provision of comprehensive nursing care services. Facilitate and ensure management of discipline in the Nursing division. Provide overall management of people and finances of the nursing division.

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POST: CHIEF EXECUTIVE OFFICER REF NO. ECHEALTH/CEO/FRT/05/11/2024

SALARY: R1 216 824- 1 433 355 annum Level 13 (An All-Inclusive package)

CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in the clinical field coupled with 5 years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation and Customer Focus. A valid driver's licence.

DUTIES: To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital,

ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

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POST: DIRECTOR: SALARY ADMINISTRATION REF NO. ECHEALTH/DIRS/HO/06/11/2024

SALARY: R1 216 824 - 1 433 355 annum Level 13 (An All-Inclusive package)

CENTRE: Provincial Office, Bhisho

REQUIREMENTS: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Financial Management or relevant qualification coupled with five (5) years' experience at Middle Management Level in Salary Administration. Knowledge and understanding of basic regulatory framework for financial management (salary administration) in the public sector. Knowledge of SMS Handbook, Public Service Act and its Public Service Regulations, Public Finance Management Act and its Treasury Regulations. Good Communication (verbal and written) skills, Good Report Writing skills and PERSAL and BAS. Proficiency in Microsoft Office. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation and Customer Focus. A valid driver's license.

DUTIES: Develop policies and procure guidelines related to salary administration. Coordinate and monitor salary administration services. Render salary rebates services. Provide advisory services on all salary and issues. Render weekly support to Provincial Cost Containment Committee (PCCC) and weekly monitor and report on the implementation of the PCCC resolutions. Implement and monitor Audit Improvement Plans (AIPs) related to Salary Administration Directorate and submit monthly reports for consolidation purposes. Ensure effective and efficient utilisation and management of human, physical and financial resources of the Salary Administration Directorate, in accordance with applicable legislation and policies. Strengthen professionalism and build management capacity within the Directorate.

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POST: DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION (OFFICE OF THE MEC) REF NO. ECHEALTH/DD-ADC/HO/07/11/2024

SALARY: R849 702 – R1 000 908 per annum (Level 11 All-inclusive package)

CENTRE: Provincial Office, Bhisho

REQUIREMENTS: National Senior Certificate, an appropriate NQF Level 7 as recognized by SAQA in Public Administration/Management/Office Management and Technology or any equivalent qualification coupled with Five (5) years' experience of which three (3) years must be at Assistant Director level (SL9) preferably in a core Staff environment/Political Office. A valid driver's license is a prerequisite. Knowledge of Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations. A valid driver's license

DUTIES: Coordinate the planning process for the MEC Office. Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Operational Plans. Develop and implement records management policies, file plans, strategies, and procedures: Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Implement the records management and file plans

effectively. Monitor accurate monthly and quarterly reports. Ensures the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Records the engagements of the Head of Office. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the Head of office regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the head office. Obtain inputs, collates and compiles reports, e.g.: progress and management reports. Scrutinizes routine submissions/ reports and makes notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting: Consolidate the budget of the Head of office for submission to the Budget Office. Prepare In-year Monitoring report for the Office. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness.

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POST: REGISTRY CLERK (OFFICE OF THE MEC) REF NO.ECHEALTH/RC/HO/08/11/2024

SALARY: R216 417 – R254 928 per annum (Level 5)

CENTRE: Provincial Office, Bhisho

REQUIREMENTS: National Senior Certificate. No previous experience is required, however, exposure to the Registry, Internal Audit and a core staff environment/political office will be an advantage. A valid driver's license is a prerequisite. Knowledge of registry duties, and practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service.

DUTIES: Provide registry services, attend to clients, handle telephone and other inquiries received, and receive and register hand-delivered mail/files. Handle incoming and outgoing correspondence, receive all mail, Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing of files according to record. Classification system, Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files, operate office machines in relation to the registry function and open and maintain the Franking Register. Frank posts, record money, and update the register daily. Undertake spot checks on posts to ensure no private post is included. Lock post in post bags for messengers to deliver to the Post Office. Open and maintain the admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record the reference number in the register. Filing and tracking internal audit resolutions and that of all oversight structures. Keep a daily record of the number of letters franked. Process documents for archiving and/or disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile a list of documents to be archived and submit to the supervisor. Keep records for archived documents.

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