

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH**

<u>APPLICATIONS</u>	:	Applications directed at the addresses as indicated below or Hand Delivery as indicated below: Livingstone Tertiary Hospital - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Stanford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: (041) 405 2348. Fort England Psychiatric Hospital – Post to: HR Office, Fort England Psychiatric Hospital, Private Bag X1002, Grahamstown, 6140 or hand delivery to: Human Resource Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms Nazo Tel No: (046) 602 2300. Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private Bag X9047, East London, 5200 or Hand delivery to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel No: (043) 709 2487/2532. Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: (047) 502 4469. OR Tambo District Office - Post to: HR Office, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Deliver to: HR Office, 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms Z Mtimba Tel No: (047) 502 9000.
<u>CLOSING DATE</u>	:	18 July 2025
<u>NOTE</u>	:	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.
OTHER POSTS		
<u>POST 23/102</u>	:	<u>HEAD CLINICAL DEPARTMENT (ONCOLOGY) REF NO: ECHEALTH/HCD-ON/FTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	R2 600 811 – R2 760 408 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 3 years' appropriate experience after registration experience with HPCSA as a Medical Specialist in Oncology. Outstanding clinical skills in the field preferably in the public service environment. Ability and practical experience to set up and provide training program for undergraduate and postgraduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills.
<u>DUTIES</u>	:	The Head of Department (HOD) is responsible for leading and managing teaching and learning, research, community engagement and administrative duties. Serve in various faculty and campus committees and chair the Departmental Board. Promotion of quality education, research and community

		engagement and the provision of academic and administrative leadership within the department. Responsibilities also include the departmental PQM, quality assurance, risk management, change management, human resources management and financial and budgeting responsibilities. Service delivery, teaching and training of under and post graduate students. Reduce the backlog in drainage areas. Develop outreaches and inreach programs to the whole service platform. Develop and conduct daily academic programs. Provide strategic leadership in the respective clinical department. Oversee and manage quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related; manage and support staff and participate in departmental Functional Business Unit activities. Leadership of research activities in the Department. Participate in outreach activities and/ or support of District Hospitals. Participate in the ongoing provision of undergraduate and post graduate training/teaching. Manage staff in the department. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532.
<u>POST 23/103</u>	:	<u>HEAD CLINICAL DEPARTMENT (ANAESTHETICS) REF NO: ECHEALTH/HCD-ANA/FTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	R2 600 811 – R2 760 408 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 3 years' appropriate experience after registration experience with HPCSA as a Medical Specialist in Anesthetics. Outstanding clinical skills in the field preferably in the public service environment. Ability and practical experience to set up and provide training program for undergraduate and postgraduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills.
<u>DUTIES</u>	:	The Head of Department (HOD) is responsible for leading and managing teaching and learning, research, community engagement and administrative duties. Serve in various faculty and campus committees and chair the Departmental Board. Promotion of quality education, research and community engagement and the provision of academic and administrative leadership within the department. Responsibilities also include the departmental PQM, quality assurance, risk management, change management, human resources management and financial and budgeting responsibilities. Service delivery, teaching and training of under and post graduate students. Reduce the backlog in drainage areas. Develop outreaches and inreach programs to the whole service platform. Develop and conduct daily academic programs. Provide strategic leadership in the respective clinical department. Oversee and manage quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related; manage and support staff and participate in departmental Functional Business Unit activities. Leadership of research activities in the Department. Participate in outreach activities and/ or support of District Hospitals. Participate in the ongoing provision of undergraduate and post graduate training/teaching. Manage staff in the department. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 23/104</u>	:	<u>HEAD CLINICAL UNIT (UROLOGY) REF NO: ECHEALTH/HCU-UR/FTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R2 084 754 – R2 212 680 per annum, (OSD), an all-inclusive package Grade 2: R2 279 559 – R2 492 571 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 3 years' appropriate experience after registration experience with HPCSA as a Medical Specialist in Urology. Outstanding clinical skills in the field preferably in the public service environment. Ability and practical experience to set up and provide training program for undergraduate and postgraduates. Candidates

		with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills.
<u>DUTIES</u>	:	Provision of a quality, cost effective and efficient 24-hour ophthalmic service in keeping with Batho Pele Principles. Responsible for training & guidance of Registrars, Medical Officers, Medical Interns, Community Service Medical Officers, Medical Students & other categories in the department including running of an academic/in service program for doctors and optometrists. Ensure that the department is compliant with the National Core Standards Ideal Hospital Realisation Framework. Coordinate and compile Medico-legal reports & attend to all legal issues pertaining to the department. Development operational plans, quarterly & annual reports. Oversee performance of Clinical audits & departmental mortality & morbidity meetings. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 23/105</u>	:	<u>OBSTETRICIAN AND GYNAECOLOGIST (DCST) REF NO: ECHEALTH/DCST-OBS/ORT/ARP/NHI/01/07/2025</u> (1-year Contract)
<u>SALARY</u>	:	Grade 1: R2 084 754 – R2 212 680 per annum, (OSD), an all-inclusive package Grade 2: R2 279 559 – R2 492 571 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Obstetrician and Gynaecologist Plus at least 3 years' experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Teaching, mentorship and coaching, Problem solving, Functioning in a multi-disciplinary team, Computer literacy. Behavioural attributes reflecting the following: Stress tolerance, Self-confidence, Objectivity, Ethical, Empathic. Willingness to work at other facilities in the Sub-structure. Competencies (knowledge/skills): Appropriate experience working at a Primary Healthcare facility in a District Health system. Clinical knowledge to manage complex clients referred from other clinical staff and liaise with other specialists for more advanced care. Ability to work within and lead a multi-disciplinary team to provide service delivery to clients in a Primary Health Care setting. A valid driver's license.
<u>DUTIES</u>	:	Represent obstetrics and gynaecology as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as an obstetrician and gynaecologist by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of obstetrics and gynaecological services within the district. Support obstetric, neonatal and sexual and reproductive health care service delivery in the district. Primarily support district hospitals with all aspects of service delivery related to obstetrics and gynaecology. Secondly support clinics, community health centres and primary health care outreach teams, including engaging private sector obstetricians and gynaecologists with service delivery related matters. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and

processes to support the delivery of obstetrics and gynaecological services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on obstetrics and gynaecological assessments. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of obstetrics and gynaecological services within the district. Assist with the recruitment and management of relevant human resources.

<u>ENQUIRIES</u>	:	Ms Z Mtimba Tel No: (047) 502 9000
<u>POST 23/106</u>	:	<u>FAMILY PHYSICIAN (DCST) REF NO: ECHEALTH/DCST-FP/ORT/ARP/NHI/01/07/2025</u> (1-year Contract)
<u>SALARY</u>	:	Grade 1: R2 084 754 – R2 212 680 per annum, (OSD), an all-inclusive package Grade 2: R2 279 559 – R2 492 571 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician Plus at least 3 years' experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Teaching, mentorship and coaching, Problem solving, Functioning in a multi-disciplinary team, Computer literacy. Behavioural attributes reflecting the following: Stress tolerance, Self-confidence, Objectivity, Ethical, Empathic. Willingness to work at other facilities in the Sub-structure. Competencies (knowledge/skills): Appropriate experience working at a Primary Healthcare facility in a District Health system. Clinical knowledge to manage complex clients referred from other clinical staff and liaise with other specialists for more advanced care. Ability to work within and lead a multi-disciplinary team to provide service delivery to clients in a Primary Health Care setting. A valid driver's license.
<u>DUTIES</u>	:	Represent family medicine as a member of the District Clinical Specialist Team (DCST) responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a family physician by spending 10 to 20% of time on continuing professional education and clinical care at a relevant facility be it a district, regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of health services within the district. Support community orientated clinical services in the district by responding to family and community health needs, spanning the range of risk and environmental hazards within families and communities. Primarily support clinics, community health centres and primary health care outreach teams, including engaging private sector practitioners regarding service delivery related matters. Secondly support district hospitals with all aspects of service delivery related to family practice. Promote clinical effectiveness in all facilities through supporting outreach programmes to primary care teams in their community, dissemination or implementation of clinical protocols and

standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of medical services, including epidemiological research, disease profiles and establishment of community needs. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant, as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of medical services within the district. Assist with the recruitment and management of relevant human resources.

<u>ENQUIRIES</u>	:	Ms Z Mtimba Tel No: (047) 502 9000
<u>POST 23/107</u>	:	<u>SENIOR MANAGER: MEDICAL SERVICES REF NO:</u> <u>ECHEALTH/FTH/ARP/NTSG/ARP/01/07/2025</u>
<u>SALARY</u>	:	R1 826 139 – R2 212 680 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years of appropriate experience as a Medical Practitioner. Competencies: Appropriate and proven managerial experience in a Health Care environment, including leadership, strategic and operational skills, to enable the practical implementation of the departmental vision. Specific Knowledge and proven managerial experience regarding management of Clinical Services; Human Resource Management, Financial Resource Management and Infrastructure which will enable the effective planning of clinical services according to available corporate resources. Extensive knowledge of National, Provincial, and institutional health delivery systems, policies and laws which govern resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information in order to plan clinical services. A valid driver's license.
<u>DUTIES</u>	:	Overall strategic and operational management of clinical services within the given clinical and corporate governance frameworks. Participate in strategies to strengthen relationships in the regional and district health care system to ensure equity of access to specialized care within the drainage system. Ensure that the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment, and discharge of patients with available resources. Effective, efficient, and sustainable human resource management and planning within relevant general specialist and highly specialized clinical departments. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring a well-functioning clinical Centre within available human and financial resources. Special portfolios/projects, as delegated by the CEO.

		Ensure the effective, sufficient and sustainable functioning within the National and Provincial Health policies. Support HEIs to provide, facilitate and promote training, teaching and research, members of the hospital management and the Faculty of Health Sciences of the Universities of Walter Sisulu and Nelson Mandela. Ensure and provide a platform for teaching, training, development, and research.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 23/108</u>	:	<u>MEDICAL SPECIALIST GRADE 1 – 3 (PSYCHIATRY) REF NO: ECHEALTH/MS-PSY/FEPH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 – R1 422 810 per annum, (OSD), an all-inclusive package Grade 2: R1 531 032 – R1 623 609 per annum, (OSD), an all-inclusive package Grade 3: R1 773 222 – R2 212 680 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	Sarah Baartman District, Fort England Psychiatric Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows registration with HPCSA as a Medical Specialist in a normal specialty. Registration with HPCSA as Medical Specialist in a normal specialty. Current registration with the Health Professions Council of South Africa (HPCSA). Grade 1: None after registration with the HPCSA as Medical Specialist a normal specialty. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal specialty/sub-specialty. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal specialty. Having experience of working in recognised public institutions as a specialist in the specified discipline is an added advantage. Candidate must have also worked in the hospital environment with knowledge in primary, secondary, tertiary and quaternary levels care. Be willing to work in teaching environment working with Registrars and undergraduate students. Knowledge of and experience in leading a team. A good knowledge of prescripts governing the practice of medicine in South Africa. Willingness to work and deliver services in rural settings. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills, including report writing, preferably in languages spoken in the region (IsiXhosa and English). Preparedness to work under pressure and for extended hours. Computer literate. Disposition to travel to referring health facilities for outreach purposes. A valid driver's licence.
<u>DUTIES</u>	:	Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics and other areas in the discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
<u>ENQUIRIES</u>	:	Ms Nazo Tel No: (046) 602 2300
<u>POST 23/109</u>	:	<u>ASSISTANT DIRECTOR: MEDICAL PHYSICS REF NO: ECHEALTH/ADMP/LTH/NTSG/ARP/01/07/2025</u>
<u>SALARY</u>	:	R1 124 517 – R1 282 524 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows for registration with the HPCSA as a Medical Physicist. Registration with the HPCSA as a Medical Physicist. Experience: A minimum of 3 years' appropriate experience after registration as Medical Physicist. The candidate must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills. Competencies: In depth knowledge and skills relating to medical physics and quality assurance processes, tests and regulations associated with radiation emitting devices primarily in Radiology. Sound knowledge of radiotherapy physics, radiotherapy equipment, dosimetry,

		treatment planning and HDR brachytherapy. Knowledge of computers and software used in Radiology (imaging and dose assessment), Radiotherapy (modern RT techniques) and Nuclear Medicine. Knowledge of quality assurance and radiation protection aspects of all radiation therapy and radiation imaging equipment. Exceptional technical, management, administration, communication and interpersonal skills as pertaining to the scope of profession of Medical Physicist, both within service delivery as well as teaching environment. Research, development and teaching/training skills. Good leadership, communication and interpersonal relationship skills.			
<u>DUTIES</u>	:	To coordinate, supervise & provide comprehensive clinical medical physics services. Responsibility for the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Radiation Oncology, with support to Nuclear Medicine and Diagnostic Radiology. Provide Medical Physics support for Radiation Oncology treatment units including acceptance testing, commissioning, calibration, and quality assurance. Provide Medical Physics support for Radiation Oncology Treatment Planning. Participating in the implementation of new treatment techniques. Responsible for maintaining an effective radiation protection programme for the hospital, including reporting and monitoring radiation incidents. Assist in the specification, procurement, installation and commissioning of radiation emitting devices in the hospital as required. Provide clinical Medical Physics advice as required in Radiotherapy, Nuclear Medicine and Radiology. Training and education of Medical Physics Interns and other professionals in associated departments. Participate in middle management and delegated management tasks, including record keeping, statistic collation assists with budget control, and assets management. Active participation and assistance with research and development programmes of the Medical Physics Department. To participate in student training, supervision and performance evaluation. Perform administration of tasks in the section. Participate in Formulation, implement, monitor and evaluate operational plans in keeping with the strategic plans of the institution. To assist in management of the resources of the department namely: human, finance and assets)			
<u>ENQUIRIES</u>	:	Ms. L Mabanga Tel No: (041) 405 2348			
<u>POST 23/110</u>	:	<u>DEPUTY</u>	<u>MANAGER</u>	<u>NURSING</u>	<u>REF</u> <u>NO:</u>
		<u>ECHEALTH/DMN/FEPH/ARP/NTSG/01/07/2025</u>			
<u>SALARY</u>	:	R1 028 091 - R1 132 428 per annum, (OSD), an all-inclusive package			
<u>CENTRE</u>	:	Sarah Baartman District, Fort England Psychiatric Hospital			
<u>REQUIREMENTS</u>	:	Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision-making skills. Good verbal and written communication skills are essential requirements. A valid driver's license.			
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.			
<u>ENQUIRIES</u>	:	Ms Nazo Tel No: (046) 602 2300			

POST 23/111	:	MEDICAL PHYSICIST GRADE 1-3 REF NO: <u>ECHEALTH/MEDPI/LTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R811 662 – R899 085 per annum, (OSD), an all-inclusive package Grade 2: R916 437 - R1 001 022 per annum, (OSD), an all-inclusive package Grade 3: R1 045 446 - R1 174 848 per annum, (OSD), an all-inclusive package
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with the HPCSA as a Medical Physicist (Independent Practice). Current and active registration with HPCSA as a Medical Physicist Experience: Grade 1: None after registration with HPCSA as a Medical Physicist. Grade 2: 8 years appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: 16 years appropriate after registration with the HPCSA as a Medical Physicist. Ability to work under pressure and meet deadlines. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Capable of using initiative for problem solving, recognizing the need for action, considering possible risks and taking responsibility for results. Good communication, interpersonal relationships, research, development and teaching skills. Knowledge of statutory regulations regarding the medical use of ionizing radiation, particularly concerning diagnostic radiology. Potential to develop management skills. Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics.
<u>DUTIES</u>	:	Routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology Assisting with departmental administration. Assistance with equipment tender preparation, evaluation and commissioning. Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Diagnostic Radiology, with support to Radiation Oncology. External Coordination with other institutions in the province or national on Medical Physics activities. Attending and presenting at meetings, workshops and CPD activities. Operation, monitoring of maintenance, record keeping and care of all equipment and accessories. Design and implementation of new protocols. Teaching and training skills, radiation protection and handling, transporting and disposal of radioactive materials. Ability to solve radiotherapy physics problems. Performance of quality control procedures in radiotherapy. Provide medical physics support for radiation oncology treatment unit including Sound knowledge of radiotherapy dosimetry equipment, treatment planning acceptance testing, commissioning, calibration and quality assurance. Provide medical physics support in radiation oncology treatment planning. Participating in the implementation of new treatment techniques. Provide radiation protection services and ensure regulatory compliance for the institution.
<u>ENQUIRIES</u>	:	Ms. L Mabanga Tel No: (041) 405 2348
POST 23/112	:	MEDICAL PHYSICIST GRADE 1-3 REF NO: <u>ECHEALTH/MEDP/NMAH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R811 662 – R899 085 per annum, (OSD), an all-inclusive package Grade 2: R916 437 - R1 001 022 per annum, (OSD), an all-inclusive package Grade 3: R1 045 446 - R1 174 848 per annum, (OSD), an all-inclusive package
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nelson Mandela Academic Hospital An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with the HPCSA as a Medical Physicist (Independent Practice). Current and active registration with HPCSA as a Medical Physicist Experience: Grade 1: None after registration with HPCSA as a Medical Physicist. Grade 2: 8 years appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: 16 years appropriate after registration with the HPCSA as a Medical Physicist. Ability to work under pressure and meet deadlines. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Capable of using initiative for problem solving, recognizing the need for action, considering possible risks and taking responsibility for results. Good communication, interpersonal relationships, research, development and teaching skills. Knowledge of statutory regulations regarding the medical use of ionizing radiation, particularly concerning

		diagnostic radiology. Potential to develop management skills. Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics.
<u>DUTIES</u>	:	Routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology Assisting with departmental administration. Assistance with equipment tender preparation, evaluation and commissioning. Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Diagnostic Radiology, with support to Radiation Oncology. External Coordination with other institutions in the province or national on Medical Physics activities. Attending and presenting at meetings, workshops and CPD activities. Operation, monitoring of maintenance, record keeping and care of all equipment and accessories. Design and implementation of new protocols. Teaching and training skills, radiation protection and handling, transporting and disposal of radioactive materials. Ability to solve radiotherapy physics problems. Performance of quality control procedures in radiotherapy. Provide medical physics support for radiation oncology treatment unit including Sound knowledge of radiotherapy dosimetry equipment, treatment planning acceptance testing, commissioning, calibration and quality assurance. Provide medical physics support in radiation oncology treatment planning. Participating in the implementation of new treatment techniques. Provide radiation protection services and ensure regulatory compliance for the institution.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 23/113</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALITY (ORTHOPEADICS) REF NO: ECHEALTH/AMN-ORTHO/ FTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	R755 355 – R863 667 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Advanced Orthopedics Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care procedures, Good communication skills.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain constructive working relations with nurses & other stakeholders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 23/114</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALITY (PEADIATRICS) REF NO: ECHEALTH/AMN-PEADS/ FTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	R755 355 – R863 667 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Advanced Pediatrics Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the relevant specialty. At least 3 years of the period

		referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care procedures, Good communication skills.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 23/115</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (PSYCHIATRY) REF NO: ECHEALTH/AMN-PSY/FEPH/ARP/NTSG/01/07/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R755 355 – R863 667 per annum, (OSD) Sarah Baartman District, Fort England Psychiatric Hospital Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care procedures, Good communication skills. A valid driver's license.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain constructive working relations with nurses & other stakeholders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms Nazo Tel No: (046) 602 2300
<u>POST 23/116</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/LTH/ARP/NTSG/01/07/2025 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R693 096 – R813 732 per annum, (OSD) Buffalo City Metro, Frere Tertiary Hospital Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (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.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of 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.

<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 23/117</u>	:	<u>ASSISTANT DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES (RADIATION THERAPY/ NUCLEAR MEDICINE) GRADE 1 REF NO: ECHEALTH/ADMMS/LTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R638 856 – R707 625 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Radiation Therapy/ Nuclear Medicine). Registration with the HPCSA as a Radiographer (Independent Practice) Radiation Therapy or Nuclear Medicine. Experience: Grade 1 - A minimum of 3 years' appropriate experience as a Radiographer (Radiation Therapy or Nuclear Medicine) after registration with HPCSA of which 5 years must be appropriate experience in Management. The candidate must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Competencies: Sound knowledge of radiation protection, quality assurance and equipment safety. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good written and verbal communication skills. Demonstrates effective interpersonal skill, good administrative, strategic planning organizational skills, leadership qualities and supervisory skills Knowledge of Patient Archiving and Communication. Basic knowledge of budget planning as well as the Public Finance and Management Act. Good understanding of public hospital operational systems. Knowledge of relevant Health and Safety Acts, Knowledge of relevant Public Service policies, acts and regulations, Knowledge of Public Health Sector Quality Improvement Initiatives, Conflict resolution and problem-solving. The successful candidate must undergo Medical Surveillance as an inherent job requirement.
<u>DUTIES</u>	:	To manage, coordinate and administer the operations of the Radiation Therapy & Nuclear Medicine services in the Livingstone Tertiary Hospital Facilitate the implementation of strategic plans in keeping with the requirements of the institution, the province and national health department. Ensure the effective, efficient and cost-effective management of allocated Resources of the Department Render effective patient centered Nuclear Medicine & radiation therapy service for in- and outpatients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Provision of strategic leadership in striving towards a optimization of services. Facilitate teaching and training of staff and students., supervision and performance evaluation. Facilitate the formulation/ Developing of SOP, strategies, guidelines & protocols in line with service development in consultation with relevant stakeholders Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods Ensure radiation safety and control for public and staff, in support of the Medical Physicist. Exercise care with all consumables and equipment. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Ensure radiation safety and control for public and staff, in support of the Medical Physicist. Facilitate teaching and training of staff and students. Attend departmental meetings and represent the department at external meetings as required.
<u>ENQUIRIES</u>	:	Ms. L Mabanga Tel No: (041) 405 2348
<u>POST 23/118</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY GRADE 1-2 REF NO: ECHEALTH/ADOT/LTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R638 856 – R707 625 per annum, (OSD) Grade 2: R727 350 – R807 243 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the HPCSA as an Occupational Therapist (Independent Practice).

Experience: A minimum of 3 years' appropriate experience as an Occupational Therapist after registration with the HPCSA of which 5 years must be appropriate experience in Management. The candidate must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Competencies: Sound knowledge of radiation protection, quality assurance and equipment safety. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good written and verbal communication skills. Demonstrates effective interpersonal skill, good administrative, strategic planning organizational skills, leadership qualities and supervisory skills Knowledge of Patient Archiving and Communication Basic knowledge of budget planning as well as the Public Finance and Management Act. Good understanding of public hospital operational systems. Knowledge of relevant Health and Safety Acts, Knowledge of relevant Public Service policies, acts and regulations, Knowledge of Public Health Sector Quality Improvement Initiatives, Conflict resolution and problem-solving skills.

DUTIES : To manage, coordinate and administer the operations of the Occupational Therapy services in the Livingstone Tertiary Hospital. Ensure the effective, efficient and cost-effective management of allocated Resources of the Department. To participate & work closely with the interdisciplinary team members. Provision of strategic leadership in striving towards a optimization of occupational therapy services. Facilitate training & development of staff and students. Provide supervision and performance evaluation. Manage Quality Assurance and Clinical governance within the occupational therapy section. Communicate effectively with all stakeholders. Management and administration duties of the section.

ENQUIRIES : Ms. L Mabanga Tel No: (041) 405 2348

POST 23/119 : **CHIEF RADIOGRAPHER: MAMMOGRAPHY GRADE 1 -2 REF NO: ECHEALTH/CRMM/LTH/NTSG/ARP/01/07/2025**

SALARY : Grade 1: R575 250 - R638 856 per annum, (OSD)
Grade 2: R657 507 – R727 350 per annum, (OSD)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Mammography) & proof of RCT Board-Breast Ultrasound examination pass (submit proof when shortlisted). Registration with the HPCSA as a Radiographer (Independent Practice) Mammography. Experience: A minimum of 3 years' appropriate experience as a Mammographer after registration with the HPCSA. The candidate must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Competencies (knowledge/skills): Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Mammography. Strong clinical skills and knowledge of mammography techniques and protocols. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Good written and verbal communication skills. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills. Excellent communication and organizational skills. Ability to work well under pressure.

DUTIES : Management and operation of the Mammography Department-Woman's Health, ensuring the delivery of high-quality mammography services and promoting the early detection of critical areas in health like breast cancer. Supervise and mentor mammography staff, fostering a collaborative and supportive work environment. Manage sectional resources. Develop and implement departmental policies and procedures to ensure compliance with quality standards and regulatory requirements. Schedule and coordinate patient appointments and workflow. Perform high-quality mammography inclusive of breast ultrasound examinations, including screening and diagnostic mammograms. Implement and monitor quality assurance programs to ensure optimal image quality and patient safety. Maintain accurate records and documentation. Participate in audits and quality improvement initiatives. Responsible for Awareness Campaigns pertaining to the mammography occupation. Provide training & development to staff and other medical professionals on mammography procedures.

ENQUIRIES : Ms. L Mabanga Tel No: (041) 405 2348

POST 23/120 : **CHIEF RADIOGRAPHER: RADIATION ONCOLOGY GRADE 1 REF NO: ECHEALTH/CRRO/LTH/ARP/NTSG/01/07/2025 (X2 POSTS)**

SALARY : Grade 1: R575 250 - R638 856 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Radiation Therapy). Registration with the HPCSA as a Radiographer (Independent Practice) Radiation Therapy. Experience: A minimum of 3 years' appropriate experience as a Radiographer (Radiation Therapy) after registration with the HPCSA. The candidate must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Competencies: Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Radiation Therapy. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Good written and verbal communication skills. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills. The successful candidate must undergo Medical Surveillance as an inherent job requirement.

DUTIES : To coordinate, supervise & provide comprehensive clinical Radiation Therapy services. Provide, coordinate and evaluate the effectiveness of Radiation Therapy services for inpatients and external stakeholders. To participate in student training, supervision and performance evaluation. Perform administration of tasks in the section. Participate in Formulation, implement, monitor and evaluate operational plans in keeping with the strategic plans of the institution. To assist in management of the resources of the department namely: human, finance, physical and organizational. Analyse and interpret statistics and make suggestions to the work team to improve radiation therapy services. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Exercise care with all consumables and equipment. Manage & Supervision junior staff and community service radiation therapist and support personnel, including performance appraisals. Implement quality assurance measures in the section and ensure that areas of non-compliance are attended to. Implement and maintain Quality Assurance of all relevant equipment & ensure technical maintenance in accordance to national standard and adhere to National Core Standards and norms at departmental level. Participate in the development of radiation therapy SOP policies, protocols and guidelines. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in public health activities according to the health awareness calendar. Participate in middle management and delegated management tasks, including record keeping, statistic collation assists with budget control, assets management and provide support to the Assistant Director. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders. Supervision of staff and ensure that continuous professional development systems are in place.

ENQUIRIES : Ms. L Mabanga Tel No: (041) 405 2348

POST 23/121 : **NUCLEAR MEDICINE RADIOGRAPHER GRADE 1-3 REF NO: ECHEALTH/NMEDR/LTH/ARP/NTSG/01/07/2025**

SALARY : Grade 1: R491 256 – R559 512 per annum, (OSD)
 Grade 2: R575 250 – R657 507 per annum, (OSD)
 Grade 3: R676 716 – R727 350 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Nuclear medicine). Registration with a professional council: Registration with the HPCSA as a Radiographer (Independent Practice) **Grade 1:** None after registration with the HPCSA as Nuclear Medicine Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of foreign qualified employees, of

whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. General gamma imaging skills. Exposure and experience in CT imaging. Ability to conduct camera quality control Hot lab experience with ability in labelling of radiopharmaceuticals. Good planning, organizational and presentation skills. Competencies: Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Well versed with conditions of radiation safety practice. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical and report writing skills and computer skills.

DUTIES : Hot lab duties. Labelling of radiopharmaceuticals. Performing QC of all equipment. Gamma camera imaging techniques. PET/CT imaging. Dosimetry evaluations in collaboration with medical physicist. Radiation safety implementation. Scheduling of patients. Patient booking. Protocol updates. Teaching. General Nuclear Medicine services.

ENQUIRIES : Ms. L Mabanga Tel No: (041) 405 2348

POST 23/122 : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (OCCUPATIONAL HEALTH) REF NO: ECHEALTH/PNS-OCCH/ARP/NTSG/01/07/2025**

SALARY : Grade 1: R476 367 - R559 548 per annum, (OSD)

Grade 2: R583 989 - R723 954 per annum, (OSD)

CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Occupational Health. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and post-basic qualification in Occupational Health. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Occupation Health. Knowledge of health and safety policies and procedures. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. Ability to carry out examinations and procedures in terms of the governing legislation for Occupational Health.

DUTIES : Conduct all types of medical fitness assessments: pre-employment, transfer, annual and exit. Report and assist on all injuries on duty and occupational diseases. Assess the ability to work and the health status of clients. Ensure medical records are recorded and signed. Management and appropriate referrals of minor injuries on duty. Provide a comprehensive Occupational Healthcare service. To perform and interpret the screening test results. Performance of spirometry, audiometry, vision screening and highlighting significant abnormalities to the Occupational Medical Practitioner. Engage in physical safety checks, interventions, and coaching junior staff members. Report deficiencies and implement plans to address deficiencies. Assess the 'fitness for duty' of team members and take any subsequent necessary action.

ENQUIRIES : Ms Nazo Tel No: (046) 602 2300

<u>POST 23/123</u>	:	<u>MEDICAL BIOLOGICAL SCIENTIST GRADE 1-3 REF NO: ECHEALTH/MEDBS/NMAH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 – R524 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nelson Mandela Academic Hospital Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Biological Scientist (Reproductive Biology/Clinical Embryology). Registration with HPCSA as a Medical Biological Scientist (Reproductive Biology/Clinical Embryology). Grade 1: None after registration with HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of RSA-qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. The ideal candidate must have clinical experience in embryology and andrology, with proficiency in advanced laboratory techniques used in assisted reproductive technology (ART). Strong proficiency in ICSI, micromanipulation, and vitrification techniques. Experience with sperm preparation techniques for ART procedures (IUI, IVF, ICSI). Thorough knowledge of quality control and laboratory accreditation standards. Excellent problem-solving skills and attention to detail. Ability to work effectively in a high-pressure clinical environment. Commitment to continuous professional development and research in reproductive biology.
<u>DUTIES</u>	:	Perform comprehensive andrology and embryology procedures in a clinical ART setting. Conduct intracytoplasmic sperm injections (ICSI) and other micromanipulation techniques with precision. Assess and process semen samples, including routine semen analysis and advanced sperm function tests. Perform oocyte retrieval preparation, fertilization assessment, and embryo culture following laboratory protocols. Conduct cryopreservation of gametes and embryos using vitrification techniques, ensuring high survival rates post-thaw. Perform embryo biopsy for preimplantation genetic testing (PGT) when required. Maintain quality control and laboratory compliance with national and international ART regulations. Collaborate with clinicians and other ART specialists to optimize patient outcomes. Contribute to training, research, and development initiatives in reproductive biology.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 23/124</u>	:	<u>MEDICAL TECHNOLOGIST GRADE 1-3 REF NO: ECHEALTH/MEDT/FTH/ARP/NTSG/01/07/2025</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum, (OSD) Grade 2: R463 941 – R524 221 per annum, (OSD) Grade 3: R543 099 – R657 507 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital Appropriate qualification that allows registration with the HPCSA as a Medical Technologist. Registration with HPCSA as a Medical Technologist. Grade 1: None after registration with HPCSA as Medical Technologist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Medical Technologist in respect of RSA-qualified

employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as Medical Technologist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Assertiveness, good interpersonal skill. Basic understanding of financial matters. General Management, communication, presentation, analytical and computer skills. Ability to generate Reports in excel.

DUTIES : Assist in reducing laboratory and SANBS expenditure. Screening of laboratory, blood, and blood products requested to minimise inefficiencies. Assist in aligning NHLS and SANBS accounts to the facility units/wards cost centres. Monthly verification of both NHLS and SANBS invoices. Provide hospital management with monthly trend analysis reports on laboratory, blood, and blood product usage. Intercept test where insufficient data has been supplied on the request forms. Facilitate regular uploading clinician's details onto NHLS Laboratory information system. Arrange training on laboratory and SANBS - related matters. Ensure the availability of POCT in the Hospital. Compiling and reporting monthly electronic gatekeeping (EGK) savings.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532

POST 23/125 : **CASE MANAGER REF NO: ECHEALTH/CSM/FEPH/ARP/NTSG/01/07/2025**

SALARY : R397 116 per annum
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : Appropriate qualification that allows registration with South African Nursing Council (SANC). At least three (3) – five (5) years' experience in Case Management/Medical Aid Environment or Revenue Generation. Appropriate experience in ICD10 diagnostic and the ability to link patient diagnosis with procedural codes. Knowledge of hospital patient services and case management processes. Knowledge of using Uniform patient fees structures. Knowledge of Medical Aid Act 131 of 1998. Knowledge of RAF and other state departments. Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Ability to work with Excel spread sheets, Microsoft Word, and web-based programs (medical aids).

DUTIES : Co-ordinate the workflow processes between clinical and admin personnel by liaising, guiding, and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficiently and effectively communicate and update clinical information for externally funded clients. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions inclusive of pre-authorization and clinical review to ensure compliance with Case Management policies and procedures. Provide support to the hospital Fees Department in terms of follow-up of the outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols, and procedures within the hospital. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management. Provide quotations to H2, H3 and Foreign patients. Assist Hospital Management in the distribution of Quality Client Care. Compile statistical reports.

ENQUIRIES : Ms Nazo Tel No: (046) 602 2300

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system. Only online applications will be considered. Utilize the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: YolandaS@ecdhs.gov.za (NB: For

Technical Glitches Only – No CVS). Technical support is limited to working hours: (08:00 am to 16:30pm Mon-Thurs and 08:00 am to 16:00 pm on Fridays). Should you submit your applications/CV to: YolandaS@ecdhs.gov.za and not as specified, your application will be regarded as lost and will not be considered. For Attention/Or Queries: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli at 071 606 5941 / MR M. Sangqu 071 606 7842

CLOSING DATE : 18 July 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted

NOTE : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. Employment Equity Targets of the recruiting department will be adhered to (you can be as specific as you would like). For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the department. In SMS/MMS positions preference will be given to females. In all posts 50% will be given to people with disabilities.

MANAGEMENT ECHELON

POST 23/126 : **CHIEF DIRECTOR: INCREMENTAL PROGRAMMES REF NO: DHS01/06/2025**

SALARY : R1 436 022 per annum (Level 14), (all-inclusive package)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Administration/BAdmin/Social Science/Developmental Studies/Human

		Settlements/Project Management or equivalent qualification as recognised by SAQA with a minimum 5 years of experience at a senior managerial level. SMS pre-entry Certificate (a copy to be submitted prior appointment) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za . Proven experience in strategic planning and policy development in the public sector, proven working experience in implementing policies and procedures in administration, financial management and project management and proven experience in monitoring adherence to legislations, regulations and standards. Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, sound working knowledge of the corporate governance framework, strategic planning, treasury regulations and practice guidelines. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Oversee emergency housing and EPHP. Monitor the provision of the Enhanced Peoples Housing Programme (EPHP). Monitor emergency housing programmes. Oversee informal settlement and upgrading services. Monitor informal settlement upgrading and eradication. Monitor social and economic amenities projects. Oversee housing opportunities for the destitutes and vulnerable groups. Monitor housing opportunities for women, youth and disabled, elderly, child headed homes and military veterans. Monitor planning and reporting in housing delivery for the destitute. Oversee special projects and remedial works. Monitor special project programme. Monitor the remedial works programme. Manage the allocated resources of the Chief Directorate. Monitor the development of SOPs and job descriptions. Manage performance of the Chief Directorate. Manage sound employment relations. Manage employee Conditions of Service. Facilitate coaching, mentorship, training and development of the Chief Directorate. Communication management. Manage, maintain and safeguard assets. Monitor planning and reporting of the Chief Directorate programs. Manage and mitigate risk in the Chief Directorate. Monitor the effective management of audit processes. Financial management. Monitor risk management and mitigation plans. Manage the compliance on POPIA.
<u>ENQUIRIES</u>	:	Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment, email: YolandaS@ecdhs.gov.za
<u>POST 23/127</u>	:	<u>DIRECTOR: SUPPORT TO THE OFFICE OF THE HEAD OF DEPARTMENT REF NO: DHS02/08/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), (all-inclusive package) East London National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Administration/BAdmin/Development Studies/Human Settlements or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (a copy to be submitted prior appointment) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za . Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Provide technical and administrative support services. Develop and maintain systems, procedures and policies. File and secure information. Quality control of incoming and outgoing documents. Disseminate work, route letters, memorandums and documents. Attend to internal work-related queries. Gather information on request. Initiate meetings on request. Follow up on implementation of meeting resolutions and scheduled reports. Convey HOD instructions follow up on required responses. Act as a liaising between the MEC and HOD office. Maintain PSA and PFMA delegation register (delegations developed by the assigned officials i.e. CFO and Head of Corporate Services. Provide secretariat support services. Manage the workflow control system. Prepare draft letters and memoranda on request.

Arrange meetings and take minutes/notes. Follow up on the meeting resolutions. Manage personal arrangements for participants/visitors. Gather information for HOD on request. Attend to external enquiries. Provide technical and administrative support on matters pertaining to Parliament, Cabinet, Departmental and Portfolio Committees, as well as other relevant committees and structures such as FOSAD, G and A cluster. Liaise with political office bearers, officials and public. Capture and encode submissions. Quality control of incoming and outgoing documents. Attend to internal work-related queries. Gather information on issues to be discussed with Deputy Director General. Facilitate departmental meetings and consolidate responses on matters raised by the aforesaid committees and structures. Manage and prepare the documentation to be presented before the said committees and structures. Follow up on implementation of meeting resolutions, submissions and scheduled reports. Attend to protocol issues. Manage the allocated resources. Manage the development of SOPs. Manage the performance of employees. Manage sound employment relations. Manage employee condition of service. Facilitate coaching, mentoring, training and development of employees. Financial management. Manage and secure the assets of the HOD office. Manage the office planning processes. Attend to Internal Audit and AGs RFIs and Audit. Outcomes and findings. Manage and mitigate risks. Monitor the implementation of POPIA.

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OTHER POSTS

POST 23/128 : **SENIOR STATE ACCOUNTANT REF NO: DHS3/08/2025**
Cashflow and Debtors' Management
This is a re-advertisement. Those who previously applied are encouraged to re-apply.

SALARY : R376 413 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) in Cost and Management Accounting/Financial Management/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Public Financial Management Act (PFMA).

DUTIES : Administer departmental bank accounts. Monitor day to day inflow and outflow from PMG account. Reconcile money transfer to the Exchequer monthly. Reconcile drawings to ensure that the Provincial Treasury reports are correct. Monitor the maintenance of the buffer. Monitor revenue collection. Draw report from BAS for revenue collected. Draft revenue pay-over and forward to the departmental bank. Draw bank statement from online banking app to ensure that revenue collected is transferred to Provincial Treasury (Provincial Exchequer Account). Safeguard all revenue financial records. Administer departmental debts. Receive request documents from end-users for debt creation. Capture all debtors accounts. Compile debt file. Update all debtor files and keep records of the movement of debts. Compile debtor's reconciliation and age analysis. Administer interest on trust accounts. Receive payment advisor statement. Draw bank statement. Draw BAS interest on trust account report. Reconcile money received on trust accounts.

ENQUIRIES : Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 /Mr M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

POST 23/129 : **SENIOR STATE ACCOUNTANT REF NO: DHS4/08/2025**
Financial Control
This is a re-advertisement. Those who previously applied are encouraged to re-apply for the post

SALARY : R376 413 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) in Financial Management/Internal Auditing/Financial Accounting/Cost and Management

		Accounting/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Public Financial Management Act (PFMA).
<u>DUTIES</u>	:	Administer clearance of PMG exception accounts. Monitor bank exception accounts. Monitor bank statement. Liaise with bank for queries. Monitor bank balances. Administer the clearance of inter-departmental claims. Reconcile inter departmental debts. Compile and send out inter-departmental claims. Make follow up on payments and receipt of claims. Liaise with other government departments. Dispatch claims. Provide administrative support in the compilation and capturing of journals. Prepare the journal to clear the bank adjustment account on BAS input form. Capture the verified journal on BAS and submit the journal for approval on BAS. Record the filed journals. Reconcile accounts. Capture the verified journal on BAS and submit the journal for approval on BAS. Administer the reconciliation of monthly accounts. Prepare monthly accounts reconciliation. Submit for inclusion in the Treasury instruction Note No. 02 of 2023/2024 before due date. Clear account to achieve zero balance required by Treasury. Submit for inclusion in National Treasury Instruction No. 03 of 2022/23 before due date. Records management. Verify journals before filing. File journals passed during the month. File reconciliation statements in accordance with monthly order.
<u>ENQUIRIES</u>	:	Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 /MR M. Sangqu 071 606 7842 E-Recruitment, email: YolandaS@ecdhs.gov.za
<u>POST 23/130</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: DHS5/08/2025</u> Grant Management This is a re-advertisement. Those who previously applied are encouraged to Re-Apply for the post.
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) in Internal Auditing/Accounting/Financial Management/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Public Financial Management Act (PFMA) and DORA (Division of Revenue Act)
<u>DUTIES</u>	:	Provide administrative support in the management of the Provincial Housing Funds (Conditional Grant). Verify budget loaded on BAS against the approved conditional grant business plan. Receive payments and confirm funds available for project payments on confirmation schedule and on payments. Identify non-moving projects and guide programmes on shifting of funds. Draw BAS report, identify misallocations and reconcile to expenditure commitment sheet. Give instructions to subordinates on journals to be compiled and captured on BAS. Authorise journals on BAS. Distribute monthly reports to programmes to enable reporting. Populate the DORA reporting template with conditional grant expenditure from BAS on a monthly/quarterly basis. Finalise the DORA report in terms of the DORA framework and submit with all the supporting reporting to Provincial Treasury and National within prescribed dates. Prepare reports for interim financial statements (IFS) and Annual Financial Statements (AFS). Coordinate housing project payments and related transactions. Verify payments for full compliance with PFMA requirements, Treasury Regulations and Housing Policy. Verify data captured on BAS against the supporting documentation on the claims and on BAS. Authorise all payments on BAS. Verify if the checklist is attached to all claims and signed off before filling process is initiated. Follow up on ageing or problematic claims. Provide information upon request to Internal/External Auditors and other stakeholders. Provide admin support in the monitoring and reporting on Trust Accounts. Reconcile and verify bank statements and reconciliation statements received from account administrators. Write letters to entities to follow up on outstanding recons/bank statement/interest and other anomalies identified. File all correspondence per entity. Receive and record all interest received. Record all Trust Account balances on reporting tool. Manage the allocated resources. Timeously develop an employee job description. Manage the performance of

the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Attend to Internal Audit and AGs RFIs, outcomes and findings.

ENQUIRIES

: Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842