

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

- APPLICATIONS** : Applications should be hand delivered the addresses listed below or sent via email:
Livingstone Tertiary Hospital: Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: (041) 405 2348 or email Noms.Tsotsobe@echealth.gov.za
Frere Tertiary Hospital: Hand delivery to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel No: (043) 709 2487/2532 or email to Noluthando.Mthitshana@echealth.gov.za
Eastern Cape College of Emergency Care: Hand deliver to: HR Office, Eastern Cape College of Emergency Care, No 2 Spondo Street, Zwide, Port Elizabeth, 6002. Enquiries: Mr K Plaatjie Tel No: (041) 453 0911 or email to Khayaletu.Plaatjie@echealth.gov.za
- CLOSING DATE** : 05 September 2025
- NOTE** : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

- POST 30/59** : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: ECHEALTH/ ASDPHARM/LVH/ARP/NTSG/01/08/2025**
- SALARY** : R1 093 611 - R1 265 916 per annum, (OSD)
- CENTRE** : Nelson Mandela Metro, Livingstone Tertiary Hospital
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. A minimum of 5 years' appropriate experience after registration as a Pharmacist with SAPC. Inherent requirement of the job: Competencies (knowledge/skills): Leadership and management experience. Training and experience in Medicine Management. Strong leadership skills with regard to management, organisation and strategic planning. Project management skills and Computer Literacy. Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Ability to cope under pressure and maintain a high standard of professionalism. A valid driver's licence.
- DUTIES** : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOP's, policies and health systems. Innovative in the improvement of pharmaceutical care services. Plan and organize own work of subordinates to allow smooth flow of pharmaceutical services. Manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting public health, report to the Deputy Manager Pharmaceutical and Clinical Managers in respect of general issues of Pharmacy. Assist in the implementation of

		Provincial Comprehensive HIV/AIDS care and CCMD. Coordinate Implementation of electronic pharmaceutical management system RX solution and Stock visibility systems. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: (041) 405 2348
<u>POST 30/60</u>	:	<u>CLINICAL PHARMACIST GRADE 1-2 REF NO: ECHEALTH/CLIPHARM/LVH/ARP/NTSG/01/08/2025</u>
<u>SALARY</u>	:	Grade 1: R1 093 611 - R1 159 692 per annum, (OSD) Grade 2: R1 193 706 – R1 265 916 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital Master's Degree accredited with the SAPC that allows registration with the SAPC as a Clinical Pharmacist. Registration with the SAPC as a Clinical Pharmacist. Grade 1: Experience: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC together with registration as a Clinical Pharmacist with SAPC. Grade 2: Experience: A minimum of 13 years' appropriate experience after registration as a Pharmacist with the SAPC, together with the registration as a Clinical Pharmacist with SAPC. Key Skills and Competencies: Knowledge of treatment guidelines. Understanding of disease pathology and pharmacotherapy, Report writing and data analysis, Clinical decision-making, Critical appraisal of clinical literature, Communication and collaboration.
<u>DUTIES</u>	:	Conduct ward rounds with multidisciplinary teams. Review patient medication charts and provide pharmaceutical care plans. Promote cost-effective and rational use of medicines. Monitor medicine therapy, including adverse drug reactions and interactions. Conduct medicine-use evaluations and report on findings. Provide training and mentoring to pharmacy staff, interns, and other healthcare professionals. Develop and implement standard treatment guidelines and clinical protocols. Participate in Pharmacy & Therapeutics Committee (PTC) activities. Support antimicrobial stewardship programs. Collaborate in formulary management and pharmacoeconomic evaluations.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: (041) 405 2348
<u>POST 30/61</u>	:	<u>ASSISTANT DIRECTOR: RADIOGRAPHY GRADE 1-2 REF NO: ECHEALTH/ADRAD/FTH/ARP/NTSG/01/08/2025</u>
<u>SALARY</u>	:	Grade 1: R638 856 – R707 625 per annum, (OSD) Grade 2: R727 350 – R807 243 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with the HPCSA as a Diagnostic Radiographer (Independent Practice). Experience: A minimum of 5 years' appropriate experience as a Diagnostic Radiographer after registration with the HPCSA of which 3 years must be appropriate experience in Management. Knowledge of relevant quality assurance and control procedures for radiation safety for a Radiography department in accordance with radiation control requirements. Good understanding of clinical governance and clinical auditing. Computer literate with a sound knowledge of excel. Experience in provincial procurement processes and systems. Good written communication skills for Report writing and writing motivations for new products and equipment.
<u>DUTIES</u>	:	Manages day-to-day operations of a Diagnostic Radiography department, maintaining appropriate schedules (both staffing and patients) and monitoring performance improvement, safety quality and regulatory and accreditation standards. Support the organizational mission, priorities, and goals by delivering cost effective, optimal quality care to all patients. Ensure equipment and procedures are safe, functional, and capable of meeting the needs in a timely manner, and all necessary and required QA/QC activities are performed appropriately and that all QA/QC equipment is properly maintained in, accordance with radiation control requirements. Ensure that the picture archiving communication system (PACS) is monitored daily, Training is undertaken, and images are sent to relevant hospitals on request. Keeps abreast of new developments in Diagnostic Radiography / Radiology and makes recommendations of the acquisition and implementation of new technology. Participate in the development of departmental policies and audits. Responsible for the development of operational and strategic plans for the department. Identify gaps in the department and develop Quality improvement

plans to address said gaps. Good knowledge of HR processes to ensure that staff are guided and the department able to provide the services needed. General management of personnel, ordering of supplies utilizing LOGIS, to ensure sufficient stock. Assessment of personnel performance using PMDS. Coordinates continuous in-service education and new employee orientation as needed to satisfy regulatory and development requirements. Monitor performance improvement, safety, quality, regulatory and accreditation standards. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, Labour relations, legal report writing, leave management, policy development etc.

ENQUIRIES

:

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

POST 30/62

:

ASSISTANT DIRECTOR: RADIATION ONCOLOGY GRADE 1-2 REF NO: ECHEALTH/ADRADO/FTH/ARP/NTSG/01/08/2025

SALARY

:

Grade 1: R638 856 – R707 625 per annum, (OSD)

Grade 2: R727 350 – R807 243 per annum, (OSD)

CENTRE

:

Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS

:

Appropriate qualification in radiotherapy that allows for registration with the Health Professions Council of South Africa (HPCSA) as an independent practitioner. Registration with the HPCSA as Radiotherapist (Independent Practice). Experience: A minimum of 5 years of experience in the relevant field post community service of which 3 years must be at a supervisory/managerial capacity. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e., Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realization Framework etc. Good communication skills, Report writing skills, problem solving and decision making, and computer skills. Sound knowledge and skills in a clinical setting. Valid driver's license.

DUTIES

:

Plan, implement, co-ordinate and monitor daily activities in the Radiation Therapy department. Manage the operations and workflow of the department by maintaining appropriate schedules (patient and staffing). Ensure optimal clinical management and good governance of Radiotherapy services including all resources in the section. Ordering of supplies utilizing Logis to ensure sufficient stock. Monitor performance improvement, safety, quality, regulatory and accreditation standards. Supports the organization's mission, priorities and goals by delivering cost effective optimal quality treatment and care to cancer patients. Ensure equipment and procedures are safe, functional and capable of meeting the needs in a timely manner and all necessary and required QA/QC activities are performed appropriately and all QA/QC equipment is properly maintained in accordance with the requirements of Radiation Control. Keep abreast of new developments in Radiation Therapy and make recommendations for the acquisition and implementation of new technology. Participate in the development of treatment programs, SOP's, department policies, and audits. Responsible for the development of operation and strategic plans for the department. Manage provision of high-quality services through development and implementation of appropriate systems, quality assurance programs and internal controls. Manage human resources and provide clinical support to junior staff and training program for students. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations, legal report writing, leave management, policy development etc. Manage planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Safeguard and evaluate the status of equipment and infrastructure with a repair and maintenance programme. Market and promote Radiotherapy services and contribute towards research.

ENQUIRIES

:

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

POST 30/63

:

CHIEF SPEECH THERAPIST REF NO: ECHEALTH/CSPT/FTH/ARP/NTSG/01/08/2025

SALARY

:

R575 250 - R638 856 per annum, (OSD)

CENTRE

:

Buffalo City Metro, Frere Tertiary Hospital

<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in speech therapy or speech therapy and audiology. Registration with the HPCSA in Speech Therapy or Speech Therapy and Audiology. A minimum of 3 years appropriate experience in speech therapy or speech therapy and audiology after registration with the HPCSA as an Independent Practitioner. The following will be added advantage: Experience in management of speech, language, communication and feeding difficulties in the adult population Knowledge: Public Service Act and Regulations. Batho-Pele principles. PFMA Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: Working experience in an academic hospital with the adult population.
<u>DUTIES</u>	:	To coordinate and provide effective speech therapy service to in and outpatients. Manage a team of speech therapists within the speech therapy and audiology department. To be responsible for the management of the adult speech therapy services and to ensure the implementation and review of evidence-based protocols and procedures, and regular clinical monitoring of service provision and the ongoing development of services. Planning and problem solving appropriately. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patient care. Control the identification of the needs of therapeutic programmes and the execution thereof. Ensure quality/ risk management and control. Develop and review departmental policies, procedures and protocols and ensure adherence to applicable health legislation. Manage, monitor assistive devices and control. Appropriate budgeting and demand plan. To manage all resources appropriately. Keep records, manage information and write reports as per provincial guidelines. Monitor, improve and report on the quality of teamwork. Provide mentoring to team members and identify training needs of team members and implement skills development programme. Collect and analyse data and contribute research. To participate in all department, hospital and provincial activities. To work within an MDT approach including attendance and participation in providing education and counselling to patients, family and caregivers and participation in MDT meetings. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to service development by monitoring, evaluating and co-ordination of existing and new services. Providing public education regarding feeding and communication difficulties. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. Reportable to the assistant director of speech therapy and Audiology. Comply with Performance Management and Development System (contracting, quarterly reviews, and final assessments).
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532.
<u>POST 30/64</u>	:	<u>EMS COURSE COORDINATOR GRADE 4 REF NO:</u> <u>ECHEALTH/EMSCC/FTH/ARP/HPTD/01/08/2025</u>
<u>SALARY</u>	:	R528 072 – R594 864 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Eastern Cape College of Emergency Care
<u>REQUIREMENTS</u>	:	Successful completion of the B Tech degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as paramedic or ECP. Experience as a Paramedic: Not applicable. Experience as a ECP: 6 Years after registration with the HPCSA as ECP. Additional experience: Applicants must have a minimum of two (2) years' experience as a lecturer in the field of Emergency Medical Care and Rescue at an Emergency Care College or University offering these programs. Competencies (Knowledge/Skills): Experience in teaching, assessment and moderation in the field of emergency medical care and rescue. Experience in curriculum development will be advantages. Previous and appropriate management and administration skills. The ability to coordinate and work in a team. Effective time management, coordinating and multitasking skills. Problem solving and decision-making abilities. Computer literacy. A valid driver's license C1 with a valid professional drivers permit (PrDP).

DUTIES

: Coordinating clinical coordination for programs offered by the college which included but are not limited to: Medical Programs: Higher Certificate in Emergency Medical Care, Diploma in Emergency Medical Care, Clinical Practice and various CPD programs. Rescue programs include: Advanced Certificate in Medical Rescue as well as Rescue Short Courses. Manage clinical preceptors within the experiential learning platform. Attend to any other college daily operational duties as deemed necessary by college management. May be required to assist on other programmes offered at the college from time to time if deemed necessary by college management.

ENQUIRIES

: Mr K Plaatjie Tel No: (041) 453 0911