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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 35 OF 2023

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1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

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

APPLICATIONS : directed to the addresses as indicated below or Hand Delivery as indicated below:
Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

Mthatha Pharmaceutical Depot: Postal Address: P.O Box 52899 Mthatha 5099 or hand deliver to Human Resource Office, Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital Mthatha. Enquiries: Mr M Diko Tel No: 047 532 5536.

CLOSING DATE : 13 October 2023

NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, a relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

POST 35/72 : **SENIOR MANAGER: MEDICAL SERVICES REF NO: ECHEALTH/SM-MS/FTH/ARP/01/09/2023**

SALARY : R1 653 234 - R2 000 927 per annum, (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows full registration with the Health Professional Council South Africa (HPCSA) as a Medical Practitioner. A minimum of three (3) appropriate experience after registration with the HPCSA as a Medical Practitioner. A valid driver's license. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Relevant experience in managing hospitals/senior medical staff.

DUTIES : Give strategic direction and leadership to the Clinical and support division. Work with Chief Executive Officer to ensure effective efficiency and sustainable delivery of the Frere Tertiary Hospital Clinical Governance strategy. Plan, implement, lead and support the development of clinical and related support services in the hospital working the Heads of the Clinical Departments, Pharmaceutical services, Clinical support and Nursing Services Management. Develop and maintain leadership including co-ordination and communication with staff and clients in the clinical services. Working in partnership with others to develop, take forward and evaluate direction and strategies. Develop a culture that improves quality of provided clinical services. Promote health and well-being of patients and prevent adverse effects on health and the well-being of patients through contributing to the development, implementation and evaluation of related policies. Plan, implement, monitor and evaluate the hospital outreach and support programmes. Plan, develop and evaluate methods and processes for gathering analysis, interpreting and presenting health information.

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

POST 35/73 : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: ECHEALTH/DMP/MTD/ARP/01/09/2023**

SALARY : R930 747 - R1 045 731 per annum, an all-inclusive package, (OSD)
CENTRE : OR Tambo, Mthatha Pharmaceutical Depot
REQUIREMENTS : B. Pharm or equivalent qualification that allows registration with the South African Pharmacy Council (SAPC) as a pharmacist. 3 years of appropriate experience as a pharmacist supervisor/ assistant manager (or performing the functions) in the pharmaceutical environment. A good understanding of the relevant legislation, National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, and Good Pharmacy Practice relating to pharmaceutical services. Good verbal and written communication and presentation skills. Sound leadership, analytic and computer proficiency. Proven problem solving and project management experience, monitoring and evaluation and risk evaluation skills. Must be achievement-driven and self-motivated. Driver's license. Extensive knowledge of Pharmaceutical Services' approaches, policies and procedures. In-depth knowledge and experience in supervision of Pharmaceutical Services. Understanding of PFMA, Medicines and Related Substances Act, Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Excellent communication skills (verbal and written). Good team building, problem-solving and leadership skills. Knowledge and skills in managing quality improvement programmes. Sound knowledge and understanding of the mandate of the Medical Supplies Depot. 101.

DUTIES : To perform the duties of a warehouse manager in accordance with the Pharmacy Act, GPP and GWP. Ensure compliance of the warehouse to pharmacy and other relevant legislation. Ensure proper storage of medicines at the depot and distribution to healthcare institutions and facilities. Strengthen stakeholder and warehouse staff engagement to improve performance and service delivery. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the warehouse. Ensure the effective and efficient use of warehouse resources. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in the depot. Coordinate training programmes for Pharmacy assistants, Pharmacist Interns and other support personnel. Develop protocols, standard operating procedures and guidelines for efficient and cost effective pharmaceutical service. Supervise pharmacists and pharmacist assistants, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies, implement the Performance Management and Development system. Compiling reports for submission to warehouse management on a monthly and quarterly basis.

ENQUIRIES : Mr M Diko Tel No: (047) 532 5536