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2020/08/02, 03 & 06.	

DEPARTMENT OF HEALTH

DEPUTY DIRECTOR- GENERAL: HOSPITALS & CLINICAL SUPPORT SERVICES

Salary Package: R1 521 591 – R1 714 074 per annum (Level 15)

REF NO. ECHEALTH/DDGHCSS/HO/01/07/2020 – Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) and postgraduate qualification (NQF Level 8) as recognised by SAQA in Health related field or equivalent qualification. A minimum of 8 -10 years' experience at Senior Management level. Skills: Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulation. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Ensure effective provision of health services in the hospitals: Oversee overall management of performance in central, tertiary, regional and mental hospitals. Oversee management and provision of transversal health services: Manage effective rendering of pharmaceutical services. Co-ordinate effective functioning of pharmaceutical depot. Co-ordinate and manage rendering of allied health services. Ensure management and effective utilization and maintenance of health technology in health facilities. Oversee and monitor rendering of medical, dental and nursing services. Ensure overall provision of quality health care assurance management services: Monitor development and co-ordination of coherent systems framework for delivery of quality health services. Ensure promotion of customer care systems responsiveness and functionality of supportive governance structures. Ensure management and coordination of clinical health development service: Monitor effective coordination of health professional training and development services. Manage Liliitha Nursing College. Manage Emergency Medical Services College. Co-ordinate, monitor and evaluate Regional Training Centre services. Promote good corporate governance: Establish effective audit and risk management mechanisms to prevent fraud and corruption. Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature. Stakeholder management and annual reporting to Citizens. Management of MTEC process. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

CHIEF DIRECTOR: DISTRICT HEALTH SUPPORT SERVICES

Salary Package: R1 251 183 – R1 495 956 per annum (Level 14)

REF NO. ECHEALTH/CDDHS/02/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) as recognised by SAQA in Health related field or equivalent qualification coupled with 5 years' experience at Senior Management level. Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Ensure provision of District Development Services: Provision of Primary Health Care Services / packages in CHC's, Clinics & Community Services. Provision of District Hospital Services. Monitor and support the functioning of District offices. Ensure the rendering of the Revised Primary Health Care Programmes (RPHC): Provision of Community Based Programmes such as School Health, Ward Based Outreach Team Services (WBOTS) and Stakeholder mobilization. Provision of prevention, health promotion and healthy lifestyle programmes. Provision of environmental health services. Ensure design and implementation of NHI. Ensure design and implementation of health information systems: Development, implementation and maintenance of health information management systems. Co-ordinate collection of health information in districts and proper analysis of District Health Information Systems (DHIS) for planning purposes. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems emanating from the work space. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Facilitate and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

CHIEF DIRECTOR: SPECIALISED HOSPITALS SERVICES

Salary Package: R1 251 183 – R1 495 956 per annum (Level 14)

REF NO. ECHEALTH/CDSPHS/03/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) as recognised by SAQA in Health related field or equivalent qualification coupled with 5 years' experience at Senior Management level. Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Oversee provision of Central, Tertiary and Regional hospital services: Develop business model and strategies for the provision of hospital based services and alignment of services to the related hospital service packages. Determine funding models for the provision of hospital services. Develop and review policies, policy guidelines and protocols for the provision of hospital services in line with broad national policy framework. Ensure compliance of service provisioning by hospitals to the set standards as set by the Council for Health Service Accreditation of Southern Africa (Office of Health Standards Compliance- OHSC). Monitor the provision of hospital services through identification of performance standards and provide appropriate interventions. Monitor retention of the accreditation status of the training platform. Ensure proper management of stakeholder relationships and maintenance of public private partnership. Oversee provision of mental health hospital services. Develop strategies for the provision of mental health hospital services and alignment of services to the related hospital service packages. Develop policies, policy guidelines and protocols for the provision of mental health hospital services in line with broad national policy framework. Monitor compliance with the Mental Health Act (17 of 2002). Monitor compliance of service provisioning by hospitals to the set standards as set by the Council for Health Service Accreditation of Southern Africa (OHSC). Monitor the provision of hospital services through identification of performance standards and provide appropriate interventions. Determine funding models for the provision of hospital services. Ensure proper management of stakeholder relationships and maintenance of public private partnerships. Direct and lead the chief directorate, resources and good governance. Strategic Management and Leadership: Provide a vision, give direction and inspire others in order to deliver on the organizational mandate. Influences strategic direction. Project and Programme Management: Develop, implement, evaluate and adjust plans to achieve the desired objectives, while ensuring the optimal use of resources. Integrates and evaluates plans of several business units or multiple complex activities. Financial Management: Compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognized financial practices in order to ensure the achievement of organizational objectives.

Ensure application of financial management concepts & techniques relating to a business unit. Application of more advanced financial management concepts, techniques, systems and processes across different business units. Takes ownership of key planning, budgeting and forecasting processes and answers questions related to topics within own responsibility. People Management and Empowerment: Manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organisational goals. Oversee overall performance and monitor co-ordination of performance reporting. Empowers team members. Governance and Transformation: Ensure the implementation of good, ethical and sound governance principles to ensure public service transformation. Manages the process for change & transformation and management of various integrated governance networks.

CHIEF DIRECTOR: DISTRICT MANAGEMENT (4 POSTS)

Salary Range: R1 251 183 – R1 495 956 per annum (Level 14)

REF NO. ECHEALTH/CDDM- BCMD0 /04/07/2020 – Buffalo City Metro District Office

REF NO. ECHEALTH/CDDM- JGDO /05/07/2020 – Joe Gqabi District Office

REF NO. ECHEALTH/CDDM- ORTDO /06/07/2020 – OR Tambo District Office

REF NO. ECHEALTH/CDDM- SBDO /07/07/2020 – Sarah Baartman District Office

NOTE: Applications should be forwarded to Head Office.

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) as recognised by SAQA in a clinical related field or equivalent qualification coupled with 5 years' experience at Senior Management level. Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Ensure overall provision of clinical Services: Support and guide the co-ordination process of implementing District Health Programmes including NHI, District community outreach programmes. Ensure provision of PHC coordination services: Support management and performance co-ordination of PHC services. Ensure and support the provision of integrated transversal Health (allied health) programmes in the district. Monitor provision of sound financial management services: Support the provision of management accounting services through provision of proper budget planning, expenditure management, budget reviews and reporting as well as revenue management services. Support and ensure effective provision of financial accounting services through on-going monitoring of timeous processing and payment of departmental salary related benefits and payment of service providers/suppliers. Support provision of supply chain management, Asset Management, internal control and risk management services. Ensure provision of human resource management services: Support and provide strategic guidance on the provision of human capital management including human resource development management services. Ensure provision of infrastructure and ICT services: Ensure design and effective provision of information, communication and technology services. Ensure proper maintenance of departmental facilities and provision of quality facility management services. Support implementation and development of infrastructural revival initiatives and projects in the department. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

DIRECTOR: HUMAN RESOURCE MANAGEMENT & GENERAL ADMIN SERVICES (3 POSTS)

Salary Range: R1 057 326 – R1 245 495 per annum (Level 13)

REF NO. ECHEALTH/DHRM-AMDO/08/07/2020 – Amathole District Office

REF NO. ECHEALTH/DHRM-ORTDO/09/07/2020 – OR Tambo District Office

REF NO. ECHEALTH/DHRM-LVH/10/07/2020 – Nelson Mandela Metro, Livingstone Tertiary Hospital

NOTE: Applications should be forwarded to Head Office.

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) as recognised by SAQA in Human Resources/Public Administration coupled with 5 years' experience at middle management level. Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Guide and direct rendering of human resource administration services: Provision of HR Planning and HR Information systems. Provision of HR Administration services. Guide and direct rendering of HRD and Employee Wellness services: Provision of HR Development services. Manage and monitor coordination of training of health workers. Provision of Employee Wellness services. Guide and direct rendering of Employee Relations services: Monitor administration of grievances and disciplinary processes. Monitor the rendering of technical advisory services i.r.o employee relations. Guide and direct rendering of general administration and security services: Provision of office administration services. Coordination and monitoring of security services. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

DIRECTOR: CENTRAL, REGIONAL & TERTIARY HOSPITALS

Salary Package: R1 057 326 – R1 245 495 per annum (Level 13)

REF NO. ECHEALTH/DIRCRTH/HO /11/07/2020 – Bhisho, Head Office

REQUIREMENTS National Senior Certificate, B. Degree (NQF level 7) as recognised by SAQA in Health related field or equivalent qualification coupled with 5 years' experience at a middle management level. Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Direct overall functioning of central, tertiary and regional hospitals; Oversee overall management of performance, coordination and reporting of central, tertiary and regional hospitals. Policy development and co-ordination. Support provision and determination of performance standards and norms. Direct and coordinate designed programmes and plans for rendering of clinical services. Create systems for efficient managing of central, tertiary and regional information for planning and reporting, Co-ordinate information for submission. Guide the provision of professional clinical support services; Monitor the rendering of clinical support services. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

DIRECTOR: MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

Salary Range: R1 057 326 – R1 245 495 per annum (Level 13)

REF NO. ECHEALTH/DMHSAS/HO/12/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by SAQA in Nursing/Mental Health and current registration with the applicable statutory body coupled with 5 years of experience in middle management level. The ideal candidate must: possess knowledge extensive knowledge of key issues affecting delivery of Mental Health services, knowledge of quality and accreditation arrangement, Knowledge of the legislative and policy framework influencing the complex Mental Health environment. Computer literate with proficiency in Microsoft Office applications. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Ensure implementation of the Mental Health Act of 2009 and National Mental Policy and Strategic plan 2013 -2020. Analyse national policy imperatives, published research results, disease profiles and health systems information and best practices in the management of Mental Health problems and substances abuse with a view to determine departmental policy "gaps" for the effective and efficient management of mental health problems. Develop integrated health policies, inclusive of treatment protocols, referral arrangements, quality assurance, norms and standards and monitoring arrangement to effectively manage the prevalence of mental health disorders and substance abuse through the primary health care approach. Determine the cost implications of department policies and facilitate processes to align MTEF allocations. Ensure prescribed clinical protocols through co-opting of specialists from relevant health care disciplines to promote a holistic and integrated approach in the management of the relevant diseases. Provide technical assistance to other health policy development units. Provide technical advice to MANCO, the HOD and MEC on policy matters and develop innovative policy solutions related to the area of operation. Provide technical input during national policy design. Monitor and evaluate where appropriate align policy/develop implementation guides and provide early warning. Liaise with research institutions to secure reliable information required for policy formulation and to influence the research the research agenda. Ensure the effective, efficient and economical management and utilization of resources allocated to the component. Develop strategic partnership in order to ensure system development.

DIRECTOR: INFORMATION TECHNOLOGY SERVICES (ICT)

Salary Range: R1 057 326 – R1 245 495 per annum (Level 13)

REF NO. ECHEALTH/DIRICT/HO/13/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by SAQA in Information Communication Technology coupled with 5 years' experience at a middle management level. Sound knowledge, Understanding and application of the relevant legislation. Competence in the implementation of government's e-strategy. Implementation of the ICT strategy in the public sector environment. Sound knowledge and understanding of the eHealth strategies. Good corporate governance Principles. Government priorities and imperatives. The White Paper on the Transformation of the Public Service (Batho Pele). Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence as well as willingness to travel and work extended hours.

DUTIES: Provide ICT infrastructure management. Manage Service Level Agreements (SLA). Planning, budgeting and reporting requirements for the Directorate as and when required for compliance. Manage ICT and Data Security technical assurance and the implementation of security requirements into operational services. Manage and review ICT Corporate Governance capability and functionality for the Department in line with the DPSA's CGICT (Corporate Governance of Information and Communication Technology). Ensure appropriate processes, procedures and controls are adequately implemented to meet audit and compliance expectations. Act as audit liaison for internal and external audits and coordinate the monitoring and resolution of audit findings. Manage the ICT Disaster Recovery Plan (DRP) and ensure alignment with ECDoH Business Continuity Plan (BCP) and periodically test all backup and recovery plans, procedures and capabilities. Manage the resources of the Directorate and develop the operational plan for the Directorate and ensure its implementation. Conduct financial planning and account for allocated budget with the Directorate. Develop solutions to technical challenges and

advise users on appropriate processes to follow. Provide technical support and maintenance of the enterprise-wide ICT infrastructure. Develop and strengthen the ECDOH digital connectivity strategy. Determine demand specification and procurement of ICT technologies. Plan, develop, implement and maintain rollout of ICT technologies. Promote and champion the eHealth and mHealth strategies.

DIRECTOR: INFRASTRUCTURE PLANNING

Salary Range: R1 057 326 – R1 245 495 per annum (Level 13)

REF NO. ECHEALTH/DIRIP/HO/14/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by SAQA in Built Environment coupled with 6 – 8 years' experience post qualification and 5 years' experience at Deputy Director level of which 3-5 years' experience post qualification. Knowledge of Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000, PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars, Provincial/Departmental Supply Chain Management Policies, Preferential Procurement Act of 2000 and Regulations, Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Manage the customisation of functional norms and standards in line with nationally prescribed functional norms and standards and make final recommendations for approval. Manage the customisation of technical norms and standards in line with nationally prescribed technical norms and standards and make final recommendations for approval. Manage the updating of functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Manage adherence to the approved functional and technical norms and standards. Manage the development of policies, procedures and criteria for infrastructure projects and make final recommendations for approval. Manage adherence to the ISO 2000 Regulations and SANS standards. Manage the development of the infrastructure modelling aligned to the Departmental Service Plan. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information. Manage the inputs to Directorate Infrastructure Programme Delivery in terms of the preparation of the Infrastructure Programme Management Plan. This includes the preparation of Project Briefs, which must be included in the Infrastructure Programme Management Plan, detailed project list, location of projects, GIS coordinates of projects, budgets and cash flows. Manage inputs to be provided to Directorate Infrastructure Programme Delivery to determine Medium, Annual and Adjustment Budgets. Manage the development of project lists aligned to the Health Services Transformation Plan. Manage the determination of service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for Health infrastructure planning. Manage spatial analysis and modelling to support the infrastructure planning framework.

Manage the validation of land suitability and where Public Works does not fulfil its obligations as Custodian, also manage the validation of the availability and ownership of land. Finalise the infrastructure planning framework and make recommendations for approval. Finalise the User Asset Management Plan and make final recommendations for approval. Manage the finalisation of the Project list and project budgets. Manage the design and implementation of unique project numbers system. Manage the finalisation of Project Briefs and make final recommendations for approval. Implement strategic alignment of infrastructure projects and related technical support services. Align infrastructure inputs and reports. Establish norms and benchmarks for evaluation of infrastructure and related technical support programme and projects. Implement programme and project measurement and evaluation. Prepare monitoring reports [performance and financial reports]. Complete Post Project and Post Occupancy Evaluations [POE]. Use of funds in the Directorate effectively, efficiently and in compliance with Public Finance Management Act. Manage participation in construction procurement committees of built environment professionals when required. Align the core business of the Directorate to the strategic goals and objectives of the Chief Directorate. Mentor personnel in the Directorate to improve their understanding of their roles and responsibilities. Map the processes in the Directorate and issue standard operating procedures to the personnel in the Directorate. Manage research findings to improve the physical infrastructure planning function of the Directorate. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Develop

and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

DEPUTY DIRECTOR: LICENCING

Salary Range: R733 257 – R863 748 per annum (Level 11)

REF NO. ECHEALTH/DDLC/HO/15/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 6)/ Preferably B Degree (NQF Level 7) as recognised by SAQA in Health Sciences. A health related qualification registrable with the relevant statutory body coupled with 5 years' experience in Health Science practise for a minimum period of 5 years of which 3 years must be at Assistant Director level. Knowledgeable and skilled in health service management and the Regulation 158 of private health establishments, community mental health facilities and Regulation that governs licensing of emergency medical services. Good leadership, assertive with managerial and administration skills and the ability to supervise and manage staff effectively and efficiently. Critical and analytical thinking, good writing skills and computer literacy. Sound knowledge of policy formation and the implementation of legislation, in particular PN 187, 2001; PN 180, 2012 and the Mental Healthcare Act (Act 17 of 2002). Ability to communicate in at least two of the three official languages of the Eastern Cape. A valid driver's licence.

DUTIES: Manage the execution of or inspections of the private health establishments, community mental health facilities and emergency medical services and ensure efficient and effective resultant decision making in compliance with applicable municipal, provincial and national health and related legislation. Manage effective and efficient communications with all internal and external stakeholders and advise health service management on technical and operational aspects relating to compliance with governing regulations. Manage the licensing process of health establishments, community mental health facilities and emergency medical services procedure and co-ordinate specialist committees appointed to effect prescriptions of governing regulations as well as providing clinical and administrative support to the HOD and MEC of Health in accordance with the prescripts of relevant legislation. Manage staff and their duties, exercise sound financial management of expenditure and revenue and assist the Director with overall change and general management to achieve the objectives of the directorate by the implementation/facilitation of the process of short and long term strategic planning.

DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

Salary Range: R733 257 – R863 748 per annum (Level 11)

REF NO. ECHEALTH/DDLC/SBDO/16/07/2020 – Sarah Baartman District Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 6)/ Preferably B Degree (NQF Level 7) in Human Resource Management, Public Administration or relevant qualification with 5 years' experience in the field of which three (3) years at Assistant Director level. Knowledge of human Resource management and applicable legislative act /policies. Good communication skills. Problem solving & conflict resolutions skills. A valid driver's licence.

DUTIES: Guide and supervise the implementation of Human Resource related policies and programmes. Planning and compilation of operations baseline plans such as sub-directorate operational plan HR Administration activities for the financial year, budget plan for the year and adjustments, workforce planning & utilization plans-check supply and demand and draw allocation schedules. Compile selection and recruitment plan. Co-ordinator of unit operations or programmes. Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustments. Consolidate unit operations/programme reports. Guide execution & maintenance of the following activities: Selection and recruitment process, Workforce planning (HR Plan & EE Plan). Leave administration, Remuneration service benefits, Employee relations, wellness and training and development. Staff establishment. Monitor and administer staff establishment. Monitor general performance of the unit and make relevant changes or reviews. Responsible for the development of personnel job profiles, work plans and conducting of personnel performance reviews. Responsible for coaching and mentoring of personnel. Institute disciplinary actions where necessary to correct unwarranted behaviour/conduct in the work place. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turn-around times. Facilities engagement session of marketing related policies and procedures to the entire workforce.

DEPUTY DIRECTOR: JOB EVALUATION

Salary Range: R733 257 – R863 748 per annum (Level 11)

REF NO. ECHEALTH/DDJE/HO/17/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 6)/ Preferably B Degree (NQF Level 7) in Workstudy/ Organizational Development, Management Services or equivalent qualification in the related field coupled with 5 years' experience of which three (3) years must be at Assistant Director in Organisational Development. Practical understanding of workstudy or Organisational Development strategy. Extensive and indepth knowledge and understanding of policies and regulatory framework governing Organizational Development/ Workstudy Field in the Public Service. Knowledge of Organizational Design, Change management functions and processes as well as understanding of the Web- enabled or Evaluate Job Evaluation Systems as prescribed by MPSA is required. Competencies: Strong and proven skills in organizational design, People management, Project management, Financial management Change management and Service Delivery innovation, Presentation, Analytical, diagnostic and Investigative capabilities, interpersonal and communication (verbal and written) skill, Computer Literacy and report writing skills A valid driver's licence.

DUTIES: Review and redesign departmental organisational structure: Facilitate the processes in conducting a diagnostic analyses and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Compile OD investigation reports. Implement and maintain post establishment. Conduct business processes mapping and development standard operating procedures for the department: Analyses and conduct business process analysis. Conduct process improvement. Develop standards operating procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structures. Change management: assist in the design and implementation of change management strategy and plan. Determine appropriate change management efforts at head Office, District and Facility level. Service delivery improvement: Assist in the development and maintenance of ECDOH service delivery improvement Plan.

OFFICE MANAGER: OFFICE OF THE DDG HUMAN RESOURCE & CORPORATE SERVICES

Salary Range: R733 257 – R863 748 per annum (Level 11)

REF NO. ECHEALTH/OMDDGHRCS/HO/18/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) in, Human Resources, Public Administration or Office Management qualification with three (3) to five (5) years' experience in the related field. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Understanding of the Mandate of the Branch: Human Resources and Corporate Services Management. Coordination, organizing and Project Management skills. Good people relations or public relations skills. Good understanding of the Human Resources Management Regulations, Public Service Regulations, Corporate Services processes and Transformation related processes. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's license.

DUTIES: Provide strategic leadership and plays an oversight role in the activities of the DDG HR & CS's Office. Manage and coordinate administrative activities or tasks. Provide Human Resources guidance and ensure uniform application of all regulations and delegations relating to submissions to the DDG HR & CS's Office. Manage the Executive and Branch diary and year planner. Manage, organize, distribute and track correspondence of the DDG HR & CS's Office. Organize the DDG HR & CS's office environment. Coordinate annual stakeholder meeting schedule of the DDG HR & CS's Office. Maintain Executive's filing system. Ensure safe and secure confidential documentation. Respond to and manage correspondence/invitations on behalf of the Executive. Monitor effective utilization of human, financial and physical resource in the DDG HR & CS's office. Manage and Coordinate procurement, tracking of payments, budgetary processes and consolidation of the IYM variance reporting of the branch. Coordinate Planning process, leave management and general office administration of the DDG HR & CS. Coordinate and consolidate\ all reporting requirements of the branch. Participation and assist in the organization of the Executive's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the DDG HR & CS.

DEPUTY DIRECTOR: LABORATORY AND BLOOD SERVICES

Salary Range: R733 257- R863 748 per annum (Level 11)

Ref no. ECHEALTH/DD-LBS/HO/19/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognized by SAQA in Medical Technology coupled with 5 years' experience in the field of which 3 years must be at Assistant Director level. Sound knowledge of the National Health Act, National and Provincial Policies and Priorities with respect to laboratory and blood services. Computer literacy, Financial Management & Report writing skills are essential. Project Management skills will be an added advantage. Current Registration with the Health Professions Council of South Africa (HPCSA). A valid driver's license.

DUTIES: To provide leadership and guidance in the implementation of policies for pathology laboratory and blood services in the Eastern Province. Develop and implement systems for quality laboratory and blood services for public health programs. Provide monitoring and evaluation of laboratory and blood services in the province. Manage the relationship between the department and the National Health Laboratory Services and SA National Blood Services as established through a service level agreement. Facilitate and monitor the implementation of point of care testing at primary health care. Lead cost-containment interventions for laboratory and blood services as part of the provincial budget efficiency project. Coordinate the training/professional development of health professionals on laboratory and blood services.

DEPUTY DIRECTOR: INFRASTRUCTURE & ICT

Salary Range: R733 257- R863 748 per annum (Level 11)

Ref no. ECHEALTH/DDI&ICT/FRH/20/07/2020 – Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) in one of the following: Mechanical, Building and electrical. Must also have a trade test coupled with five (5) years of experience of which three (3) years must be at Assistant Director. Extensive management experience in administration. Computer literacy. Ability to develop and implement turnaround strategies. Valid driver's licence. Knowledge in Project Management. Excellent written and verbal Communication Skills. Applicants should possess the following management competencies: Strategic capability and Leadership, Financial Management, Change Management, problem solving and analysis, people management and empowerment, conflict management, client orientation and customer focus. Knowledge of PSA, PSR, PFMA, SDA, LRA, BCEA, EEA and other relevant prescripts.

DUTIES: Guide the rendering for building maintenance: Manage performance of building maintenance services. Manage performance of electrical & mechanical maintenance services. Manage all construction related projects. Quality control all stock received, kept and issued. Ensure compliance with the occupational health and safety regulations. Monitor repair of equipment, furniture and tools. ii. Manage the rendering of health technology and Medical Gas services: Manage provision of Health Technology services. Manage provision of Medical gas services. Develop and implement Risk management system. Develop and implement Quality Improvement of medical equipment utilization and functionality. Perform technology assessment of plant and related equipment. Ensure maintenance of plant and related equipment. iii. Guide the rendering of Information Technology Services: Manage ICT Security solutions, Anti-Virus, Firewalls, Proxy servers. Develop, implement and manage common IS applications and database. Facilitate ICT projects within the District. Manage the rendering of technical support services. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produce excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

DEPUTY DIRECTOR: BUDGET REVIEW AND EXPENDITURE ANALYSIS

Salary Range: R733 257- R863 748 per annum (Level 11)

Ref no. ECHEALTH/ DD-BREA/HO/21/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, (NQF Level 7) in Financial Management coupled with three (3) years' experience in management accounting at Assistant Director. Knowledge of Finance Management procedures and policies, PFMA, PPPFA and National Treasury regulations. Financial Management & Report writing skills are essential. Good communication skills. Problem solving & conflict resolutions skills. A valid driver's licence.

DUTIES: Manage the financial planning, budgeting and reporting directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning, budgeting and reporting work as requires. Planning – Ensure that information for planning purposes are collected and analyzed properly. Budgeting – Manage, review, analyse and quality assure the budget preparation process. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the roll-over, adjustment estimates (ENE), and virement process. Ensure that information on the requirement for role-over requests are disseminated to responsibility and programme managers. Ensure that all roll-over requests are considered, proposal developed and submitted to the CFO for consideration. Ensure that approved roll-overs are incorporated in the adjustment's budgets. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds.

ASSISTANT DIRECTOR: JOB EVALUATION

Salary Range: R376 596 – R443 601 per annum (Level 9)

REF NO. ECHEALTH/ASDJE/HO/22/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by SAQA as in Workstudy/ Organizational Development, Management Services or equivalent qualification in the related field coupled with 3 years' experience as a Workstudy Officer at supervisory level 7/8. Practical understanding of workstudy or OD strategy. Extensive and indepth knowledge and understanding of policies and regulatory framework governing Organizational Development/ Workstudy Field in the Public Service. Knowledge of Organizational Design, Change management functions and processes as well as understanding of the Web-enabled or Evaluate Job Evaluation Systems as prescribed by MPSA is required. Competencies: Strong and proven skills in organizational design, People management, Project management, Financial management Change management and Service Delivery innovation, Presentation, Analytical, diagnostic and Investigative capabilities, interpersonal and communication (verbal and written) skill, Computer Literacy and report writing skills A valid driver's licence.

DUTIES: Review and redesign departmental organisational structure: Facilitate the processes in conducting a diagnostic analyses and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Compile OD investigation reports. Implement and maintain post establishment. Assist to conduct business processes mapping and development standard operating procedures for the department: Analyses and conduct business process analysis. Conduct process improvement. Develop standards operating procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structures. Change management: assist in the design and implementation of change management strategy and plan. Assist to determine appropriate change management efforts at head Office, District and Facility level. Service delivery improvement: Assist in the development and maintenance of ECDOH Service delivery improvement Plan.

ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT

Salary Range: R376 596 – R443 601 per annum (Level 9)

REF NO. ECHEALTH/ASDHRM/SBDO/23/07/2020 – Sarah Baartman District Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by SAQA in Human Resource Management or Public Administration/Management or relevant qualification coupled with 3 years' experience as at supervisory level. Knowledge of PERSAL Service Act, Public Service regulations, Labour Relations prescripts and collective agreements applicable to the health sector. Ability to interpret HR policies and decisions. Planning and coordinating skills. Good communication skills, good interpersonal skill, good conflict resolution skills and good problem solving skills. A valid driver's license.

DUTIES: Manage the Human Resource planning and implementation functions for the institution. Manage the implementation of HR policies, systems and procedures. Development of departmental HR policies. Manage the recruitment and provision of employees in line with Annual Recruitment Plan. Manage the timeous processing of employee benefits and allowance. Manage the conditions of service and termination of exiting employees. Manage the development System and payment of performance incentives. Manage the employee wellness and employee functions in the institution. Facilitate the internal, risk register and the auditing process in the institution.

ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT

Salary Range: R376 596 – R443 601 per annum (Level 9)

REF NO. ECHEALTH/ASDHRM/CMH/23b/07/2020 – Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by SAQA in Human Resource Management or Public Administration/Management or relevant qualification with 3 years at supervisory level 7/8. Knowledge of PERSAL Service Act, Public Service regulations, Labour Relations prescripts and collective agreements applicable to the health sector. Ability to interpret HR policies and decisions. Planning and coordinating skills. Good communication skills, good interpersonal skill, good conflict resolution skills and good problem solving skills. A valid driver's license.

DUTIES: Manage the Human Resource planning and implementation functions for the institution. Manage the implementation of HR policies, systems and procedures. Development of departmental HR policies. Manage the recruitment and provision of employees in line with Annual Recruitment Plan. Manage the timeous processing of employee benefits and allowance. Manage the conditions of service and termination of exiting employees. Perform PERSAL control functions and supervise all users within the institution. Liaise with Head Office regarding matters of staff establishment, allocation of PERSAL functions, and drawing exception reports. Facilitate the internal, risk register and the auditing process in the institution.

ASSISTANT DIRECTOR: HR INFORMATION MANAGEMENT SYSTEM AND RECRUITMENT (PERSAL CONTROLLER)

Salary Range: R376 596 – R443 601 per annum (Level 9)

REF NO. ECHEALTH/ASDHRIMS/FTH/24/07/2020 – Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognized by SAQA in Human Resource Management or equivalent qualification with 3 years at supervisory level in the Personnel/Staff/HR section (Level 7/8). Extensive knowledge of PERSAL System in the execution of HR activities; and in maintaining PERSAL establishment. Working knowledge of Public Service Regulations, HR prescripts and policies. Advanced competency in Excel and other Microsoft packages including MS Word, Powerpoint, and Outlook. Ability to work under pressure, interacting with multiple stakeholders. A valid driver's licence.

DUTIES: Manage the staff establishment of Frere Hospital. Perform PERSAL control functions and supervise all users within the institution. Liaise with Head Office regarding matters of staff establishment, allocation of PERSAL functions, and drawing exception reports; and the Auditor General's matters relating to HR. Draw and analyse

Human Resource Information from PERSAL for planning and management purposes. Assist in the development of HR Plan, Employment Equity Plan of the organization. Manage the recruitment and appointment processes on the approved organogram. Supervise staff of the section.

ASSISTANT DIRECTOR: QUALITY ASSURANCE

SALARY: R376 596 – R 443 601 per annum (Level 9)

REF NO. ECHEALTH/AD-QA/ISIH/25/07/2020 - OR Tambo District, Isilimela Hospital

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) in Nursing or equivalent. Proof of Current. Registration with the South African Nursing Council (SANC) As Professional Nurse. Knowledge and understanding of nursing codes of Ethics and Professional practice of the South African Nursing Council. Knowledge of nursing care processes, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational health and Safety Act. A minimum of 8 years' appropriate experience after registration as professional nurse with the SANC of which at least 3 Years should be at managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA. Batho Pele Principles patient's right charter and other relevant legal framework, 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. Computer literacy. A valid driver's licence.

DUTIES: Conduct National Core Standards self-assessment. Coordinate quality assurance program at hospital. Manage infection prevention and control. Coordinate clinical audits, clinical risks, adverse events management and reporting. Facilitate mainstream of Batho Pele principles, patient's right and peer reviews. Monitor and support complaints management mechanism. Facilitate patient's satisfactory surveys by all health facilities in the district least annually. Coordinate national health insurance through implementation of quality improvement plans. Ensure that hospital conduct self –assessment results. Monitor and evaluate implementation of quality improvement plans. Ensure availability of all quality assurance policies, guidelines and standard operating procedures to all health career facilities. Ensure that norms and standard are adhered to by all health facilities. Conducting training on quality related issues for capacity building. Facilitate and encourage excellent awards implementation program.

ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY

SALARY: R376 596 – R 443 601 per annum (Level 9)

REF NO. ECHEALTH/AD-OHS/NMAH/26/07/2020 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by SAQA in Occupational Health and Safety or equivalent qualification, of which 3 years' must be at Health and Safety Officer. Implementation and compliance assessments.; Good communication and report writing skills; Computer literacy; People, change management and empowerment skills; Knowledge of all applicable legislation (e.g. Public Service Act, Departmental procedures and prescripts, Public Finance Management Act (PFMA, Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Environmental Management Act); Valid driver's license and willingness to work long hours with limited supervision.

DUTIES: The incumbent will be expected to undertake regular Occupational Health, Safety and Environment compliance site assessments, inspection and audits within a legislative framework; Attend OH&S meetings to monitor compliance and corrective actions. Complete task assessments, risk assessments and major incidents investigations and determine mitigation measures needed for OH&S interventions. Ensure compliance to COID; Make recommendations on relevant training and awareness campaigns to support Health and Safety. Write up safe work procedures and performance reports and engage with operations around the implementation of recommendations, identify occupational health and safety interventions to address compliance shortcomings, Analyses quarterly self-assessment reports and recommend required intervention; Promote health and safety through competency checks, health and safety programmes and training; form ad hoc duties as instructed by the relevant supervisor. Generate Risk assessment plans. Develop institutional reports on OHS. Conduct Training to all employees on OHS related matter. Development and review of OHS policy. Convene training of Health and Safety Representatives and Committee members.

OFFICE MANAGER: FINANCIAL MANAGEMENT SERVICES

Salary Range: R376 596 – R443 601 per annum (Level 9)

REF NO. ECHEALTH/OMFMS/HO/27/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognized in Finance majoring in Accounting/ Internal Auditing coupled with minimum of 3 years' working experience at public financial management environment. Knowledge of PFMA and Treasury Regulations. Knowledge of BAS and LOGIS. Excellent communication and presentation skills, Report writing and facilitation skills, Coordinating and liaison skills, Computer Literacy especially Excel, Word and PowerPoint, Good interpersonal relations, innovation and creativity, Ability to solve problems. Ability to work under pressure and beyond normal working hours in order to meet deadlines. Ability to interact with internal and external stakeholders of the Chief Directorate and Department. A valid driver's licence.

DUTIES: Assist General Manager: Financial Management Services in monitoring and implementing of decisions taken at internal and external stakeholders' meetings; Draw reports from the systems above for analysis and presentation to GM- FMS for evidenced based decision making. Collect, analyse and consolidate reports from the districts/institutions which will facilitate evidenced based decision making. Manage plans and projects undertaken in the office by frequently monitoring time frames as well potential barriers not meeting deadlines, Initiate system and processes for the monitoring of strategic and operational objectives within the Chief Directorate in order to ensure adherence to the implementation of set standards; Constantly liaise with creditors in relation with their payment complaints and constant feedbacks to them. Coordination of weekly, monthly, quarterly, interim and annual reports of the Chief Directorate for submission to the Office of the CFO and other stakeholders

ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT

Salary Range: R376 596 – R 443 601 per annum (Level 9)

Ref no. ECHEALTH/ADHRM/StEH/28/07/2020 – OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by SAQA in Human Resource Management/ Public Administration or equivalent qualification with 3 year's experience at supervisor level 7/8. Extensive knowledge of PERSAL. Proof of PERSAL Certificate(s) (PERSAL Introduction, Leave Administration and Personnel Administration). Ability to do presentations, interpretation of reports and policies. Knowledge of PFMA, PSA, PSR and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.

DUTIES: Manage Human Resource Management and Administration, PERSAL Management, Facilitate implementation of Employment Equity Act. Ensure and monitor implementation of HR policies in the hospital. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ASSISTANT DIRECTOR: PATIENT ADMINISTRATION

Salary Range: R376 596 – R443 601 per annum (Level 9)

Ref no. ECHEALTH/ADPA/CHD-ASH/29/07/2020 – Chris Hani District, All Saints Hospital

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by in Public Administration/Administration or equivalent qualification with 3 years' experience at supervisory level 7/8. Practical experience in Patient Administration processing. In-depth and practical knowledge of Mental Health Care Act. Ability to interact with all aspects of Management and Employees. Knowledge of staff development. Excellent written and verbal communication. Ability to plan and organize word and staff effectively. Ability to work under pressure and adhere to deadlines. Knowledge of Strategic Planning. Sound knowledge of all applicable Legislation and Public Service Collective Agreements. Computer Literacy. A valid driver's licence.

DUTIES: Manage all Patient Administration Services. Ensure that all Human Resources operates optimally and are administered in accordance with Policies and Procedures. Manage Registry, mail and filing services, provide office automation and production services. Manage accommodation & Transport Services. Provide ward administration, telecommunication, patient registration and administration services. Compile all required reports and memorandums and performance management. Maintain discipline / Conflict management, attend meetings and briefings, service on various committees and maintain all relevant registers. Travel and attend out of office meetings. Report directly to the Administration Manager. Promote sound relations, administer all sections under your control and ensure efficient and effective control of resources.

ASSISTANT DIRECTOR ADMINISTRATION

SALARY: R376 596 - R443 601 per annum (Level 9)

Ref no. ECHEALTH/FBH/ADCS/30/07/2020 – Amathole District, Fort Beaufort Hospital

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by SAQA in Human Resources Management / Public Administration or equivalent qualification, of which 3 years must be at Supervisory level 7/8. Knowledge and understanding of the PFMA, Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle a stressful environment. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus Computer literacy. A valid driver's license.

DUTIES: Provide Human Resources Management services. Provide General Administration services. Provide Operational services. Provide Financial Management services. Provide Supply Chain Management services.

ASSISTANT DIRECTOR: QUALITY ASSURANCE

SALARY: R376 596 - R443 601 per annum (Level 9)

Ref NO: ECHEALTH/ADQA/FBH/31/07/2020 – Amathole District, Fort Beaufort Hospital

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by SAQA in Health related field or equivalent qualification in Quality Assurance. A minimum of 3 years' experience in the relevant field at a supervisory level 7/8. Experience in Health Sector will be essential. A valid driver's License will be an added advantage. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data.

DUTIES: Implement and maintain Quality Assurance policies and procedures. Establish team at institution level. Report to Quality Health Assurance when required to do so. Co-ordinate infection control; and clinical audit activities. Manage complaint system and monitor adverse events. Assessing customer satisfaction surveys. Monitor adherence to norms and standards, National Core Standards and Six most Critical Areas. Identify areas for training and ensure that training takes place.

ASSISTANT DIRECTOR: EMPLOYEE WELLNESS

SALARY: R376 596 – R443 601 per annum (Level 9)

REF NO: ECHEALTH/ASD-EW/JGDO/32/07/2020 - Joe Gqabi District Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by SAQA in Social science, Social work or Occupational health and safety or any relevant recognized qualification with at least 3 years' relevant experience at Supervisory level in the relevant field. Relevant knowledge to the following key areas: Project Management. Applied Strategic Thinking. Applied Technology. Budgeting and Financial Management. Communication and Information Management (data analysis). Citizen Focus and Responsiveness. Strategic Management. Develop others (all stakeholders). Diversity Management. Networking and Building Bonds. Managing Interpersonal Conflicts & Resolving problems. Planning and Organising. Team Leadership. Good

communication skills. Problem Solving and Decision Making. Negotiations and continuous Improvement. Comprehensive computer literacy. Knowledge of government frameworks and prescript relevant to Employee Wellness e.g Implementation of SHERQ Pillars, EHW framework etc. A Valid driver's licence.

DUTIES: Supervise implementation of wellness management programmes. Conduct research and consultation on employee assistance and wellness needs, including physical, social, emotional, occupational, spiritual and financial wellness. Supervise Implementation of employee assistance and wellness policy and suitable programs and projects that address employee needs. Analyse employee assistance and wellness programme and project implementation. Engage stakeholders and partners in employee assistance and wellness to generate cooperation, collaboration and assistance agreements. Supervise Implementation of HIV and AIDS management programmes. Supervise implementation of HIV/AIDS policy and programs in the workplace. Provide access to information and services through awareness programmes. Supervise establishment of relationships with relevant stakeholders to support the implementation of HIV/AIDS programmes. Supervise Implementation of health management programmes. Supervise Implementation of projects and programs that promotes health and safety and builds relevant partnerships and networks for this purpose. Supervise compliance monitoring with health and safety legislation. Supervise health management awareness campaigns. Supervise and support identification of potential hazards and potential major incidents. Facilitate training on health disease management. Supervise Implementation of health management programmes. Supervise Implementation of projects and programs that promotes health and safety and builds relevant partnerships and networks for this purpose. Supervise compliance monitoring with health and safety legislation. Supervise health management awareness campaigns. Supervise and support identification of potential hazards and potential major incidents. Facilitate training on health disease management. Supervise Implementation of health management programmes. Supervise Implementation of health management programmes. Supervise and promote Occupational Health & Safety. Manage performance and all the allocated resources.

ASSISTANT DIRECTOR: ADMINISTRATION

SALARY: R376 596 – R443 601 per annum (Level 9)

REF NO: ECHEALTH/ASD-A/EH/33/07/2020 - Joe Gqabi District, Empilweni Hospital

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) as recognised by SAQA in Human Resources Management / Public Administration or equivalent qualification with 3 years' experience at Supervisory level 7/8. Knowledge and understanding of the PFMA, Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle a stressful environment. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus Computer literacy. A valid driver's license.

DUTIES: Provide Human Resources Management services. Provide General Administration services. Provide Operational services. Provide Financial Management services. Provide Supply Chain Management services.

OCCUPATIONAL HEALTH AND SAFETY

SALARY: R316 791 – R 373 167 per annum (Level 8)

REF NO. ECHEALTH/OHS/NMAH/34/07/2020 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Occupational Health and Safety / NQF 4 qualification with SAMTRAC Certificate (10 credits) or equivalent qualification or NQF LEVEL 4 with three (3) years in OHS environment; Sound knowledge and understanding in relevant field with extensive experience in project or programme safety planning, implementation and compliance assessments.; Good communication and report writing skills; Computer literacy; People, change management and empowerment skills; Knowledge of all applicable legislation (e.g. Public Service Act, Departmental procedures and prescripts, Public Finance Management Act (PFMA), Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Environmental Management Act); Valid driver's license and willingness to work long hours with limited supervision.

DUTIES: Develop and implement a Health and Safety System for Nelson Mandela Academic Hospital and promote, co-ordinate, implement and manage OHS related policies, programmes, procedures and initiatives in

consultation with OHS Committee. Assist in the provision of quality HR services by providing effective and efficient professional OHS advice, support and services to the organisation and its employees. Develop, implement and monitor effective injury management strategies. Ensure organisation wide OHS system implementation and compliance through the conduct of system/performance audits and monitoring. Inspect, evaluate and investigate all workplaces and construction sites. Provide advice and education to all managers and employees re OHS training needed for the organisation. Assist with procedures when misconduct of an employee may lead to an unsafe working environment. Responsible for agenda and logistic arrangements of Safety Committee meetings. Initiate and provide advice at Incapacity Investigations

PERSONAL ASSISTANT: OFFICE OF THE CHIEF INFORMATION OFFICER

Salary Range: R257 508 – R303 339 per annum (Level 7)

REF NO. ECHEALTH/PACIO/HO/35/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA as in Office Administration/ Public Administration or Equivalent Qualification coupled with 2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.

DUTIES: Provide secretarial services, make transport and accommodation arrangements for the Directorate. Organise the Director's office environment. Construct and maintain the manager and Directorate filing system. Capture documents on data for the Manager. Ensure a safe working environment where confidential document is secured. Respond to invitation on behalf of the manager. Prepare and maintain an electronic calendar in the Senior Manager's Office. Prepare and maintain a project file of all OD projects of the financial year. Manage and update project status on monthly and quarterly basis.

CHIEF ACCOUNTING CLERK: PRE – AUTHORISATION & DOCUMENT MANAGEMENT

Salary Range: R257 508 – R303 339 per annum (Level 7)

REF NO. ECHEALTH/CACP/HO/36/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Finance majoring in Accounting / Financial Management coupled with 2 years' experience in Supplier Payment Administration. BAS and LOGIS (attach certificates) Good Interpersonal communication (verbal and written) and Computer literacy is essential (certificate on excel will be added advantage). Extensive knowledge of PFMA and Treasury Regulations is important. A valid driver's license and knowledge of PVREMS will be an added advantage.

DUTIES: Process payments of departmental liabilities i.r.o. of supplier's / service providers. Ensure that all invoices received from Reconciliation Unit are distributed per commodities and captured and updated on Payment Management Tool (PMT). Check & Verify Batches on Creditors Payment Advice, Re-issues before submission for authorization. Ensure safekeeping of all financial documents and paid batches are captured on PVREMS. Ensure that Request for Information (RFI) and Forensic requests are retrieved timeously for transmission to the requester. Act as system controller on PVREMS for the Province. Pre- authorize payments on LOGIS. Supervision of subordinates. Attending to all payment enquiries.

CHIEF ACCOUNTING CLERK: RECONCILIATION

Salary Range: R257 508 – R303 339 per annum (Level 7)

REF NO. ECHEALTH/CACP/HO/37/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Finance majoring Accounting / Financial Management coupled with 2 years' experience in Supplier Payment Administration. BAS and LOGIS (attach certificates) Good Interpersonal communication (verbal and written) and Computer literacy is essential (certificate on excel will be added advantage). Extensive knowledge of PFMA and Treasury Regulations is important. A valid driver's license will be an added advantage

DUTIES: Process payments of departmental liabilities i.r.o. of supplier's / service providers. Ensuring that all invoices received from Finance Registry are captured and updated on the Reconciliation spread sheet and distributed accordingly per commodity. Check creditor's reconciliation and endorse signature as proof thereon. Prepare Monthly reconciliation report. Ensure that Quarterly supplier confirmations are prepared. Supervision of subordinates. Attending to all payment enquiries including municipalities.

CHIEF ACCOUNTING CLERK: REGISTRY

Salary Range: R257 508 – R303 339 per annum (Level 7)

REF NO. ECHEALTH/CACP/HO/38/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA finance major Accounting / Financial Management coupled with 2 years' experience in Supplier Payment Administration. BAS and LOGIS (attach certificates) Good Interpersonal communication (verbal and written) and Computer literacy is essential (certificate on excel will be added advantage). Extensive knowledge of PFMA and Treasury Regulations is important. A valid driver's license will be an added advantage.

DUTIES: Process payments of departmental liabilities i.r.o. of supplier's / service providers. Ensure that all invoices received from Services Providers and orders from Supply Chain Management (SCM) are captured and updated on Payment Management Tool (PMT). Follow up on batches received without invoices & vice versa i.e. invoices received without batches by phoning, e-mailing and prepare a weekly report. Submit matched batches with invoice to Reconciliation Unit daily. Weekly and monthly report on General suppliers and Infrastructure invoices. Authorisation of Payment on BAS. FIIN invoices on LOGIS. Supervision of subordinates. Attending to all payment enquiries.

TRANSPORT OFFICER

Salary Range: R257 508 – R303 339 per annum (Level 7)

REF NO. ECHEALTH/TO/SBDO/39/07/2020 – Sarah Baartman District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Management coupled with 2 years' experience. Computer literacy. Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS. Good managerial skills, good interpersonal skills, organizing skills and Time management & Leadership skills, computer literacy. Good communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Personal Attributes: Hard-worker, self-motivated, team player and a team leader, positive attitude, willingness to learn, good customer service / people's relation skills, ability to work under pressure. A valid code EB driver's license.

DUTIES: Compilation of monthly reports. Maintain asset register. Ensure proper and legitimate utilization of vehicles. Compliance with transport management services, standards, policies and procedures. Planning and prioritization of transport needs. Assessing and booking of vehicles.

HUMAN RESOURCE PRACTITIONER

Salary Range: R257 508 – R303 339 per annum (Level 7)

REF NO: ECHEALTH/HRP/CMH/40/07/2020 – Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/ Public Administration or Relevant qualification coupled with at least 2 years' experience in Human Resource. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of Persal Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence will be an added advantage.

DUTIES: Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of

qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on Persal according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

PRINCIPAL PERSONNEL OFFICER (2 POSTS)

Salary Range: R 257 508 - R 303 339 per annum (Level 7)

Ref no. ECHEALTH/PPO/DISTO/41/07/2020 - OR Tambo District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/ Public Administration or Relevant qualification coupled with at least 2 years' experience in Human Resource. Knowledge of HR policies and procedures, understanding of different HR processes, relevant legislation and Public Service Regulations, Knowledge of PERSAL system. Knowledge of HR transactional processing and relevant white papers. Valid driver's licence.

DUTIES: Mentor and support HR practitioners. Quality assure HR Processes. Remuneration and service benefits. Check accuracy and completeness of transactions captured and approve the transactions on PERSAL. Handle complex and sensitive salary administration transactions. Responsible for monthly reports and supervision of subordinates. Leaves, Leave Gratuities, Subsidiary and Traveling claims, PILLIR. Approve transactions on PERSAL. Interface with third parties to complete processing of all payment processes. Handle complex and sensitive employee transactions. Quality assure transactions captured on PERSAL. To mentor and support HR salary administration practitioners. Housing Allowances, Pay Progression, and Medical Aid on PERSAL. Monitoring and ensuring of effective use of Persal system. Submit reports on transactions captured on Persal to district management.

FINANCIAL PRACTITIONER

Salary Range: R 257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/FP/ GH /42/07/2020 - Alfred Nzo District, St Patricks Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management, Public Administration or equivalent qualification coupled with 2 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.

DUTIES: Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

HUMAN RESOURCE PRACTITIONER

SALARY R257 508 – R303 339 per annum (Level 7)

REF NO: ECHEALTH/HRP/DO/43/07/2020 – Buffalo City Metro, District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled with 2 years relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of Persal Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource

prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence will be an added advantage.

DUTIES: Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on Persal according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ADMINISTRATION OFFICER

Salary Range: R 257 508 – R303 339 per annum (Level 7)

REF NO. ECHEALTH/AO/StBH/45/07/2020 – OR Tambo District, St Barnabas Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Office Administration or equivalent coupled with 2 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' licence will be an added advantage.

DUTIES: Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.

ADMINISTRATION OFFICER

Salary Range: R 257 508 – R303 339 per annum (Level 7)

REF NO. ECHEALTH/AO/DMMH/46/07/2020 – OR Tambo District, Dr Malizo Mpehle Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Office Administration or equivalent coupled with 2 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' licence will be an added advantage.

DUTIES: Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.

ADMINISTRATION OFFICER

Salary Range: R 257 508 – R303 339 per annum (Level 7)

REF NO. ECHEALTH/AO/NKH/47/07/2020 – OR Tambo District, Nessie Knight Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Office Administration or equivalent coupled with 2 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' licence will be an added advantage.

DUTIES: Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.

ADMINISTRATION OFFICER

Salary Range: R 257 508 – R 303 339 per annum (Level 7)

REF NO: ECHEALTH/AO/LGH/48/07/2020 – Joe Gqabi District, Lady Grey Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/ Office Administration coupled with 2 years' experience in administration experience. Knowledge of public administration systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good Interpersonal communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.

DUTIES: Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.

LOGISTIC SUPPORT CLERK: FLEET MANAGEMENT

Salary Range: R173 703 – R204 612 per annum (Level 5)

REF NO. ECHEALTH/LSCFM/HO/49/07/2020 – Bhisho, Head Office

REQUIREMENTS: National Senior Certificate, NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. One (1) year Public service internship programme experience will be given preference.

DUTIES: Overall management and maintenance of GG vehicles. Monitor and exercise control over maintenance and expenditure involved in usage of GG vehicles. Ensure all vehicles are kept in good and roadworthy condition and are serviced on regular basis. Coordinate and compile monthly reports, log sheets and reconciliation of invoices. Monitoring of tracker system and report any discrepancies identified. Responsible for issuing, inspection and receiving of departmental vehicles. Responsible for accidents and repairs of head office vehicles.

LABOUR RELATIONS CLERK

Salary Range: R173 703 – R204 612 per annum (Level 5)

REF NO: ECHEALTH/LRC/CMH/50/07/2020 – Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence will be an added advantage.

DUTIES: Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on Persal according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ADMINISTRATION CLERK

Salary Range: R173 703 – R204 612 per annum (Level 5)

Ref no. ECHEALTH/DC/StEH/51/07/2020 – OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ADMINISTRATION CLERK (OPD)

Salary Range: R173 703 – R204 612 per annum (Level 5)

Ref no. ECHEALTH/AC/CHD-CH/52/07/2020 - Chris Hani District, Cala Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service Internship programme experience will be given preference.

DUTIES: While reporting to the Chief Administration Clerk: Patient Administration, the incumbent will: Be responsible for the delivery of the patient administration services. Maintain service levels agreements concluded with the institutions. Implement continuous quality assurance improvement plan to ensure an acceptable standard of patient administration. Provide maximum utilisation of available resources both human and material to achieve return on investment. Maintain information systems that comply with the needs of the working environment. Participate in performance management and reviews. Communicate continuously with the stakeholders of the institution. Review transactions, documents, records, reports and methods for accuracy and effectiveness. Observe the administrative processes, service standards and guiding prescripts to decrease disasters and risks. Assist manager in preparing reports when required. Advise supervisor/manager on irregularities noticed.

REGISTRY CLERK

Salary Range: R173 703 - R204 612 per annum (Level 5)

Ref no. ECHEALTH/AC/ORT-DO/53/07/2020 – OR Tambo District, District Office

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service Internship programme experience will be given preference.

DUTIES: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing (electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine register. Frank Post record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record (Reference number in register). Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ADMINISTRATION CLERK

Salary Range: R173 703 – R204 612 per annum (Level 5)

Ref no. ECHEALTH/DC/StEH/54/07/2020 – OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

HUMAN RESOURCE CLERK:

Salary Range: R173 703 – R204 612 per annum (Level 5)

Ref. ECHEALTH/HRC/StEH/55/07/2020 – OR Tambo District, St. Lucy's Hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES: Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS

HUMAN RESOURCE CLERK

Salary Range: R173 703 – R204 612 per annum (Level 5)

Ref. ECHEALTH/HRC/StEH/56/07/2020 – OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES: Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

HUMAN RESOURCE CLERK

Salary Range: R173 703 - R204 612 per annum (Level 5)

Ref NO: ECHEALTH/RC/THAFH/57/07/2020 – Mphashe Sub District, Msedo Clinic

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES: Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS

HUMAN RESOURCE CLERK

Salary Range: R173 703 - R204 612 per annum (Level 5)

Ref no. ECHEALTH/HRC/CHD-KH/58/07/2020 – Chris Hani District, Komani Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES: Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS

HUMAN RESOURCE CLERK

Salary Range: R173 703 - R204 612 per annum (Level 5)

Ref no. ECHEALTH/SPH/HRC/59/07/2020 - Alfred Nzo District, St Patricks Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Knowledge and understanding of Batho-Pele Principles. Good communication (verbal and written) and report writing skills Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. One (1) year Public service internship programme experience will be given preference.

DUTIES: Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ADMINISTRATION CLERK

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref no. ECHEALTH/AC/TBH/60/07/2020 – Alfred Nzo District, Taylor Bequest Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ADMINISTRATION CLERK

Salary Range: R173 703 – R204 612 per annum (Level 5)

REF NO: ECHEALTH/AC/ NQ-TB-H/61/07/2020 –Buffalo City Metro, Nkqubela TB Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ADMINISTRATION CLERK

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref no. ECHEALTH/AC/SETH/62/07/2020 – Sarah Baartman, Settlers Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ADMINISTRATION CLERK (6 Posts)

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref no. ECHEALTH/AC/BUTTH/63/07/2020 – Amathole District, Butterworth Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ADMINISTRATION CLERK (25 Posts)

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref no. ECHEALTH/AC/NMM-IKC/64/07/2020 – Nelson Mandela Metro, Ikamvalihle Clinic
no. ECHEALTH/AC/NMM-LKC/65/07/2020 – Nelson Mandela Metro, Lunga Kobese Clinic
no. ECHEALTH/AC/NMM-MMC/66/07/2020 – Nelson Mandela Metro, Max Madlingozi Clinic
no. ECHEALTH/AC/NMM-MNU2C/67/07/2020 – Nelson Mandela Metro, Motherwell NU2 Clinic
no. ECHEALTH/AC/NMM-MNU8C/68/07/2020 – Nelson Mandela Metro, Motherwell NU8 Clinic
no. ECHEALTH/AC/NMM-TSAC/69/07/2020 – Nelson Mandela Metro, Tshangana Clinic
no. ECHEALTH/AC/NMM-DPSC/70/07/2020 – Nelson Mandela Metro, Du Preez Street Clinic
no. ECHEALTH/AC/NMM-EDAC/71/07/2020 – Nelson Mandela Metro, Edameni Clinic
no. ECHEALTH/AC/NMM-GLC/72/07/2020 – Nelson Mandela Metro, Gustav Lamour Clinic
no. ECHEALTH/AC/NMM-ISOC/73/07/2020 – Nelson Mandela Metro, Isolomzi Clinic
no. ECHEALTH/AC/NMM-JSC/74/07/2020 – Nelson Mandela Metro, Joe Slovo Clinic
no. ECHEALTH/AC/NMM-LUKC/75/07/2020 – Nelson Mandela Metro, Lukhanyo Clinic
no. ECHEALTH/AC/NMM-MABC/76/07/2020 – Nelson Mandela Metro, Mabandla Clinic
no. ECHEALTH/AC/NMM-MASKC/77/07/2020 – Nelson Mandela Metro, Masakhane Clinic
no. ECHEALTH/AC/NMM-STNC/78/07/2020 – Nelson Mandela Metro, SilvertownClinic
no. ECHEALTH/AC/NMM-APC/79/07/2020 – Nelson Mandela Metro, Algoa Park Clinic
no. ECHEALTH/AC/NMM-CCC/80/07/2020 – Nelson Mandela Metro, Central Clinic
no. ECHEALTH/AC/NMM-GLVC/81/07/2020 – Nelson Mandela Metro, Gelvandale Clinic
no. ECHEALTH/AC/NMM-GBC/82/07/2020 – Nelson Mandela Metro, Govan Mbeki Clinic
no. ECHEALTH/AC/NMM-HVC/83/07/2020 – Nelson Mandela Metro, Helenvale Clinic
no. ECHEALTH/AC/NMM-MSSVC/84/07/2020 – Nelson Mandela Metro, MissionvaleClinic
no. ECHEALTH/AC/NMM-NWBC/85/07/2020 – Nelson Mandela Metro, New Brighton CHC
no. ECHEALTH/AC/NMM-SCADC/88/07/2020 – Nelson Mandela Metro, Schauderville Clinic
no. ECHEALTH/AC/NMM-GQBC/87/07/2020 – Nelson Mandela Metro, Gqebera Clinic
no. ECHEALTH/AC/NMM-WALC/88/07/2020 – Nelson Mandela Metro, Walmer 14th Clinic

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ADMINISTRATION CLERK

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref no. ECHEALTH/AC/SSGH/89/07/2020 – Amathole District, SS Gida Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and

administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

FINANCE CLERK: SALARY ADMIN

SALARY: R173 703 – R204 612 per annum (Level 5)

REF NO. ECHEALTH/FC/FTH/90/07/2020 – Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). One (1) year Public service internship programme experience will be given preference.

DUTIES: Knowledge of LOGIS. Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related KPA's as deemed necessary by college management. **REQUIREMENTS:** Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

ADMINISTRATION CLERK

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref no. ECHEALTH/AC/TAFH/100/07/2020 – Amathole District, Tafalofefe Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

MORTUARY ATTENDANT

Salary Range: R 145 281 – R 171 138 per annum (Level 4)

Ref no. ECHEALTH/DC/StEH/101/07/2020 – OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin.

HOUSEKEEPING SUPERVISOR

Salary Range: R 145 281 – R 171 138 per annum (Level 4)

Ref no. ECHEALTH/HKS/CHD-KH/102/07/2020 – Chris Hani District, Komani Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES: Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.

DATA CAPTURER

Salary Range: R 145 281 – R 171 138 per annum (Level 4)

Ref no. ECHEALTH/DC/HUMH/103/07/2020 – Sarah Baartman, Humansdorp Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

DATA CAPTURER

Salary Range: R 145 281 – R 171 138 per annum (Level 4)

Ref no. ECHEALTH/DC/BUTTH/104/07/2020 – Amathole District, Butterworth Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

DATA CAPTURER

Salary Range: R 145 281 – R 171 138 per annum (Level 4)

Ref no. ECHEALTH/DC/ISIH/105/07/2020 – OR Tambo District, Isilimela Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

DATA CAPTURER

Salary Range: R 145 281 – R 171 138 per annum (Level 4)

Ref no. ECHEALTH/DC/ANDO/106/07/2020 – Alfred Nzo District, Alfred Nzo District Office

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

FOOD SERVICE SUPERVISOR

SALRY: R 145 281 – R 171 138 per annum (Level 4)

REF NO: ECHEALTH/FSS/FBH/107/07/2020 – Amathole District, Fort Beaufort Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. To attend daily production meetings as well as departmental meetings every 2nd week of the month. Be able to work as a team. Provide leadership.

DUTIES: Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

MORTUARY ATTENDANT (5 POSTS)

SALARY: R 145 281 – R 171 138 per annum (Level 4)

REF NO: ECHEALTH/MA/BUTTH/108/07/2020 – Amathole District, Butterworth Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

CLIENT INFORMATION CLERK

Salary Range: R127 851– R150 606 per annum (Level 4)

Ref.no ECHEALTH/CIC/StPH/109/07/2020 - Alfred Nzo District, St Patricks Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Ability to exchange information in the polite and helpful manner. Good communication skills and interpersonal skills. Telephonic etiquette.

DUTIES: Receive and refer telephone calls to the relevant staff. Record and deliver message to the relevant staff. Provide general information and manage internal and external calls. Arrange new internal telephone extensions. Report faults of the equipment to the service provider.

CLIENT INFORMATION CLERK

Salary Range: R127 851– R150 606 per annum (Level 4)

Ref.no ECHEALTH/CIC/CANH/110/07/2020- OR Tambo District, Canzibe Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Ability to exchange information in the polite and helpful manner. Good communication skills and interpersonal skills. Telephonic etiquette.

DUTIES: Receive and refer telephone calls to the relevant staff. Record and deliver message to the relevant staff. Provide general information and manage internal and external calls. Arrange new internal telephone extensions. Report faults of the equipment to the service provider.

DRIVER

Salary Range: R122 595 – R144 411 per annum (Level 3)

Ref. ECHEALTH/DR/MPH/111/07/2020 – Sarah Baartman, Marjorie Parish Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Relevant experience in Driving /Code B with 3 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

DUTIES: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

DRIVER

Salary Range: R122 595 – R144 411 per annum (Level 3)

Ref. ECHEALTH/DR/StEH/112/07/2020 – OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Relevant experience in Driving /Code B with 3 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

DUTIES: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

SENIOR PORTER

Salary Range: R122 595 – R144 411 per annum (Level 3)

Ref.no ECHEALTH/SP/StPH/113/07/2020- Alfred Nzo District, St Patricks Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

SENIOR PORTER

SALARY: R122 595 – R171 138 per annum (Level 3)

REF NO. ECHEALTH/SPORTER/CMH/114/07/2020 – Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

GENERAL WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/NKH/115/07/2020 - OR Tambo District, Nessie Knight Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment.

Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

GENERAL WORKER (2 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/CANH/116/07/2020 - OR Tambo District, Canzibe Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

GENERAL WORKER (2 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/MMD/117/07/2020 - OR Tambo District, Mthatha Medical Depot

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

GENERAL WORKER (2 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/KSD-ZITHC/118/07/2020 – KSD Sub District, Zithathele Clinic

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

GENERAL WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/KSD-NGCCHC/119/07/2020 – KSD Sub District, Ngcwanguba CHC

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

MESSENGER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/MESS/StEH//120/07/2020 - OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation, Quality management. Team worker, Proactive and resourceful, Flexible/ change oriented, Responsive, Customer focused, Organising.

DUTIES: Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed. Report on all daily operations.

PROPERTY CARETAKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/PCT/CHD-KH/121/07/2020 – Chris Hani District, Komani Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

PROPERTY CARETAKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/PCT/CHD-HH/122/07/2020 – Chris Hani District, Hewu Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

PROPERTY CARETAKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/PCT/CHD-CH/123/07/2020 – Chris Hani District, Cala Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

PROPERTY CARETAKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/PCT/CHD-ESD-NC/124/07/2020 – Chris Hani District, Emalahleni SD - Ndonga Clinic

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

GENERAL WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/CHD-CH/125/07/2020 - Chris Hani District, Cradock Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock

taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

FOOD SERVICE AID

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/FSA/CHD-CH/126/07/2020 – Chris Hani District, Cala Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

PROPERTY CARETAKER (2 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/PC/USD/DUNC/127/07/2020 - Umzimvubu Sub District, Dundee Clinic

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

PORTER

Salary Range: R 102 534 - R 120 780 per annum (Level 2)

Ref no. ECHEALTH/POR/StPH/128/07/2020 – Alfred Nzo District, St Patricks Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by Supervisor.

FOOD SERVICE AID

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/FSA/TBH/129/07/2020 – Alfred Nzo District, Taylor Bequest Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

FOOD SERVICE AID

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/FSA/KTBH/130/07/2020 – Alfred Nzo District, Khotsong TB Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

FOOD SERVICE AID (5 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/FSA/BUTTH/131/07/2020 - Amathole District, Butterworth Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery.

Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

FOOD SERVICE AID (2 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/FSA/NOMPH/132/07/2020 - Amathole District, Nompumelelo Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

FOOD SERVICE AID

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/FSA/KOMH/133/07/2020 - Amathole District, Komga Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

LAUNDRY WORKER (5 POSTS)

Salary Range: R 102 534 - R 120 780 per annum (Level 2)

Ref no. ECHEALTH/POR/StPH/134/07/2020 – Alfred Nzo District, St Patricks Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

LAUNDRY WORKER

Salary Range: R 102 534 - R 120 780 per annum (Level 2)

Ref no. ECHEALTH/POR/CANH/135/07/2020 – OR Tambo District, Canzibe Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

GENERAL WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/FEPH/136/07/2020 – Sarah Baartman, Fort England Psychiatric Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

TRADE LABOURER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/FEPH/137/07/2020 – Sarah Baartman, Fort England Psychiatric Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage.

DUTIES: Take proper care of equipment and machinery used daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, and repair of broken windows and toilet flush systems. Unblock drains, basin and sinks to ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.

GENERAL WORKER (2 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/ADEH/138/07/2020 – Amathole District, Adelaide Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

GENERAL WORKER (6 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/BUTTH/139/07/2020 – Amathole District, Butterworth Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

GENERAL WORKER (2 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/TAFH/140/07/2020 – Amathole District, Tafalofefe Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

GENERAL WORKER (2 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/FBH/141/07/2020 – Amathole District, Fort Beaufort Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

LAUNDRY WORKER (5 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/LW/BUTTH/142/07/2020 – Amathole District, Butterworth Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry DUTIES as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

PORTER (4 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/POR/BUTTH/143/07/2020 – Amathole District, Butterworth Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

PROPERTY CARE TAKER (3 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/PCT/WILCHC/144/07/2020 – Mbhashe Sub District, Idutywa CHC

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

PROPERTY CARE TAKER (4 Posts)

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/PCT/HCCHC/145/07/2020 – Qaukeni Sub District, Holy Cross Gateway

REF NO. ECHEALTH/PCT/PCCHC/146/07/2020 – Qaukeni Sub District, Palmaton Clinic

REF NO. ECHEALTH/PCT/QCCHC/147/07/2020 – Qaukeni Sub District, Qaukeni Clinic

REF NO. ECHEALTH/PCT/QCCHC/148/07/2020 – Qaukeni Sub District, St Elizabeth Gateway Clinic

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

TRADE LABOURER

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/TL/NOMPH/149/07/2020 – Amathole District, Nompumelelo Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES: Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps

and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

OPERATOR

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/MESS/StBH/150/07/2020 - OR Tambo District, St Barnabas Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Appropriate experience in Public Service. Must be able to read and write. Good personal skills. Must be able to work shifts and flexible. Be a hard worker.

DUTIES: Proper control and care of instruments/ practicing infection control measures. Wash instruments and tools; properly pack accordingly according to protocol. Mops washed to prevent transmission of germs from one another. Be of assistance in all services in the hospital. Be able to handle and control linen in separate areas soiled and clean. Linen shortage reported immediately to the immediate supervisor. Accept all duties to be allocated by the supervisor. Problem Solving, Customer relationship management, Communication (written, verbal and responsive) Conflict resolution, Analytical, Decision-making, Negotiation, Quality management.

OPERATOR

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/MESS/CANH/151/07/2020 - OR Tambo District, Canzibe Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Appropriate experience in Public Service. Must be able to read and write. Good personal skills. Must be able to work shifts and flexible. Be a hard worker.

DUTIES: Proper control and care of instruments/ practicing infection control measures. Wash instruments and tools; properly pack accordingly according to protocol. Mops washed to prevent transmission of germs from one another. Be of assistance in all services in the hospital. Be able to handle and control linen in separate areas soiled and clean. Linen shortage reported immediately to the immediate supervisor. Accept all duties to be allocated by the supervisor. Problem Solving, Customer relationship management, Communication (written, verbal and responsive) Conflict resolution, Analytical, Decision-making, Negotiation, Quality management.

GENERAL WORKER

Salary Range: R 102 534 – 120 780 per annum (Level 2)

REF NO: ECHEALTH/GW/ANH/152/07/2020 - Joe Gqabi District, Aliwal North Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 -3 with no experience. Poses good Communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

HOUSEHOLD WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/WHW/CH/153/07/2020 – Chris Hani District, Cofimvaba Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 -3 with no experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

DUTIES: Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

PROPERTY CARETAKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/PCT/CHD-ESD-PC/154/07/2020 – Emalahleni Sub District, Philani Clinic

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

PROPERTY CARETAKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/PCT/CHD-DO/155/07/2020 – Chris Hani District, District Office

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

GENERAL WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/CHD-DO/156/07/2020 - Chris Hani District Office

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment.

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

Applications for Director, Chief Director and Deputy Director- General should be emailed to Head Office to: recruitmentheadoffice@echealth.gov.za. On the subject line, quote the reference number of the post. Attachments should not exceed 5MB in order for the email to go through.

1. Head Office – Post to: HR Office, Private Bag X0038, Bhisho, 5605 or hand deliver to: HR Office, D53 1st Floor, UIF Building, Phalo Avenue, Bhisho, 5605. Enquiries: Mr AV Gonyela Tel no 040 608 1604/5/6.
2. OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel 047 502 9000.
3. St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza – Tel no: 039 253 5012.
4. 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
5. Isilimela Hospital - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel no 047 564 2805
6. Nessie Knight Hospital -Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand delivery to Sulenkama Admin Area-Nessie Knight Hospital-Qumbu, Enquiries: Ms O.N Sotsako- Tel No: 047 553 6007/8/9.
7. Mthatha Pharmaceutical Depot, P.O Box 52899, Mthatha, 5099 or hand deliver to Mthatha Pharmaceutical Depo, Nelson Mandela Drive, Fortgate, Next to Nelson Mandela Academic Hospital, Mthatha, 5099. Enquiries: Mr Macanda - Tel no: 047 532 2779.
8. King Sabatha Dalindyebo Sub-District Office - Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel no 047 531 0823.
9. Cala Hospital – Post to: Human Resource Office, Private Bag X516, Cala, 5455. Enquiries: Mr S Zihlangu Tel no 047 877 0129.
10. Hewu Hospital - Post to: HR Office Hewu Hospital Private Bag x1409 Queenstown 5320 or hand deliver to: HR Office Hewu Hospital Ekuphumleni Township Main Road Whittlesea. Enquiries Mr Mabandla Tel no 040 841 0133.

11. Cradock Hospital - Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cradock, 5880, Enquiries: Ms Danster Tel no: 048 881 2123.
12. Komani Hospital - Post to: Human Resource Office, Komani Hospital, Private Bag x 4043 Queenstown 5320. Enquiries: Mrs A Sokutu Tel no: 045-858 8400.
13. Emalahleni Sub District – Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410. Enquiries: Ms NP Mtshabe Tel no 047 878 4300
14. All Saints Hospital - Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel no: 047 548 4104.
15. Ngcobo Sub-District - Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N. Matala Tel no 047 5480022/34/0738199730.
16. Umzimvumbu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4800 Enquiries: Mr Magadla Tel no 0397272090.
17. Khotsong TB Hospital - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms. A Lebata 039 737 3801.
18. Taylor Bequest Hospital (Matatiele) - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr. Kholiso Tel no 039 737 3107.
19. St Patricks Hospital - Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Gxaweni AO Tel No. 039 251 0236.
20. Fort England Hospital - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Ms Nazo Tel no 046 602 2300.
21. Fort Beaufort Hospital - Post to Fort Beaufort Hospital. No 5 Bell Street, Fort Beaufort, 5720, Enquiries: Mr Zethu Tel: 046 645 1111 or hand delivery: No 6 Bell Street, Fort Beaufort 5720, Enquiries: Tell: 046 645 1111/12/13/14.
22. Butterworth Hospital - Post to: HR Office, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel: 047 401 9000
23. Adelaide Hospital - Post to Adelaide Hospital, Piet Retief Drive, PO Box 128, Adelaide, 5760, Enquiries: Karen Marques Tel 046 684 0066.
24. Nompumelelo Hospital - Post to Nompumelelo Hospital Private Bag x13 Peddie 5640. Enquiries: Ms Mlotana Tel no: 040 673 3321 or hand delivery to: Grahamstown Road Peddie 5640.
25. Mbhashe Sub District - Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel no 047 489 2417/16.
26. Komga Hospital - Post to: Human Resource Office, Komga Hospital, P.O Box 33, Komga, 4950 or hand deliver to: Komga Hospital Victoria Road, Komga, 4950, Enquiries: Ms T Lali – Tel no: 043 831 1013.

27. Tafalofefe Hospital - Post to: Thafalofefe Hospital, Private Bag x 3024, Enquiries: Ms V. Motebele Tel no 047- 498 0026.
28. SS Gida Hospital - Post to: S.S. Gida Hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: N. E Fumanisa Tel no 040- 658 0043.
29. Cecilia Makiwane Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043 708 2121.
30. 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.
31. Nkqubela TB Hospital - Post to: HR Office, Nqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms. Y. Makala 043 761 2131.
32. Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro District Office, Private Bag X9015, East London, 5200 or hand Deliver to: HR Office, Buffalo City Metro District Office, 64 Terminus Street, Old Standard Bank Building, East London 5200. Enquires: Ms. Hazel Hlulani Tel. No. 043 7433 006/057
33. Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631
34. Empilisweni Hospital - Post to: Human Resource Office, Empilisweni Hospital, P/bag X5029, Sterkspruit, 9762 or Hand delivery: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037.
35. Lady Grey Hospital - Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand delivery: HR Office, Lady Grey Hospital. Enquiries: Ms N Skisazana – Tel no: 051 603 0093/0115.
36. Aliwal North Hospital - Post to: Human Resource Office, Aliwal North Hospital, Private Bag X1004, Aliwal North 9757 or hand delivery: HR Office, Aliwal North Hospital, No 1 Parklane Street, Aliwal North. Enquiries: Ms Fourie - Tel no: 051 633 7700.
37. Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel no 047 542 6000
38. Qaukeni Sub-District - Post to: Qaukeni Sub District: Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo – Tel No 039 253 1541.
39. Alfred Nzo District Office - Post to Human Resource Office, Alfred Nzo District Office, Private Bag X3515, Kokstad,4700: Enquiries Mr Praitel Tel no 0397976070
40. Frontier Regional Hospital – Post to: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, Enquiries: Ms P Marongo Tel No. 045 808 4272
41. Nelson Mandela Metro Office – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.
42. Sarah Baartman District Office – Post to: Human Resource Office, Sarah Baartman District Office, Private Bag X27667, Port Elizabeth 6057 or hand to: Room 502/503 5th Floor, 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T Mpitimpiti Tel no 041 408 8508.

43. Humansdorp Hospital - Post to: Humansdorp Hospital Private Bag x536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block)1 Du Plessis Street Humansdorp Hospital Next to Nico Malan High School Humansdorp Enquires: Ms Barnard Tel no 042 200 4279/282.
44. Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires Ms S Diva Tel no 046 602 5046.
45. Settlers Hospital – Post to: Fort England TB Hospital - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, GRAHAMSTOWN 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, GRAHAMSTOWN 6139. Enquiries: Mr. Dyalvane Tel no 046 602 2300.
46. Marjorie Parrish Hospital - Post to: The Human Resource Office, Marjorie Parrish Hospital, P/ Bag X154, Port Alfred, 6170. Or Hand deliver at: Human Resource Office, Marjorie Parrish Hospital, Port Alfred. Enquiries: Mr X Ndlebe Tel: 046 624 5306.

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past 03 months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

CLOSING DATE: 21 AUGUST 2020 AT 15:00PM