



## PROVINCIAL ADMINISTRATION: EASTERN CAPE DEPARTMENT OF HEALTH

*The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities)*

**POSTED ON : 22 SEPTEMBER 2016**

**CLOSING ON : 06 OCTOBER 2016**

**NGANGELIZWE HEALTH CENTRE KSD OFFICE**

**ENQUIRIES : MR O GCANGA**

**TEL NO : 047 531 0823**

**APPLICATIONS : Must be submitted to Human Resources Office, Private Bag X5005, Mthatha, 5099, Eastern Cape OR Hand Delivery Botha Sgcau Building Cnr Owen & Leeds Street King Sabata Dalindyebo Office**

**POST/01 : GENERAL ASSISTANTS x4**

**CENTRE : NGANGELIZWE HEALTH CENTRE KSD OFFICE**

**REF NO : ECHEALTH/GANHC/01/2016**

**SALARY LEVEL : 02**

**SALARY SCALE: R84 096 – R 99 060 p.a. (Plus Competitive Benefits)**

**REQUIREMENTS:**

ABET/Grade 8/9. Good communication skills and good interpersonal relations. Must be committed and hard working person. Ability to work under pressure and perform routine tasks.

**DUTIES**

Perform specific cleaning duties daily. Ensure the general cleaning of the facility and surrounding. Dust and polish the desks, floors and wall in all offices and waiting areas. Clean and take proper care of cleaning equipment and machinery used in daily activities sluicing of soiled linen. Packing soiled linen in laundry bags for collection by laundry. Request cleaning material in advance. Maintain a safe hygienic environment and perform any other duties that may be assigned by the supervisor.

**Directions to candidates:** Applications must be submitted on prescribed application form (Z83) obtainable from any Public Service Department or <http://www.echealth.gov.za/uploads/files/110706122520> and must be completed in full accompanied by certified copies of Identity Document, Driver's License, school certificate and formal qualifications together with recent comprehensive Curriculum Vitae, stating the reference number and the post

applied for and forwarded to the address provided for each post. **N.B.** No faxed, emailed or late applications will be considered and certifying stamp must not be older than 3 months. Failure to comply with the above instructions will lead to applications being disqualified. **All short-listed candidates will be subjected to reference-checking, security screening and vetting.** Proof of experience on original letter heads must accompany your application where experience is called for in the advert. Correspondence will be limited to short-listed applicants and therefore CV's should include 3 contactable referees (work related). **"People with disabilities are encouraged to apply".**

**The Department reserves the right not to appoint to any/all advertised posts.**