



Province of the
EASTERN CAPE
HEALTH

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 : 25 OCTOBER 2016

FRERE HOSPITAL

ERRATUM

The following posts were erroneously advertised on the Internal Advert Posted on the 17th of October 2016 closing on the 28th of October 2016.

FRERE HOSPITAL ADVERTISEMENT

POST/04: ADMINISTRATION CLERK L5

REFERENCE: ECHEALTH/FHAC/04/2016

SALARY SCALE: R142 461 . R167 814 per annum (plus competitive benefits)

REQUIREMENTS:

Grade 12 plus 2 years experience in fleet management/ **OR** Grade 12 plus minimum of 2 years experience in public sector with General Administration transaction experience ~ Experience in a hospital will be an added advantage. Basic knowledge in computer skills.

KEY RESPONSIBILITIES:

Maintain effective and efficient Transport services in terms of Validation of all vehicle procurement requests. Carry out transport needs as required on daily basis. Scheduling driver duty rosters to ensure cost effective utilization of drivers and vehicles. Accessing and booking of vehicles. Maintenance, safekeeping and care of vehicles. Safeguarding the utilization of drivers and vehicles. Ensuring compliance with all relevant legislation transport management service standards. Cost effective vehicle management system. Proper and legitimate utilization of vehicles Prioritization of transport needs. Achieving required service levels in transport administration. Maintenance of services agreed with the institution. Continuous quality assurance improvement to ensure an acceptable standard of transport management. Optimal utilization of vehicles and drivers. Maintenance of information systems that comply with the needs of the working environment. Revising transactions, documents, records, reports and methods for accuracy and effectiveness. Elementary research on matters relating to driver and vehicle utilization. Adherence to all transport management service related policies and procedures. Compliance with transport management service standards, procedures and policies to decrease or limit related disasters and risks, policies and procedures

POST/15: CLIENT INFORMATION CLERK

CENTRE: FRERE HOSPITAL

REF NO. ECHEALTH/PCIC/FH/15/2016

SALARY LEVEL: 5

SALARY SCALE: R142 461 – R167 814 per annum (plus competitive benefits)

REQUIREMENTS:

Grade 12/Std 10 certificate plus 3-5 years experience in a public health environment, Good Interpersonal relations. Good communication skills, self-discipline. Honesty and integrity, customer Focus and responsiveness, professionalism. **Must have 2 years' experience within a telecommunication/Switchboard environment. Computer literacy**

KEY PERFORMANCE AREAS:

Receive and refer telephonic calls to the necessary staff. Record and deliver messages to the relevant staff. Provide general information to the public, when requested, regarding the institution. Book and log private calls for staff. Arrange new internal telephone extensions. Maintain an internal telephone directory. Gather and process information and any other human resource management duties that may be delegated.

CORRECTIONS: CHANGE OF REQUIREMENTS AND KEY PERFORMANCE AREAS TO READ AS ABOVE

WITHDRAWAL OF POST

POST/03: ADMINISTRATION CLERK L5

REFERENCE: ECHEALTH/FHAC/03/2016

SALARY SCALE: R142 461 . R167 814 per annum (plus competitive benefits)

Enquires: Ms.N.Mthitshana/ Ms. Zasawe @ 043 709 2378/ 2487/2532

APPLICATIONS must be submitted to Human Resources office recruitment section ,Private Bag X9047,East London 5200 OR Hand Delivery to Room 4.81 4th Floor Frere Hospital ,Amalinda East London, Eastern Cape

Directions to candidates: Applications must be submitted on prescribed application form (Z83) obtainable from any Public Service Department or <http://www.ehealth.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.