



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 : 07 NOVEMBER 2016

CLOSING ON : 28 NOVEMBER 2016

PORTERS X 2

**CENTRE: AMATHOLE DISTRICT
VICTORIA HOSPITAL
REF NO : ECHEALTH/VICH/01/2016
CENTRE: BUFFALO CITY METRO
NKQBELA TB HOSPITAL
REF NO : ECHEALTH/NKQH/01/2016
SALARY LEVEL: 2
SALARY SCALE: R84 096 – R99 060 p.a. (Plus Competitive Benefits)**

Minimum Requirements: ABET/Grade 8 qualifications plus 0-2 years relevant experience. Good Communication skills and good interpersonal relations. Must be able to work shifts, week-ends and Public holidays must be a committed and hard working person. Ability to work under pressure.

KPA's: Wheel patients to and from the wards. Transfer patients to various wards and discharged Patients to their vehicles or other transportation. Transfer corpses to the mortuary. Deliver equipment or documentation to wards and other departments. Assist at the information desk.

PROPERTY CARE TAKERS X 5

**CENTRE: CHRIS HANI DISTRICT
CALA HOSPITAL,
NGCOBO SUB-DISTRICT
Ref: ECHEALTH/CH02/2016
Ref: ECHEALTH/NSD02/2016)
CENTRE: SARAH BAARTMAN DISTRICT
STERKSTROOM HOSPITAL)
Ref. ECHEALTH/SSH/02/2016)
UMASIZAKHE CLINIC (Ref. ECHEALTH/PCT/UC/2016
CENTRE: KSD SUB-DISTRICT
MQEKEZWENI CLINIC
Ref. ECHEALTH/MQEKC02/2016)
CENTRE: KSD SUB -DISTRICT
Ref. ECHEALTH/KSDSUBDISTR/02/2016)
SALARY LEVEL: 2
SALARY SCALE: R84 096 – R99 060 p.a. (Plus Competitive Benefits)**

MINIMUM REQUIREMENTS:

ABET/STD 7/Grade 10 with 2 years relevant experience. Good Interpersonal and communication skills. Relevant experience will be added as an advantage. Ability to perform routine tasks and to operate cleaning machines. To render a proper care taking services in the institution by managing the organisation's fixed and movable assets.

KEY PERFORMANCE AREAS

Control access of health institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversee the preparation of boardrooms for meetings. Perform stock taking on areas of responsibility. Loading and off-loading of goods, furniture and cleaning material. Ensure the general cleaning of the facility and the surroundings. Climb step ladders and Scaffoldings to change light bulbs. Maintain a clean and hygienic working environment. Must be able to work shifts, week-ends and Public holidays.

AMATHOLE DISTRICT: VICTORIA HOSPITAL: Enquiries XD Marele @ (040) 653 1141

APPLICATIONS: Must be submitted to Human Resource Office, Victoria Hospital, Private Bag X1300, ALICE, 5700

BUFFALO CITY METRO: NKQUBELA HOSPITAL: Enquiries Ms NN Mgyatylwa @ (043) 761 3811

APPLICATIONS: Must be submitted to Human Resource Office, Nkqubela Hospital, P.O. Box 12239, AMALINDA, 5247 or hand deliver to Human Resource Office, 1124 Billie Road, Nkqubela Hospital, AMALINDA

CHRIS HANI DISTRICT: CALA HOSPITAL: Enquiries Mr S Zihlangu @ (047) 877 0129

APPLICATIONS: Must be submitted to Human Resource Office, Cala Hospital, Private Bag X516, CALA, 5455 or hand delivered to Cala Hospital, Drully Lane Street, CALA.

CHRIS HANI DISTRICT: NGCOBO SUB-DISTRICT: Enquiries Ms N Matala @ 072 355 8144

APPLICATIONS: Must be submitted to Human Resource Office, Ngcobob Sub-District, Private Bag X215, NGCOBO, 5050 or hand deliver to All Saints Hospital, Old maternity ward, NGCOBO.

SARAH BAARTMAN DISTRICT: STERKSTROOM HOSPITAL: Enquiries Mr. L. J. Parkies @ (045) 966 0268

APPLICATIONS: Must be submitted to Human Resource Office, Sterkstroom Hospital, P.O. Box 168, STERKSTROOM, 5425 OR hand deliver to Human Resource Office, 18 Le Grange Street, STERKSTROOM.

SARAH BAARTMAN DISTRICT; UMASIZAKHE CLINIC: Enquiries: Mr.L Mqoto@ (049) 892 4137

APPLICATIONS: Must be submitted to Human Resource Office, Camdeboo Sub District, P.O. Box 52, Graaff-Reinet 6280.

OR TAMBO DISTRICT: KSD SUB-DISTRICT: Enquiries Ms O. Gcanga @ (047) 531 4352

APPLICATIONS: Must be submitted to Human Resource Section, 100 Old Revenue Offices, KSD Sub-district, MTHATHA

LAUNDRY WORKERS X 4

CENTRE: ALFRED NZO DISTRICT

SIPETU HOSPITAL) (REF NO. ECHEALTH/LWSH/01/2016)

CENTRE: AMATHOLE DISTRICT

THAFALOFEFE HOSPITAL (REF NO. ECHEALTH/LWTH/02/2016)X2

CENTRE: SARAH BAARTMAN DISTRICT

PZ MEYER TB HOSPITAL (REFNO.ECHEALTH/LWPZMTBH/03/2016)

SALARY LEVEL: 2

SALARY SCALE: R84 096 – R99 060 p.a (Plus Competitive Benefits)

REQUIREMENTS:

ABET/ Grade 8/9. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

KEY PERFORMANCE AREAS:

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 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 duties as directed by the supervisor. Maintain laundry equipment /machines: Monitor equipment temperature. Keep laundry equipment in a proper state, Report detects.

ALFRED NDZO DISTRICT: SIPETU HOSPITAL: Enquiries Mr EF Madaka @ (039) 255 0077/148 or 0839292605 APPLICATIONS: Must be submitted to Human Resource Office, Sipetu Hospital, Private Bag x 9005, Mount Frere, 5090, OR Hand Delivered to Human Resource Office, Sipetu Hospital, Isilindini Administration Area, Ntabankulu, Eastern Cape.

AMATHOLE DISTRICT: TAFALOFEFE HOSPITAL: Enquiries Mrs Motebele @ (047) 498 8900 or 084 255 6576 APPLICATIONS: Must be submitted to Human Resource Office, Tafalofefe Hospital, Private Bag x 3024, Butterworth, 4980, OR Hand Delivered to Human Resource Office, Tafalofefe Hospital, Butterworth, Eastern Cape.

SARAH BAARTMAN DISTRICT: PZ MEYER TB HOSPITAL: Enquiries Sompontsha N @ (042) 291 2064 APPLICATIONS: Must be submitted to Human Resource Office, PZ Meyer TB Hospital, P.O. Box 479, Humansdorp, 6300, OR Hand Delivered to Human Resource Office, PZ Meyer TB Hospital Off –Johnson Street, Humansdorp, Eastern Cape.

LAUNDRY SUPERVISOR X1

**CENTRE: ALFRED NZO DISTRICT
SIPETU HOSPITAL
REF NO. ECHEALTH/LSSH/01/2016)
SALARY LEVEL: 4**

SALARY SCALE: R84 096 – R99 060 p.a (Plus Competitive Benefits)

REQUIREMENTS:

Grade 12. 2-3 years relevant experience in the Public Sector. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

KEY PERFORMANCE AREAS:

To manage laundry services and laundry related work in a health institution hereby contributing towards optimal health care. Plan and organise housekeeping operations. Set and record performance measures and standards for the unit functions. Identify training shortcoming of subordinates and arrange necessary skills development. Monitor and manage financial expenditure relating to services rendered by housekeeping. Develop and maintain an inventory control system. Evaluate levels of service delivery and institute corrective action where required. Provide regular feedback to health institution management. Identify alternative methods of service delivery and continuously stimulate the minds of subordinates to innovation and creativity.

ALFRED NDZO DISTRICT: SIPETU HOSPITAL: Enquiries Mr EF Madaka @ (039) 255 0077/148 or 0839292605 APPLICATIONS: Must be submitted to Human Resource Office, Sipetu Hospital, Private Bag x 9005, Mount Frere, 5090, OR Hand Delivered to Human Resource Office, Sipetu Hospital, Isilindini Administration Area, Ntabankulu, Eastern Cape.

FOOD SERVICE AID X6

**CENTRE: SARAH BAARTMAN DISTRICT
FORT ENGLAND HOSPITAL (Ref. ECHEALTH/FSAID/01/FEH/2016
MARJORIE PARRISH TB HOSPITAL X 2
(Ref. ECHEALTH/FSAID/02/MPTBH/2016
CENTRE: OR TAMBO DISTRICT
ST LUCY'S HOSPITAL (Ref. ECHEALTH/FSAID/03/STLH/2016
CENTRE: ALFRED NZO DISTRICT
KHUTSONG TB HOSPITAL (Ref. ECHEALTH/FSAID/04/KTBH/2016)
CENTRE: AMATHOLE DISTRICT
FORT GREY TB HOSPITAL (Ref. ECHEALTH/FSAID/05/FGTBH/2016)
SALARY LEVEL: 02
SALARY SCALE: R84 096- R99 060 p.a. (Plus Competitive Benefits)**

REQUIREMENTS:

ABET/Grade 8/9/. Good communication skills and good interpersonal relations. Must be a committed and hardworking person. Ability to work under pressure.

KEY PERFORMANCE AREAS:

Preparation of Patients' food to prescribed menus. Delivery of Patients' food to the wards, cleaning of utensils and maintain good hygiene standards in the kitchen. Knowledge and preparing of therapeutic and specific Diet. Perform regular stock taking. Ensure that correct meals are delivered to the correct areas. Collect used cutlery and crockery from wards and ensure that correct numbers have been returned.

**SARAH BAARTMAN DISTRICT-FORT ENGLAND HOSPITAL: Enquiries: Ms. N Nazo@
(046) 6022300**

APPLICATIONS: Must be submitted to Human Resource Office, Fort England Hospital Private Bag X 1002, Grahamstown 6139

**SARAH BAARTMAN DISTRICT-MARJORIE PARRISH TB HOSPITAL: Enquiries: Ms U Mafeje@
(046) 624 5306/7/8 APPLICATIONS: Must be submitted to Human Resource Office, Marjorie Parrish TB Hospital Private Bag x 154, Port Alfred 6170**

**OR TAMBO DISTRICT- ST LUCY'S HOSPITAL: Enquiries: Ms LN Mayikana@(047) 532 6259
APPLICATIONS: Must be submitted to Human Resource Office, St Lucy's Hospital PO Box St Cuthbert's, Tsolo 5171**

**ALFRED NDZO DISTRICT- KHUTSONG TB HOSPITAL: Enquiries: Ms A Makholwa@(039) 737 3801
APPLICATIONS: Must be submitted to Human Resource Office, Khutsong TB Hospital Box 115 Matatiele 4730 or Hand delivered to No 100 Jagger Street Matatiele 4730**

**AMATHOLE DISTRICT- FORT GREY TB HOSPITAL: Enquiries: Ms NN Mgatyelwa@ (043) 736 7900/082 957 5054
APPLICATIONS: Must be submitted to Human Resource Office, Fort Grey TB Hospital PO Box 5217 Greenfields 5208**

FOOD SERVICE SUPERVISOR X2

**CENTRE: SARAH BAARTMAN DISTRICT
MIDLANDS HOSPITAL (Ref. ECHEALTH/FSS/06/MLH/2016
CENTRE: AMATHOLE DISTRICT
VICTORIA HOSPITAL (Ref. ECHEALTH/FSS/07/VH/2016)
CENTRE: OR TAMBO
NESSIE KNIGHT HOSPITAL (Ref. ECHEALTH/FSS/08/NKH/2016
SALARY LEVEL: 04
SALARY SCALE: R119 154-R140 361 p.a. (Plus Competitive Benefits)**

REQUIREMENTS

Grade 12 or Std 10 Catering background. Two to three years experience in the kitchen environment. Must be committed and hard working person with Good Communication skills, Good Organizing and Planning skills and interpersonal skills.

KEY PERFORMANCE AREAS

Ensure that patients are served in time serving of patients food to the wards. Supervision of catering staff. Monitoring stock levels and staff performance. Ensure clean hygienic and staff environment in the kitchen. Preparation of food patient to the prescribed menu. Knowledge and preparing of therapeutic and specific diet. Formulate work schedule for the section. Issuing of food supplies and ordering of food supplies.

SARAH BAARTMAN DISTRICT-MIDLANDS HOSPITAL: Enquiries: Mr. A Mabombo @ (049) 807 7737/39 APPLICATIONS: APPLICATION: Must be submitted to Human Resource Office, Midland Hospital Private Bag x 696, Graaff-Reinet 6280

AMATHOLE DISTRICT-VICTORIA HOSPITAL: Enquiries: Mr. Mr XD Marele @(040) 653 1141 APPLICATIONS: APPLICATION: Must be submitted to Human Resource Office, Victoria Hospital Private Bag x 1300, Alice 5700

OR TAMBO DISTRICT-NESSIE KNIGHT HOSPITAL Enquiries: MS. Z Mrobo @(047) 553 6013 APPLICATIONS: APPLICATION: Must be submitted to Human Resource Office, Nessie Knight Hospital Private Bag X 420 Qumbu 5180

GENERAL WORKERS X 22 POSTS

**CENTRE: ALFRED NZO DISTRICT
SIPETU X 2, KHOTSONG TB HOSPITAL X1
(Ref. ECHEALTH01/SIPETU/2016)
(Ref. ECHEALTH01 / KHOTSTBH / 2016
CENTRE: AMATHOLE DISTRICT
NOMPUMELELO X 2, TOWER X 1, S.S.GIDA X 1
(Ref. ECHEALTH02/NOMPH/2016)
(Ref. ECHEALTH02/TOWER/2016)
(Ref. ECHEALTH02/SSGIDA/2016)
CENTRE: BUFFALO CITY METRO
BISHO HOSPITAL X 4, FORT GREY HOSPITAL X 1
(Ref. ECHEALTH03/BISHO03/2016)
(Ref. ECHEALTH03/FORT GREY/2016)
CENTRE: CHRIS HANI DISTRICT
KOMANI PSYCHIATRIC HOSPITAL X1
(Ref. ECHEALTH04/ KOMANI PSYCH. / 2016)
ELLIOT HOSPITAL (Ref.ECHEALTH04/ELLIOTH/2016
LINGELIHLE CLINIC, INXUBA YETHEMBA SUB-DISTRICT
(Ref.ECHEALTH04/LC/2016
CENTRE: NELSON MANDELA BAY METRO
UITENHAGE HOSPITAL X2
(Ref. ECHEALTH05/ UITEN/2016)
CENTRE: O.R.TAMBO DISTRICT
KSD LUTUBENI CLINIC X 1, DR. MALIZO MPEHLE HOSPITAL
(Ref. ECHEALTH06 / KSDLIT.CLINIC / 2016)
(Ref. ECHEALTH06 / Dr MALMM / 2016)
CENTRE: SARAH BAARTMAN DISTRICT
MARJORIEPARRISHT HOSPITAL X1, FORT ENGLAND TB HOSPITAL X2
Ref. ECHEALTH07 / MARJPARR / 2016)
(Ref. ECHEALTH07 / FORTENGTBH / 2016**

SALARY LEVEL: 02 SALARYSCALE: R84 096–R99 060p.a. (Plus Competitive Benefits)

REQUIREMENTS

ABET/ STD 6/7 Grade 8/9. Good interpersonal and Communication skills. Relevant experience will be added as an advantage. Ability to perform routine tasks and to operate cleaning machines.

KEY PERFORMANCE AREAS:

Perform specific cleaning duties daily. Ensure the general cleaning of the facility and surroundings. Dust and polish the desks, floors and walls in all offices and waiting areas. Clean and take proper care of cleaning equipment and machinery used in daily activities. Request cleaning materials in advance. Maintain good hygienic standards in the facility. Perform any other jobs that may be assigned by the supervisor.

ALFRED NDZO DISTRICT: SIPETU HOSPITAL: Enquiries Mr E.F. Madaka @ 039 255 0082/ 84 Extensions 148 Applications must be submitted to Human Resource Section, Sipetu Hospital, Private Bag X 9005 Mount frère, 5090 or hand delivered to, Human Resource Office No. 8, Administrative Block, Sipetu Hospital, NTABANKULU

ALFRED NDZO DISTRICT: KHOTSONG TB HOSPITAL: Enquiries Ms A. Makholwa @ 039 737 3801 Applications must be submitted to Human Resource Office, Khotsong TB Hospital, Box 115 Matatiele 4730

AMATHOLE DISTRICT: NOMPUMELELO HOSPITAL: Enquiries Ms N.G. Tsako @ 040 673 3321/22/23/24/25 Extension 161 Application must submitted to Human Resource Office, Nompumelelo Hospital, Private Bag X 13, Peddie 5640

AMATHOLE DISTRICT: TOWER HOSPITAL: Enquiries H.Potgieter @ 046 645 1122 Applications must be submitted to Human Resource Office, Tower Hospital, Private Bag X 238 Fort Beaufort 5720

AMATHOLE DISTRICT: S.S. GIDA HOSPITAL: Enquiries Ms N. Guzana @ 040 658 0043 Applications must be submitted to Human Resource Office, S.S. Gida Hospital, Private Bag X 012 Keiskammahoek 5670

BUFFALO CITY METRO DISTRICT: BHISHO HOSPITAL: Enquiries Mrs P. Jali @ 040 635 2950/5/6/8 Applications must be submitted to Human Resource Office, Bhisho Hospital 5605

BUFFALO CITY MERO DISTRICT: FORT GREY HOSPITAL: Enquiries Ms N.N Mkize @ 043 736 7900 Applications must be submitted to Human Resource Office, Fort Grey TB Hospital, P.O.Box 5217, Greenfields 5208

CHRIS HANI DISTRICT: KOMANI PSYCHIATRIC HOSPITAL: Enquiries M.S Magcwebeba Applications must be submitted to Human Resource Office, Komani Psychiatric Hospital,P.O.Bx 2539 Komani 5322

CHRIS HANI DISTRICT ; ELLIOT HOSPITAL: Enquiries S.M MSI @ (045) 931 1321 Applications must be submitted to Human Resource Office, Elliot Hospital, and P.O.Box 523 Elliot 5460

CHRIS HANI DISTRICT: LINGELIHLE CLINIC,INXUBA YETHEMBA SUB-DISTRUCT: Enquiries. Mrs.v Heerden @ (045) 807 1154

Applications must be submitted to Human Resource Office, Lingelihle Clinic, P.O.Box 1661 Queenstown 5320

NELSON MANDELA METRO: UITENHAGE PROVINCIAL HOSPITAL: Enquiries Mr P. Oosthuizen @ 041 995 1129 / 1128
Applications must be submitted to Human Resource Office, Uitenhage Provincial Hospital, Private Bag X 0036, Uitenhage 6230

OR TAMBO DISTRICT: DR MALIZO MPEHLE MEMORIAL HOSPITAL: Enquiries Ms NM Makalima @ 047 542 6300
Applications must be submitted to Human Resource Office, Dr Malizo Mpehle Memorial Hospital Private Bag X 1004, Tsolo 5070

OR TAMBO DISTRICT: LUTUBENI CLINIC: Enquiries Ms O Gcanga @ 047 531 0809
Applications must be submitted to Botha Sigcawu Building, 8th floor Room 19, Mthatha

SARAH BAARTMAN DISTRICT: MARJORIE PARRISH TB HOSPITAL: Enquiries Ms U Mafeje @ 046 624 5306/7/8
Applications must be submitted to Human Resource Office, Private Bag X154 Port Alfred 6170

SARAH BAARTMAN DISTRICT: FORT ENGLAND HOSPITAL: Enquiries N. Nazo @ 046 602 2300
Applications must be submitted to Human Resource Office, Private Bag X 1002, Graham's Town 6139

OPERATORS X 2

**CENTRE: CHRIS HANI DISTRICT
MJANYANA HOSPITAL
Ref.ECHEALTH01/MJANYA/2016**

**CENTRE: AMATHOLE DISTRICT
SS GIDA HOSPITAL
Ref.ECHEALTH02/SSGIDA/2016**

SALARY LEVEL: 2

SALARY SCALE: R 84 096 – R 99 060 p.a (Plus Competitive Benefits)

REQUIREMENTS:

ABET / Level 4, Grade 10 / Std 8 and Certificate in either plumbing, carpentry or electrical.
Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended Or Municipality Training. Good communication skills. The incumbent must be committed and hard working.

Good interpersonal relations. Must have ability to perform routine tasks and operate machinery.

Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts week-ends and public holidays. Relevant experience with driver's license will be an added advantage.

KEY PERFORMANCE AREAS:

Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings ensure that fuel is always filled. Ensure that machinery used in daily activities and also perform any other related job allocation

CHRIS HANI DISTRICT- MJANYANA HOSPITAL: Enquiries: Mr C.P.A.Nyanisa @ 047 5484 973 / 073 5727 699 APPLICATIONS: Must be submitted to Human Resource Office, Mjanyana Hospital Private Bag X 1204, IDUTYWA 5000 OR Hand Delivered to Human Resource Office, Mjanyana Hospital.

AMATHOLE DISTRICT- SS GIDA HOSPITAL: Enquiries: Ms N. Malimani @ 040 6580 043 / 083 5619 363 APPLICATIONS: Must be submitted to Human Resource Office, SS Gida Hospital Private Bag X 012, KEISKAMMAHOEK 5670 OR Hand Delivered to Human Resource Office, Room 03, Ground floor, SS Gida Hospital

CLIENT INFORMATION CLERK

**CENTRE: OR TAMBO DISTRICT
NELSON MANDELA ACADEMIC HOSPITAL
Ref.ECHEALTH03/NELM/2016
SALARY LEVEL: 6
SALARY SCALE: R 171 069 – R 201 507 p.a (Plus Competitive Benefits)**

REQUIREMENTS:

Grade 12 plus 3-5 years experience or National Diploma/Degree with 0-2 years experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

KEY PERFORMANCE AREAS:

Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the service providers.

OR TAMBO DISTRICT- NELSON MANDELA ACADEMIC HOSPITAL : Enquiries: Ms Ms N Calaza @ 047 5024 326 APPLICATIONS : Must be submitted to Human Resource Office, Nelson Mandela Academic Hospital Private Bag X 5152 MTHATHA 5099 or Hand Delivered to Human Resource Office, Room A/1/D18, Level 1 Nelson Mandela Academic Hospital

ARTISAN FOREMAN GRADE A

**CENTRE: OR TAMBO DISTRICT
ST LUCY 'S HOSPITAL
Ref.ECHEALTH04/ST.LUCY'S /2016
SALARY LEVEL: OSD
SALARY SCALE: R 249 540 –R285 327 p.a (Plus Competitive Benefits)**

REQUIREMENTS:

Appropriate Trade Test Certificate .Five (5) years post . qualification experience as an Artisan .Valid driver's license.

COMPETENCIES: Team leadership .Technical analysis .Problem solving and analysis .Decision making knowledge. Computer . aided applications .Knowledge of legal compliance .Technical report writing. Production, process knowledge and skills. Team work. Analytical skills. .Creativity. Self . management Customer focus and responsiveness. Communication .Computer skills .Planning and organizing Conflict Management.

KEY PERFORMANCE AREAS:

Design:

Supervise and produce designs according to client specification and within limits of production capability.

Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects.

Maintenance: Inspect equipment and /or facilities for technical faults. Repair equipment and facilities according to standards .Test repair equipment and /or facilities against specifications .Service

equipment and / or facilities according to schedule .Quality assure serviced and maintained equipment and / or facilities.

Perform administrative and related function: Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials .Compile and submit reports as required .Provide inputs to the operational plan .Ensure adherence to safety standards, requirements and regulations .

Human and Capital Resource Management: Supervise and mentor staff .Planning of resources. Scheduling of works.

Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures .Research /literature studies on technical /engineering technology to improve expertise.

OR TAMBO DISTRICT: ST LUCY'S HOSPITAL: Enquiries: Ms LN Mayikana@ (047) 532 6259
APPLICATIONS: Must be submitted to Human Resource Office, St Lucy's Hospital PO Box St Cuthbert's, Tsolo 5171

ARTISAN GRADE A
CENTRE: CALA HOSPITAL
REF NO: ECHEALTH/ART/CH//2016
SALARY LEVEL: OSD
SALARY SCALE: R156 363 – R173 538 p.a. (all inclusive package)

REQUIREMENTS

Appropriate Trade Test Certificate. Valid driver's license

COMPETENCES:

Technical analysis knowledge, computer-aided technical applications. Knowledge of legal compliance, Technical report writing. Production, process knowledge and skills. Problem solving and analysis, Decision making, team work, analytical skills, creativity, self-management, customer focus and responsiveness. Communication, computer skills, planning and organizing.

KEY PERFORMANCE AREAS

DESIGN: Produce designs according to client specification and within limits of production capability.

PRODUCTION: Produce objects with material and equipment according to job specification and recognized standards Quality assurance of produced objects, **MAINTENANCE:** Inspect equipment and or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and or facilities against specifications. Service equipment and or facilities according to schedule. Quality assures serviced and maintained equipment and or facilities. **PERFORM**

ADMINISTRATIVE AND RELATED FUNCTIONS: Compile and submit reports, provide inputs to the operational plan, keep and maintain job record / register and supervise and mentor staff. **MAINTAIN**

EXPERTISE: Continuous individual development to keep up with new technologies and procedures.

CHRIS HANI DISTRICT: CALA HOSPITAL: Enquiries: MR S. Zihlangu @ (047) 877 0129

APPLICATIONS: Must be submitted to Human Resource Office,Drully Lane street Cala Hospital Private Bag X 5161 Cala 5455

TRADE LABOURER
CENTRE: CHRIS HANI DISTRICT
KOMANI HOSPITAL
Ref.ECHEALTH/TL/KH/2016
SALARY LEVEL: 02
SALARY SCALE: R84 096-99 060 p.a (Plus Competitive Benefits)

REQUIREMENTS:

Grade 10 or equivalent qualifications, 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.

KEY PERFORMANCE AREAS

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.

CHRIS HANI DISTRICT: KOMANI HOSPITAL: Enquiries: N Mabala@ (045) 807 8902
APPLICATIONS: Must be submitted to Human Resource Office, Komani Hospital PO Box I
Queenstown 5320

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, qualification verification, 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.