



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 : 31 July 2017
CLOSING ON : 18 August 2017

Enq: Ms S Lamani 040 608 1275

Applications directed to the addresses as indicated below or Hand Delivered as indicated below.

APPLICATIONS: Bisho Head Office: Post to: Private Bag X0038, Bhisho, 5605 or Hand delivered at Post to: Human Resource Office, **Frere Hospital**, Private bag X 9047, EAST LONDON, 5200 Enquiries: Ms N Mthitshana or P Zasawe - TEL NO: 043 709 2487/2532. Post to: Human Resource Office, **Sakhisizwe Sub-District**, P.O. Box 1126, CALA 5455 Enquiries: Ms B Mtsi – TEL NO: 047-8770931. Post to: Human Resource, Recruitment Office, **Intsika Yethu Sub-District**, Private bag X 1250, COFIMVABA, 5380. Enquiries: Ms A Mabentsela - TEL NO: 047 874 0079. Post to: Human Resource Office, **Glen Grey Hospital**, Private bag X 1142, LADY FRERE, 5410 or hand delivery to **Glen Grey Hospital**, 5410. Enquiries: Mr S Khumalo - TEL NO: 083 585 7576. Post to: Human Resource Office, **Frontier Hospital**, Private bag X 7063, QUEENSTOWN, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo - TEL NO: 045 8084 272. Post to: Human Resource Office, **Frere Hospital**, Private bag X 9047, EAST LONDON, 5200 Enquiries: Ms N Mthitshana or P Zasawe - TEL NO: 043 709 2487/2532. Post to: District Manager, **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. 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 Sotsaka - TEL NO: 047 553 6007/8/9. Post to: Human Resource Office, **St Barnabas Hospital**, P.O. Box 15, LIBODE, 5160. Enquiries: Ms U Toni - TEL NO: 047 555 5300. Post to: Human Resource Office, **St Elizabeth Hospital**, Private Bag x1007, LUSIKISIK, 4820. Enquiries: Mr M Nozaza - TEL NO: 039 253 5012. Post to: Human Resource Office, **St Lucy's Hospital**, P.O St Cuphberts, TSOLO, 5171. Enquiries: Majikana TEL NO: 047 532 6259. Post to: Private bag 5016, Sterkspruit, 9762 or Hand deliver at the HR Office, **Umlamli Hospital**. Enquiries: Ms Mpithimpithi Tel: 051 611 0079/90. 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: 047 564 2805. Post to: Human Resource Office, **Bambisana Hospital** P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangeni –Tel No: 039 253 7262/0835860659. Post to: Human Resource Office **St Patricks Hospital**, P/Bag X531, Bizana, 4800 or Hand deliver to St Patricks hospital road, Bizana, Enquiries: Ms Jafta – [Tel:039 251 0236](tel:0392510236). Human Resource Office, **Fort England Hospital**, Private bag X 1002, GRAHAMSTOWN, 6139 or hand delivery to Fort England Hospital York Road, GRAHAMSTOWN, 6139. Enquires: Ms X Nazo - TEL NO: 046 602 2300. Human Resource Office, **Cala Hospital**, Private bag X 516, CALA, 5455 or hand delivery to Drully Lane Street, CALA, 5455. Enquires: Ms Z Sentile - TEL NO: 047 874 8000. Post to: Human Resource Office, **Inxuba Yethemba Sub-District**, Private bag X90, CRADOCK, 5880. Enquires: Ms G.O Vanhecredin – TEL NO: 048 881 2921. Post to: Human Resource Office, **Empilweni TB Hospital**, Private bag X6060, PORT ELIZABETH, 6200 or hand delivery to NO1 Mati Road, New Brighton, PORT ELIZABETH, 6200. Enquiries: Ms B Bomela TEL NO: 041 406 7606/36. Post to: Human Resource Office, **Cradock Hospital**, Private bag X55, CRADOCK, 5460 or hand delivery to Cradock Hospital, 5880. Enquires: Ms F Danster - TEL NO: 048 881 2123. Post to: Human Resource Office, **Buffalo City Metro**, Private bag X 9015, Main Post Office, EAST LONDON, 5200 or hand delivery to Sheffield Road, Woodbrook/Wesbank, EAST LONDON, 5200. Enquires: Ms Sawula - TEL NO: 043 708 1700. . **Post to:** Human Resources Office, **Ngcobo Sub-District**, Private Bag X215, NGCOBO, 5050 or hand delivery at, **Enquiries:** Miss N Matala - Telephone: 047-548 0022. **Post to:** Human Resource Office, **Tower Hospital** Private Bag X 228 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, **Enquiries:** Mrs V Whitecross - TEL NO: 046 645 5008. **Post to:** Human Resource Office, **Greenville District Hospital**, Private Bag X 559, BIZANA, 4800, Enquiries: Mr Bango – TEL NO: 039 251 3009. **Post to:** Human Resource Office, **Andries Vosloo Hospital**, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – TEL NO: 042 243 1313. **Post to:** Human Resource Office, **Victoria Hospital**, Private Bag X1300, ALICE, 5700, Enquiries: Mr XB Marele - TEL NO: 040-653 1141. **Post to:** Human Resource Office, **Cathcart Hospital**, Private Bag X 10, CATHCART, 5310, Enquiries: Ms B Soyamba – TEL NO: 045 843 1029. Applications must be submitted to The Human Resource Office, **Mjanyana Hospital**, Private Bag C1204, IDUTYWA, 5000. Enquiries SS Naku Tel. 047-874 8000. Applications must be submitted to Human Resource Office, **Orsmond TB Hospital**, P.O. Box 246, UITENHAGE, 6320 or hand delivered to Human

Resource Office, 1 John Dissel Drive, Allanridge, UITENHAGE. Enquiries Mrs C Bekker Tel: 041-988 1111. Post to The Human Resource Office, **Livingstone Hospital**, Private Bag x Korsten, Port Elizabeth, 6020. Enquires Ms P Marongo Tel: 045 808 4272. Applications should be forwarded to The HR Manager, **Taylor Bequest Hospital** (Mount Fletcher), Private Bag X1129, MOUNT FLETCHER, 4770, Enquiries: Mr P Mpanza Tel: 0822696742. Must be Posted to Human Resource Office, **All Saints Hospital**, Private Bag X 215 All Engcobo, 5605 or Hand Delivered to **All Saints Hospital**, Engcobo. Enquiries: Ms N. Matala Tel No: 047 5480022. Post to: **Nompumelelo hospital**: Private bag x 13, Peddie 5640, Enquiries: Ms. NG Tsako @040- 6733321. **Thafalofefe hospital**, Private bag x 3024, Enquiries: Ms V. Motebele @ 047- 498 0026. Mquma sub-district: 15 old hospital road ext. 7 Butterworth 4960, Enquiries Ms. N. Tengwa @ 047- 491 0740. Post to: **S.S. Gida hospital**: Private Bag x 12 Keiskammahoek, 5670: Enquiries: N. E Fumanisa @ 040-658 0043. Post to: **Amathole health district**: Private Bag X 002, Southernwood, East London Or Hand Delivered 19 St James Road, Medical Centre Building Southernwood, East London 5200: Enquiries: Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49. Post to: P.O. Box 05, **Indwe Hospital**, 5445 or Hand deliver to 1 Graham Street, Indewe Hospital, 5445, Enquiries: Ms Gouws Tel: 045 952 5500. Post to: Private Bag 9009, **Sipetu Hospital**, Mount Frere, 5090 or HR Office Sipetu Hospital. Enquiries: Mr EF Madaka Tel: 039 255 0077 **Nompumelelo Hospital**, Private Bag X 13, PEDDIE 5640. **Enquiries:** Ms NG Tsako Tel no: 040 673 3321. **Post to:** Human Resource Office, **Grey Hospital**, Private Bag X 7443, KING WILLIAMS TOWN 5600. **Enquiries:** Ms Phillip Tel no: 043 643 3304. Post to: 12 Cavendish Road, **New Heaven Hospital**, Vincent, 5247. Enquiries: Ms K Mntumni Tel: 043 726 3225.

CLOSING DATE : 18 August 2017

NOTE

Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past three 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.

HEAD OFFICE

POST: CHIEF ARCHITECT GRADE A&C REF NO: ECHEALTH/CA/HO/02/07/2017

SALARY: R805 8006 – 1 505 937 p.a. (OSD)

CENTRE: Head Office

Requirements: Bachelor of Architecture or equivalent as recognised by South African Council for the Architectural profession. Six years' experience post qualification. Registration with South African Council for Architectural profession as a professional Architect. Valid driver's license and Computer literacy.

Duties: to provide architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/ technical norms and standards which includes form and space designs in line with the Infrastructure Delivery Management Framework (IDMF).

Enquiries: Mr Tuswa Tel no. : 040 608 1170

POST: CONTACT CENTRE DYNAMIC CRM AND MITEL ADMINISTRATOR

REF NO: ECHEALTH/CCD/HO/02/07/2017

SALARY: R334 545–R404 121 p.a. (Level 9)

CENTRE: East London Shared Contact Centre

Requirements: Relevant bachelor's Degree/ Honours on ICT/ IS with one to three years of programming experience in a multimedia and innovative contact centre, telecommunication sector or any related field. Certified Cisco Network Association Certificate. One to two years working experience in a call centre environment, proven knowledge and experience of public service regulatory framework. Valid Code EB driver's license.

Duties: Perform a variety of Voice Over Internet programming assignments requiring knowledge of established programming procedures (Contact Centre systems and operations, CCC, CCM CRM, micollab, MiVoice) and

voice over IP data processing requirements of ECHoH 24 hour Shared Contact Centre, Routinely maintains, Calibrate and modifies as per daily needs (call volumes) and staffing schedule of the 24 hour Shared Contact Centre. Contact Centre Systems Analyser and reporting.

Enquiries: Mr Z. Ntlube Tel no. : 043 711 0699

POST: OFFICE MANAGER: GM STRATEGY AND ORGANISATIONAL PERFORMANCE

SALARY: R334 545–R404 121 p.a. (Level 9)

CENTRE: Head Office REF NO: ECHEALTH/OMSOP/HO/02/07/2017

Requirements: A B degree/ National Diploma in office management or in the related field with three to five years' experience at supervisory level. 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. 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 Chief Director's Office. Manage and coordinate clinical administrative activities or tasks. Manage the Manager's diary. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured confidential documentation. Respond to correspondence/invitation on behalf of the manager. Monitor effective utilization human, financial and physical resource in the Chief Director's office. Coordinate performance and audit reporting for Health Services Management.

POST: ASSISTANT DIRECTOR FINANCE REF NO: ECHEALTH/ADF/HO/02/07/2017

SALARY: R334 545–R404 121 p.a. (Level 9)

CENTRE: Head Office

Requirements: Degree or Diploma in Commerce/ Accounting/ Economics. Valid driver's licence. Computer literacy understanding financial management as implemented in Government and within the context of infrastructure/ construction budgeting and spending. Three year post qualification experience.

Duties: To assist with the coordination of all financial management functions for the Chief Directorate including all financial and supply chain management issues pertaining to infrastructure projects/ programmes.

Enquiries: Mr Tuswa Tel no. : 040 608 1170

POST: SENIOR ADMIN OFFICER: SHARED CONTACT CENTRE REF NO: ECHEALTH/CCS/02/07/2017

SALARY: R281 418–R331 497 p.a. (Level 8)

CENTRE: East London Shared Contact Centre

REQUIREMENTS: Appropriate diploma/degree in social sciences/communication/ public

relations with good people management skills, dedication, experience in managing people/personnel, 3 to 6 years in Contact Centre environment coupled with interpersonal communication skills, Coordinating skills, legal knowledge will be highly recommended, Computer literate, Knowledge of public service regulation, mandate of Eastern Cape Department of health as well as standard operating procedure of the Contact Centre/ any related customer services environment, knowledge of the Customer Relationship Management (CRM) unendorsed drivers licence, code EB.

Duties: Supervising and meeting performance targets for speed, efficiency, and citizen's health service enquiries/complaints for outbound operation of the Shared Contact Centre

Assist on the daily operative running of the Shared Contact Centre; Liaising with Contact Centre management team to gather information and resolve conflicting operative issues; Handling the most complex customer complaints or enquiries; Coaching, motivating and retaining staff and coordinating bonus, reward and incentive schemes.

POST; TEAM LEADER SHARED CONTACT CENTRE: (SHIFT LEADER) REF NO: ECHEALTH//02/07/2017

SALARY: R226 611–R266 943 p.a. (Level 7)

CENTRE: Head Office: EAST LONDON SHARED CONTACT CENTRE

Requirements: Appropriate diploma/ degree in Social science/ related competency/ IT certificate on contact centre operations management. 3 to 5 years in Shared Contact Centre environment coupled with interpersonal communication skills, Computer literate, knowledge of public service regulation, Mandate of the Eastern Cape Department of Health, Standard Operating Procedure of the contact centre environment, knowledge and skills on CRM and CCC.

Duties: Supervise and meeting performance targets for speed, efficiency, and health service promotions and quality for both Inbound and Outbound operations; Supervise the daily operative running of the Shared Contact Centre; liaising with Contact Centre management team to gather information and resolve conflicting operative

issues. Monitoring random calls to improve quality, minimise errors and track operative performance. Reviewing the performance of Contact Agents. Identifying training needs and planning on job training sessions; recording statistics, user rates and the performance levels of Contact Centre and preparing reports. Handling the most complex customer complaints or enquiries. Organising staffing, including shift patterns and the number of staff required to meet demand (Call volumes and trends analysis); coaching, motivating and retraining staff and coordinating bonus, reward and incentive schemes, forecasting and analysing data against budget figures on a weekly and/or monthly basis. Improving performance by raising efficient and sourcing new equipment to enable this, e.g. new dialling products. Supervise Contact Centre agent as well as logging of queries on CRM as defined in the standard operating policy of the centre, **Must be able to work shifts in 24hour Contact Centre of the department of Health.**

Enquiries: Mr Z. Ntlube Tel no. : 043 711 0699

POST: QUALITY ASSESSOR-SHARED CONTACT CENTRE REF NO: ECHEALTH//02/07/2017

SALARY: R226 611–R266 943 p.a. (Level 7)

CENTRE: Head Office: EAST LONDON SHARED CONTACT CENTRE

Requirements: Appropriate diploma/ degree in Social science/Public Administration or any Business Related studies, 3-5 years working as a quality assessor in a Contact Centre environment, Knowledge of Public Service Regulations. Mandate of the Eastern Cape Department of Health, Standard Operating Procedure of the contact centre, must be computer literate, understand system of quality monitoring as an assessor. Good interpersonal communication skills and ability to work under pressure.

Duties: Performs daily monitoring; i.e. this entails assessing whether the contact centre agents adhere and practice the basis telephone etiquette when handling call and whether professionalism is constant train when communicating with clients. Analyse and assess quality of call handling by utilizing the standard assessment tool which assesses various call handling aspects such as the greeting used, product and systems knowledge, communication skills; professional and wrapping up or the ending of the call. Problem solving i.e. identifying and helping to eradicate bad trends that maybe spreading within the centre. Compile reports and track agent performance. Perform daily quality assurance administration such seeing to it that all agents' score sheets and monthly coaching are filed coherently. Develop and coach teams. Call back strategy (conduct a monthly survey on client satisfaction). Conducting monthly feedback sessions; i.e. giving agents feedback and coaching on weak areas that may have been identified for that particular month. Draw up monthly spreadsheets with agent scoring and average group performance percentages.

Enquiries: Mr Z. Ntlube Tel no. : 043 711 0699

POST: CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC/02/07/2017

SALARY: R226 611–R266 943 p.a. (Level 7)

CENTRE: Head Office

Requirements: Grade12 plus NQF level 5 in Archives Management/Records or Document Management with extensive and proper training on all records management and registry procedures, coupled with a minimum of 3 years working experience within the Records Management/Registry field. Competencies: sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA's); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organisational skills; analytical and problem solving skills; personal & interpersonal skills; effective time management; organisational skills; document and content management will be an added advantage.

Duties: Coordinate and supervise activities in registry; Provide registry services to the Department such as file enquiries, posting and updates on general procedures and functions of the unit; manage own performance and develop others; maintain and amend the file plan on a regular basis; implement the policies and procedures for records management as per the prescribed requirements by archives; Scan, distribute files and documents; maintain an accurate register of all archived files; assist in uploading of documents on the electronic content and records management system (ECDMS) including intranet and website; Register records and correspondences (both incoming and outgoing) apply the National Archives and Records Management Act and other related legislations.

Enquiries: Mr Siga Tel: 040 608

POST: HRD CLERK REFNO: ECHEALTH/HRDC/IHO/02/07/2017

SALARY: R152 862 – R180 063 p.a. (Level 5)

CENTRE: Head Office

Requirements: Grade 12 plus 2-5 years' experience in Human Resource Development or Degree/National Diploma in Human Resource Management with 1-2 years' experience in Human Resource Development

environment. Computer literacy. Valid light vehicle Drivers Licence. Knowledge and understanding of Batho-Pele Principles. Knowledge of procedures relating to specific working environment including norms and standards.

Duties: Manage students' files. Manage and Process Payment of student fees Universities. Attend to Career Exhibitions and Marketing of Department of Health's Career fields to the schools and the Community. Liaise with Universities and students and attend to day to day students' queries. Keep records of Bursary Defaulters. Assist in Office Administration. Assist in the management of RSA/Cuban Bursary Programme. Compile and submit necessary reports.

Enquiries: Mr Mbatha Tel no. : 040 608 9670

ALFRED NZO DISTRICT

POST: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/KH/02/07/2017

SALARY: R152 862-R180 315 p.a. (Level 5)

CENTRE: Khotsong TB Hospital

Requirements: Grade 12 or equivalent qualification with 3-5 years' experience/National Diploma in Public Administration or equivalent with 0-2 year's administrative experience in the Public sector. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

Duties: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

POST: REGISTRY CLERK REF NO: ECHEALTH/RC/SPH/02/07/2017

SALARY: R152 862 - R180 063 p.a. (Level 05)

CENTRE: Sipetu Hospital

Requirements: Grade 12/ National Diploma in Human Resource/ Public Management with 0-2 years' experience. Knowledge of Batho Pele Principles, Public Service Act.

Duties: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record 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 function: 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.

POST: DATA CAPTURER REF NO: ECHEALTH/DC/STPH/02/07/2017

SALARY: R127 851 - R150 606 p.a. (Level 04)

CENTRE: St Patricks Hospital

Requirements: Grade 10/12 or equivalent qualification. 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 spreadsheets. 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.

POST: GENERAL WORKER (3 POSTS) REF NO: ECHEALTH/GW/SPH/02/07/2017
SALARY: R90 234-R106 290 p.a. (Level 2)
CENTRE: Sipepetu hospital

Requirements: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

POST: LAUNDRY WORKER REF NO: ECHEALTH/LW/SPH/02/07/2017
SALARY: R90 234-R106 290 p.a. (Level 2)
CENTRE: Sipepetu Hospital

Requirements: Minimum requirement, Abet or grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. 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.

POST: OPERATOR REF NO: ECHEALTH/OP/SPH/02/07/2017
SALARY: R90 234-R106 290 p.a. (Level 2)
CENTRE: Sipepetu Hospital

Requirements: ABET / Level 4, Grade 10 / Standard 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. Ability to 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.

Duties: 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. Check fuel level and fill up. Perform any other related job allocation

POST: FOOD SERVICE AID REF NO: ECHEALTH/FSA/GRH/02/07/2017

SALRY: R90234-R106 290 p.a. (Level 2)
CENTRE: Greenville Hospital

Requirements: Grade 10 or ABET. 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.

POST: PROPERTY CARE TAKER (2 Posts)

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Madzikane Ka-Zulu Memorial Hospital REF NO: ECHEALTH/PCT/MKZH/02/07/2017

Mwaca Clinic REF NO: ECHEALTH/PCT/MWAC/02/07/2017

Requirements: Abet level / Grade 10. Grade 12 certificate is an advantage, 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

POST: TRADE LABOURER REF NO: ECHEALTH/PCT/STPH/02/07/2017

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Tayler Bequest Hospital (Matatiele)

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

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.

AMATHOLE DISTRICT

POST: MIDDLE MANAGER ADMINISTRATION (RE- ADVERTISEMENT)

REF NO: ECHEALTH/MMA/VICH/02/07/2017

SALARY: R334 545 – R404 121 p.a. (Level 9)

CENTRE: Victoria Hospital

REQUIREMENTS: Public Admin / Human Resource Management Degree or Relevant Tertiary qualification. At least 3-5 years supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, PERSAL, BCOEA, LRA, SDA and other Human Resource regulatory frameworks. Extensive knowledge of Persal system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's licence. Computer literate.

DUTIES: Overall management of Human Resources and general administration: Guide execution of service benefits, recruitment, effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of

the Department. **Supervise utilization of physical, financial and human resource in the institution:** 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. Evaluate performance of sub-ordinates (PMDS). **Manage information, records and knowledge in the institution:** Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the institution in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the institution. Facilities management.

POST: CHIEF PERSONNEL OFFICER: SERVICE BENEFITS REF NO: ECHEALTH/CPO/DISOH/02/07/2017
SALARY: R281 418-R331 497 p.a. (Level 8)
CENTRE: District Office

Requirements: Degree/diploma in Human Resource Management with at least 3 years' experience as a Supervisor / Grade 12 with 6 years' experience in the field of HR Admin. Extensive knowledge of PERSAL is essential. Interpretation of reports and Policies. Knowledge of PFMA and other prescripts applicable to the field. Computer literacy. Sound knowledge of Public Service Act, EEA, BCEA and OSD resolutions for designated categories. Valid driver's license.

Duties: Administer the conditions of service to all employees in the district, e.g. housing allowance, state guarantee, medical aid, employee exit process, long service awards. In depth knowledge of E-Channel processes. Co-ordinate and administer leave administration. PILLIR processes and Injury on Duty (IOD). Restructuring of SMS/MMS salary packages. Implementation of OSD benefits for designated categories. Manage the termination of service administration.

POST: PERSONAL ASSISTANT (RE-ADVERTISEMENT) REF NO: ECHEALTH/PA/TWH/02/07/2017
SALARY: R226 611-R266 943 p.a. (Level 7)
CENTRE: Tower Hospital

Requirements: National Diploma in Office Administration/ Public Management. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filing s R266 943 system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.

Duties: Provide secretarial services, make transport and accommodation arrangements. Manage the Manger's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

POST: FOOD SERVICE MANAGER REF NO: ECHEALTH/FSM/TWH/02/07/2017
SALARY: R226 611-R266 943 p.a. (Level 7)
CENTRE: Tower Hospital

Requirements: Degree/ National Diploma in Food Service Management or relevant field. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

Duties: Manage food services. Facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources. Ensure healthy and hygienic environment. Compile cycle menus and recipes monitor stock levels, order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews and identify training needs.

POST: FINANCIAL CLERK REF NO: ECHEALTH/FC/CCH/02/07/2017
SALARY: R152 862 – R180 063 p.a. (Level 5)
CENTRE: Cathcart Hospital

Requirements: Grade 12 plus 3-5 years' experience or National Diploma in accounting/ financial or related qualification with minimum of 1-2 years appropriate 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).

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 duties as deemed necessary by college management.

POST: SENIOR CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/VICH/02/07/2017
SALARY: R152 862 – R180 063 p.a. (Level 5)
CENTRE: Victoria Hospital

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.

Duties: 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.

POST: DATA CAPTURER (24 Posts) REF NO: ECHEALTH/DC/BCM/02/07/2017
SALARY: R127 851 - R150 606 p.a. (Level 04)
CENTRE: Buffalo City

Requirements: Grade 12 or equivalent qualification. 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 spreadsheets. 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.

POST: CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/SSGH/02/07/2017
SALARY: R127 851 – R150 606 p.a. (Level 4)
CENTRE: SS Gida Hospital

Requirements: Grade 12 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.

Duties: 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. Print and issue telephone accounts. Maintain telephone database. 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 supervisor.

POST: MORTUARY ATTENDANT REF NO: ECHEALTH/MA/NOMPH/02/07/2017
SALARY: R127 851- R150 606 (Level 04)
CENTRE: Nompumelelo Hospital

Requirements: Minimum Grade10/abet level 4. 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.

POST: SENIOR DRIVER REF NO: ECHEALTH/SDR/AMAT/02/07/2017
SALARY: R127 851- R150 606 (Level 04)
CENTRE: Amathole District Office

Requirements: Grade 10/ standard 8 certificates. 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.

POST: LAUNDRY WORKER REF NO: ECHEALTH/LW/SSGH/02/07/2017
SALARY: R90 234-R106 290 p.a. (Level 2)
CENTRE: SS Gida Hospital

Requirements: Minimum requirement, Abet or grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. 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.

POST: FOOD SERVICE AID (5 Posts)
SALARY: R90234-R106 290 p.a. (Level 2)
CENTRE: SS Gida Hospital REF NO: ECHEALTH/FSA/SSGH/02/07/2017 X2
Victoria Hospital REF NO: ECHEALTH/FSA/VICH/02/07/2017 X2
Nompumelelo Hospital REF NO: ECHEALTH/FSA/NOMPH/02/07/2017

Requirements: Grade 10 or ABET. 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.

POST: GENERAL WORKER (9 Posts)
SALARY: R90 234-R106 290 p.a. (Level 2)
CENTRE: Victoria Hospital REF NO: ECHEALTH/GW/VICH/02/07/2017 X3
Dutywa CHC REFNO. ECHEALTH/GW/DCHC/02/07/2017
Thafalofefe REF NO: ECHEALTH/GW/VICH/02/07/2017 x3

Tower Hospital REF NO: ECHEALTH/GW/DCHC/02/07/2017
Winterberg Hospital REF NO: ECHEALTH/GW/DCHC/02/07/2017

Requirements: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

POST: PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/AMSUB/02/07/2017
SALARY: R90 234-R106 290 p.a. (Level 2)
CENTRE: Amahlathi Sub-district

Requirements: Abet level / Grade 10. Grade 12 certificate is an advantage 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

BUFFALO CITY METRO

POST: DEPUTY DIRECTOR: INFORMATION TECHNOLOGY REF NO: ECHEALTH/DDIT/FRH/05/06/2017
SALARY: R898 743 –R1 058 691 p.a. (Level 11)
CENTRE: Frere Hospital

Requirements: B degree/ National Diploma in Information Technology with 5 years' experience of which 2 years should be at a managerial level. Comprehensive experience in District Transversal Systems. Ability to implement IT policies and procedures in the Department of Health at Frere Hospital and all its underlying institutions. Strong leadership and managerial skills. Knowledge of PFMA. Excellent communication skills, both verbal and written. Must have a valid driver's license. Experience in providing infrastructure support in terms of hardware and software e.g. working knowledge of Microsoft in terms of products especially the windows operation systems. Sound knowledge on the maintenance of networks. Servers, firewalls and Databases. Reliable, ethical and capable of being entrusted with sensitive information. Excellent planning, organizing and report writing skills.

Duties: Manage operational IT activities, including service level agreements and contracts. Improve IT service delivery, hardware and software standards, processes, guidelines and policies. Provide help desk support and produce relevant daily and weekly reports. Manage the IT Office, including the budget, administration, security risk mitigation. Manage all IT assets manually and electronically, keeping IT register and software licensing up to date. Manage and coach IT staff. Facilitate IT-related workshops. Strategic planning and coordination of IT health services at District, Sub Districts and institutional level. Produce the required IT related reports. Implement service delivery improvement programs to meet the needs of the end users. Manage all IT resources to ensure optimal functioning of health facilities within the Districts. Prepare ICT procurement plans for the District, Sub Districts and institutional level. Manage, monitor and evaluate the services of external service providers in accordance with service level agreements. Provide support in the Department for the procurement of IT related hardware and software. Render ICT infrastructure management and support services.
 Enquiries: Ms N Mthitshana or P Zasawe - TEL NO: 043 709 2487/2532.

POST: ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: ECHEALTH/ADIT/FRH/02/07/2017
SALARY: R334 545 – R404 121 p.a. (Level 9)

CENTRE: Frere Hospital

Requirements: Grade 12 with a relevant Degree / Diploma in software development, coupled with at least 5 years' experience in the development of enterprise wide software solution **OR** a Grade 12 with a minimum of at least 10 years' experience in the development of enterprise wide software solutions. You will require strong object orientated development skills, sound LAMP and WAMP stack development, Strong SDLC experience, Strong DB administration skills for MySQL (Oracle) / MS SQL and Postgress DBs, Advanced PHP (Version 5 and 7), HTML 4/5, CSS, XML, SQL and JavaScript development. Sound experience with the development and management of enterprise wide anti-virus and security patch management solutions, Strong windows server management and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. Must be in possession of a valid driver's license.

Duties: The successful candidate will be responsible to conduct systems analysis, systems development implementation (inclusive of project management), systems testing, systems training and management of enterprise software solutions.

POST: ASSISTANT DIRECTOR: HRD REF NO: ECHEALTH/AD/FRH/02/07/2017

SALARY: R334 545 – R404 121 p.a. (Level 9)

CENTRE: Frere Hospital

Requirements: National Diploma or an Advanced Certificate in ODETDP or equivalent NQF6 qualification with 6 years' experience in HRD, of which 3 years must be on Supervisory level and in the HRD environment. A degree in the related field will be an advantage. Registration with 99 relevant professional body, such as SABPP being an Assessor/Moderator would be an added advantage. Working knowledge of Government policies and regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislation and policies in HRM/Development. Report writing and presentation skills. Effective communication at all level. Project management skills. Policy formulation, change and diversity management skills. The ability to conduct research and write proposals. The ability to work under pressure. Good administrative and organisational skills. Computer literacy.

Duties: Coordinate and implement Human Resource Development. Initiate in line with the strategic objective of the department. Coordinate and monitor training and development programmes. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses process and procedures. Administer the WSP/ATR processes, identify and implement career development and succession planning. Communicate information on skills development to stakeholders. Organise, guide and convene Training Committee Meetings. Assist with the preparation and monitoring of the training budget. Supervise the training unit.

POST: MIDDLE MANAGER ADMINISTRATION REF NO: ECHEALTH/ASDA/GRH/02/07/2017

SALARY: R334 545 – R404 121 p.a. (Level 09)

CENTRE: Grey Hospital

Requirements: National Diploma /Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, PERSAL, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of Persal system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

Duties: Overall management of Human Resources and general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. 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. Evaluate performance of subordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the CEO. 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.

POST: SENIOR ADMINISTRATION OFFICER (2 Posts)

SALARY: R281 418 – R331 497 p.a. (Level 8)

CENTRE: Frere Hospital REF NO: ECHEALTH/SAO/FRH/02/07/2017

Grey Hospital REF NO: ECHEALTH/SAO/GRH/02/07/2017

Requirements: National Diploma /Degree in Public Administration/ Human Resource Management with 3-5 years relevant supervisory experience or Grade 12 plus 8 years relevant experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS.

Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's License.

Duties : Responsible for the effective control of the institution's administrative and support functions, including HR, Student Support, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

POST: SENIOR HUMAN RESOURCE PRACTITIONER RER NO: ECHEALTH/SHRP/FRH/02/07/2017
SALARY: R281 418 – R331 497 p.a. (Level 8)
CENTRE: Frere Hospital

Requirements: Degree/ National Diploma in Human Resource Management/ Administration or Public Administration with 5 years' experience in Human Resource Management field or Grade 12 with 7 years' experience in Human Resource Management field. NB: Shortlisted candidates will be tested on Persal. Valid driver's license will serve as added advantage and as a recommendation. Knowledge and experience of the Persal systems. Knowledge of Public Service Act, Public Service Regulations. Basic conditions of Employment Act, Skills Development Act, Performance Management and Development System and relevant policies and resolutions related to HRM. Computer Literacy and skills in MS package (MSW word, Excel and PowerPoint and Access).

Duties: Supervise human resources to ensure efficient and quality service to client. Supervise effective capturing of Persal data. Implement the Human Resources and Management policies related to the conditions of service. Manage termination of services. Represent the recruitment section in selection committees and provide HR advisory and secretarial support services. Administer conditions of service, including appointments, transfers and post establishment. Facilitate for timeous processing of all employee benefits including exit benefits and leave gratuities. Compile reports and provide statistics. Supervise, develop and quality control work. Provide guidance to supervisors and managers on relevant policies and related matters.

POST: INFORMATION OFFICER REF NO: ECHEALTH/SIO/GRH/02/07/2017
SALARY: R226 611 – R266 943 p.a. (Level 7)
CENTRE: Grey Hospital

Requirements: Degree or National Diploma in Statistics, Information Management or equivalent qualification plus 3-5 years relevant experience OR grade 12 plus seven (7) years' experience in supervisory level. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory.

Duties: Analyse health information and data. Management of health information and statistics. Compile quarterly reports on drug resistant TB case findings. Compile reports on six monthly interim outcome assessments for drug resistant TB. Compile annual reports on treatment outcomes on MDR/XDR TB. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

POST: ADMINISTRATIVE OFFICER REF NO: ECHEALTH/AO/FRH/02/07/2017
SALARY: R226 611 – R266 943 p.a. (Level 7)
CENTRE: Grey Hospital

Requirements: National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 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' 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.

POST: ARTISAN GRADE A (2 Posts)
SALARY: R167 778 – R186 207 p.a. (OSD)
CENTRE: Frere Hospital REF NO: ECHEALTH/ART/FRH/02/07/2017

Requirements: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.

Duties: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

POST: ADMINISTRATION CLERK (5 Posts)

SALARY: R152 862-R180 315 p.a. (Level 5)

CENTRE: Grey Hospital REF NO: ECHEALTH/AC/GRH/02/07/2017 x2

Empilweni Gompo -BCM CHC REF. ECHALTH/AC/EGCHC/02/07/2017

Nontyatambo CHC - BCM REF. ECHEALTH/AC/NOTYCHC/02/07/2017

Frere Hospital REF. ECHEALTH/AC/FRH/02/07/2017

Requirements: Grade 12 or equivalent qualification with 3-5 years' experience/National Diploma in Public Administration or equivalent with 0-2 year's administrative experience in the Public sector. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

Duties: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

POST: FINANCIAL Clerk (4 Posts)

SALARY: R152 862 – R180 063 p.a. (Level 5)

CENTRE: Grey Hospital REF NO: ECHEALTH/FC/GRH/02/07/2017 X3

Frere Hospital REF NO: ECHEALTH/FC/FRH/02/07/2017

Requirements: National Diploma in accounting/ financial or related qualification with minimum of 1-2 years appropriate 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).

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. Filing of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

POST: WARD CLERK REF NO: ECHEALTH/WC/GRH/02/07/2017

SALARY: R152 862 – R180 063 p.a. (Level 5)

CENTRE: Grey Hospital

Requirements: Grade 12 or equivalent. Between 0-2 years' experience in the public sector administrative environment. Computer literacy in MS Office suit especial Word & Excel. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management.

Duties: Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty roosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

POST: CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/GRH/02/07/2017
SALARY: R127 851 – R150 606 p.a. (Level 4)
CENTRE: Grey Hospital

Requirements: Grade 12 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.

Duties: 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. Print and issue telephone accounts. Maintain telephone database. 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 supervisor.

POST: LAUNDRY SUPERVISOR REF NO: ECHEALTH/LS/FRH/02/07/2017
SALARY: R127 851 – R150 606 p.a. (Level 4)
CENTRE: Frere Hospital

Requirements: Grade 12. 2-3 year's 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.

Duties: 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.

POST: HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/EGCHC/02/07/2017
SALARY: R127 851– R150 606.00 p.a. (Level 04)
CENTRE: Empilweni Gompo CHC - BCM

Requirements: Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

Duties: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision 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 monitoring, 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 ward. 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.

POST: SENIOR DRIVER REF NO: ECHEALTH/SDRIV/BH/02/07/2017
SALARY: R127 851– R150 606.00 p.a. (Level 04)

CENTRE: Bhisho Hospital

Requirements: Grade 10/ standard 8 certificates. 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.

POST: DRIVER REF NO: ECHEALTH/DRIV/GRH/02/07/2017

SALARY: R107 886 – R127 086 p.a. (Level 3)

CENTRE: Grey Hospital

Requirements: Grade 10/ standard 8 certificates. Relevant experience in Driving/Code B with 2 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.

POST: GENERAL WORKER (11 Posts)

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Frere Hospital REF NO: ECHEALTH/GW/FRH/02/07/2017 X6

Grey Hospital REF NO: ECHEALTH/GW/GRH/02/07/2017

Empilweni Gompo - CHC CHC - BCM REF NO: ECHEALTH/GW/EGCHC/02/07/2017

Kwelera Clinic BCM REF NO: ECHEALTH/GW/GRH/02/07/2017

Newhaven REF NO: ECHEALTH/GW/GRH/02/07/2017

Bhisho Hospital REF NO: ECHEALTH/GW/BH/02/07/2017

Requirements: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

POST: FOOD SERVICE AID (9 Posts)

SALARY: R90234-R106 290 p.a. (Level 2)

CENTRE: Grey Hospital REF NO: ECHEALTH/FSA/GRH/02/07/2017 X8

Frere Hospital REF NO: ECHEALTH/FSA/FRH/02/07/2017

Requirements: Grade 10 or ABET. 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.

POST: PORTER (3 Posts)

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Grey Hospital REF NO: ECHEALTH/POR/GRH/02/07/2017
Frere Hospital REF NO: ECHEALTH/POR/FRH/02/07/2017 X2

Requirements: Grade 10/abet level 4. Grade 12 Certificate and 1 year experience in hospital environment will be advantageous. 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.

POST: PROPERTY CARE TAKER (3 Posts)

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Braelyn Clinic REF NO: ECHEALTH/PCT/BRLNC/02/07/2017
Fezeka NU3 Clinic REF NO: ECHEALTH/PCT/FN3C/02/07/2017
Tembisa Clinic REF NO: ECHEALTH/PCT/TEMC/02/07/2017

Requirements: Abet level / Grade 10. Grade 12 certificate is an advantage 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

POST: TRADE LABOURER REF NO: ECHEALTH/TL/FRH/02/07/2017

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Frere Hospital

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

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.

CHRIS HANI DISTRICT

POST: PROVISIONING ADMIN CLERK REF NO: ECHEALTH/SCC/FRONTH/02/07/2017

SALARY: R152 862.00- R180 063.00 (Level 05)

CENTRE: Frontier Hospital

Requirements: Grade 12 or equivalent qualification. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.

Duties: Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

POST: DATA CAPTURER (4 Posts)

SALARY: R127 851 - R150 606 p.a. (Level 04)

CENTRE: Ngcobo Sub-District REF NO: ECHEALTH/DC/NGCSUB/02/07/2017 X2

Sakhisizwe Sub-District REF NO: ECHEALTH/DC/NGCSUB/02/07/2017 X2

Requirements: Grade 12 or equivalent qualification. 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 spreadsheets. 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.

POST: CLIENT INFORMATION CLERK (2 Posts)

SALARY: R127 851 – R150 606 p.a. (Level 4)

CENTRE: Glen Grey Hospital REF NO: ECHEALTH/CIC/GGH/02/07/2017

Frontier Hospital REF NO: ECHEALTH/CIC/FRONTH/02/07/2017

Requirements: Grade 12 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.

Duties: 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. Print and issue telephone accounts. Maintain telephone database. 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 supervisor.

POST: FOOD SERVICE SUPERVISOR (2 Posts)

SALARY: R127 851 - R150 606 p.a. (Level 04)

CENTRE: All Saints Hospital REF NO: ECHEALTH/FSS/ASH02/07/2017

Cofimvaba Hospital REF NO: ECHEALTH/FSS/COFH/02/07/2017

Requirements: Grade 12 with 2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

Duties: Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

POST: LAUNDRY SUPERVISOR REF NO: ECHEALTH/LS/COFIH/02/07/2017

SALARY: R127 851 – R150 606 p.a. (Level 4)

CENTRE: Cofimvaba Hospital

Requirements: Grade 12. 2-3 year's 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.

Duties: 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.

POST: HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/SADACHC/02/07/2017

SALARY: R127 851– R150 606.00 p.a. (Level 04)

CENTRE: SADA CHC

Requirements: Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

Duties: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty roster). Allocate work to general assistants and cleaners. Guide the provision 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 monitoring, 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 ward. 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.

POST: GENERAL WORKER (8 Posts)

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Cofimvaba Hospital REF NO: ECHEALTH/GW/COFH/02/07/2017 x2

Frontier Hospital REF NO: ECHEALTH/GW/FRONTHCHC/02/07/2017

Indwe Hospital REF NO: ECHEALTH/GW/INDHC/02/07/2017

Intsika Yethu Sub-District REF NO: ECHEALTH/GW/INTSUB/02/07/2017

Mjanyana Hospital REF NO: ECHEALTH/GW/MJAH/02/07/2017 x2

Cala Hospital REF NO: ECHEALTH/GW/CALAH/02/07/2017

Requirements: A Senior Certificate (Grade 12) or equivalent NQF 4 certificate, Basic experience in the operation of machines (e.g. vacuum cleaner etc.) plus one (1) year experience in cleaning, Knowledge of cleaning and preparation of tea or coffee, personal hygiene, Basic communication (verbal and written) and interpersonal skills.

Duties : Daily cleaning of the floor, mop and detergent/stripes of vacuum cleaner, Provide tea, coffee or water, filling of aqua cooler bottles with water, Assist in mass production/photocopies, Ensure safeguarding of government property (equipment or cleaning material etc.), Proper handling of equipment.

POST: PROPERTY CARE TAKER (3 Posts)

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Inxuba Yethemba REF NO: ECHEALTH/PCT/IYSUB/02/07/2017 X2

Sterkstroom Hospital REF NO: ECHEALTH/PCT/STERKH/02/07/2017

Requirements: Abet level / Grade 10. Grade 12 certificate is an advantage 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.

POST: TRADE LABOURER REF NO: ECHEALTH/TL/ASH/02/07/2017

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: All Saints Hospital

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

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.

POST: FOOD SERVICE AID (4 Posts)

SALARY: R90234-R106 290 p.a. (Level 2)

CENTRE: Cofimvaba Hospital REF NO: ECHEALTH/FSA/COFIH/02/07/2017 X3
Cala Hospital REF NO: ECHEALTH/FSA/CALAH/02/07/2017

Requirements: Grade 10 or ABET. 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.

JOE GQABI

POST: ASSISTANT DIRECTOR: QUALITY ASSUARANCE REF NO: ECHEALTH/ADQ/UMLAH/02/07/2017

SALARY: R334 545–R404 121 p.a. (Level 9)

CENTRE: Umlamli Hospital

Minimum Requirements: Degree/ National Diploma in Health related field or equivalent qualification in Quality Assurance. A minimum of 3-5 years' experience in the relevant field at a supervisory level. 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, team formation 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. Independent Practice.

Enquiries: Ms Mpithimpithi Tel no. : 051 611 0079/90 or 073 449 9905

POST: GENERAL WORKER (3) REF NO: ECHEALTH/GW/SPH/02/07/2017
SALARY: R90 234-R106 290 p.a. (Level 2)
CENTRE: Tayler Bequest hospital (Mount Fletcher)

Requirements: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

NELSON MANDELA BAY

POST: ASSISTANT DIRECTOR: HRM REF NO: ECHEALTH/ADHRM/EMPH/02/07/2017
SALARY: R334 545–R404 121 p.a. (Level 9)
CENTRE: Empilweni TB Hospital

Requirements: A bachelor's degree/National Diploma in Human Resource Management and/or equivalent (NQF level and Credits). 3-5 years' experience in the Human Resource Administration field of which 3 years at Senior Personnel Practitioner level. PERSAL controller course will be an added advantage. 3-5 years extensive experience in PERSAL system and knowledge of SCC. Ability to interpret HR policies and decisions. Planning and coordinating skills. Good communication skills and interpersonal relations. Valid driver's license.

Duties: Render support advice and support to line management and personnel on HR matters. Manage and administer remuneration and all employees' benefits. Manage the implementation of HR policies, systems and procedures. Co-ordinate and perform recruitment, selection and placement for the Department. Perform Personnel Controller function. Development of departmental HR Policies. Manage staff in terms of their Key Performance Areas.

POST: ASSISTANT DIRECTOR: HRM (Labour Relations) REF NO: ECHEALTH/ADHRM/LIVH/02/07/2017
SALARY: R334 545–R404 121 p.a. (Level 9)
CENTRE: Livingstone Hospital

Requirements: A bachelor's degree/National Diploma in Human Resource Management/ Public Management/ Management and/or equivalent (NQF level and Credits) with 1 year certificate in Labour Law. 3 years at labour relations -supervisory level. Knowledge of Labour Law, Departmental Polices on Labour Relations, Collective agreements and Dispute Resolutions and conflict management guidelines. Good Communication skills, problem Solving skills, Dispute Resolution, negotiations and report writing. Valid driver's license.

Duties: To assist the investigating officers/ employer representative in the management implementation of disciplinary process Ensure that cases of misconducts are investigated and finalised. To facilitate the appointment of Chairperson and employer representative for a disciplinary hearing. Assists in formulation of charge sheet. Advise employer representative and assists investigating officers give assistance to the procedure must be employee representative on procedures to be followed on hearings. To ensure facilitation between Management and stakeholders/ Labour organization in respect with sound labour. To Assists in the management of grievances within Livingstone hospital in order to resolved. To supervise staff and perform related administrative duties.

POST: ARTISAN GRADE A REF NO: ECHEALTH/ART/EMPH/02/07/2017
SALARY: R167 778 – R186 207 p.a. (OSD)
CENTRE: Empilweni TB Hospital

Requirements: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.

Duties: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

POST: HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/LIVH/02/07/2017

SALARY: R152 862 – R180 063 p.a. (Level 5)

CENTRE: Livingstone Tertiary Hospital

Requirements: Grade 12 plus 2-5 years' experience in Human Resource or Degree/National Diploma in Human Resource Management with 0-2 years' experience in Human Resources environment. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

Duties: Capture information from input forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain organisational charts and records.

POST: ADMINISTRATIVE CLERK (PATIENT REGISTRATION) REF NO: ECHEALTH/AC/LIVH/02/07/2017

SALARY: R152 862-R180 315 p.a. (Level 5)

CENTRE: Livingstone Hospital

Requirements: Grade 12 or equivalent qualification with 3-5 years' experience/National Diploma in Public Administration or equivalent with 0-2 year's administrative experience in the Public sector. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

Duties: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

POST: PROVISIONING ADMINISTRATION CLERK (SCM) (2 Posts)

REF NO: ECHEALTH/SCMC/LIVH/02/07/2017

SALARY: R152 862 – R180 063 p.a. (Level 5)

CENTRE: Livingstone Tertiary Hospital

Requirements: Grade 12 or equivalent qualification. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.

Duties: Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

POST: FINANCIAL CLERK (3 Posts) REF NO: ECHEALTH/FINC/LIVH/02/07/2017

SALARY: R152 862 – R180 063 p.a. (Level 5)

CENTRE: Livingstone Tertiary Hospital

Requirements: National Diploma in accounting/ financial or related qualification with minimum of 1-2 years appropriate 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).

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. Filing of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

POST: FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/EMPTBH/02/07/2017

SALARY: R127 851 - R150 606 p.a. (Level 04)

CENTRE: Empilweni TB Hospital

Requirements: Grade 12 with 2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

Duties: Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled

POST: DRIVER (2 Posts) REF NO: ECHEALTH/DRIV/LIVH/02/07/2017

SALRY: R107 886 – R127 086 p.a. (Level 3)

CENTRE: Livingstone Tertiary Hospital

Requirements: Grade 10/ standard 8 certificates. 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.

POST: PORTER (4 Posts)

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Livingstone Tertiary Hospital REF NO: ECHEALTH/POR/LIVH/02/07/2017 X 3
Orsmond TB Hospital REF NO: ECHEALTH/POR/ORSH/02/07/2017

Requirements: Grade10/abet level 4. Grade 12 Certificate and 1 year experience in hospital environment will be advantageous. 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.

POST: MORTUARY ATTENDANT (2 Posts) REF NO: ECHEALTH/MA/LIVH02/07/2017

SALARY: R127 851- R150 606 (Level 04)

CENTRE: Livingstone Hospital

Requirements: Minimum Grade10/abet level 4. 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.

POST: FOOD SERVICE AID REF NO: ECHEALTH/FSA/LIVH/05/06

SALARY: R90234-R106 290 p.a. (Level 2)

CENTRE: Livingstone Tertiary Hospital

Requirements: Grade 10 or ABET. 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.

POST: GENERAL WORKER (2 POSTS) REF NO: ECHEALTH/GW/LIVH/02/07/2017

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Livingstone hospital

Requirements: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

POST: LAUNDRY WORKER REF NO: ECHEALTH/LW/LIVH/02/07/2017

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Livingstone Hospital

Requirements: Abet or grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. 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.

OR TAMBO

POST: ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/ADQ/ISILH/02/07/2017
SALARY: R334 545–R404 121 p.a. (Level 9)
CENTRE: Isilimela Hospital

Minimum Requirements: Degree/ National Diploma in Health related field or equivalent qualification in Quality Assurance. A minimum of 3-5 years' experience in the relevant field at a supervisory level. 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 analyse data.

Duties: Implement and maintain Quality Assurance policies and procedures, team formation 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. Independent Practice.

POST: INFORMATION OFFICER REF NO: ECHEALTH/INFO/NKH/02/07/2017
SALARY: R226 611 – R262 943 p.a. (Level 7)
CENTRE: Nessie Knight Hospital

Requirements: Degree or National Diploma in Information Management or equivalent qualification plus 3-5 years relevant experience OR grade 12 plus seven (7) years' experience in supervisory level. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory.

Duties: Co-ordinate all capturing of statistics. Analyse health information data. Manage health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

POST: SENIOR LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/SLSO/ORD/02/07/2017
SALARY: R281 418-R331 497 p.a. (Level 8)
CENTRE: OR Tambo District

Requirements: B Degree/ Diploma in Financial Management or Supply Chain Management with at least 3 years' experience in contract Management. Grade 12 with accounting at least 6 years' experience in Contract Management. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in Bas & Logis will be an added advantage. Valid driver's license

Duties: Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register for all OR Tambo institutions as per BAS report and verify and update contract register. Maintaining lease agreement.

POST: CHIEF PERSONNEL OFFIER REF NO: ECHEALTH/CPO/ORD/02/07/2017
SALARY: R226 611 – R262 272 p.a. (Level 7)
CENTRE: OR Tambo District

Requirements: Degree / National Diploma in Human Resource Management or Relevant qualification with at least 3-5 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. Do 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 and manage the even distribution of transaction to be processed between practitioners.

POST: HUMAN RESOURCE CLERK REFNO: ECHEALTH/HRC/ISILH/02/07/2017
SALARY: R152 862 – R180 063 p.a. (Level 5)
CENTRE: Isilimela Hospital

Requirements: Grade 12 plus 2-5 years' experience in Human Resource or Degree/National Diploma in Human Resource Management with 0-2 years' experience in Human Resources environment. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

Duties: Capture information from input forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain organisational charts and records.

POST: ADMINISTRATIVE CLERK REF NO: ECHEALTH/AC/MHLCHC/02/07/2017
SALARY: R152 862-R180 315 p.a. (Level 5)
CENTRE: Mhlakulo CHC

Requirements: Grade 12 or equivalent qualification with 3-5 years' experience/National Diploma in Public Administration or equivalent with 0-2 year's administrative experience in the Public sector. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

Duties: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

POST: FINANCIAL CLERK REF NO: ECHEALTH/FINC/ELDH/02/07/2017
SALARY: R152 862 – R180 063 p.a. (Level 5)
CENTRE: OR Tambo District Office

Requirements: National Diploma in accounting/ financial or related qualification with minimum of 1-2 years appropriate 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).

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.

Filing of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

POST: HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/BAMBH/02/07/2017

SALARY: R127 851– R150 606.00 p.a. (Level 04)

CENTRE: Bambisana Hospital

Requirements: Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

Duties: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty roster). Allocate work to general assistants and cleaners. Guide the provision 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 monitoring, 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 ward. 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.

POST: FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/STL02/07/2017

SALARY: R127 851 - R150 606 p.a. (Level 04)

CENTRE: St Lucy's Hospital

Requirements: Grade 12 with 2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

Duties: Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

POST: DRIVER REF NO: ECHEALTH/DRIV/STLH/02/07/2017

SALARY: R107 886 – R127 086 p.a. (Level 3)

CENTRE: St Lucy's Hospital

Requirements: Grade 10/ standard 8 certificates. 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.

POST: ROPERTY CARE TAKER (6 Posts)

Salary Range: An all-inclusive remuneration: R90 234-R106 290 p.a. (Level 2)

CENTRE: KSD Sub-District Ngubechanti Clinic REF. ECHEALTH/PCT/KSDSUB/02/07/2017

Qumbu CHC REF. ECHEALTH/PCT/QUCHC/02/07/2017 X2

St Lucy's Hospital REF. ECHEALTH/PCT/STLH/02/07/2017

Nessie Knight Hospital REF. ECHEALTH/PCT/KNNH/02/07/2017

KSD Sub-District Xwili Clinic: ECHEALTH/PCT/XWIC/02/07/2017

Requirements: Abet level / Grade 10. Grade 12 certificate is an advantage 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.

POST: PORTER (6 Posts) REF. ECHEALTH/POR/BAMBH/02/07/2017
SALARY: R90 234-R106 290 p.a. (Level 2)
CENTRE: Bambisana Hospital

Requirements: Grade10/abet level 4. Grade 12 Certificate and 1 year experience in hospital environment will be advantageous. 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.

POST: GENERAL WORKER (12 Posts)
SALARY: R90 234-R106 290 p.a. (Level 2)
CENTRE: Qumbu CHC REF. ECHEALTH/GW/QUCHC/02/07/2017 X 3
Bambisana Hospital REF. ECHEALTH/GW/BAMH/02/07/2017 X 2
Isilimela Hospital REF. ECHEALTH/GW/ISILH/02/07/2017 X 4
St Barnabas Hospital REF. ECHEALTH/GW/STBARH/02/07/2017
St Lucy's Hospital REF. ECHEALTH/GW/STLH/02/07/2017
St Elizabeth Hospital REF. ECHEALTH/GW/STEH/02/07/2017

Requirements: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

POST: FOOD SERVICE AID REF NO: ECHEALTH/FSA/BAMBH/02/07/2017
SALARY: R90234-R106 290 p.a. (Level 2)
CENTRE: Bambisana Hospital

Requirements: Grade 10 or ABET. 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.

POST: TRADE LABOURER REF NO: ECHEALTH/TL/STLH/02/07/2017
SALARY: R90 234-R106 290 p.a. (Level 2)
CENTRE: St Lucy's Hospital

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

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.

SARAH BAARTMAN

POST: ADMINISTRATIVE CLERK REF NO: ECHEALTH/AC/HMDH/02/07/2017
SALARY: R152 862-R180 315 p.a. (Level 5)
CENTRE: Humansdorp Hospital

Requirements: Grade 12 or equivalent qualification with 3-5 years' experience/National Diploma in Public Administration or equivalent with 0-2 year's administrative experience in the Public sector. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

Duties: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/ELDH/02/07/2017
SALARY: R152 862 – R180 063 p.a. (Level 5)
CENTRE: Elizabeth Donkin Hospital

Requirements: Grade 12 plus 2-5 years' experience in Human Resource or Degree/National Diploma in Human Resource Management with 0-2 years' experience in Human Resources environment. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

Duties: Capture information from input forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain organisational charts and records.

POST: FINANCIAL CLERK REF NO: ECHEALTH/FINC/ELDH/02/07/2017

SALARY: R152 862 – R180 063 p.a. (Level 5)
CENTRE: Elizabeth Donkin Hospital

Requirements: National Diploma in accounting/ financial or related qualification with minimum of 1-2 years appropriate 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).

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. Filing of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

POST: FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/FEH/02/07/2017
SALARY: R127 851 - R150 606 p.a. (Level 04)
CENTRE: Fort England Hospital

Requirements: Grade 12 with 2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

Duties: Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

POST: FOOD SERVICE AID (4 Posts)
SALARY: R90234-R106 290 p.a. (Level 2)
CENTRE: Kouga REF. ECHEALTH/FSA/KOUGA/02/07/2017 x2
Marjorie Parrish Hospital REF. ECHEALTH/FSA/MPH/02/07/2017
Jourbetina CHC REF. ECHEALTH/FSA/JOURBCHC/02/07/2017

Requirements: Grade 10 or ABET. 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.

POST: GENERAL WORKER (2 Posts)
SALARY: R90 234-R106 290 p.a. (Level 2)
CENTRE: Fort England Hospital REF. ECHEALTH/GW/FORTH/02/07/2017
PZ Meyer Hospital REF NO: ECHEALTH/GW/PZMH/02/07/2017

Requirements: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

POST: TRADE LABOURER REF NO: ECHEALTH/TL/ANDRH/02/07/2017

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Andries Voosloo Hospital

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

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.