



PROVINCIAL ADMINISTRATION: EASTERN CAPE DEPARTMENT OF HEALTH

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

POSTED ON : 25 April 2016
CLOSING ON : 09 May 2016

**AMATHOLE DISTRICT
TOWER HOSPITAL**

**APPLICATIONS: MUST BE SUBMITTED TO, HUMAN RESOURCE OFFICE, TOWER HOSPITAL
PRIVATE BAG X 228, FORT BEAUFORT**

POST/1 FOOD SERVICE SUPERVISOR (1X POST)
CENTRE TOWER HOSPITAL
REF NO. ECHEALTH/FSAS/1/2016
SALARY LEVEL 4

SALARY SCALE R119 154.00 – R140 361.00 P.A (Plus competitive benefits)

REQUIREMENTS Grade 12 or equivalent and Diploma in Food Service Management. Must have 2 – 5 years relevant experience in Public Sector. Must have valid driver's license.

KEY PERFORMANCE AREAS Monitor supplies and stock levels and arrange top-ups. Perform regular stock takes of food processing equipment, machinery and appliances. Inspect food processing equipment for condition reports thus enabling the replacement of damage and broken equipment. Formulate work schedules for the section. Formulate cleaning assignments to maintain levels of cleanliness. Ensure that menu's and special diet plans are being followed. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Ensure that the correct meals are delivered to the correct areas in the institution.

POST/1	ADMIN. CLERK (1X POST)
CENTRE	TOWER HOSPITAL
REF NO.	ECHEALTH/AC/2016
SALARY LEVEL	5
SALARY SCALE	R142 461.00 – R167 814.00 P.A. (Plus competitive benefits)
REQUIREMENTS	Grade 12 certificates or equivalent qualification, with strong administration skills. A minimum of 0-2 years' experience in office administration. Computer literacy. Sound interpersonal relations and pleasant telephone personality. Good communication skills.
KEY PERFORMANCE AREAS	Provide comprehensive patient registration. Capture data onto computer for further processing and analysis. Admission of patients. Administer records and proper filling of records. Liaise with relevant stakeholders. Compiling of monthly statistics. Work hand in hand with nursing manager and medical staff.

GENERAL: All applications must be submitted on Z83 form obtainable from any Public Service Department or <http://www.echealth.gov.za> / uploads / files / 110706122520pdf. The Z83 must be completed in full and signed and must be accompanied by certified copies of the ID, driver's license, matric certificate and other Qualifications, together with an updated Curriculum Vitae, stating the reference number and the post for which being applied and forwarded to the address above. NB: No Faxed, e-mailed or late applications will be considered. The Department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

“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 the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a managerial competency assessment. The competency assessment will testing generic managerial competencies using the mandated DPSA SMS competency assessment tools”