



CLOSING DATE: 30 NOVEMBER 2018

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, 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 Personnel Suitability checks will be conducted on 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. People with disabilities are encouraged to apply for these posts.

ADDITIONAL NOTE: The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:

Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 531, BIZANA 4800 Enquiries: Ms D.N Mdananya Tel no 039 727 2090

Mt Ayliff Hospital - Post to: Human Resource Office, Private Bag X504, Mount Ayliff Hospital, 4735 or Hand deliver to: Human Resource Office, Mt Ayliff Hospital No .8 Ntsizwa Street Mount Ayliff 4735 Enquiries: Mrs O Mjoka Tel no 039 254 0236

Joe Gqabi District - Post to: Human Resource Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750 or Hand deliver to: HR Office, Joe Gqabi District Office. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629.

Aliwal North Hospital - Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, Enquires: Ms Fourie - Tel no: 051 633 7700.

Elundini Sub–District - Post to: Human Resource Office, P Bag X1129, Mount Fletcher, 4770 or Hand deliver at the HR Office, Elundini Sub–District Office, Enquiries: Mrs Du Plessis – Tel no: 039 257 2400.

Empilisweni District Hospital - Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037.

Steynsburg Hospital - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand deliver at the HR Office, 1 Henning Street, Steynsburg. Enquiries: Ms L.J Jood – Tel no: 051 633 9617.

Taylor Bequest Hospital - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Enquiries: Ms Ngwabeni – Tel no: 039 257 0099.

Emalahleni Sub District - Post to: Human Resource Office No 4 Ndarhala road, Emalahleni Sub District, Lady Frere, 5410. Enquiries: Ms Mtshabe TEL NO: 047 878 4300.

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, TSOLO, 5170. Enquiries: Ms Makalima 047-542 6000.

Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 5080. Enquiries: Ms N Tengile Tel no: 047 573 8936/073 200 0217.

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, MTHATHA 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel 047 502 9000.

Bambisana Hospital - 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.

Qaukeni Sub District - Post to: Human Resource Office, Qaukeni Sub District, Private Bag X1058, Lusikisiki, 4820 or Hand deliver to: Human Resource Office, Lusikisiki College of Education, Lusikisiki, Enquiries: Ms N Hlobo Tel no 039 253 1541.

Butterworth Hospital - Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel no: 047 401 9000.

Amathole District Office - Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.

Victoria Hospital - Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141.

Winterberg Hospital - Post to: Winterberg Hospital Alice Road 69, Fort Beaufort, 5720. Enquires: Ms Z Maneli Tel: 046 645 1142.

Raymond Mhlaba/Nkonkobe Sub-District Post to: Human Resource Office, Raymond Mhlaba/Nkonkobe Sub-District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, OR P.O. Box 967, FORT BEAUFORT, 5720: Enquiries: Ms NA Mcetywa Tel no 046 645 2695.

Fort Beaufort Hospital - Post to: Human Resource Office, Private Bag X226, Fort Beaufort, 5720 or hand delivery to: Human Resource Office, Fort Beaufort Hospital No 6 Bell Street, Fort Beaufort, 5720: Enquiries: S Zetu Tel No 046 645 1111/12/13/14

Amahlathi Sub-district - Post to: Human Resources Office Amahlathi Sub-District Private Bag X 7425 King Williamstown 5600 or Hand Delivery Amahlathi Sub District 01 Bridge Street West Bank King Williamstown 5600 Enquires: Ms B Mngxe Tel: 043 6434775/6

Elizabeth Donkin Hospital – Post to: Human Recourses Section, Elizabeth Donkin Hospital, Private Bag X 6024, Port Elizabeth 6001. Enquiries: Mr E Felkers Tel No: 041 585 2323

Jose Pearson TB Hospital – Post to: Human Resource Office, Jose Pearson TB Hospital P.O. Box 10692 Linton Grange Port Elizabeth 6015 or hand deliver to: Human Resource Office, Jose Pearson TB Hospital Mission Road, Bethelsdorp Port Elizabeth 6015. Enquiries: Ms N Klassen Tel No: 041 372 8000

Orsmond TB Hospital – Post to: Human Resource Office, Orsmond TB Hospital P.O. Box 246 Uitenhage 6320 or hand deliver to No1 John Dissel Drive Allanridge Uitenhage Enquiries: Mrs C Bekker Tel No: 041 988 1111.

Uitenhage Provincial Hospital – Post to: The Human Resource Office, Uitenhege Provincial Hospital P/Bag X 36 Uitenhage 6230 or Hand deliver to Channer Street 6230 Levvyvake. Enquiries: Mr P Oosthuizen Tel No: 041 995 1129

Dora Nginza Hospital- Post to: HR Office, Dora Nginza Regional Hospital Private Bag X11951 Algoa Park 6005 or Hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries Mr J. Johaar Tel No: 041 406 4435.

Frontier Hospital - 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: 045 808 4272.

Cecilia Makhiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makhiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel: 0437082118.

Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms. N. Mthitshana Tel no: 043 709 2487/2532.

Grey Hospital - Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600 or hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel no: 043 643 3304.

Nkqubela Hospital - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Langeni 043 761 2131.

Buffalo City Metro Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms Hlulani Tel. No.043 708 1700.

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, 5 Downing Street, Port Elizabeth 6001. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

Fort England Hospital - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Mr Daniso Tel no 046 602 2300.

Tower Psychiatric Hospital - Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Tower Psychiatric Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Mrs V Whitecross Tel no: 046 645 5000.

POST: ASSISTANT DIRECTOR OPERATIONS REF NO.
ECHEALTH/ADOP/FH/02/11/2018

SALARY: R 356 289 – R 419 679 per annum (Level 9)

CENTRE: Chris Hani District, Frontier Hospital

REQUIREMENTS: National Diploma/Degree in Facilities /Operations or equivalent qualification with 3-5 years' experience in Operations and Auxiliary services. A valid driver's licence. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994), PFMA, OHSA and National Building Regulations. Skills and competencies: Project Management skills. Good financial management skills, planning and organising. Strong communication skills, strategic and conceptual orientation. People management skills and computer literacy.

DUTIES: Supervise general operations in the hospital. Monitor compliance with necessary statutory requirements for facility, building maintenance and related work. Provide support to Housekeeping, horticulture, pest control and landscape. Compile business report for facility maintenance. Provide technical inputs in drawing up specifications and monitor compliance by service providers regarding health and safety matters. Implement regular compliance inspections and audits. Report emergency cases affecting Land and Buildings i.e., interruptions to power supply, water supply and sewage system. Provide security services for buildings and assets. Supervise and train sub-ordinates in Facility Management Unit (FMU). Monitor construction projects and identify areas that need urgent and on-going attention. Validate recommendations on payment for work completed. 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 sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms.

Enquiries: Mrs P Marongo - Tel No: 045 808 4272

POST: ASSISTANT DIRECTOR: JOB EVALUATION REF NO: ECHEALTH/
AD/JE/HO/02/11/2018

SALARY: R 356 289 – R 419 679 per annum (Level 9)

CENTRE: Head Office, Bhisho

NB: This is a re-advertisement. (Those who had applied before are welcome to apply again)

REQUIREMENTS: A three year National Diploma / Bachelor's degree at NQF level 7 as recognised by SAQA, in Work study/Organizational Development, Management Services or equivalent qualification in the related field. A minimum of seven (7) years as a Work study Officer/ Work study Practitioner / OD Practitioner with relevant work study or OD experience. Valid driver's licence. Practical understanding of work study or OD strategy. Extensive and in-depth knowledge and understanding of policies and regulatory framework governing Organizational Development / Work study field in the Public Service. Knowledge of

Organizational Design, Human Resource Planning and change management functions and processes as well as understanding of the Web-enabled or Evaluate Job Evaluation Systems as prescribed by MPSA is required. COMPETENCIES: Strong and proven skills in organizational design, People management, Project management, Financial management, Change management and Service Delivery Innovation, Presentation, Analytical, diagnostic and investigative capabilities, interpersonal and communication (verbal and written) skills, Computer Literacy and report writing skills. A valid driver's licence.

DUTIES: Facilitate and supervise development and maintenance of organizational design processes and systems. Support and facilitate determination and alignment of organizational structures with departmental strategy to improve efficiency and effectiveness. Supervise development and implementation of relevant OD interventions such as development of organizational structures, undertaking of business process mapping, organizational functionality assessment examinations, facilitate and supervise process of job grading, change management processes, guide and direct implementation of OD policies and guidelines. Provide overall utilization and supervision of human resources.

Enquiries: Dr S Ngantweni Tel no 040 608 9635

POST: ASSISTANT DIRECTOR: DESIGN & LAYOUT (AUDIO-VISUAL) REF NO.ECHEALTH/ASDGD/HO/02/11/2018

SALARY: R 356 289 – R 419 679 per annum (Level 9)

CENTRE: Head Office, Bhisho

REQUIREMENTS: A National Diploma/Degree in Graphic Design or equivalent qualification with 3 - 5 years' experience in the field. In-depth knowledge of the following software: Coral Draw, Photoshop, Microsoft Suite Products, Outlook, Adobe Acrobat pro. Highly specialized skills in design, layout and related capabilities. Innovative mind with team-building attributes. Ability to work under extreme pressure, meet deadlines. And be willing to work irregular and sometimes long hours. A sound layout profile with a proven track record. (Those short listed will be asked to bring in their profiles). A valid driver's licence.

DUTIES: The successful candidate will be responsible to assist the Manager in the Design and Layout Unit. The candidate's will be maintaining good working relationship with programme managers both internally and externally. To initiate designs that are consistent with the departments corporate identity and image as and when required. To provide graphic design support to programmes in terms of design of all corporate material. To provide graphic design support to Strategic Planning and Monitoring and evaluation Unit in terms of design of all the departmental Statutory Documents (Policy Speech, Operational and Annual Performance Plan, Service Delivery Improvement Plan and Annual report). In conjunction with corporate communication to ensure proper utilization of corporate colours and adherence to corporate guidelines.

Enquiries: Mr S Manana Tel non 040 608 1065

POST: SENIOR ADMINISTRATION OFFICER: HR PLANNING & EMPLOYMENT
EQUITY REF NO. ECHEALTH/HO/SAO:HR/02/11/2018
SALARY: R 299 709 – R 353 043 per annum (Level 8)
CENTRE: Head Office, Bhishe

NB: This is a re-advertisement. (Those who had applied before are welcome to apply again)

REQUIREMENTS: An appropriate recognized three-year National Diploma / Degree in HRM / Public Administration plus at least three (3) years administrative / support experience. Functional experience in HR Planning and Employment Equity Environment. Must be able to draw HR information reports. Capable of analysing statistical data. Knowledge of Public Service Legislative and regulatory framework. Good written & verbal communication skills. Good administration and record keeping skills. Ability to liaise and co-operate with key stakeholders. Good Planning and organizing skills. Must be able to extract information on PERSAL and draw routine monitoring reports. Ability to work under pressure and meet strict deadlines. A valid code 08 (Code EB) drivers' license would be an added advantage.

DUTIES: Facilitate information gathering process towards development of draft Human Resource Plan (HRP) and Employment Equity Plan (EEP) Undertake administrative assessment on the existing Human Resource Plan to identify gaps for future human resource planning and forecasting. Conduct workforce analysis exercises through drawing employee related information on PERSAL. Compile HR Planning and EE plan employee status profile. Compile employee information databases of HR Planning and Employment Equity. Conduct desktop exercise to monitor implementation of both HR and EE plan. Support placement of Internships, Community Service and Post community Service Health Professionals through collecting personal details and drawing up of placement lists. Develop and maintain statistical database of all Placed Internships and Comm Serves. Facilitate and Liaise with HR appointments on appointment of Internships and Comm Serves. Prepare and compile reports on Placement of the new internships and Comm Serves. Communicate/update all stake holders with regards to HR Planning, Employment equity and Placement of New Internships, Comm Serves and post comm serves. Facilitate procurement of goods and services for the Sub-component.

Enquiries: Mr A Mnyaiza Tel no 040 608 1484

POST: HUMAN RESOURCE PRACTITIONER REF NO.
ECHEALTH/HRP/SBDO/02/11/2018
SALARY: R 242 475 - R285 630 per annum (Level 7)
CENTRE: Sarah Baartman District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of

PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's licence will be an added advantage.

DUTIES: Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

POST: HUMAN RESOURCE PRACTITIONER REF
NO.ECHEALTH/HRP/FEH/02/11/2018
SALARY: R 242 475 - R285 630 per annum (Level 7)
CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's licence will be an added advantage.

DUTIES: Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Mr Daniso Tel no 046 602 2300

POST: ADMINISTRATION OFFICER: CONTRACT MANAGEMENT REF
NO.ECHEALTH/AO-CM/AMDO/02/11/2018
SALARY: R 242 475 - R285 630 per annum (Level 7)
CENTRE: Amathole District Office

REQUIREMENTS: A Bachelor's degree or National Diploma in a Business field such as Economics, Logistics, Supply Chain Management or equivalent qualification with 2-3 years' experience in Contract Management. Knowledge of supply chain, applicable laws and legislation, critical thinking, analytical thinking and project management. Must have flexible work styles. Must at least 3 – 5 years' experience in Contract Management. Computer literacy and must have a valid driver's licence.

DUTIES: Management and administer contract register. Ensure that all suppliers on the database have completed all the essential forms and have valid contracts in place. Monitor progress and performance to ensure goods and services conform to the contract requirements. Resolves disputes in a timely manner. Developing a timetable with a start and end date for each contract. Meeting with contractors when necessary to review progress, discuss problems and consider necessary changes. Drafting of Service Level Agreements (SLA) and Letter of Awards (LOA) for goods and service as per delegation.
Enquiries: Ms N Nene Tel no: 043 707 6748

POST: FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/SBDO/02/11/2018

SALARY: R 242 475 - R285 630 per annum (Level 7)

CENTRE: Sarah Baartman District Office

REQUIREMENTS: Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 year's relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good interpersonal, communication (verbal and written), supervisory and computer skills. A valid drivers' licence.

DUTIES: Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

POST: OCCUPATIONAL HEALTH & SAFETY OFFICER REF NO. ECHEALTH/OHSO/ANH/02/11/2018

SALARY: R 242 475 – R 285 630 per annum (Level 7)

CENTRE: Joe Gqabi District, Aliwal North Hospital

REQUIREMENTS: National Diploma/Degree Environment Health, Industrial Hygiene, Safety Engineering or Occupational Health with 2-5 years' experience in the field. Safety training courses e.g. SHEQ, Safety Representative, Advanced Safety Representative and advanced SAMTREC. Tact and diplomacy, Able to work as part of a team, able to work independently. Integrity and honest, approach every query/ task with an open mind. Good communication and negotiation skills. Strict with company policy and rules and enforcing to work under the Act of 85 of 1993 regulations. Energetic and regular site inspection. Hard working and enforcing daily housekeeping at the workplace. A valid driver's licence.

DUTIES: To develop, implement and direct the hospital Safety and Risk Management program. To be responsible for safety planning, inspection and accident preventing work. To serve as chairperson of the hospital's Safety and Disaster Planning Committees and to perform related work as required. Identify hazards and assess risks to health and safety, put appropriate safety controls in place. Provide advice on accident prevention and occupational health to management and employees. Identifies the causes and advises on improvements in safety standards that needs to be made. Safety officers also liaise with other agencies and internal staff over health and safety issues. Conduct training sessions for management, supervisors and workers on health and safety practices and legislation.

Enquiries: Ms Fourie Tel no: 051 633 7700

POST: LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSO/BAMH/02/11/2018

SALARY: R242 475 - R285 630 per annum (Level 7)

CENTRE OR Tambo District, Bambisana Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management /Supply Chain Management or relevant qualification with 0-2 years' experience. 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 licence.

DUTIES: Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.

Enquiries: Mr S Mahlangeni –Tel No: 039 253 7262/0835860659.

POST: LOGISTIC SUPPORT OFFICER: REF NO: ECHEALTH/LSO/PEDDC/02/11/2018

SALARY: R242 475 - R285 630 per annum (Level 7)

CENTRE: Amahlathi Sub District, Peddie Clinic

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or B Degree/ Diploma in Financial Management or Supply Chain Management with at least 0-2 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 licence

DUTIES: Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement. Enquiries: Ms B Mngxe Tel: 043 6434775/6

POST: LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/ORSH/02/11/2018

SALARY: R 242 475 – R 285 630 per annum (Level 7)

CENTRE: Nelson Mandela Metro, Orsmond TB Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience in the field or A National Diploma/Degree in Finance / Accounting / SCM or equivalent qualification plus 2 years' relevant experience. Sound knowledge of Accounting Systems, BAS and LOGIS. Knowledge of PFMA, PPPFA, Treasury Regulations, Circulars and Auditors-General Act, Assets and Inventory control processes. Computer and LOGIS Literacy compulsory. A valid driver's licence, compulsory.

DUTIES: To ensure the efficient, effective and uniform planning and procurement of all goods & services required for the proper functioning of Supply Chain Systems at the institution that conforms to constitutional and legislative principles whilst developing, supporting and promoting PFMA, PPPFA, Treasury Regulations, Circulars and Auditor-General Act. To manage the resources economically and effectively and prevent fruitless and or wasteful, irregular and authorized expenditures. Responsible for execution of procurement plan, upheld a support service within an internal audit and reporting system. Supervision and overseeing all transactions of procurement and Logistic staff and report to AD Finance.

Enquiries: Mrs C Bekker Tel No: 041 988 1111

POST: HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: ECHEALTH/HRDP/JOSEPH/02/11/2018

SALARY: R 242 475 – R 285 630 per annum (Level 7)

CENTRE: Nelson Mandela Metro, Jose Pearson TB Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or A National Diploma/Degree in Human Resource Management / Management of Training / Human Resource Development with 0-2 years' experience in Performance Management and

Development. Knowledge of Public Service Act, Public Service Regulations, Skills Development Act and other HRD related polices and prescripts. Knowledge of PERSAL. Computer Literacy. A valid driver's licence.

DUTIES: Coordinate and implement Performance Management related activities. Facilitate and drafting of the WSP (Workplace Skills Plan) and Annual Training Plan. Coordinate induction programmes. Coordinate, administer training programmes and skills programme. Arrange and conduct skills development meetings. Facilitate and provide in house trainings and awareness sessions on Performance Management and related issues.

Enquiries: Ms N Klassen Tel No: 041 372 8000

POST: FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/GREYH/01/11/2018

SALARY: R242 475 – R285 630 per annum (Level 7)

CENTRE: Buffalo City Metro, Grey Hospital

REQUIREMENTS: Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' licence.

DUTIES: Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

Enquiries: Ms Phillip Tel no: 043 643 3304

POST: FOOD SERVICE MANAGER REF NO. ECHEALTH/FSA/GREYH/01/11/2018

SALARY: R242 475- R285 630 per annum (Level 7)

CENTRE: Buffalo City Metro, Grey 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 principles, Public Service Regulations, Labor 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.

Enquiries: Ms Phillip Tel no 043 643 3304

POST: ADMINISTRATION OFFICER (FINANCE) REF NO.
ECHEALTH/AOF/BCM/01/11/2018
SALARY: R242 475 – R285 630 per annum (Level 7)
CENTRE: Buffalo City Metro Office

REQUIREMENTS: Grade 12 with 10 years working experience in the field or a National Diploma in Financial Management or equivalent qualification coupled with 0-2 years' experience on payment management. Understanding of specific delegations from the relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS and BAS. Ability to work well under pressure and be customer focused. A valid driver's license is added advantage

DUTIES: Assist to manage and document compliance with PFMA in respect of reporting, performance expenditure. Assist in planning payment within 30 days, reporting, Authorise payments manually and on the transversal system of the ECDOH. Identify and process payments. Assist in preparation and implementation of the payment monitoring tool and creditor's reconciliation. Promote sound financial management in line with the PFMA. Supervise; provide direction and capacity building to the staff. Promote good employee relations.

Enquiries: Ms. H Hlulani Tel no 043 708 1700

POST: PROVISIONING ADMIN CLERK REF NO. ECHEALTH/PA/FEH/02/11/2018
SALARY: R 163 563 - R 192 666 per annum (Level 5)
CENTRE: Sarah Baartman District, Fort England Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. 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.

Enquiries: Mr Daniso Tel no 046 602 2300

POST: ADMINISTRATION CLERK (4 POSTS)
SALARY: R 163 563 – R 192 666 per annum (Level 5)

CENTRE: Elundini Sub District, Bethania Clinic REF NO. ECHEALTH/AC/ESD-BC/02/11/2018, Hlankomo Clinic REF NO. ECHEALTH/AC/ESD-HC/02/11/2018, Ulundi Clinic REF NO. ECHEALTH/AC/ESD-ULC/02/11/2018, Ugie Clinic REF NO. ECHEALTH/AC/ESD-UGIEC/02/11/2018

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS word & MS excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to work shifts, weekends & public holidays. Excellent verbal and written communication skills. Strong administration skills. Driver's licence will be added advantage.

DUTIES: Provide clinical administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

Enquiries: Mrs Du Plessis – Tel no: 039 257 2400

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/EH/02/11/2018

SALARY: R 163 563 – R 192 666 per annum (Level 5)

CENTRE: Joe Gqabi District, Empilisweni Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS word & MS excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to work shifts, weekends & public holidays. Excellent verbal and written communication skills. Strong administration skills. Driver's licence will be added advantage.

DUTIES: Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies,

procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037

POST: PROVISIONING ADMINISTRATION CLERK REF NO: ECHEALTH/PAC/CH-CH/02/11/2018

SALARY: R163 563 – R192 666 per annum (Level 5)

CENTRE: Chris Hani District, Emalahleni Sub-District

REQUIREMENTS: Grade 12 or equivalent qualification with 2 -5 years' experience. 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.

Enquires: Ms Mtshabe Tel No: 047 878 4300.

POST: PROVISIONING ADMIN CLERK (INVENTORY) REF NO. ECHEALTH/PAC/ORTDO/02/11/2018

SALARY: R163 563 - R 192 666 per annum (Level 5)

CENTRE: OR Tambo District Office

REQUIREMENTS: Grade 12 with at least 5 years relevant experience in Supply Chain Management / or relevant tertiary qualification with at least 2 years' experience. Computer literacy.

DUTIES: Manage stores administration. Deal with complex matters pertaining stores. Ensure that best practice procurement standards for goods and services are realized thereby ensuring that goods and services are obtained economically and efficiently and to the best advantage of the department. Ensure that stock levels are maintained. Ensure adherence to financial delegation. Ensure that the prescribed provisioning and procurement policy are correctly applied Stay up to date in respect of the content and amendments of State Contracts as well as the prescriptions linked to these contracts. Authorize/Maintain Orders according to the approved Procurement Advices. Ensure the correct placement of Orders at the relevant Suppliers. Mail/ fax orders to external Suppliers. Generate/maintain Procurement Advices for replenishment of Inventory items. Submit Orders, Procurement Advices and Quotations to the Control Committee for approval. Obtain quotations from Suppliers, if not provided by the relevant functionary who requested the items, when items are ordered on a Non-contractual basis. Maintain open communication channels with Suppliers. Maintain Non-Contract Detail information when items are purchased on a Non-contractual basis.

Enquiries: Mr S Stuma Tel no 047 502 9000

POST: FINANCE CLERK REF NO: ECHEALTH/FC/FBH/02/11/2018

SALARY: R 163 563 - R 192 666 per annum (Level 5)

CENTRE: Amathole District, Fort Beaufort Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills.

DUTIES: Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover. departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

Enquiries: S Zetu Tel No 046 645 1111/12/13/14

POST: WARD ADMINISTRATION CLERK: REF NO:

ECHEALTH/WC/VICTH/02/11/2018

SALARY: R 163 563 - R 192 666 per annum (Level 5)

CENTRE: Amathole District, Victoria 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 rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
Enquiries: Ms L Mangesi Tel no: 040 653 1141

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/CMH/01/11/2018
SALARY: R163 563 - R192 666 per annum (Level 5)
CENTRE: Buffalo City Metro, Cecilia Makhiwane 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.
Enquiries: Ms. P. Mncotsho Tel: 043 708 2118.

POST: SUPPLY CHAIN CLERK REF NO: ECHEALTH/SCMC/CMH/01/11/2018
SALARY: R163 563 – R192 666 per annum (Level 5)
CENTRE: Buffalo City Metro, Cecilia Makhiwane Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience in the field. Knowledge and understanding of PFMA, Treasury Regulations and LOGIS system. Must be computer literate and have good communication and interpersonal skills. Must be committed and hardworking and have the ability to work under pressure. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.

DUTIES: Issuing of store stock for wards and departments. Receiving of goods for the stores. Liaise with internal and external clients. Weekly and monthly stock takes. Maintain minimum and maximum stock levels. Ensuring correctness of documentation received from end user. Follow ups on out of stock items. Provide general office administration for the SCMU-warehouse. Spot checks in the departments. Alert the Transit in and transit out clerk of any discrepancies. Maintenance of bin cards and all stock related reports.
Enquiries: Ms. P. Mncotsho Tel no 043 708 2118

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/NQH/01/11/2018

SALARY: R163 563 - R192 666 per annum (Level 5)

CENTRE: Buffalo City Metro, Nkqubela TB Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Sound communication (verbal and written) and report writing skills. Interpersonal relationships.

DUTIES: Liaise with relevant stakeholders. Capture data onto computer systems for further processing and analysis. Handle less complicated route correspondence or enquiries. Maintain a filing system to record information and allow for ease of retrieval. Manage supplies of stationery and other consumables. Keep abreast of Public Service developments and continuously seek opportunities for self-development. Receive acknowledge and process employee benefits. Process travel and subsistence claims. Capture routine transaction on the system. Maintain a clean and tidy office environment to facilitate access to information and maintain a professional image to the organization.

Enquiries: Ms Langeni Tel no 043 761 2131

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/BCM/01/11/2018

SALARY: R163 563 - R192 666 per annum (Level 5)

CENTRE: Buffalo City Metro Office

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. 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.

Enquiries: Ms. H Hlulani Tel no 043 708 1700

POST: LAUNDRY WORKER SUPERVISOR: REF NO:
ECHEALTH/LWS/BUTTH/02/11/2018

SALARY: R136 800 – R161 148 per annum (Level 4)

CENTRE: Amathole District, Butterworth Hospital

REQUIREMENTS: Grade 12 certificate plus 3 - 5 years' experience in laundry. Computer literate. Ability to operate machines. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable Poses physical strength and to cope with physical demands of position.

DUTIES: Supervise rendering of laundry services. Ensure safe and clean working environment in line with health and safety standards. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Monitor adherence to basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate and monitor various machines in the laundry (i.e., washing, dryer ironing and pressers). Report any machine defaults to the manager. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service. Enquiries: Ms P Mtshemla Tel no: 047 401 9000

POST: DRIVER: (LIGHT VEHICLE) REF NO. ECHEALTH/D-LV/TBH/02/11/2018

SALARY: R115 437- R 135 981 per annum (Level 3)

CENTRE: Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

REQUIREMENTS: Grade 10/Standard 8 certificate. 3 years' experience as a Driver. Valid Code 8 driver's licence. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES: Provide transport services: fill 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 recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipes, hooter, tyre condition and check vehicle licence. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties allocated by the Supervisor.

Enquiries: Ms Ngwabeni – Tel no: 039 257 0099

POST: DRIVER (LIGHT VEHICLE) REF NO: ECHEALTH/DRIV/WINTH/02/11/2018

SALARY: R115 437- R 135 981 per annum (Level 3)

CENTRE: Amathole District, Winterberg TB 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 licence. 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 licence. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

Enquiries: Ms Z Maneli Tel: 046 645 1142

POST: PROPERTY CARE TAKER REF NO.
ECHEALTH/PC/UMZISD/MANGC/02/11/2018
SALARY: R96 549 - R113 730 per annum (Level 2)
CENTRE: Umzimvubu Sub District, Mangqamzeni Clinic

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.

Enquiries: Ms D.N Mdanyana Tel no 039 727 2090

POST: PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/QAU-HC/02/11/2018
SALARY: R96 549 – R113 730 per annum (Level 2)
CENTRE: Qaukeni Sub District, Holy Cross Gateway

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.

Enquiries: Ms N Hlobo – Tel No: 039 253 1541.

POST: PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/ZITH02/11/2018
SALARY: R96 549 – R113 730 per annum (Level 2)
CENTRE: OR Tambo District, Zithulele Hospital

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.

Enquiries: Ms N Tengile Tel no: 047 573 8936/ 073 200 0217.

POST: PROPERTY CARE TAKER: REF NO: ECHEALTH/PCT/KUBUC/02/11/2018

SALARY: R96 549 - R113 730 per annum (Level 2)

CENTRE: Amahlathi Sub District, Kubusi Clinic

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

Enquiries: Ms B Mngxe Tel: 043 6434775/6

POST: PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/DIMB-CHC/01/11/2018 (2 POSTS)

SALARY: R96 549 - R113 730 per annum (Level 2)

CENTRE: Buffalo City Metro, Dimbaza CHC

NB: This is a re-advertisement. (Those who had applied before are welcome to apply again)

REQUIREMENTS: Grade 10 / Grade 12 will be an added 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.
Enquiries: Ms. H Hlulani Tel no 043 708 1700

POST: PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/MASAKH-CHC/01/11/2018
SALARY: R96 549 - R113 730 per annum (Level 2)
CENTRE: Buffalo City Metro, Masakane Clinic

NB: This is a re-advertisement. (Those who had applied before are welcome to apply again)

REQUIREMENTS: Grade 10 / Grade 12 will be an added 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.
Enquiries: Ms. H Hlulani Tel no 043 708 1700

POST: PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/NU13-CHC/01/11/2018
SALARY: R96 549 - R113 730 per annum (Level 2)
CENTRE: Buffalo City Metro, NU13 Clinic

NB: This is a re-advertisement. (Those who had applied before are welcome to apply again)

REQUIREMENTS: Grade 10 / Grade 12 will be an added 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.
Enquiries: Ms. H Hlulani Tel no 043 708 1700

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MAH/02/11/2018

SALARY: R96 549 – R 113 730 per annum (Level 2)

CENTRE: Alfred Nzo District, Mount Ayliff 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.

Enquiries: Mrs O Mjoka Tel no 039 254 0236

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SH/02/11/2018

SALARY: R 96 549 – R 113 730 per annum (Level 2)

CENTRE: Joe Gqabi District, Steynsburg 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.

Enquiries: Ms L.J Jood – Tel no: 051 633 9617

POST: GENERAL WORKER: REF NO: ECHEALTH/FBH/02/11/2018

SALARY: R96 549 - R113 730 per annum (Level 2)

CENTRE: Amathole District, Fort Beaufort 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.

Enquiries: S Zetu Tel No 046 645 1111/12/13/14

POST: GENERAL WORKER: REF NO: ECHEALTH/RAYM/02/11/2018

SALARY: R96 549 - R113 730 per annum (Level 2)

CENTRE: Raymond Mhlaba Sub District,

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.

Enquiries: Ms NA Mcetywa Tel no 046 645 2695

POST: GENERAL WORKER: REF NO: ECHEALTH/RAYM/02/11/2018

SALARY: R96 549 - R113 730 per annum (Level 2)

CENTRE: Amathole District, Tower Psychiatric 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.

Enquiries: Mrs V Whitecross Tel no: 046 645 5000

POST: GENERAL WORKER REF NO: ECHEALTH/GW/EDH/02/11/2018

SALARY: R96 549 – R 113 730 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Elizabeth Donkin 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 key 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 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. Removed and store waste in the designated areas.

Enquiries: Mr E Felkers Tel No: 041 585 2323

POST: GENERAL WORKER REF NO: ECHEALTH/GW/CMH/01/11/2018 (2 POSTS)

SALARY: R96 549 – R113 730 per annum (Level 2)

CENTRE: Buffalo City Metro, Cecilla Makhiwane 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.

Enquiries: Ms. P. Mncotsho Tel: 043 708 2118

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ZWELITSHA-CHC/01/11/2018

SALARY: R 96 549 – R 113 730 per annum (Level 2)

CENTRE: Buffalo City Metro, Zwelitsha Clinic

REQUIREMENTS: ABET/Grade 10 or equivalent. 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.

Enquiries: Ms. H Hlulani Tel no 043 708 1700

POST; FOOD SERVICE AID REF NO. ECHEALTH/FSA/FEH/02/11/2018

SALARY: R 96 549 – R 113 730 per annum (Level 2)

CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: Grade 10 or ABET with 0-2 years' experience. 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 and 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. Maintain safe and hygienic environment. 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 followed 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. Perform any other duties requested.

Enquiries: Mr Daniso Tel no 046 602 2300

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/DMMM/02/11/2018

SALARY: R96 549 – R113 730 per annum (Level 2)

CENTRE: OR Tambo District, Dr Malizo Mpehle Memorial Hospital

REQUIREMENTS: Grade 10 or ABET with 0-2 years' experience. 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.

Enquiries: Ms Makalima Tel no 047 542 6000

POST: LAUNDRY WORKER: REF NO: ECHEALTH/LW/BUTTH/02/11/2018

SALARY: R96 549 - R113 730 per annum (Level 2)

CENTRE: Amathole District, Butterworth 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.

Enquiries: Ms P Mtshemla Tel no: 047 401 9000

POST: PORTER: REF NO. ECHEALTH/POT/FBH/02/11/2018

SALARY: R96 549 - R113 730 per annum (Level 2)
CENTRE: Amathole District, Fort Beaufort 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.

Enquiries: S Zetu Tel No 046 645 1111/12/13/14

POST: PORTER: REF NO. ECHEALTH/POT/WINTH/02/11/2018

SALARY: R96 549 - R113 730 per annum (Level 2)
CENTRE: Amathole District, Winterberg 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.

Enquiries: Ms Z Maneli Tel: 046 645 1142

POST: TRADE LABOURER REF NO: ECHEALTH/TRAL/DH/02/11/2018

SALARY: R 96 549 – R 113 730 per annum (Level 2)
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: ABET /Grade 10 or equivalent. 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: Assist Artisan to carry out their daily functions. Do all non-artisan function as requested. General housekeeping of workshop and maintenance sites. Do work in accordance with OHS Act and other legislations for the attainment of a safe working environment

Enquiries: Mr J. Johaar Tel No: 041 406 4435

