



ERRATUM

The Department has recently issued Circular 02 of July 2017 an advertisement of Non-Clinical posts for various health institutions. The following post has been advertised erroneously, please note the amendment below:

- 1. DEPUTY DIRECTOR: PRE AUDIT**(Ref. ECHEALTH/DDPRA/HO/02/07/2017) - *Head Office, Salary Range: R657 558 – R774 576 NOT R898 743 –R1 058 691*
- 2. CHIEF PERSONNEL OFFICER-** (Ref. ECHEALTH/CPO/ORD/02/07/2017) - *OR Tambo District is PRINCIPAL PERSONNEL OFFICER*
- 3. SENIOR DRIVER-** (Ref. ECHEALTH/SDRIV/BH/02/07/2017)- *Bhisho Hospital and SENIOR DRIVER-(Ref: ECHEALTH/SDR/AMAT/02/07/2017) - Amathole District Office is LEVEL 3 NOT LEVEL 4*
- 4. FOOD SERVICE AID-** (Ref. ECHEALTH/FSA/COFH/02/07/2017) - *Cofimvaba Hospital is 2 POSTS NOT 3 POSTS*
- 5. LAUNDRY SUPERVISOR** -*Salary Range: R127 851 – R150 606 p.a. (Level 4) (Ref. ECHEALTH/LS/COFH/02/07/2017)- Cofimvaba Hospital is*

POST: LAUNDRY WORKER

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

CENTRE: Cofimvaba Hospital - Ref. ECHEALTH/LS/COFH/02/07/2017

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: FINANCIAL CLERK

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

CENTRE: OR Tambo District Office - Ref. ECHEALTH/FINC/ELDH/02/07/2017

Requirements: Grade 12 with 2-3 years relevant experience or National Diploma in Accounting / Financial Management with 0-2 year's relevant experience in salary administration field. Extensive knowledge and understanding of the Public Service Legislation Framework. Knowledge and application of BAS, LOGIS, PFMA and its related policies and treasury regulations. Problem solving skills and knowledge of document safe keeping will be an added advantage.

Duties: Payroll Management, Document Management, Capture transactions on Persal and BAS, Provide Persal report, Ensure distribution of pay sheets and verification of reports.

POST: ADMINISTRATIVE CLERK

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

CENTRE: Mhlakulo CHC- Ref. ECHEALTH/AC/MHLCHC/02/07/2017) -

Requirements: Grade 12 plus 2 – 5 years' experience in Human Resource or Diploma/Degree 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. Driver's license will be an added advantage.

Duties: Condition of service (leave management, payment of benefits, allowances and termination of services). Staff recruitment, document management, capturing process of PMDS transactions. Interview employees to gather specific human resource information for the completion of forms. Deal with personnel evaluation matters. Maintain legislation relating directly to Human Resource functions. Administer the salary code system.

POST: GENERAL ASSISTANT X 8

SALARY: R90 234-R106 290 p.a. (Level2)

**CENTRE: (Ref. ECHEALTH/GA/COFH/02/07/2017)-Cofimvaba Hospital X 2
(Ref. ECHEALTH/GA/FROH/02/07/2017) - Frontier Hospital
(Ref. ECHEALTH/GA/MJAH/02/07/2017) - Mjanyana Hospital X2
(Ref. ECHEALTH/GA/COFH/02/07/2017) -Intsika Yethu Sub-District
(Ref. ECHEALTH/GA/INDWH/02/07/2017) - Indwe Hospital
(Ref. ECHEALTH/GA/CALAH/02/07/2017) - CalaHospital**

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.

The following post has been withdrawn from the advert:

DEPUTY DIRECTOR: INFORMATION TECHNOLOGY

SALARY: R779 295 –R917 970 p.a. (Level 12)

CENTRE: Frere Hospital - Ref. ECHEALTH/DDIT/FRH/02/07/2017

POST: FOOD SERVICE AID X 4

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

CENTRE: Kouga - Ref. ECHEALTH/FSA/KOUGA/02/07/2017 X2

POST: ADMINISTRATIVE CLERK

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

CENTRE: Humansdorp Hospital Ref. ECHEALTH/AC/HMDH/02/07/2017

NB: Closing date for all other posts still remains as 18 August 2017.