



Province of the
EASTERN CAPE
HEALTH

Circular No 2 of November 2017

CLOSING DATE : 22 December 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.

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

Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, MOUNT FLETCHER, 4770, Enquiries: Ms Ngwebeni – Tel no: 039 257 0099. Post to: Human Resource Office, Aliwal North Hospital, P/bag X1005, Aliwal North, 9750 or hand delivery to Room 36, Grounds Floor, Williams Court, Dan Pinnaar Street, ALIWAL NORTH, 9750, Enquiries: Mr J Nzinde – TEL NO: 051 633 9629. Post to: Human Resource Office, Umlamli Hospital, Private bag 5016, Sterkspruit, 9762 or Hand deliver at the HR Office, Umlamli Hospital. Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90. . Post to: Human Resource Office, Burgersdorp Hospital, Daantjie Van Den Heever street, Burgersdorp, 9744 or Hand deliver at the HR Office, Burgersdorp Hospital, Enquiries: Ms N Zondi - Tel no: 051 653 1881. 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. Post to: Human Resource Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750 or Hand deliver at the HR Office, Joe Gqabi District Office. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629. Post to: Human Resource Office, No 1 Voortrekker Road, P/Bag X7, Barkly East, 9786 or Hand deliver at the HR Office, Cloete Joubert Hospital. Enquiries: Mr Z.O Mgeyi – Tel no: 045 971 0091. Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand deliver at the HR Office, Lady Grey Hospital. Enquiries: Ms Nkosazana – Tel no: 051 603 0093. Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver at the HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037. Post to: Human Resource Office, St Patricks Hospital Private Bag X531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Jafta Tel No. 039 251 0236. Post to: Private Bag 9009, Sipetu Hospital, Mount Frere, 5090 Enquiries: Mr EF Madaka Tel: 039 255 0077. Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, BIZANA, 4800, Enquiries: Mr Bango – Tel no 039 251 3009 Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 531, BIZANA 4800 Enquiries: Ms D.N Mdanyana – Tel no 039 727 2090. Post to: Human

Resource Office, Madzikane Ka Zulu Hospital, Private Bag X 9002, Mount Frere, 5090 Enquiries Mr P Sigola Tel no 039 255 8200. Post to: Human Resource Office, Alfred Nzo District Office, Private Bag X 3515, Kokstad, 4700: Enquiries Mr K Praitel Tel no 039 797 6070. Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata 039 737 3801. Post to: The Human Resource Office, St Elizabeth Hospital, Private Bag x1007, Lusikisiki 4820. Enquiries: Mr M Nozaza Tel no 039 253 5012. Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquiries: Ms CZ Zozo – TEL NO: 042 243 1313. Post to: PZ Meyer TB Hospital P.O. Box 479 Johnson Street, Graslaagte, Humansdorp, 6300. Enquiries: Ms T Sompontsha Tel no: 042 291 2064. Post to: Human Resource Office, Midlands Hospital, 1 Albertynn Street, Private Bag X696, Graaff Reinet, 6280. Enquiries: Mr. A Mabombo -Tel: 049 807 7737/7711. Post to: Aliwal North Hospital, Private Bag x1004 Aliwal North 9757 or hand deliver to: Aliwal North Hospital, Parklane Street Ailwal North 9757. Enquiries: Ms Fourie Tel no: 051 634 2382/82/83. Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms H Potgieter - TEL NO: 046 645 1122 Post to: Human Resource Office, Komga Hospital, P.O Box 33, KOMGA, 4950 or hand deliver to: Komga Hospital Victoria Road, KOMGA, 4950, Enquiries: Ms T Lali – TEL NO: 043 831 1013. Post to: Nompumelelo Hospital: Private bag x 13, Peddie 5640, Enquiries: Ms. NG Tsako Tel no 040- 6733321. Thafalofefe hospital, Private bag x 3024, Enquiries: Ms V. Motebele Tel no 047- 498 0026. Post to: S.S. Gida Hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: N. E Fumanisa Tel no 040- 658 0043. Post to: Human Resource Office, 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. Post to: Human Resources Office PZ Meyer TB Hospital, P.O. Box 497 Humansdorp 6300 or hand deliver to: HR Office, PZ Meyer Hospital, Off Johnson Street, GraslaagteHumansdorp 6300. Enquiries: Mr N Sompontsha. Post to: Nompumelelo Hospital, Private Bag X 13, PEDDIE 5640. Enquiries: Ms NG Tsako Tel no: 040 673 3321. Post to: Winterberg Hospital Alice Road 69, Fort Beaufort, 5720. Enquiries: Ms Z Maneli Tel: 046 645 1142. . Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, BEDFORD, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms L H Slatsha Tel no: 046 685 0046. Post to: HR Office, Mquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa –TEL NO: 047 491 0740. Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr Fenguza Tel no: 047 573 8900/1/2. Post to: Human Resources Office, Amahlati Sub-district, Private Bag x7425, King Williams Town, 5600. Hand Delivery: Amahlati Sub-district, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquiries: Ms B Mngxe Tel no: 043 643 4775/6. Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquiries: Ms P Mtshemla Tel no: 047 401 9000. Post to: SS Gida Hospital, Private Bag x12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel no: 040 658 0043. Post to: Nompumelelo Hospital Private Bag x13 Peddie 5640. Enquiries: Ms Tsako Tel no: 040 673 3321. Post and Hand Delivery to: New Haven Hospital, 12 Cavendish Road, Vincent, East London 5247. Enquiries: Ms Mntumni Tel no: 043 726 3325. Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141 Post to: Human Resource Section, to Mbashe Sub District, Private Bag X1232, Dutywa, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula Tel no 047 489 2417/16. Post to: The Human Resource Office, Khotsong Hospital, P.O. Box 115, Matatiele, 4730 or Hand Deliver to: Khotsong Hospital 100 Jagger Street, Matatiele. Enquiries: Mrs A Lebata 039 737 3801. Post to: Winterberg Hospital Alice Road 69, Fort Beaufort, 5720. Enquiries: Ms Z Maneli Tel: 046 645 1142. 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. Post to: Chris Hani Health District, Private Bag x1661 Queenstown 5320 or Hand deliver to: Chris Hani Health District, Human Resource Office, CSC Offices, Komani Hospital, Queenstown 5320. Enquiries: Mr Tshabalala Tel no: 045 807 1125. 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 Lucy's Hospital, P.O St Cuphberts, TSOLO, 5171. Enquiries: Majikana TEL NO: 047 532 6259. . 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: HR Office MadzikaneKa Zulu Memorial Hospital P Bag X 9003 Mount Frere, 5090. Enquiries: Mr Sigola Tel No. 039 255 8200. Post to: Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Mr Makhohliso – Tel 0723279029. Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 Enquiries: Ms Solwandle – Tel: 0824207172. Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, FLAGSTAFF, 4810 Enquiries: Ms Z Nompandana - TEL NO:039 252 2026/8. Post to: Human Resource

Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangueni –Tel No: 039 253 7262/0835860659. 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: Mhlontlo Sub-District, P/bag X421, Qumbu, 5180 or Hand deliver at 80 Main Street opposite Traffic department. Enquiries: Ms N Tlali Tel.: 047 553 0585/078 722 8301. Post to: Human Resource Office, St Elizabeth Hospital, Private Bag x1007, LUSIKISIKI, 4820. Enquiries: Mr M Nozaza - TEL NO: 039 253 5012. Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, MTHATHA 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcau Building Enquiries: Ms O Gcagca TEL NO: 047 531 0823. Post to: OR Tambo Health District, Private Bag x5005, Mthatha 5099 or Hand deliver to: Human Resource Office, OR Tambo Health District, 9th Floor Botha Sigcau Building Mthatha. Enquiries: Ms Stuma Tel no: 047 502 9016. Post to: HR Office, Zitulele Hospital Private Bag x504 Mqanduli 5080 Enquiries: Mr Sobethwa Tel no: 047 573 8953/6/7. Post to: Elizabeth Donkin Hospital, Private Bag x6024 Port Elizabeth, 6000 or hand deliver to: Elizabeth Donkin Hospital, La Roche Drive, Forest Hill, Port Elizabeth 6000 Enquiries: Ms J Hill Tel no: 041 506 6213 Post to: Human Resources Office, Livingstone Tertiary Hospital Private Bag Private Bag X60572, Greenacres, Port Elizabeth 6057. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001. Enquiries: Ms Du Preez Tel no: 041 405 2647. Post to: HR Office, Dora Nginza 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. Post to: HR Office, Willowmore Hospital Private Bag x239 Willowmore 6445 or hand deliver to: HR Office Willowmore Hospital 25 Knysna Street Willowmore 6445 Enquiries: Ms Magingxa Tel no 044 923 1127. Post to: HR Office, Temba TB Hospital PO Box 20 Grahamstown 6140 or hand deliver to: HR Office, Temba TB Hospital 36A Street Fingo Village Grahamstown 6140 Enquiries: Mr Ntspe Tel no 046 622 3524. Post to: HR Office Komani Hospital Private Bag x7074 Queenstown 5320 or Hand deliver to: HR Office Komani Hospital 1883 National Road Queenstown 5320 Enquiries: Ms Mandindi Tel no 045 858 8400. Post to: Human Resource Office, Frontier Hospital, Private bag X7063, QUEENSTOWN, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo – Tel no: 045 808 4272. 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, Cala Hospital, Private bag X 516, CALA, 5455 or hand delivery to Drully Lane Street, CALA, 5455. Enquiries: Ms Z Sentile – Tel no 047 874 8000. Post to: Human Resource Office, Cradock Hospital, Private bag X55, CRADOCK, 5460 or hand delivery to Cradock Hospital, 5880. Enquiries: Ms F Danster – Tel no: 048 881 2123. Post to: P.O. Box 05, Indwe Hospital, 5445 or Hand deliver to 1 Graham Street, Indwe Hospital, 5445, Enquiries: Ms Gouws Tel: 045 952 5500. Post to: Human Resource Office, Cofimvaba Hospital, P/Bag X1207, Cofimvaba, 5380. Enquiries: Ms Mbana Tel no: 047 874 8000. Post to: Human Resource Office, Sterksroom Hospital P.O. Box 168, Sterkstroom, 5425 or Hand deliver to: HR Office Sterksroom Hospital 18 Legrage Str. Sterkstroom. Enquiries: Mrs CM Swart Tel: 045 966 0268. Post to: Human Resource Office, P/Bag X0038, Bhisho Hospital, Bhisho 5605 or Hand delivery Human Resource Office, Bhisho Hospital, Komga road, Enquiries: Mrs T. Awlyn – Qegu Tel No 040 635 2950/5. Post to: HR Office Molteno Hospital PO Box 132 Molteno 5500 or hand deliver to: HR Office Molteno Hospital Stuart Street Molteno Enquiries Ms E Singleton Tel no 045 967 0089. Post 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: 047 548 0022. Post to: Human Resource Office, Elliot Hospital, P.O Box 523, ELLIOT, 5460 or hand delivery to: HR Office Elliot Hospital Maclear Road Elliot, 5460 Enquiries: Ms N.B Puza – Tel no: 045 931 1321. Post to: Human Resource Office, Lukhanji Sub-District, P/Bag X1, Queenstown, 5320. Enquiries: Ms M Ntweni Tel no 045 807 8908. Post to: HR Office Hewu Hospital Private Bag x1409 Queenstown 5320 or hand deliver to: HR Office Hewu Hospital Ekuphumleni Township Main Road Whittlesea Enquiries Mr Mabandla Tel no 040 841 0133. Post to: HR Office, Wilhem Stahl Hospital Private Bag x518 Middelburg 5900 or hand deliver to: HR Office Wilhem Stahl Hospital 1 Du Plessis Street Middelburg 5900 Enquiries Mr Mbalula Tel no 049 842 1111. 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, 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. Post to: Buffalo City Metro Health, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 64 Terminus Street, Old Standard Bank Building, East London 5200. Enquiries: Ms Hlulani Tel. No. 043 7433 006/057. Post to: Human Resource Office, Department of Health (Head Office), Private Bag x0038, Bisho, 5605 or Hand deliver to: Department of Health (Head Office), Room 411 4th Floor Dukumbana Building, Phalo Avenue, Bisho 5605. 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. 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. Enquiries: Ms Langeni 043 761 2131. Post to: HR Office PE Pharmaceutical Depot Private Bag x6033 Struandale Port Elizabeth 6000 or hand deliver to: HR Office PE Pharmaceutical Depot 1104 Struanway Road Struandale Port Elizabeth 6000 Enquiries: Ms U Xwayi Tel 041 406 9831. Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4320. Post to: HR Office Port Alfred Hospital PO Box 153 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms N Dabula Tel no 046 604 4000. Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital Hospital Street Stutterheim 4930 Enquiries: Ms P Booï Tel no 043 683 1313. Post to: Human Resource Office, Inxuba Yethemba Sub-District, Private bag X90, CRADOCK, 5880. Enquiries: Mr/Ms G.O Van Heerden – TEL NO: 048 881 2921. Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquiries Ms S Diva Tel no 046 602 5046. Post to: Uitenhage Provincial Hospital Private Bag x36 Uitenhage 6320 or Hand deliver to: HR Office, Uitenhage Provincial Hospital 162 Channer Street Leyvale Uitenhage. Enquiries: Mr P Oosthuizen Tel no: 041 995 1129. Post to: HR Office, Malizo Mphele Hospital, Main Road Tsolo 5170 or hand deliver to: HR Office, Dr Malizo Mphele Hospital Private Bag x1004 Tsolo 5170 Enquiries: Ms Makalima Tel no: 047 542 6300. Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital Enquiries: Ms Mkhosi Tel no 047 502 4143/4008. Post to: HR Office Camdeboo Sub District Private Bag x52 Graaff Reniet 6820 or Hand deliver to: HR Office Camdeboo Sub District 2 Albertyn Street Graaff Reniet 6820 Enquiries: Mr T Buyiselo Tel no 049 893 0031.

POST: DEPUTY DIRECTOR: FINANCIAL IMPROVEMENT SERVICES REF
NO.EC.EALTH/DDFIS/HO/02/11/2017

SALARY: R 657 558 – R 774 576 per annum (Level 11)

CENTRE: Bhisho, Head Office

REQUIREMENTS: A Bachelor Degree with Accounting/Auditing as a major subject or National Diploma in Accounting/Auditing or similar related qualification. At least 3 years relevant experience as an assistant director in financial management particularly on financial accounting/improvement services or auditing. Valid driver's license. Knowledge of Financial management and supply chain management, accounting standards and best practices, Treasury Regulations, DORA and all prescripts and practice notes. LOGIS/BAS and PERSAL systems. Departmental Annual and Interim Financial Statement templates and procedures. Financial analysis and interpretation of financial information. Auditor General Policies and procedures. The incumbent should possess the following skills and capabilities: Project management, problem solving and analysis, client orientation and customer focus, decision making and risk analysis techniques. Communication skills and presentation skills. Service delivery innovation, report writing skills and be Computer literate.

DUTIES: The incumbent will assist in rendering audit facilitation and review of management comments for audit findings and evaluate the implementation of recommendations. Assist in developing and implementing financial and associated government norms and standards to enhance performance. Assist in monitoring and reporting on implementation of the Integrated Audit Improvement Strategy, which is inclusive of Audit Committee and SCOPA Resolutions. Assist in ensuring that finance oriented results and accountability in the department are achieved. Assist in preparing quarterly and annual financial statements for submission to Provincial Treasury and Auditor General respectively. Assist in ensuring that the improvement of the department's financial systems and operations by formulation and implementation of departmental financial policies and procedures at head office and within the districts. Manage staff falling under him/her. Report to Senior Manager: Financial Accounting and Improvement Services Directorate.

Enquiries: Mr J Kroh Tel no 040 608 1239

POST: DEPUTY DIRECTOR HR - REF NO. ECHEALTH/DDHR/FTH/02/11/2017

SALARY: R657 558 – R774 576 per annum (Level 11)

CENTRE: Buffalo City Metro, Frere Hospital

REQUIREMENTS: An appropriate Bachelor's Degree or National Diploma in Human Resource Management or Public Administration/Management. A Postgraduate qualification will be added advantage. Five (5) years' experience in HR Administration of which 3 years should be at an Assistant Director level. A valid driver's licence. Excellent knowledge of all public service statutory and regulatory requirements with regards to human resource management. Management and leadership skills are essential in this post. Knowledge of the Public Service Act, PFMA and Regulations. White Paper on transformation of Public Service. Basic Condition of Employment Act. Employment Equity Act. Skills Development Act. Public Service transformation and management. Computer literacy with advanced skills in Excel, Word, Powerpoint packages. Planning and organizing skills, Problem solving, Presentation and information analysis skills, People and diversity management. Financial Management skills. Client orientation and customer focus. Communication and interpersonal skills. Project Management. Batho Pele Principles. Proven Knowledge of HR Information Management System

DUTIES: Develop and facilitate the implementation of all HR Administration policies. Quality assurance of all documents, statistics and PERSAL transactions before sign-off or authorisation. Ensure that HR systems and processes are in place to enable HR support to all employees in the Frere Hospital. Effective management of benefits and compensation framework, and records management. Coordinate the implementation and maintenance of an approved organisational structure. Manage and guide the recruitment and selection processes in the Frere Hospital. Develop and present monthly and quarterly reports on all areas of responsibility. Manage and lead a team of HR Practitioners in an effective and efficient manner.

Enquiries: Ms N Mthitshana – Tel no 043 709 2487/2532.

POST: DEPUTY DIRECTOR: FINANCE REF NO.ECHEALTH/DDF/CHDO/02/11/2017

SALARY: R 657 558 - R774 576 per annum (Level 11)

CENTRE: Chris Hani District Office

REQUIREMENTS: National Diploma or Degree at NQF level 6/7 in Finance, Accounting, B Commerce, Internal Auditing, Cost and Management Accounting or related qualification. Post Graduate qualification in Finance or related will be an added advantage. A minimum of 7 experience in the Public Finance area or related with 5 years at an Assistant Director level in Finance. Knowledge of PFMA, Treasury Regulations, Treasury notes, BBBEE, Computer literacy, LOGIS, BAS and PERSAL. Valid driver's licence for a light motor vehicle (Code- B).

DUTIES: Manage the provision of financial administration services, Manage expenditure management and budget reviews, Manage provision of accounts payment processes, Manage the provision of salary administration processes, Manage performance and all the allocated resources.

Enquiries: Ms S Gazi Tel no 045 807 1101

POST: DEPUTY DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/DDGA/JGD/02/11/2017

SALARY: R 657 558 – R 774 576 per annum (Level 11)

CENTRE: Joe Gqabi District Office

REQUIREMENTS: Degree/diploma in Public Administration / Management or related qualification with at least 3 – 5 years relevant experience at Assistant Director level. Computer literacy. Valid driver's license. Ability to interpret and apply policies. Sound knowledge of Health, Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Sound Knowledge of Public Service Management Framework. An Understanding of Public Finance Management Act, Treasury Instructions, Regulations, Diversity and Conflict management. Change management, financial management and Policy development. Monitoring and evaluation. Communication, Problem solving, Supervisory and management. Ability to work under pressure and Leadership qualities.

DUTIES: Manage Office Administration services. Manage Communication Services, Patient Administration, Transport, Registry / Document Management, Switchboard and ensure a high quality output. Manage quality improvement initiatives and provision of communication services. Co-ordinate district organization events and

functions. Monitor and evaluate services rendered to clients. Manage Human and Financial Resources. Ensure maintenance of all Information systems.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629

POST: DEPUTY DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/DDGA/ANDO/02/11/2017

SALARY: R 657 558 – R774 576 per annum (Level 11)

CENTRE: Alfred Nzo District Office

REQUIREMENTS: Degree/diploma in Public Administration / Management or related qualification with at least 3 – 5 years relevant experience at Assistant Director level. Computer literacy. Valid driver licence Ability to interpret and apply policies. Sound knowledge of Health, Public Service Act. LRA, EEA, BCEA, Public Service Regulations etc. Sound Knowledge of Public Service Management Framework. An Understanding of Public Finance Management Act, Treasury Instructions, Regulations, Diversity and Conflict management. Change management, financial management and Policy development. Monitoring and evaluation. Communication, Problem solving, Supervisory and management. Ability to work under pressure and Leadership qualities.

DUTIES: Manage Office Administration services. Manage communication Services, Patient Administration, Transport, Registry / Document Management, Switchboard and ensure a high quality output. Manage quality improvement initiatives and provision of communication services. Co-ordinate district organization events and functions. Monitor and evaluate services rendered to clients. Manage Human and Financial Resources. Ensure maintenance of all Information systems.

Enquiries Mr K Praim Tel no 039 797 6070

POST: QUANTITY SURVEYOR GRADE A, B, C REF NO.ECHEALTH/QA/02/11/2017

SALARY: R549 639 – R 842 619 per annum (OSD)

CENTRE: Bhisho, Head Office

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

REQUIREMENTS: Bachelor Degree in Quantity Surveying and or equivalent qualification. 3 years' work experience post qualification as Quantity Surveyor. Registration as Professional Quantity Surveyor with SACQSP. Valid driver's license. Computer Literacy.

DUTIES: To manage the delivery of the infrastructure Built environment program and projects in line with the Provincial IDMS. Infrastructure program and project planning in with IDMS. Infrastructure program and planning implementation and Monitoring. Infrastructure project commissioning. Infrastructure program and project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/councils. Enquiries: Mr R Smith Tel no 040 608 1180

POST: ASSISTANT DIRECTOR: ADMINISTRATION REF NO. ECHEALTH/ADA/JGD/02/11/2017

SALARY: R 334 545 – R 404 121 per annum (Level 9)

CENTRE: Joe Gqabi District Office

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, 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 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 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 District Manager. 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.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629

POST: ASSISTANT DIRECTOR ADMINISTRATION REF NO. ECHEALTH//MMA/UH/02/11/2017

SALARY: R 334 545 – R 404 121 per annum (Level 9)

CENTRE: Joe Gqabi District, Umlamli 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, 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 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 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 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.

Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90

POST: ASSISTANT DIRECTOR ADMINISTRATION REF NO. ECHEALTH/ASDA/HCH/02/11/2017

SALARY: R334 545–R404 121 per annum (Level 9)

CENTRE: OR Tambo District, Holy Cross 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, 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 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 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 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.

Enquiries Mrs. N.C. Maqashalala Tel no 039 252 3000

POST: ASSISTANT DIRECTOR HUMAN RESOURCE DEVELOPMENT REF NO. ECHEALTH/AD/ORTD/02/11/2017

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: OR Tambo District Office

REQUIREMENTS: National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level in HRD/HRM environment. Registration with 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.

Enquiries: Mr S Stuma Tel no 047 502 9000

POST: ASSISTANT DIRECTOR ADMINISTRATION REF NO. ECHEALTH//ASDA/ALSH/02/11/2017

SALARY: R 334 545 – R 404 121 per annum (Level 9)

CENTRE: Chris Hani District, All Saints 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, 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 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 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 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.

Enquiries: Ms N. Matala Tel No: 047 548 0022

POST: ASSISTANT DIRECTOR DISASTER MANAGEMENT AND EMERGENCY SERVICES REF NO.ECHEALTH/ASD-DM/HO/02/11/2017

SALARY: R334 545 – R 404 121 per annum (Level 9)

CENTRE: Bhisho, Head Office

REQUIREMENTS: Bachelor's Degree/Diploma in Disaster Management with a minimum of 3-5 years' at supervisory level and within the disaster management field. A thorough knowledge of disaster management Act, Sendai framework, policy framework, Health Act and other relevant legislation. Good communication skills (written and verbal). Good interpersonal relations, Ability to communicate on technical level. Ability to work independently and maintain high levels of confidentiality. The candidate must be computer literate, especially in the use of Microsoft application such MS word, excel and PowerPoint. Candidate must have a drivers licence.

DUTIES: Establish integrated institutional capacity to enable effective implementation of provincial disaster risk management policy and legislation. Develop uniform approach in assessing and monitoring disaster risks that will inform disaster engagement plan. Ensure effective and appropriate provincial disaster response and recovery. Encourage information management and communication for clear disaster management definition of roles and responsibilities. Facilitate training education, awareness and research for all disaster management practitioners.

Enquiries: Mrs AZ Mgwebi Tel no 083 378 2188

POST: ASSISTANT DIRECTOR INTERGRATED STRATEGIC PLANNING REF NO. ECHEALTH/ASD-BS/HO/02/11/2017

SALARY: R334 545 – R 404 121 per annum (Level 9)

CENTRE: Bhisho, Head Office

REQUIREMENTS: A Bachelor's Degree/National Diploma in Health Sciences/Social and Business Sciences with at least 3-5 years' experience within the Public Service. Knowledge of Public Sector administration, National and Provincial Health Acts and their regulations, Public Service Act and Regulations, Public Finance Management Act and other relevant National and Provincial Prescripts. Understanding of government and other related administrative systems. Good interpersonal, organizing and planning skills. Good verbal skills to put across point of view confidently in meetings, negotiations and presentations, including the written skills needed to put ideas down on paper in a concise business format. Clear understanding, interpretation and analysis of Health Indicators for strategic planning purposes. Knowledge, possession and application of computer skills e.g. Word, Power point, Excel, and other computer programmes for planning, etc. A valid code 08 (Code B) Driver's License is a must.

DUTIES: Build and develop capacity in the Eastern Cape Department of Health for effective and efficient health planning and execution of departmental plans Facilitate the review and development of district health expenditure reports, district health plans and service delivery improvement plans based on the departmental Annual Performance Plans and strategic plans. Facilitate the development of strategic and operational plans for the health institutions, i.e. Clinics, Community Health Centres, District, Regional and Tertiary Hospitals within the Eastern Cape Province, including other institutions like forensic pathology services, Liliitha College of Nursing and Emergency Medical Services College. Assist in the alignment of all operational plans (Facility, Districts and Province) with the strategic plan of the ECDoH, Provincial Development Plan, National Department of Health's Strategic Plans and Health Council Priorities, Medium term strategic framework, National Development Plan, the Sustainable Development Goals and the Provincial Cross Cutting Obligations. Judicious support and reporting responsibilities to the Manager or Deputy Director: Strategic Planning Unit and assist in the production of monthly and quarterly reports of the Integrated Strategic Planning Unit.

Enquiries: Ms L Mdingi-Buqa Tel no 040 608 1316

POST: SENIOR ADMINISTRATION OFFICER REF NO. ECHEALTH/SAO/HO/02/11/2017

SALARY: R281 418 - R331 497 per annum (Level 8)

CENTRE: Bhisho, Shared Contact Centre (Head Office)

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Diploma/Degree in Administration or relevant qualification with 3 to 5 years' experience in Shared Contact Centre environment coupled with interpersonal communication skills, Computer literate, Knowledge of public service regulation, mandate of Eastern Cape Department of health as well as standard operating procedure of the Contact Centre environment, Knowledge and skills on CRM and CCC. Must be able to work shifts in 24hour Contact Centre of department of Health.

DUTIES: Supervising 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 issue. Monitoring random calls to improve quality, minimize 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 the Contact Centre and preparing reports. Handling the most complex customer complaints or enquiries. Organizing staffing, including shift patterns and the number of staff required to meet demand (Call volumes and trends analysis), coaching, motivating and retaining 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 efficiency and sourcing new equipment to enable this, e.g. new dialling products. Supervise contact centre agent as well logging of queries on CRM as defined in the standard operating policy of the centre.

Enquiries: Mr Z Ntlube Tel no 043 711 0699

POST: SENIOR ADMINISTRATION OFFICER REF NO. ECHEALTH/SAO/TBH/02/11/2017

SALARY: R 281 418 – R 331 497 per annum (Level 8)

CENTRE: Joe Gqabi District, Taylor Bequest Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years' 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, 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.

Enquiries: Ms Ngwebeni – Tel no: 039 257 0099

POST: SENIOR ADMINISTRATION OFFICER REF NO. ECHEALTH/SAO/SH/02/11/2017

SALARY: R281 418 – R331 497 per annum (Level 8)

CENTRE: Alfred Nzo District, Sipetu Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years' 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, 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.

Enquiries: Mr EF Madaka Tel: 039 255 0077

POST: SENIOR ADMINISTRATION OFFICER (LABOUR RELATIONS) REF NO.

ECHEALTH/SAO/ORTD/02/11/2017

SALARY: R281 418 – R331 497 per annum (Level 8)

CENTRE: OR Tambo District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years' 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, 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.

Enquiries: Mr S Stuma Tel no 047 502 9000

POST: SENIOR HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/SHRP/CH/02/11/2017

SALARY: R281 418 – R331 497 per annum (Level 8)

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years' experience. 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 (MS 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.

Enquiries: Ms Solwandle – Tel: 0824207172

POST: SENIOR INFORMATION OFFICER REF NO. ECHEALTH/SIO/COFIH/02/11/2017

SALARY: R281 418 – R331 497 per annum (Level 8)

CENTRE: Chris Hani District, Cofimvaba Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Information Management or relevant qualification with 2-5 years' experience. 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.

Enquiries: Ms Mbana Tel no: 047 874 8000

POST: SENIOR ADMINISTRATION OFFICER REF NO. ECHEALTH/SAO/ALSH/02/11/2017

SALARY: R281 418 – R331 497 per annum (Level 8)

CENTRE: Chris Hani District, All Saints Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years' 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, 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.

Enquiries: Ms N. Matala Tel No: 047 548 0022

POST: SENIOR ADMINISTRATION OFFICER REF NO. ECHEALTH/SAO/COFIH/02/11/2017

SALARY: R281 418 – R331 497 per annum (Level 8)

CENTRE: Chris Hani District, Cofimvaba Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years' 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, 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.
Enquiries: Ms Mbana Tel no: 047 874 8000

POST: FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/JGD/02/11/2017

SALARY: R 226 611 - R 266 943 per annum (Level 7)

CENTRE: Joe Gqabi District, Joe Gqabi District Office

REQUIREMENTS: Grade 12 or equivalent qualification 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' license.

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: Mr J.S Ndzinde – Tel no 051 633 9629

POST: TRANSPORT OFFICER REF NO. ECHEALTH/TO/ANH/02/11/2017

SALARY: R 226 611 – R 266 943 per annum (Level 7)

CENTRE: Joe Gqabi District, Aliwal North Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Transport Management or equivalent with 0-2 years' relevant experience. Valid driver's license is compulsory.

DUTIES: Check filling in log sheets before and after trips. Do transport returns. Delegate work and supervise section. Receive work instructions and respond. Manage transport office. Control government fleet Book service and maintain government vehicles. Receive and record documents. Monitor loading and dispatching of items. Check and verify the vehicle condition. Check lights, windscreen, wipers, hooter, and tyre condition and check vehicle license Check dates for vehicle service and report. Check road worthiness of vehicles.

Enquiries: Ms Fourie Tel no: 051 634 2382/82/83

POST: HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/JGD/02/11/2017

SALARY: R 226 611 – R 266 943 per annum (Level 7)

CENTRE: Joe Gqabi 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 license 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 J.S Ndzinde – Tel no: 051 633 9629

POST: FINANCIAL PRACTITIONER (REF NO. ECHEALTH/FP/PORTAL/02/11/2017

SALARY: R226 611 - R266 943 per annum (Level 7)

CENTRE: Alfred Nzo 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 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' license.

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: Mr K Praim Tel no 039 797 6070

POST: LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSO/SPH/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Alfred Nzo District, St Patricks Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management or 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 license.

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 Jafta Tel No. 039 251 0236

POST: LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSO/PEDEPOT/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management or 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 license.

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 U Xwayi Tel 041 406 9831

POST: ADMINISTRATION OFFICER REF NO.ECHEALTH/HRC/AVH/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Sarah Baartman District, Andries Vosloo Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 0-2 years' 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.

Enquiries: Ms CZ Zozo – Tel no 042 243 1313

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/DH/02/11/2017

SALARY: R 226 611 – R 266 943 per annum (Level 7)

CENTRE: Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resource Management or equivalent with 0-2 years' relevant 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.

Enquiries: Mr J Johaar Tel no 041 406 4435

POST: HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/DH/02/11/2017 (2 Posts)

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Nelson Mandela Metro, Dora Nginza 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 license 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 J Johaar Tel no 041 406 4435.

POST: HUMAN RESOURCE PRACTITIONER (RECRUITMENT) REF NO. ECHEALTH/CPO/ORD/02/11/2017

SALARY: R226 611 – R262 943 per annum (Level 7)

CENTRE: OR Tambo District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management or relevant qualification with 0-2 years' experience. 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: 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 S Stuma Tel: 047 502 9000

POST: INFORMATION OFFICER REF NO. ECHEALTH/INFO/ISILH/02/11/2017

SALARY: R226 611 – R262 943 per annum (Level 7)

CENTRE: OR Tambo District, Isilimela Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Information Management or relevant qualification with 0-2 years' experience. 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.
Enquiries: Ms O.N Sotsaka – Tel no 047 553 6007/8/9.

POST: FINANCIAL PRACTITIONER REF NO. ECHEALTH/ZH/FP/02/11/2017

SALARY: R 226 611- R 266 943 per annum (Level 7)

CENTRE: OR Tambo District, Zitulele Hospital

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

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: Mr Sobethwa Tel no: 047 573 8953/6/7

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/STEH/02/11/2017

SALARY: R 226 611– R 266 943 per annum (Level 7)

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 0-2 years' experience. 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.

Enquiries: Mr M Nozaza Tel no 039 253 5012

POST: HUMAN RESOURCE PRACTITIONER REF NO.ECHEALTH/HRP/TOWH/02/11/2017

SALARY: R226 611 - R266 943 per annum (Level 7)

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resource 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 license 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 H Potgieter – Tel no 046 645 1122

POST: ADMINISTRATION OFFICER (LABOUR RELATIONS) REF NO. ECHEALTH/ADO-LR/CHDO/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Chris Hani District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Labour Relations/Labour Law/Industrial Psychology or relevant qualification with 0-2 years' experience in Labour Relations. Knowledge of applicable legislations, BCEA, LRA, SDA, EEA, PFMA, PSA etc. Knowledge of Public Service Regulations and Policies, PSR, Public Resolutions. Report writing skills. Knowledge of disciplinary code and procedures. Good communication skills, both written and verbal. Computer Skills. Reporting Skills. Good planning and organisational ability. A valid drivers' license will be an added advantage. Computer literate.

DUTIES: Perform all duties related to the Labour Relations Office. Attending meetings as directed and provide feedbacks. Investigation and reporting of labour relation matters. Prepare and facilitate disciplinary hearings. Maintain a high level of confidentiality. Assist with additional HR tasks as and when directed. Any other duties as required by the supervisor.

Enquiries: Mr Tshabalala Tel no: 045 807 1125

POST: ADMINISTRATION OFFICER (HRD) REF NO. ECHEALTH/ADO-HRD/CHDO/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Chris Hani District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Management of Training, HRD, HRM or relevant qualification with 0-2 years' experience in Human Resource Development and PMDS. Knowledge and understanding of operational issues affecting the administration of Human Resource Management practices within the health service delivery environment. Ability to prioritise issues and other work related matter and to comply with time frames set. Good communication skills, both written and verbal. Reporting Skills. Computer Skills. Good planning and organisational ability. Presentation & facilitation skills. Valid drivers license.

DUTIES: Implement career management policies. Implement and provide assistance to all managers with regard to the application and administration of the Performance Management Development System. Manage skills development requirements for all facilities. Ensure the effective and efficient utilisation of resources allocated to the component, including the development of staff. Attending meetings and provide feedback. Attend to general Enquiries and queries by employees. Facilitate and administer training programmes. Assist in the determination of training needs and priorities of the institution. Any other duties as required by the supervisor. Coordinate Compulsory Induction Programmes to all levels of employees. Coordinate Learnerships & Internships Programmes for the entire district

Enquiries: Mr Tshabalala Tel no: 045 807 1125

POST: HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/FRH/02/11/2017

SALARY: R 226 611 – R 266 943 per annum (Level 7)

CENTRE: Chris Hani District, Frontier 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 license 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: Mrs P Marongo – Tel no: 045 808 4272

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/AC/DMC/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Buffalo City Metro, Dimbaza CHC

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management/Public Administration or equivalent with 0-2 years' relevant experience. Computer literacy in office programme skills and interpersonal relations, proven organizational skills.

DUTIES: Manage provision of registry administrative services: Monitor flow of record correspondence and mail. Proper handling of routine oncoming and outgoing correspondence. Routine check and tracking of files in the registry. Draft routine correspondence (type documents) Open new files/volumes and update through recording on the filing system. Maintain distribution list of general correspondence. Continuous updating of the filing system. Retrieve and store institutional data and correspondence. Store master copies of circulars and internal communication. Archive closed volumes of files. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Provide office automation and reprographic services. Allocate telephones, faxes, and photocopiers to all users according to needs. Attend to queries from users and suppliers with regard to application of various equipment, operational problems and render advice. Arrange for the replacement and upgrading of telephone infrastructure. Process telephone billings. Provide an effective and efficient transport management service: Allocate vehicles to drivers and departmental officials. Monitor utilization of drivers. Make and confirm vehicle bookings for hospital officials attending meetings, conferences and workshops Control usage of official vehicles. Investigate accidents, abuse and misuse of official vehicles. Maintain hospital official transport services. Supervise human and physical resources.

Enquiries: Ms Hlulani – Tel no 043 708 1700

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/AC/DO/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)

CENRE: Buffalo City Metro 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/ Public Administration or equivalent with 0-2 years' relevant experience. Computer literacy in office programme skills and interpersonal relations, proven organizational skills.

DUTIES: Manage provision of registry administrative services: Monitor flow of record correspondence and mail. Proper handling of routine incoming and outgoing correspondence. Routine check and tracking of files in the registry. Draft routine correspondence (type documents) Open new files/volumes and update through recording on the filing system. Maintain distribution list of general correspondence. Continuous updating of the filing system. Retrieve and store institutional data and correspondence. Store master copies of circulars and internal communication. Archive closed volumes of files. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Provide office automation and reprographic services. Allocate telephones, faxes, and photocopiers to all users according to needs. Attend to queries from users and suppliers with regard to application of various equipment, operational problems and render advice. Arrange for the replacement and upgrading of telephone infrastructure. Process telephone billings. Provide an effective and efficient transport management service: Allocate vehicles to drivers and departmental officials. Monitor utilization of drivers. Make and confirm vehicle bookings for hospital officials attending meetings, conferences and workshops Control usage of official vehicles. Investigate accidents, abuse and misuse of official vehicles. Maintain hospital official transport services. Supervise human and physical resources.

Enquiries: Ms Hlulani – Tel no 043 708 1700

POST: ADMINISTRATION OFFICER REF NO.ECCEALTH/AO/MOLH/02/11/2017

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Chris Hani District, Molteno Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 0-2 years' 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.

Enquiries: Ms E Singleton Tel no 045 967 0089

POST: ARTISAN GRADE A REF NO. ECHEALTH/ART/SLH/02/11/2017

SALARY: R167 778 – R186 207 per annum OSD)

CENTRE: OR Tambo District, St Lucys' 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.
Enquiries: Mr Majikana Tel no 047 532 6259.

POST: ARTISAN GRADE A REF NO. ECHEALTH/ART/ELLIH/02/11/2017

SALARY: R167 778 – R186 207 per annum (OSD)

CENTRE: Chris Hani District, Elliot Hospital

REQUIREMENTS: An applicant must be in possession of trade test certificate in mechanical or electrical and with 2-5 years' experience. 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.
Enquiries: Ms N.B Puza – Tel no: 045 931 1321

POST: FINANCIAL CLERK REF NO. ECHEALTH/FINC/NQTBH/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Buffalo City Metro, Nkqubela TB Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' 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.
Enquiries: Ms Langeni Tel no 043 761 2131

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/ANH/02/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Joe Gqabi District, Aliwal North Hospital

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 Fourie Tel no: 051 634 2382/82/83.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/LGH/02/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Joe Gqabi District, Lady Grey Hospital

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 Nkosazana – Tel no: 051 603 0093

POST: REGISTRY CLERK REF NO. ECHEALTH/RC/JGD/02/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Joe Gqabi District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/TBH/02/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Joe Gqabi District, Taylor Bequest Hospital

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 purpose

Enquiries: Ms Ngwebeni – Tel no: 039 257 0099

POST: FINANCIAL CLERK REF NO.ECHEALTH/FINC/SPH/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Alfred Nzo District Office

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

Enquiries: Mr K Praim Tel no 039 797 6070

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/DH/AC/02/11/2017

SALARY: R152 862 - R180 063 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Good interpersonal and communication skills. Computer literacy and knowledge of Patient's right charter. Must be a committed and hard working person. Ability to work under pressure.

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: Mr J Johaar Tel no 041 406 4435

POST: HUMAN RESOURCE CLERK REF NO.ECHEALTH/HRC/ALFD/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Alfred Nzo District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Knowledge of HR policies, procedures and prescripts. 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.

Enquiries: Mr K Praim Tel no 039 797 6070

POST: ADMINISTRATION CLERK REF NO.ECHEALTH/AC/SH/02/11/2017

SALARY: R152 862 - R180 063 per annum (Level 5)

CENTRE: Alfred Nzo District, Madzikane ka Zulu Hospital

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: Mr P Sigola (039) 255 8200

POST: HUMAN RESOURCE CLERK REF NO.ECHEALTH/HRC/SH/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Alfred Nzo District, Sipepetu Hospital

REQUIREMENTS: Grade 12 or equivalent with 2-5 years' experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Knowledge of HR policies, procedures and prescripts. 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.

Enquiries: Mr EF Madaka Tel no 039 255 0077

POST: WARD CLERK REF NO.ECHEALTH/WC/MAD/02/11/2017

SALARY: R 152 862 – R180 063 per annum (Level 5)

CENTRE: Alfred Nzo District, Madzikane Ka Zulu Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Numeracy, Planning & Organizing. Computer literacy. Good communication, verbal and writing Skills. Interpersonal skills and the ability to function well within a team. Problem solving skills. Decision making skills.

DUTIES: Perform frontline functions such as admitting, making appointments and redirecting of patients. Promote communication with patients in the execution of the functions described. Provide general management of general office area also assist with management of ward budget, through processing accounts for payment, management of telephone system and accounts, controls expenditure and monitors budget level and keep unit Manager informed Opening and maintaining of necessary patient records for in patients. Filing of medical records, Provide secretarial

functions for ward staff meetings, taking of minutes and disseminates minutes. Provide administration support service, verbal and written communication with all levels of medical personnel .Keeping accurate records for statistical data. Assist ward staff by sourcing relevant information.

Enquiries Mr P Sigola Tel no 039 255 8200

POST: PROVISIONING ADMINISTRATION CLERK REF NO: ECHEALTH/HRC/CSD/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Sarah Baartman District, PZ Meyer TB 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: Ms T Sompontsha Tel no: 042 291 2064

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/WH/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Sarah Baartman District, Willowmore Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Knowledge of HR policies, procedures and prescripts. 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.

Enquiries: Ms Magingxa Tel no 044 923 1127

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/PO/MH/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Sarah Baartman District, Midlands Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2 -5 years relevant experience. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Understanding of Batho Pele Principles. Knowledge of HR policies, procedures and prescripts. Good Interpersonal Skills. Good Verbal and Written communication skills

DUTIES: Perform all tasks allocated to Human Resource Section. Gather process and interpret information on HR matters. Implement employee performance management and development systems. Prepare HR reports weekly, monthly, quarterly and annually. Administer recruitment, selection, appointment, leave management and capture allowances. Implement conditions of services and employee benefits.

Enquiries: Mr. A Mabombo -Tel: 049 807 7737/7711

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/AVH/02/11/2017

SALARY: R152 862-R180 063 per annum (Level 5)

CENTRE: Sarah Baartman District, Andries Vosloo Hospital

REQUIREMENTS: Grade 12 or equivalent 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 spread sheets. 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 CZ Zozo – Tel no 042 243 1313

POST: FINANCE CLERK REF NO. ECHEALTH/FC/ORTD/02/11/2017 (2 Posts)

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: OR Tambo District Office

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: Mr S Stuma Tel: 047 502 9000

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/KSD/02/11/2017

SALARY: R152 862 –R180 063 per annum (Level 5)

CENTRE: KSD Sub-District, Mbekweni CHC

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 spread sheets. 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 O Gcagca Tel no 047 531 0823

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/KSD/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: KSD Sub-District, Mbekweni CHC

REQUIREMENTS: Grade 12 equivalent qualification with 2-5 years' experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of HR policies, procedures and prescripts. 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.

Enquiries: Ms O Gcagca Tel no 047 531 0823.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/BH/02/11/2017 (2 Posts)

SALARY: R152 862 –R180 063 per annum (Level 5)

CENTRE: OR Tambo District, Bambisana Hospital

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

POST: PERSONAL ASSISTANT REF NO. ECHEALTH/ZH/PA/02/11/2017

SALARY: R152 862 –R180 063 per annum (Level 5)

CENTRE: OR Tambo District, Zitulele Hospital

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

Enquiries: Mr Sobethwa Tel no: 047 573 8953/6/7

POST: ADMINISTRATION CLERK TRANSPORT REF NO. ECHEALTH/ZH/ADC/02/11/2017

SALARY: R152 862 –R180 063 per annum (Level 5)

CENTRE: OR Tambo District, Zitulele Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Tertiary qualification in Transport will be added as an advantage. Knowledge of Transport policies (Subsided and GG Cars). Knowledge legislative framework applicable in public sector. Good Managerial skills, good interpersonal skills, organising ability, computer literacy and typing skills-advanced, Ms Word and Excel. Candidate must be in possession of a drivers licence (Manual). Financial and Risk Management and policies regulating the use of government vehicles and logistic scheduling.

DUTIES: Provide administration support for unit. Execute daily office record keeping. Management and control of logbooks for both sub cars and G- fleet as prescribed by policies. Management of the asset registers for both G-fleet and subsided cars vehicles. Monitor effective utilisation of both G-fleet and subsided vehicles (PFMA Compliance).

Ensure that G.G cars are sent for Maintenance. Ensure license disks are replaced. Submission of monthly expenditure reports related to mileage fuel usage. Ensure that capturing of expenditure for G.G vehicles takes place on a monthly basis on the ELS System. Attendance of Monthly meeting and provide feedback to the Institution team. Ensure that Performance Management is executed.
Enquiries: Mr Sobethwa Tel no: 047 573 8953/6/7

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/LH/02/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Livingstone Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Knowledge of HR policies, procedures and prescripts. 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.

Enquiries: Ms Du Preez Tel no: 041 405 2647

POST: FINANCE CLERK REF NO. ECHEALTH/FC/LH/02/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Livingstone 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: Ms Du Preez Tel no: 041 405 2647

POST: PATIENT ADMIN CLERK REF NO. ECHEALTH/ PAC/NH/02/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Dora Nginza 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. Driver's license 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. Filing 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 J Johaar Tel no 041 406 4435

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/BUTTH/02/11/2017

SALARY: R152 862 - R180 063 per annum (Level 5)

CENTRE: Amathole District, Butterworth Hospital

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 P Mtshemla Tel no: 047 401 9000

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/TOWH/02/11/2017

SALARY: R152 862 - R180 063 per annum (Level 5)

CENTRE: Amathole District, Tower Hospital

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 Potgieter – Tel n: 046 645 1122

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/STUTTH/02/11/2017

SALARY: R152 862 - R180 063 per annum (Level 5)

CENTRE: Amathole District, Stutterheim Hospital

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 P Booï Tel no 043 683 1313.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/GGH/02/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Chris Hani District, Glen Grey Hospital

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: Mr S Khumalo – Tel no 083 585 7576

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/CRAH/02/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Chris Hani District, Cradock Hospital

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 F Danster – Tel no: 048 881 2123

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/HH/02/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Chris Hani District, Hewu Hospital

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: Mr Mabhandla Tel no 040 841 0133

POST: FINANCE CLERK REF NO. ECHEALTH/FC/CHDO/02/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Chris Hani District Office

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: Mr Tshabalala Tel no: 045 807 1125

POST: SUPPLY CHAIN CLERK REF NO. ECHEALTH/SCMC/FRH/02/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Chris Hani District, Frontier 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. 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: 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: Mrs P Marongo – Tel no: 045 808 4272

POST: REGISTRY CLERK REF NO. ECHEALTH/RC/COFIH/03/11/2017

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Chris Hani District, Cofimvaba Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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.

Enquiries: Ms Mbana Tel no: 047 874 8000

POST: HUMAN RESOURCE CLERK- REF NO. ECHEALTH/HRC/TOWH/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Knowledge of HR policies, procedures and prescripts. 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.

Enquiries: Ms H Potgieter – Tel no: 046 645 1122

POST: FINANCIAL CLERK REF NO. ECHEALTH/FINC/TH/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Computer literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). Knowledge of Public Finance Management Act and Treasury regulations. Knowledge of Delta 9 billing system. Knowledge of uniform patient fees structure and ICD 10 coding.

DUTIES: Billing and submission of patient accounts. Follow-up of outstanding accounts general office duties. Cashier duties. Reconciliation of payments and accounts. BAS capturing of receipts.

Enquiries: Ms H Potgieter – Tel no 046 645 1122

POST: FINANCIAL CLERK REF NO. ECHEALTH/FINC/BUTTH/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Amathole District, Butterworth Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Computer literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). Knowledge of Public Finance Management Act and Treasury regulations. Knowledge of Delta 9 billing system. Knowledge of uniform patient fees structure and ICD 10 coding.

DUTIES: Billing and submission of patient accounts. Follow-up of outstanding accounts general office duties. Cashier duties. Reconciliation of payments and accounts. BAS capturing of receipts.

Enquiries: Ms P Mtshemla Tel no: 047 401 9000

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/GH/02/11/2017 (2 Posts)

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Buffalo City Metro, Grey 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. Driver's license 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: Ms Phillip Tel no 043 643 3304

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/DMC/02/11/2017

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Buffalo City Metro, Dimbaza CHC

REQUIREMENTS: Grade 12 or equivalent with 2-5 years' experience with strong administration skills. 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. Driver's license 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: Ms Hlulani – Tel no 043 708 1700

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/AC/EGC/02/11/2017 (2 Posts)

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Buffalo City Metro, Empilweni Gompo CHC

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. Driver's license 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: Ms Hlulani – Tel no 043 708 1700

POST: CLIENT INFORMATION CLERK REF NO. ECHEALTH/ZH/CIC/02/11/2017

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Zitulele 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.

Enquiries: Mr Sobethwa Tel no: 047 573 8953/6/7

POST: CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/STB/02/11/2017 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, St Barnabas 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.

Enquiries: Ms U Toni – Tel no 047 555 5300

POST: DATA CAPTURER (3 Posts)

SALARY: R127 851 - R150 606 per annum (Level 4)

CENTRE: KSD Sub-district, Ngcwanguba CHC REF NO. ECHEALTH/DC/KSD/NCWC/02/11/2017, Qgunqge Clinic
REF NO. ECHEALTH/DC/KSD/QGNQ/02/11/2017, Mqanduli Clinic REF NO. ECHEALTH/DC/KSD/MQAC/02/11/2017

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 spread sheets. 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.

Enquiries: Ms O Gcagca Tel no 047 531 0823.

POST: FOOD SERVICE SUPERVISOR - REF NO. ECHEALTH/FSS/FTH/02/11/2017

SALARY: R127 851 - R150 606 per annum (Level 4)

CENTRE: Buffalo City Metro, Frere 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.
Enquiries: Ms N Mthitshana – Tel no 043 709 2487/2532.

POST: HOUSEKEEPING SUPERVISOR - REF NO. ECHEALTH/HS/FTH/02/11/2017

SALARY: R127 851-R150 606 per annum (Level 4)

CENTRE: Buffalo City Metro, Frere 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 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, doctors 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.
Enquiries: Ms N Mthitshana – Tel no 043 709 2487/2532.

POST: CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/FRH02/11/2017 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Chris Hani District, Frontier 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.

Enquiries: Mrs P Marongo – Tel no: 045 808 4272.

POST: DATA CAPTURER REF NO. ECHEALTH/DC/CHDO/02/11/2017 (3 Posts)

SALARY: R127 851 - R150 606 per annum (Level 4)

CENTRE: Chris Hani District Office

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 spread sheets. 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.

Enquiries: Mr Tshabalala Tel no: 045 807 1125

POST: CHIEF PORTER REF NO.ECHEALTH/CP/STEH/02/11/2017

SALARY: R127 851– R150 606 per annum (Level 4)

CENTRE: OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 years' experience. Good communication skills and good interpersonal relations. Must be committed and hard working person. Ability to work under pressure.

DUTIES: Wheel patients to and from the wards. Transport patients to various service areas i.e. Operating theatre, Pharmacy, X-Ray and Physiotherapy units. Transport patients to vehicles or other transportation. Transfer of corpses to the mortuary. Deliver equipment or documentation to wards and other departments. Required to assist at the information desk, responsible for delivery and distribution of documentation / equipment to various wards. Responsible for supervision of subordinates.

Enquiries: Mr M Nozaza Tel no 039 253 5012

POST: FOOD SERVICE SUPERVISOR – REF NO. ECHEALTH/FSS/BH/02/11/2017

SALARY: R127 851 –R150 606 per annum (Level 4)

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 years' experience in a formal food service environment, (including in-service training.) Good verbal, writing and communication skill. 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 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

Enquiries: Ms H Potgieter – Tel no: 046 645 1122

POST: FOOD SERVICE SUPERVISOR – REF NO. ECHEALTH/FSS/BH/02/11/2017 (2 Posts)

SALARY: R127 851 –R150 606 per annum (Level 4)

CENTRE: Buffalo City Metro, Bisho Hospital

REQUIREMENTS: Grade 12 with 2 years' experience in a formal food service environment, (including in-service training.) Good verbal, writing and communication skill. 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 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

Enquiries: Mrs T. Awlyn – Qegu Tel No 040 635 2950/5

POST: HOUSEKEEPING SUPERVISOR - REF NO. ECHEALTH/HKS/BH/02/11/2017

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Buffalo City Metro, Bisho Hospital

REQUIREMENTS: Grade 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 leads and provide general work, housekeeping and cleaning service 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, and cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and relates services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Court, 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 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 order for general, housekeeping and cleaning services in the ward.

Enquiries: Mrs T. Awlyn – Qegu Tel No 040 635 2950/5

POST: CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/VICH/02/11/2017 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Amathole District, Tower 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.

Enquiries: Ms H Potgieter – Tel no: 046 645 1122

POST: DATA CAPTURER REF NO. ECHEALTH/DC/AMDO/02/11/2017 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Amathole District Office

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.

Enquiries: Ms N Nene Tel no: 043 707 6748

POST: LAUNDRY SUPERVISOR REF NO. ECHEALTH/LAUSR/02/11/2017

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS: Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 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: Mr J Johaar Tel no 041 406 4435

POST: LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/HCH/02/11/2017

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Holy Cross Hospital

REQUIREMENTS: Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 years' experience in laundry. 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.

Enquiries: Ms Z Nompandana – Tel no 039 252 2026/8

POST: MORTUARY ATTENDANT- REF NO. ECHEALTH/MA/VICH/02/11/2017

SALARY: R127 851- R150 606 per annum (Level 4)

CENTRE: Amathole District, Victoria Hospital

REQUIREMENTS: 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.

Enquiries: Ms L Mangesi Tel no: 040 653 1141

POST: DRIVER REF NO. ECHEALTH/DR/SPH/02/11/2017 (3 Posts)

SALARY: R107 886 – R127 086 per annum (Level 3)

CENTRE: Alfred Nzo District, St Patricks 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.

Enquiries: Ms Jafta Tel no 039 251 0236

POST: SENIOR PORTER REF NO. ECHEALTH/SPORT/BJH/02/11/2017

SALARY: R107 886 –R127 086 per annum (Level 3)

CENTRE: Sarah Baartman District, Midlands Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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: Mr. A Mabombo -Tel: 049 807 7737/7711

POST: SENIOR DRIVER REF NO. ECHEALTH/DRIV/WILCHC/02/11/2017

SALARY: R107 886 – R127 086 per annum (Level 3)

CENTRE: Mbhashe Sub District, Willowvale CHC

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.

Enquiries: Ms X Bushula Tel no 047 489 2417/16

POST: DRIVER REF NO. ECHEALTH/DRIV/NQAMCHC/02/11/2017

SALARY: R107 886 – R127 086 per annum (Level 3)

CENTRE: Mnquma Sub District, Nqamakwe CHC

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.

Enquiries: Ms N Tengwa –Tel no 047 491 0740

POST: SENIOR DRIVER REF NO. ECHEALTH/DRIV/VICH/02/11/2017

SALARY: R107 886 – R127 086 per annum (Level 3)

CENTRE: Amathole District, Victoria 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.

Enquiries: Ms L Mangesi Tel no: 040 653 1141

POST: DRIVER REF NO. ECHEALTH/DRIV/MDACHS/02/11/2017

SALARY: R107 886 – R127 086 per annum (Level 3)

CENTRE: Buffalo City Metro, Mdantsane CHC

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, and tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

Enquiries: Ms Hlulani – Tel no 043 708 1700

POSTS: STORE ASSISTANT REF NO. ECHEALTH/ZH/SA/02/11/2017

SALARY: R127 851 – R150 606 per annum (Level 3)

CENTRE: OR Tambo District, Zitulele Hospital

REQUIREMENTS: Grade 10/Standard 8 certificate .Knowledge of provisioning administration. Good communication skills. Honesty assertiveness.

DUTIES: Execute stores administrative service (receipt, storage, issue etc). Deal with hospital matters pertaining to stores. Apply best practice procurement standards for goods and services. Maintain stock levels. Implement and guide the application of prescribed provisioning and procurement policy.

Enquiries: Mr Sobethwa Tel no: 047 573 8953/6/7

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EH/02/11/2017 (2 Posts)

SALARY: R 90 234 – R 106 290 per annum (Level 2)

CENTRE: Joe Gqabi District, Empilisweni Hospital

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

POST: BOILER OPERATOR REF NO. ECHEALTH/BO/CJH/03/11/2017

SALARY: R 90 234 – R 106 290 per annum (Level 2)

CENTRE: Joe Gqabi District, Cloete Joubert Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 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.

Enquiries: Mr Z.O Mgeyi – Tel no: 045 971 0091

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/GH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Alfred Nzo District, Greenville Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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: Mr Bango – Tel no 039 251 3009

POST: PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/SPG/02/11/2017 (2 Posts)

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE Alfred Nzo District, St Patricks Gateway

REQUIREMENTS: ABET/Grade 10 or equivalent. 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/USDIC/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Umzimvubu Sub-District, Isikelo Clinic

REQUIREMENTS: ABET/Grade 10 or equivalent. 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/CH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Umzimvubu Sub-District-St Patricks Community

REQUIREMENTS: ABET/Grade 10 or equivalent. 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: LAUNDRY WORKER REF NO. ECHEALTH/KH/LW/02/11/2017

SALARY: R90 234 -R106 290 per annum (Level 2)

CENTRE: Alfred Nzo District, Khotsong TB Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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: Mrs A Lebata 039 737 3801

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/GH/02/11/2017 (2 Posts)

SALRY: R90 234-R106 290 per annum (Level 2)

CENTRE: Alfred Nzo District, Greenville Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 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: Mr Bango – Tel no 039 251 3009

POST: GENERAL WORKER REF NO: ECHEALTH/GW/SH/02/11/2017 (2 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Alfred Nzo District, Sipetu Hospital

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: Mr EF Madaka Tel no 039 255 0077

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/BJH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Sarah Baartman District, BJ Voster Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 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 CZ Zozo – Tel no 042 243 1313

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MDH/02/11/2017 (2 Posts)

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Sarah Baartman District, Midlands Hospital

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: Mr. A Mabombo -Tel: 049 807 7737/7711

POST: GENERAL WORKER REF NO. ECHEALTH/GW/AVH/02/11/2017 (2 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Sarah Baartman District, Andries Vosloo Hospital

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 CZ Zozo – Tel no 042 243 1313

POST: GENERAL WORKER REF NO. ECHEALTH/GW/PAH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Sarah Baartman District, Port Alfred Hospital

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 N Dabula Tel no 046 604 4000

POST: GENERAL WORKER REF NO. ECHEALTH/GW/TTH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Sarah Baartman District, Temba TB Hospital

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: Mr Ntspe Tel no 046 622 3524

POST: GENERAL WORKER REF NO. ECHEALTH/GW/GRC/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Camdeboo Sub district, Graaff Reinet CHC

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: Mr T Buyiselo Tel no 049 893 0031

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ELH/02/11/2017 (2 Posts)

SALARY: R90 234 – R 106 290 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Elizabeth Donkin Hospital

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 J Hill Tel no: 041 506 6213

POST: GENERAL WORKER REF NO. ECHEALTH/GW/DH/02/11/2017

SALARY: R90 234 – R 106 290 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Dora Nginza Hospital

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: Mr J Johaar Tel no 041 406 4435

POST: PORTER REF NO. ECHEALTH/PORT/DORAH/02/11/2017 (2 Posts)

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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. Enquiries: Mr J Johaar Tel no 041 406 4435.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSAID/DH/02/11/2017 (2 Posts)

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 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: Mr J Johaar Tel no 041 406 4435.

POST: GENERAL WORKER REF NO .ECHEALTH/GW/DH/02/11/2017

SALARY: R90 234 – R 106 290 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Dora Nginza Hospital

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 design nated 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: Mr J Johaar Tel no 041 406 4435.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/DH/02/11/2017 (2 Posts)

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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: Mr J Johaar Tel no 041 406 4435

POST: GENERAL WORKER REF NO. ECHEALTH/GW/HCH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, Holy Cross Hospital

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 Z Nompandana – Tel no 039 252 2026/8

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ISH/02/11/2017 (2 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, Isilimela Hospital

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 N Gwiji – Tel: 047 564 2805

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/ISH/02/11/2017 (2 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, Isilimela Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 Gwiji – Tel no 047 564 2805

POST: GENERAL WORKER REF NO. ECHEALTH/GW/STLH/02/11/2017 (2 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, St Lucys Hospital

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: Mr Majikana Tel no 047 532 6259

POST: TRADE LABOURER REF NO. ECHEALTH/TDL/STLH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, St Lucys 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: 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. Enquiries: Majikana Tel no 047 532 6259

POST: PROPERTY CARE TAKER (4 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Mhlontlo Sub-district, Nessie Knight CHS REF NO. ECHEALTH/PCT/NSCHS/02/11/2017, Tsolo Clinic REF NO. ECHEALTH/PCT/TSOC/02/11/2017, Qolobana Clinic REF NO. ECHEALTH/PCT/QOLOC/02/11/2017 x2

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 Tlali Tel: 047 553 0585/078 722 8301

POST: PROPERTY CARE TAKER (6 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Nyandeni Sub-District, Phahlakazi Clinic REF NO. ECHEALTH/PCT/PHAC/02/11/2017, Nontsikelelo Biko Cli REF NO. ECHEALTH/PCT/NSC/02/11/2017, Mevana Clinic REF NO. ECHEALTH/PCT/MEVC/02/11/2017, Mantusini Clinic REF NO. ECHEALTH/PCT/MAC/02/11/2017, Noliitha Clinic REF NO. ECHEALTH/PCT/NOC/02/11/2017, Old Bunting Clinic REF NO. ECHEALTH/PCT/OBC/02/11/2017

REQUIREMENTS: ABET/Grade 10 or equivalent. 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: Mr Makhohliso – Tel 0723279029.

POST: PORTER REF NO. ECHEALTH/POR/GRH/02/112017 (3 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, St Barnabas Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 U Toni – Tel no 047 555 5300

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/KSD/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: KSD Sub-district

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 O Gcagca Tel no 047 531 0823.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/STBH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, St Barnabas Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 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 U Toni - TEL NO: 047 555 5300

POST: GENERAL WORKER REF NO. ECHEALTH/GW/CANH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, Canzibe Hospital

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 Solwandle – Tel: 0824207172

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/CANH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 Solwandle – Tel: 0824207172

POST: OPERATOR REF NO. ECHEALTH/OP/CANH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 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
Enquiries: Ms Solwandle – Tel: 0824207172

POST: GENERAL WORKER REF NO. ECHEALTH/GW/BMH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, Bambisana Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 Mr S Mahlangeni –Tel No: 039 253 7262/0835860659.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/MHC/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Mhlontlo Sub-district, Mhlakulo CHC

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 N Tlali Tel: 047 553 0585/078 722 8301

POST: GENERAL WORKER

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: KSD Sub-district, Tabase Clinic **REF NO. ECHEALTH/GW/KSD/02/11/2017, Wilo Clinic REF NO. ECHEALTH/GW/KSD/WILC02/11/2017**

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 O Gcagca TEL NO: 047 531 0823.

POST: HOUSEKEEPER REF NO. ECHEALTH/HK/BMH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, St Barnabas Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 team. Provide leadership.

DUTIES: Plan and organise housekeeping operations, Set and record performance measures and standards for the units 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 level of service delivery and institute corrective action where required. Provide regular feedback of health institution management. Identify alternative methods of service delivery and continuously stimulate the minds of sub-ordinates to innovation and creativity. Meet with suppliers and contractors on a regular basis to evaluate and test new products. Schedule machine maintenance and identify machine and equipment abuse to prevent future occurrence. Identify and address bottlenecks in housekeeping operations. Perform random Checks level of production in the component.

Enquiries Ms U Toni - TEL NO: 047 555 5300

POST: FOOD SERVICE AID REF NO ECHEALTH/FSA/NKH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, Nessie Knight Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 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 O.N Sotsaka - TEL NO: 047 553 6007/8/9.

POST: LAUNDRY WORKER REF NO. ECHEALTH/FSA/NKH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: OR Tambo District, Nessie Knight Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 O.N Sotsaka - TEL NO: 047 553 6007/8/9.

POST: PORTER REF NO.ECHEALTH/POR/STEH/02/11/2017 (2 Posts)

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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: Mr M Nozaza Tel no 039 253 5012

POST: FOOD SERVICE AID REF NO: ECHEALTH/FSA/STEH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: OR Tambo District, St Elizabeth Regional 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.

Enquiries: Mr M Nozaza Tel no 039 253 5012

POST: OPERATOR REF NO.ECHEALTH/OP/STEH/02/11/2017

SALARY: R 90 234 – R 106 290 per annum (Level 2)

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality

Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Must have ability to 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. A 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 ensure that fuel is always filled. Ensure that machinery used in daily activities and also perform any other related job allocation.

Enquiries: Mr M Nozaza Tel no 039 253 5012

POST: GENERAL WORKER REF NO.ECHEALTH/GW/STEH/02/11/2017 (3 Posts)

SALARY: R90 234 -R106 290 per annum (Level 2)

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

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: Mr M Nozaza Tel no 039 253 5012

POST: GENERAL WORKER REF NO. ECHEALTH/GW/HH/02/11/2017

SALARY: R 90 234 – R 106 290 per annum (Level 2)

CENTRE: Chris Hani District, Hewu Hospital

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: Mr Mabhandla Tel no 040 841 0133

POST: GENERAL WORKER REF NO. ECHEALTH/GW/KH/02/11/2017

SALARY: R 90 234 – R 106 290 per annum (Level 2)

CENTRE: Chris Hani District, Komani Hospital

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 Mandindi Tel no 045 858 8400

POST: GENERAL WORKER REF NO. ECHEALTH/GW/WSH/02/11/2017

SALARY: R 90 234 – R 106 290 per annum (Level 2)

CENTRE: Chris Hani District, Wilhem Stahl Hospital

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: Mr Mbalula Tel no 049 842 1111

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/INDH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Chris Hani District, Indwe Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 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 Gouws Tel: 045 952 5500

POST: PORTER REF NO. ECHEALTH/POR/FRH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Chris Hani District, Frontier Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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: Mrs P Marongo – Tel no: 045 808 4272.

POST: PORTER REF NO. ECHEALTH/POR/COFIH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Chris Hani District, Cofimvaba Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 Mbana Tel no: 047 874 8000

POST: PORTER REF NO. ECHEALTH/POR/CRACH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Chris Hani District, Cradock Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 F Danster – Tel no: 048 881 2123

POST: PORTER REF NO. ECHEALTH/POR/ELLH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Chris Hani District, Elliot Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 N.B Puza – Tel no: 045 931 1321

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/KMH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)
CENTRE: Chris Hani District, Komani Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 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 Mandindi Tel no 045 858 8400

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FRH/02/11/2017 (4 Posts)

SALARY: R 90 234 – R 106 290 per annum (Level 2)

CENTRE: Chris Hani District, Frontier Hospital

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: Mrs P Marongo – Tel no: 045 808 4272.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/COFIH/02/11/2017

SALARY: R 90 234 – R 106 290 per annum (Level 2)

CENTRE: Chris Hani District, Cofimvaba Hospital

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 Mbana Tel no: 047 874 8000

POST: GENERAL WORKER REF NO. ECHEALTH/GW/CHDO/02/11/2017

SALARY: R 90 234 – R 106 290 per annum (Level 2)

CENTRE: Chris Hani District Office

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: Mr Tshabalala Tel no: 045 807 1125

POST: GENERAL WORKER REF NO. ECHEALTH/GW/CAH/02/11/2017

SALARY: R 90 234 – R 106 290 per annum (Level 2)

CENTRE: Chris Hani District, Cala Hospital

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 Z Sentile – Tel no 047 874 8000

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ASH/02/11/2017 (2 Posts)

SALARY: R 90 234 – R 106 290 per annum (Level 2)

CENTRE: Chris Hani District, All Saints Hospital

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 N. Matala Tel No: 047 548 0022

POST: TRADE LABOURER REF NO. ECHEALTH/TDL/HH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Chris Hani District, Hewu 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: 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.

Enquiries: Mr Mabhandla Tel no 040 841 0133

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/SADAC/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Lukhanji Sub-District, Sada CHC

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 M Ntweni Tel no 045 807 8908

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/CAH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Chris Hani District, Cala Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 Z Sentile – Tel no 047 874 8000

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/GGH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Chris Hani District, Glen Grey Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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: Mr S Khumalo – Tel no 083 585 7576

POST: PROPERTY CARE TAKER REF NO.ECCEALTH/PCT/LDIDC/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Lukhanji Sub-district, Lower Didima Clinic

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 M Ntweni Tel no 045 807 8908

POST: PROPERTY CARE TAKER REF NO.ECCEALTH/PCT/MASKC/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Lukhanji Sub-district, Maskhane Clinic

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 M Ntweni Tel no 045 807 8908

POST: PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/SADAC/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Lukhanji Sub-district, Sada CHC

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 M Ntweni Tel no 045 807 8908

POST: PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/MASKC/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Sakhisizwe Sub-district, Sifonondile Clinic

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 Mtsi – Tel no 047-8770931

POST: PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/CAH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Chris Hani District, Cala Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 Z Sentile – Tel no 047 874 8000

POST: PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/MASKC/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Inxuba Yethemba Sub-district, Lingelihle Clinic

REQUIREMENTS: ABET/Grade 10 or equivalent. 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: Mr/Ms G.O Van Heerden – TEL NO: 048 881 2921

POST: PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/MASKC/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Intsika Yethu Sub-district, St Marks Clinic

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 A Mabentsela – Tel no 047 874 0079

POST: PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/NTSHC/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Intsika Yethu Sub-district, Ntshingeni Clinic

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 A Mabentsela – Tel no 047 874 0079

POST: PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/LDIDC/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Chris Hani District, Sterksroom Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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: Mrs CM Swart Tel: 045 966 0268

POST: GENERAL WORKER REF NO. ECHEALTH/AMAHL/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Amathole District, Winterberg Hospital

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 Z Maneli Tel no 046 645 1142

POST: GENERAL WORKER REF NO. ECHEALTH/GWACL/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Amahlathi Sub-District, Gwabeni 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 B Mngxe Tel no: 043 643 4775/6

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/WOSC/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Amahlathi Sub-District, Wolseley Clinic

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 no: 043 643 4775/6

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/MNQUD/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Mnquma District, Nqamakwe CHC

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 Tengwa –TEL NO: 047 491 0740

POST: PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/TAFAH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Amathole District, Tafalofefe Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 NG Tsako Tel no: 040 673 3321

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/KOMH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Amathole District, Komga Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 T Lali Tel no: 043 831 1013

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/TOWH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 Potgieter – Tel no: 046 645 1122

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/BEDFH/02/11/2017

SALARY: R90 234.00- R106 290 per annum (Level 2)

CENTRE: Amathole District, Bedford Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 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 L H Slatsha Tel no: 046 685 0046

POST: REGISTRY CLERK REF NO. ECHEALTH/RC/ AMADO/02/11/2017

SALARY: R152 862 - R180 063 per annum (Level 05)

CENTRE: Amathole District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship

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.

Enquiries: Ms N Nene Tel no: 043 707 6748

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/VICH/02/11/2017 (2 Posts)

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Amathole District, Victoria Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 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 L Mangesi Tel no: 040 653 1141

POST: TRADE LABOURER REF NO. ECHEALTH/PCT/TAFAH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Amathole District, Tafalofefe 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: 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.

Enquiries: Ms NG Tsako Tel no: 040 673 3321

POST: PORTER REF NO. ECHEALTH/POR/EGC/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Buffalo City Metro, Empilweni Gompo CHC

REQUIREMENTS: ABET/Grade 10 or equivalent with 0 – 2 years' experience. 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.

Enquiries: Ms Hlulani – Tel no 043 708 1700

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NH/02/11/2017

SALARY: R R90 234-R106 290 per annum (Level 2)

CENTRE: Buffalo City Metro, New Haven Hospital

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 K Mntumni Tel: 043 726 3225

POST: HOUSEKEEPER REF NO. ECHEALTH/HK/NC/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Buffalo City Metro, Nontyatyambo CHC

REQUIREMENTS: ABET/Grade 10 or equivalent. 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. Enquiries: Ms Hlulani – Tel no 043 708 1700

POST: PROPERTY CARETAKER (7 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Buffalo City Metro, Mdantsane NU 7 REF NO. ECHEALTH/PCT/MDANU7/02/11/2017, Zikhova Clinic REF NO. ECHEALTH/PCT/ZIKHC/02/11/2017, Pakamisa Clinic REF NO. ECHEALTH/PCT/PAKAC/02/11/2017, Openshaw Clinic REF NO. ECHEALTH/PCT/OPSC7/02/11/2017, Zanempilo Clinic REF NO. ECHEALTH/PCT/ZANEC/02/11/2017, Mdantsane CHS REF NO. ECHEALTH/PCT/MDACHS/02/11/2017, Jafta Clinic REF NO. ECHEALTH/PCT/JAFC/02/11/2017

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 Hlulani – Tel no 043 708 1700

POST: GENERAL WORKER - REF NO. ECHEALTH/GA/BH/02/11/2017 (2 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Buffalo City Metro, Bisho Hospital

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 lecture 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 areas 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 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 T. Awlyn – Qegu Tel No 040 635 2950/5

POST: LAUNDRY WORKER - REF NO. ECHEALTH/LW/BH/02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Buffalo City Metro, Bisho Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 client. 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: Mrs T. Awlyn – Qegu Tel No 040 635 2950/5

POST: FOOD SERVICE AID - REF NO. ECHEALTH/FSA/BH/02/11/2017 (2 Posts)

SALARY: R90 234 – R106 290 per annum (Level 2)

CENTRE: Buffalo City Metro, Bisho Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0 – 2 years' experience. Knowledge of Food service & food preparation. Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic illiteracy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering service: 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 delivered trolley 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 numbers of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform regular checks to establish whether safety and sanitation standards are being adhere to. Report unhygienic and unsafe situation to the supervisor.

Enquiries: Mrs T. Awlyn – Qegu Tel No 040 635 2950/5.

POST: GENERAL WORKER REF NO. ECHEALTH/BUTTH/02/11/2017(20 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Amathole District, Butterworth Hospital

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 P Mtshemla Tel no: 047 401 9000

POST: GENERAL WORKER REF NO. ECHEALTH/MADH/02/11/2017 (2 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Amathole District, Madwaleni Hospital

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: Mr Fenguza Tel no: 047 573 8900/1/2.

POST: GENERAL WORKER (2 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Mbhashe Sub-district, Idutywa CHC **REF NO. ECHEALTH/GW/IDCHC/02/11/2017, Willowvale CHC REF NO. ECHEALTH/GW/WILCHC/02/11/2017**

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 X Bushula Tel no 047 489 2417/16

POST: GENERAL WORKER REF NO. ECHEALTH/MNQ/02/11/2017 (2 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Mnquma Sub-district, Nqamakwe CHC

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 N Tengwa –Tel no 047 491 0740

POST: GENERAL WORKER REF NO. ECHEALTH/NOMPUH/02/11/2017 (2 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Amathole District, Nompumelelo Hospital

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. NG Tsako Tel no 040- 6733321.

POST: GENERAL WORKER REF NO. ECHEALTH/GIDAH/02/11/2017 (3 Posts)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Amathole District, SS Gida Hospital

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: Mr N. E Fumanisa Tel no 040- 658 0043

POST: GENERAL WORKER REF NO. ECHEALTH/TOWH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Amathole District, Tower Hospital

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 Potgieter – Tel n: 046 645 1122

POST: PORTER REF NO. ECHEALTH/POR/NH02/11/2017

SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Amathole District, Nompumelelo Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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. NG Tsako Tel no 040- 6733321

POST: LAUNDRY WORKER - REF NO. ECHEALTH/LW/MADWAH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Amathole District, Madwaleni Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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: Mr Fenguza Tel no: 047 573 8900/1/2.

POST: LAUNDRY WORKER - REF NO. ECHEALTH/LW/TOWH/02/11/2017

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 H Potgieter – Tel no 046 645 1122