



Province of the
EASTERN CAPE
 DEPARTMENT OF HEALTH

PROVINCIAL ADMINISTRATION: EASTERN CAPE DEPARTMENT OF HEALTH

ENQUIRIES Mrs Sonia Lupondwana
TEL NO (040) 608 1385/ 0605729165

WITHDRAWAL OF POST

The following post has been erroneously advertised on the Internal Advert posted on the 13th June 2016 closing date 22 June 2016.

POST/03 DATA CAPTURER: DISTRICT HEALTH SERVICES HPV: (CONTRACT POST)
TERM 6 MONTHS
CENTRE BISHO HEAD OFFICE
REF. NO RPHC/ DCDHS/03/06/2016
SALARY LEVEL 5
SALARY SCALE R142 461 – R167 814 p.a. (plus competitive benefits)

REQUIREMENTS Grade 12 or equivalent. Ability to capture data and basic computer skills. Ability to demonstrate good planning and organizational skills. Proficiency in English both spoken and written language. Good verbal/ written communication skills. Willingness to work after hours when required. Good understanding of the legislative framework governing the public service finance environment. Familiarity of procedures related to finance and the health sector environment. Willingness to travel within districts.

DUTIES

Render general clerical support services, Provide supply chain clerical support services within the Integrated School Health component. Provide personnel administration clerical support services within Integrated School Health component. Provide financial administration support services within Integrated School Health component. Ensure adequate resourcing of district Human Papilloma Virus campaign teams. Compile and consolidate district Campaign HPV micro plans in consultation with the Assistant Director Integrated School Health develop HPV Campaign business plan. Compiling of HPV report and submission to the Assistant Director Integrated School Health should assist provision of administrative and data support during the HPV campaign, ensure timeous submission of HPV reports. Provide support to districts to facilitate data flow. Facilitate and co-ordinate all logistics related to Primary Health Care Re-Engineering including HPV campaign trainings and meetings Compile financial report on program Primary Health Care Re-Engineering including HPV Campaign. Assist with duties related to quest for client (health workers and civil society) service excellence. Management of data flow for the integrated School Health program.

GENERAL: All applications must be submitted on Z83 form obtainable from any Public Service Department or [http://www.echealth.gov.za / uploads / files / 110706122520pdf](http://www.echealth.gov.za/uploads/files/110706122520pdf). The Z83 must be completed in full and signed and must be accompanied by certified copies of the ID, driver's license, matric certificate and other Qualifications,

together with an updated Curriculum Vitae, stating the reference number and the post for which being applied and forwarded to the address above. NB: No Faxed, e-mailed or late applications will be considered. The Department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

WE APOLOGISE FOR ANY INCONVENIENCE CAUSED