

## TVET GRADUATES (INTERNS) AND EXPERIENTIAL LEARNING PROGRAMME FOR THE FINANCIAL YEAR 2018/2019

The Eastern Cape Department of Health (ECDOH) is offering 274 TVET Graduates (Interns) opportunities for a period of (12 months) and to unemployed TVET Graduates who have completed their National N Diploma and 150 Experiential Learning opportunities for a period of (18 months) to TVET students who have completed their N4, N5 and N6 who have not been exposed to Public Service work related to the field of study that they have completed. This will be a Work-Based Structured approach to Experiential Learning related to an occupation with an aim to acquire competencies and experience in the related fields. Applicants who are suitable qualified are hereby invited encouraged to apply.

**Remuneration for the Internship programme is a stipend of R 5000.00 per month (12 months) for Graduates Interns and R2 500.00 per month (18 months) for Experiential Learners.**

Workstation/ Centre	No of posts per workstation	Number of posts per Directorate	Reference Number	Number of Posts	Qualification/Area of specialization/study
Alfred Nzo District Office	35	7	HRD/TVETG/HRM01/2018	4	National N Diploma in Human Resources Management
		7	HRD/TVETL/HRM/01/2018	3	N6 Certificate in Human Resource Management
			HRD/TVETG/PM/02/2018	4	National N Diploma in Public Management
			HRD/TVETL/PM/02/2018	3	N6 Certificate in Public Management
		7	HRD/TVETG/OM/03/2018	4	National N Diploma in Management Assistant/Office Studies
			HRD/TVETL/OM/03/2018	3	N6 Certificate in Management Assistant/Office Studies
		10	HRD/TVETG/FM/04/2018	4	National N Diploma in Financial Management
			HRD/TVETL/FM/04/2018	6	N6 Certificate in Financial Management
		4	HRD/TVETG/BM/05/2018	4	National N Diploma in Business Management
Amathole District Office	37	5	HRD/TVETG/HRM01/2018	3	National N Diploma in Human Resources Management
		10	HRD/TVETL/HRM/01/2018	2	N6 Certificate in Human Resource Management
			HRD/TVETG/PM02/2018	8	National N Diploma in Public Management
				2	

		5	HRD/TVETL/PM/02/2018	3	N6 Certificate in Public Management
			HRD/TVETG/OM/03/2018	2	National N Diploma in Management Assistant/Office Studies
		12	HRD/TVETL/OM/03/2018	8	N6 Certificate in Management Assistant/Office Studies
			HRD/TVETG/FM/04/2018	4	National N Diploma in Financial Management
		5	HRD/TVETL/FM/04/2018	5	N6 Certificate in Financial Management
			HRD/TVETG/BM/05/2018		National N Diploma in Business Management
Buffalo City Metro Office	25	5	HRD/TVETG/HRM/01/2018	3	National N Diploma in Human Resources Management
			HRD/TVETL/HRM01/2018	2	N6 Certificate in Human Resource Management
		5	HRD/TVETG/PM/02/2018	3	National N Diploma in Public Management
			HRD/TVETL/PM/02/2018	2	N6 Certificate in Public Management
		5	HRD/TVETG/OM/03/2018	3	National N Diploma in Management Assistant/Office Studies
			HRD/TVETL/OM/03/2018	2	N6 Certificate in Management Assistant/Office Studies
		7	HRD/TVETG/FM/04/2018	3	National N Diploma in Financial Management
			HRD/TVETL/FM/04/2018	4	N6 Certificate in Financial Management
		3	HRD/TVETG/BM/05/2018	3	National N Diploma in Business Management
Chris Hani District Office	43	5	HRD/TVETG/HRM/01/2018	3	National N Diploma in Human Resources Management
			HRD/TVETL/HRM/01/2018	2	N6 Certificate in Human Resource Management
		8	HRD/TVETG/PM/02/2018	6	National N Diploma in Public Management
			HRD/TVETL/PM/02/2018	2	N6 Certificate in Public Management
		5	HRD/TVETG/OM/03/2018	3	National N Diploma in Management Assistant/Office Studies
			HRD/TVETL/OM/03/2018	2	N6 Certificate in Management Assistant/Office Studies
		17	HRD/TVETG/FM/04/2018	13	National N Diploma in Financial Management
				4	

		8	HRD/TVETL/FM/04/2018 HRD/TVETG/BM/05/2018	8	N6 Certificate in Financial Management National N Diploma in Business Management
Frere Tertiary Hospital	20	4  4  4  5  3	HRD/TVETG/HRM/01/2018  HRD/TVETL/HRM/01/2018  HRD/TVETG/PM/02/2018  HRD/TVETL/PM/02/2018  HRD/TVETG/OM/03/2018  HRD/TVETL/OM/03/2018  HRD/TVETG/FM/04/2018  HRD/TVETL/FM/04/2018  HRD/TVETG/BM/05/2018	3  1  3  1  3  1  3  2  3	National N Diploma in Human Resources Management N6 Certificate in Human Resource Management National N Diploma in Public Management N6 Certificate in Public Management National N Diploma in Management Assistant/Office Studies N6 Certificate in Management Assistant/Office Studies National N Diploma in Financial Management N6 Certificate in Financial Management National N Diploma in Business Management
Head Office	89	15  20  30  14  10	HRD/TVETG/HRM/01/2018  HRD/TVETL/HRM/01/2018  HRD/TVETG/PM/02/2018  HRD/TVETL/PM/02/2018  HRD/TVETG/OM03/2018  HRD/TVETL/OM/03/2018  HRD/TVETG/FM/04/2018  HRD/TVETL/FM/04/2018  HRD/TVETG/BM/05/2018	5  10  15  5  15  15  15  4  10  10	National N Diploma in Human Resources Management N6 Certificate in Human Resource Management National N Diploma in Public Management N6 Certificate in Public Management National N Diploma in Management Assistant/Office Studies N6 Certificate in Management Assistant/Office Studies National N Diploma in Financial Management N6 Certificate in Financial Management National N Diploma in Business Management
Joe Gqabi District Office	25	5	HRD/TVETG/HRM/01/2018	3  2	National N Diploma in Human Resources Management N6 Certificate in Human Resource Management

		5	HRD/TVETL/HRM/01/2018	3	National N Diploma in Public Management
			HRD/TVETG/PM/02/2018	2	N6 Certificate in Public Management
		5	HRD/TVETL/PM/02/2018	3	National N Diploma in Management Assistant/Office Studies
			HRD/TVETG/OM03/2018	2	N6 Certificate in Management Assistant/Office Studies
		7	HRD/TVETL/OM/03/2018	3	National N Diploma in Financial Management
			HRD/TVETG/FM/04/2018	4	N6 Certificate in Financial Management
		3	HRD/TVETL/FM/04/2018	3	National N Diploma in Business Management
			HRD/TVETG/BM/0/2018		
Livingstone Tertiary Hospital	40	4	HRD/TVETG/HRM/01/2018	3	National N Diploma in Human Resources Management
			HRD/TVETL/HRM/01/2018	1	N6 Certificate in Human Resource Management
		9	HRD/TVETG/PM/022018	8	National N Diploma in Public Management
			HRD/TVETL/PM/02/2018	1	N6 Certificate in Public Management
		4	HRD/TVETG/OM/03/2018	3	National N Diploma in Management Assistant/Office Studies
			HRD/TVETL/OM/03/2018	1	N6 Certificate in Management Assistant/Office Studies
		15	HRD/TVETG/FM/04/2018	13	National N Diploma in Financial Management
			HRD/TVETL/FM/04/2018	2	N6 Certificate in Financial Management
		8	HRD/TVETG/BM/05/2018	8	National N Diploma in Business Management
Nelson Mandela Academic Hospital	20	4	HRD/TVETG/HRM/01/2018	3	National N Diploma in Human Resources Management
			HRD/TVETL/HRM/01/2018	1	N6 Certificate in Human Resource Management
		4	HRD/TVETG/PM/02/2018	3	National N Diploma in Public Management
			HRD/TVETL/PM/02/2018	1	N6 Certificate in Public Management
		4	HRD/TVETG/OM/03/2018	3	National N Diploma in Management Assistant/Office Studies

		5	HRD/TVETL/OM/03/2018	1	N6 Certificate in Management Assistant/Office Studies
			HRD/TVETG/FM/04/2018	3	National N Diploma in Financial Management
		3	HRD/TVETL/FM/04/2018	2	N6 Certificate in Financial Management
			HRD/TVETG/BM/05/2018	3	National N Diploma in Business Management
Nelson Mandela Metro Office	24	4	HRD/TVETG/HRM/01/2018	3	National N Diploma in Human Resources Management
		5	HRD/TVETL/HRM/01/2018	2	N6 Certificate in Human Resource Management
			HRD/TVETG/PM/02/2018	3	National N Diploma in Public Management
		5	HRD/TVETL/PM/02/2018	2	N6 Certificate in Public Management
			HRD/TVETG/OM03/2018	3	National N Diploma in Management Assistant/Office Studies
		7	HRD/TVETL/OM/03/2018	2	N6 Certificate in Management Assistant/Office Studies
			HRD/TVETG/FM/04/2018	3	National N Diploma in Financial Management
		3	HRD/TVETL/FM/04/2018	4	N6 Certificate in Financial Management
			HRD/TVETG/BM/05/2018	3	National N Diploma in Business Management
OR Tambo District	35	7	HRD/TVETG/HRM/01/2018	4	National N Diploma in Human Resources Management
		7	HRD/TVETL/HRM/01/2018	3	N6 Certificate in Human Resource Management
			HRD/TVETG/PM/02/2018	4	National N Diploma in Public Management
		7	HRD/TVETL/PM/02/2018	3	N6 Certificate in Public Management
			HRD/TVETG/OM/03/2018	4	National N Diploma in Management Assistant/Office Studies
		10	HRD/TVETL/OM/03/2018	3	N6 Certificate in Management Assistant/Office Studies
			HRD/TVETG/FM/04/2018	4	National N Diploma in Financial Management
		4	HRD/TVETL/FM/04/2018	6	N6 Certificate in Financial Management
				4	

			HRD/TVETG/BM/05/2018		National N Diploma in Business Management
Sarah Baartman District Office	30	6	HRD/TVETG/HRM/01/2018	3	National N Diploma in Human Resources Management
			HRD/TVETL/HRM/01/2018	3	N6 Certificate in Human Resource Management
			HRD/TVETG/PM/02/2018	3	National N Diploma in Public Management
		6	HRD/TVETL/PM/02/2018	3	N6 Certificate in Public Management
			HRD/TVETG/OM/03/2018	3	National N Diploma in Management Assistant/Office Studies
			HRD/TVETL/OM/03/2018	3	N6 Certificate in Management Assistant/Office Studies
		9	HRD/TVETG/FM/04/2018	3	National N Diploma in Financial Management
			HRD/TVETL/FM/04/2018	6	N6 Certificate in Financial Management
			HRD/TVETG/BM/04/2018	3	National N Diploma in Business Management

In order to apply for the internship programme, you can post or hand deliver to the relevant centres indicated below: The applications must be addressed to The Manager: HRD; Eastern Cape Department of Health; CD: HRD/Section: Learnerships and Internships quoting the relevant Reference Number and the Workstation/Centre where you wish to undertake Internship / Experiential Learning for attention of a Contact Person in a District where you apply.

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

NO	WORKSTATION/CENTRE	PHYSICAL ADDRESS	POSTAL ADDRESS	CONTACT PERSON/ENQUIRIES
1	Alfred Nzo District Office	Department of Health (Alfred Nzo) Office No: 26 (HRD Unit) 81 Murray Street Kokstad, 4700	Department of Health (Alfred Nzo District) (HRD Unit) Private Bag X 3515, Kokstad, 4700	Mrs BN Mbobo Telephone no: 039 797 6082 /060 557 9756
2	Amathole District Office	Department of Health (Amathole District Office) No: 05, 19 St. James Road, Ground Floor, Medical Centre Building, Southernwood 5201	Department of Health (Amathole District) Private Bag X 002, Southernwood, East London 5201	Mr X Mene Telephone no: 043 707 6700/ 060 563 1247
3	Buffalo City Metro Office	Department of Health (Buffalo City Metro) No. 64 Terminas Street Old Standard Bank Building East London 5201	Department of Health (Buffalo City Metro) Private Bag X9015, East London, 5201	Ms N Jukuju Telephone no: 043 722 7102
4	Chris Hani District Office	Department of Health (Chris Hani District) Komani Hospital, Ward F Queenstown 5219	Department Of Health (Chris Hani District) PO Box 1661, Queenstown 5320	Mrs PN Shweni Telephone no: 045 807 1100/1177 /060 563 1233
5	Frere Tertiary Hospital	Department of Health (Frere Tertiary Hospital) Room 4.11, 4th Floor	Department of Health (Frere Tertiary Hospital) Private bag X 9047, East London, 5200	Mrs Z Moyikwa / Ms C Myeki Telephone no:

		Frere Hospital, East London, 5201		043 709 2150 /082 474 6055
6	Head Office	Department of Health (Head Office) Office No: 02, First Floor, Unathi House, Bhisho, 5605	Department of Health (Head Office) Private Bag X0038 Bhisho 5605	Ms Makonco/ Mr S April Telephone no: 040 608 1521/23
7	Joe Gqabi District Office	Department of Health (Joe Gqabi District) HRD Office, 32 Dan Pienaar Street, Springs, Aliwal North, 9750	Department of Health (Joe Gqabi District) Private Bag X 1005, Aliwal North 9750	Mr LL Kometsi Telephone no: 051 633 9630/ 060 557 9591
8	Livingstone Tertiary Hospital	Department of Health (Livingstone Hospital) Corner of Lindsay & Stanford Road , Korsten 6020	Department of Health (Livingstone Tertiary Hospital) Private Bag x Korsten, Port Elizabeth, 6020	Mr S Msila Telephone no: 041 405 2310/2306
9	Nelson Mandela Academic Hospital	Department of Health (Nelson Mandela Academic Hospital) Level Office No. 67/65 Nelson Mandela Drive Mthatha, 5099	Department of Health (Nelson Mandela Academic Hospital) Private Bag X5014 Mthatha, 5099	Mrs X Mfokazi Telephone no: 047 502 4509/ 073 428 5139
10	Nelson Mandela Metro Office	Department of Health (Nelson Mandela Metro) Room B6, Conningham Road Parsons Hill 6001	Department of Health (Nelson Mandela Metro District), Private Bag X 28000, Greenacres, 6057	Ms Adams Telephone no: 041 391 8106 /060 583 5691
11	OR Tambo District Office	Department of Health (Sarah Baartman District) Office 9-24, Botha Sigcawu Building, Mthatha, 5099	Department of Health (OR Tambo District) Private Bag X 5005, Mthatha, 5099	Mr FN Duntsula Telephone no: 047 502 9033/ 073 160 9186
12	Sarah Baartman District Office	Department of Health (Sarah Baartman District), HRD Office, 5 Downing Street, Port Elizabeth 6001	Department of Health (Sarah Baartman District) Private Bag X27667, Greenacres, Port Elizabeth, 6057	Ms N Wayiza Telephone no: 041 408 8514 / 041 408 8147

#### Special Note:

- The Eastern Cape Department of Health is committed to the achievement and maintenance of diversity and equity in employment especially of race, gender and disability
- People living with Disability will be prioritized if they meet requirements
- Applications must be submitted on a signed Z83 form, obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of all qualifications N4, N5 & N6, & National N Diploma, academic record and identity document. Failure to provide required documents will disqualify applicants
- TVET placement letter for Learners must clearly indicate the field of study a learner must be exposed for.
- Confirmation letter from TVET placement officer that a learner has not done any experiential learning signed by HOD for TVET Learners seeking 18 Months Experiential Learning.
- N6 Applicants who have already participated in any Government Experiential Learning Programme and does not hold their National N Diploma will not be considered and if it is found that this was the case after appointment, the contract will be terminated with immediate effect.
- Unless indicated otherwise, the Experiential Learning opportunities are based in Districts and Sub-District Offices; Hospital Complexes; Regional Hospitals; Health Facilities and in Head Office (Bhisho).
- It is the applicants responsibility to have the qualifications evaluated by the South African Qualities Authority (SAQA) as qualifications will be submitted for verification
- Communication/ correspondence will be limited to short listed candidates only.
- If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.
- Candidates must be residents of the Eastern Cape (**Attach current less than 3 months proof of residence**)
- Failure to provide required documents will disqualify applicants

- No faxed, scanned and emailed documents will be accepted
- No late applications will be considered

**CLOSING DATE: 19 OCTOBER 2018 @ 15:00**