



## ERRATUM

The Department has recently issued Circular 1 of August 2019 (Website) and Circular 08 of 2018 (OTP website), an Advertisement of Non-Clinical posts for various health institutions

The following posts have been withdrawn from the advert:

- Data Capturer – Mjanyana Hospital
- General Worker – Cradock Hospital

The following post has been advertised erroneously, please note the amendment below:

- PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/ESD-SC/131/08/2019 - Chris Hani, Emalahleni Sub-District, Sweetwater Clinic, Instead of Swartwater Clinic.
- PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/ESD-NC/132/08/2019 - Chris Hani, Emalahleni Sub-District, Nompumelelo Clinic, Instead of Qoqodala Clinic

POST: ADMINISTRATION OFFICER (SUPPLY CHAIN) REF NO. ECHEALTH/AO/FTH/20/08/2019

SALARY: R257 508 – R303 339 per annum (Level 7)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: A National Diploma in SCM/Logistics/Public Administration or Finance with 1 - 2 years' relevant experience in Finance/Acquisition Management. Good Management and communication skills. Practical knowledge of LOGIS. Knowledge of treasury regulations, PFMA and all relevant financial prescripts. Computer Literacy in MS Office. Good interpersonal relations. Ability to work under pressure and be self-motivated.

DUTIES: Compliance to Financial Regulations; Procurement Polices & Procedures. Manage procurement processes. Processing order transactions on LOGIS. Preparing of required reporting schedules. Supervision of sub-ordinates. Performance management. Assist in management of commitments. Administer budgetary control. Attend meetings as directed. Handle end-user and supplier enquiries. Office administrative duties.

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

POST: CHIEF ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/FTH/16/08/2019

SALARY: R257 508 – R303 339 per annum (Level 7)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: A National Diploma/Degree in Public Administration coupled with 1-2 years' in Patient Administration transactional experience. Computer literacy. Public Sector Experience Understanding of Delta 9. Valid driver licence code 8.

DUTIES: To improve the Hospital journey by implementing processes and the systems that will contribute towards reduction of Patient times at OPD Registration Area. To implement systems that will mitigate risk associated with missing patient records at Medical Records. To implement system that will ensure that folders are returned to Medical record. Continuous quality assurance improvement to ensure acceptable standard of Medical Records Administration. Review transaction documents record administration related legislation, policies, and procedures. To manage the

performance of staff, the attendance register, leave management, staff development as well as ensuring team work. Archiving patient records according to registry procedures. Pre-booking and pending patient records for follow up visits. Ensuring that MVA/ IOD, Children's folders, J88 and other sensitive files are kept safely according to the policy. File maintenance of Medical Records, periodically inactive files as per policy. Ordering of stock, cleaning material as well as repairs that are needed at Medical Records.

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

POST: HUMAN RESOURCE PRACTITIONER: SERVICE BENEFITS REF.NO.ECHEALTH/HRP-SC/FTH/17/08/2019

SALARY: R257 508 – R303 339 per annum (Level 7)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: A National Diploma/Degree in Human Resource Management or equivalent qualification with 1-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence

DUTIES: Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Implement condition of service and service benefits, Termination of service, Confirmation of Probation period, Leave Management, Housing Allowance, Pension Benefit and transfers. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquires. Supervise human resource junior staff. Allocate and ensure quality of work. Assess staff performance. Apply discipline.

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

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MH/67/08/2019

SALARY: R173 703 – R204 612 per annum (Level 5)

CENTRE: Sarah Baartman District, Midlands Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. Ability to perform accurately and work under pressure. Basic knowledge of administration processes. Sound interpersonal relations and pleasant telephone personality. Must have a verbal and written communication skills. Thoroughness, honest, integrity and willingness to work hard. One (1) year Public service internship programme experience will be given preference.

DUTIES: Admission of patients/retrieving files and do filing. Receiving of money and Monthly/Daily Stats. Capturing of patient's information on the computer. Promote communication with patients in the execution of the functions described. Opening and maintaining of necessary patient records for in/out patients. Capture and update data on computer. Continuous updating of information on computer for reporting purposes. Provide administrative support services. Retrieve information required and file patient files.

Enquiries: Mr A Mabombo Tel no 049 807 7737/7749

POST: ADMINISTRATION OFFICER: PROVISIONING REF NO. ECHEALTH/FP/NOMH/26/08/2019

SALARY: R257 508 – R303 339 per annum (Level 7)

CENTRE: Amathole District, Nompumelelo Hospital

REQUIREMENTS: A National Diploma/Degree in Finance Management/Accounting or relevant with 1-2 years' relevant experience, Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' licence.

DUTIES: To render an effective and efficient stores support service. Manage stores administration. Manage procurement and asset processes in respect of procurement of goods and services, rendering and warehouses. Ensure that the best practice procurement standards for goods and services are realized thereby ensuring that goods and

services are obtained economically and efficiently and to the best advantage of the Department. Ensure that stock levels are maintained. Manage and maintain records of all orders/purchases.  
Enquiries: Ms Tsako Tel no: 040 673 3321/22

**Closing date for all posts still remains as the 6 September 2019**