

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 14 of 2019

CLOSING DATE: 22 NOVEMBER 2019

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be fully completed and authentically signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. All proof of qualifications shall be certified as a true copy by a commissioner of oaths, and such certification shall not be older than 3 months as at the time of submission. [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). NB: It is the departments objective to achieve equitable representation across race and gender as per Employment Equity Plan. Females and Disabled persons are strongly encouraged to apply.

DEPARTMENT OF HEALTH

DIRECTOR: HUMAN RESOURCES ADMINISTRATION

Salary Range: R 1 057 326 – R 1 245 495 per annum (Level 13)

Ref. No. ECHEALTH/DIR-HRA/HO/00/10/2019 – Bhisho, Head Office

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

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resources/Public Administration coupled with 5 years' experience at a middle managerial level. Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

KPA's: Provide human resource administration strategic services: Develop human resource administration services plans, strategies and business models. Facilitate implementation of business plans, strategies and programs. Monitor implementation of HRA strategies and interventions. Guide and direct provision of human resource administration services: Manage recruitment, selection, appointment and other life cycle events of employees. Ensure properly qualified applicants are recruited and hired for the position. Facilitate implementation of programs, policies, procedures and controls regarding employment. Manage provision of conditions of services. Manage and monitor leave in compliance with contracts and policies. Manage administration and maintenance of human resource personnel records. Manage performance and all the allocated resources: Encourage team effort in the unit. Encourage production of excellent quality work. Set work targets and monitor timelines. Allocate work tasks/activities to staff and provide the necessary guidance and support. Facilitate staff training and development. Develop staff Work Plans and Personal Development Plans (PDP's). Manage daily employee performance and make Performance Assessments/reviews. Manage records and ensure safekeeping of assets.

DEPUTY DIRECTOR: MONITORING & EVALUATION (2 POSTS)

Salary Range: R 733 257 – R 863 748 per annum (Level 11)

Ref. No. ECHEALTH/DD/HO/01/11/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 / Preferably NQF level 7 as recognised by SAQA or equivalent qualification in Health Sciences / Public Health/ Epidemiology / Health Information/ Strategic Planning coupled with at least 5 years' experience in Monitoring and Evaluation/Strategic Planning or Health Information field of which 3 years must be at Assistant Director level . Possession of an honours degree and / or Master's degree with research as a passed module and an M&E Certificate will be an added advantage. Strong research background including five years' experience in conducting research and / or Evaluations. Knowledge of research / evaluation principles and methodologies. Superior analytical, critical thinking and interpretation skills, Good verbal communication, presentation and writing skills are a critical requirement. Knowledge of Health Information Systems and other data sources relating to Health Systems is critical.

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Proven experience in M&E set-up and data management. Experience in training and providing technical support to professionals and M&E methodologies and tools. Willingness and ability to travel extensively. A valid driver's license, Conceptual and problem-solving skills. Monitoring and evaluation and customer care service skills. Knowledge and understanding of Corporate Governance and Regulatory Framework (National Health Act, PFMA, Corporate Governance, Government-wide Monitoring and Evaluation Framework, etc.) and other related legislative and regulatory frameworks and requirements in a Health environment. Well-developed interpersonal, management and leadership skills.

KPA's: Lead the implementation of the Monitoring and Evaluation Framework for the EC DOH Strategic and Annual Performance Plans. Research and develop a suitable M&E Strategy that will ensure integration of monitoring and evaluation activities conducted on DOH programmes, projects as well as learning programmes. Develop a comprehensive Evaluation Plan that will ensure the operationalization of the M&E Strategy, promote organizational wide understanding of the plan as well as the roles and responsibilities each internal and external stakeholder will play in the implementation of the plan. Conduct formative and summative evaluations of EC DOH programmes and provide recommendations for improvement. Evaluate the EC DOH systems, procedures and processes and identify changes required to the operations. Monitoring implementation of evaluation recommendations. Provide M&E support to facilities amongst others by training, support and mentoring Operational Managers on M&E evaluation support to all health programmes. Support audit process of pre-determined objectives (both internal and external. Develop, review and ensure availability of evaluation policies, SOPs and relevant evaluation tools. Ensure financial management and accounting on allocated programme budget. Supervise Monitoring and Reporting staff.

DEPUTY DIRECTOR: HAST

Salary Range: R 733 257 – R 863 748 per annum (Level 11)

Ref no. ECHEALTH/DD-HAST/JG-DO/02/11/2019 - Joe Gqabi District Office

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 / Preferably NQF level 7 as recognised by SAQA or equivalent qualification in Nursing or health related field coupled with at least 5 years' relevant experience of which 3 years must be at Assistant Director Level. Registration with HPCSA or SANC. Knowledge in financial management, Human Resource management, leadership, decision making and problem-solving skills. Sound Knowledge of Public Service policies and District Health service. Public Service Code of Conduct and policy formulation. Knowledgeable and experienced in HIV, TB and Sexually Transmitted infections and 90/90/90 Strategy. Must be familiar with National Strategic Plan (NSP 2017- 2022) on HIV, TB and STI. Computer literacy and valid driver's license.

KPA's: Manage and coordinate HAST programme within the district. Budgeting and financial control of the HAST programme. Communication and community Outreach. Report on the HAST programme according to the DORA guidelines. Conduct support visit to sub-districts and facilities. Monitor the implementation of all activities within the HAST programme at district and sub-district levels. Provide clinical leadership and guidance for the implementation of HIV and AIDS care and treatment programmes. Provide expertise in areas of all sub - programmes of the HIV and AIDS programme, i.e. AR, TB Care, RTC, PICT, PMTCT, HTS, STI's and safe medical male circumcision. Participate in the strengthening of comprehensive HIV and AIDS and TB care and treatment services in healthcare facilities. Build staff capacity to improve treatment outcome. Guide HIV and AIDS programmes in selecting appropriate and innovative intervention for HIV care and treatment. Monitoring tests according to national and international standards. Ensure that provincial managers are kept abreast with innovation, latest development and evidence -based trends in research and good practices in the field of HIV, AIDS and TB. Provide regular updates to provincial managers on innovation.

DEPUTY DIRECTOR: FINANCIAL ACCOUNTING SERVICES

Salary Range: R 733 257 – R 863 748 per annum (Level 11)

Ref no. ECHEALTH/DD-FAS/NMAH/03/10/2019 – OR Tambo District, Nelson Mandela Academic Hospital

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 / Preferably NQF level 7 as recognised by SAQA or equivalent qualification in Commerce / Finance (Financial accounting or financial management related degrees or diploma) coupled with 5 years relevant experience of which 3 years' experience must be at Assistant Director level appropriate relevant experience in financial accounting services environment (sundry payments and or salary administration) as an Assistant Director or equivalent. Knowledge of financial legislation such as PFMA, Treasury regulations and acts. Basic Accounting System [BAS] and Salary Administration (PERSAL). Good communication skills (written and verbal). Good office administration, planning and organizational skills Computer Literacy (MS Word, Excel, PowerPoint, etc.). Valid code 8/EB driver's license. 10 years in the financial accounting services field with proven experience will be an added advantage. Valid (Code B/EB) driver's license. **Competencies (knowledge/skills):** Analyse and interpret financial data, do report writing and conduct meetings. Analytical skills, strategic thinking and problem solving abilities. Good communication skills and sound

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interpersonal relations. Payment of suppliers within 30 days. Ensure audit and communication to external and internal auditors. Ability to work in a team environment. Strong computer literacy, project management and presentation skills. The ability to meet deadlines.

KPA's: Monitor/review and implement policies, procedures and other relevant prescripts on PERSAL and BAS, approve/authorize transactions on PERSAL and BAS or Logis. Monitor and control suspense accounts and exceptions. Ensure the administration of departmental payments (30 days maintained). Manage all resources allocated within the Section. Identify budgetary risks. To prevent, detect, investigate and report unauthorised, irregular fruitless and wasteful expenditure. Compilation of monthly and quarterly reports. Verify and authorise appointments on Persal. Verify and authorise promotions on Persal. Analyse the Persal reports and allocate rejected transactions on Persal. Conduct post audit to confirm authenticity of payments after processing on Persal and Bas. Co-ordinate and respond to internal and external auditors. Monthly, quarterly and annual financial statements-inputs relevant to specific operational area submitted by due dates. Manage human resources issues. Provide inputs in to the strategic planning of section and execution of the operational plan. Ensure optimal performance of subordinates to enhance performance and service delivery. Manage quarterly assessment of sub-ordinates. Identify problems and possible solutions or alternate methods to ensure customer satisfaction. Support clients with payment related enquiries and implements corrective measures where necessary. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [PMDS].

SENIOR LEGAL ADMIN OFFICER (MR6)

Salary Range: R 473 820 – R 533 772 per annum (OSD), notch will depend on experience

Ref no. ECHEALTH/SL-AO/HO/06/11/2019 – Bhisho, Head Office

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

MINIMUM REQUIREMENTS: A LLB or 4 year recognised qualification with at least 8 years appropriate Post qualification legal experience. Experience in and knowledge of legislation drafting, Management of litigations, conducting research and provision of legal opinions, meeting the above requirements, fair knowledge or vast practice experience in clinical background, medical malpractices will be an added advantage, strong understanding and knowledge of South African Legal System including Legislation of the Public Service and strong knowledge and understanding of Health related Legislation Framework. Good communication (written and verbal) skills, good office administration, planning, organisation and supervisory skills, Computer literate (MS Word, Excel, Power Point etc.). A valid driver's license, problem solving, interpersonal skills, strategic capabilities, leadership, project management, dispute resolution skills will be an added advantage.

KPA's: Develop and improve existing Departmental plans and strategic intervention related to implementation of relevant legislation, provide support services to the unit in relation to all performance improvement initiatives, draft, amend and input legislation administered by the Department and make necessary legislation inputs where necessary in line with instructions, drafting, editing and amending of regulations in the Department, ensuring that Department's Legislative process and Regulations development process are finalised within relevant time frames, provide advices on legal compliance and legal risks inherent, coordinate and liaise with relevant stakeholders on the effective implementation of Legal framework related to the Department. Develop legal documents, memoranda, reports, government notices, monitor and evaluate reports and related implementation of relevant legislation and draft legal research and ensure submission of strategic recommendation on appropriate intervention or relevant stakeholders for effective implementation of relevant legislation, compile and provide various reports, opinions and guidelines relevant to facilitate implementation of the relevant legislation, coordinate legal representation of the Department in litigation management, dispute resolution forums and internal appeals, assist the Senior Manager in coaching and mentoring junior colleagues and in scrutinising legal opinion, bills, regulations and legal research documents.

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ASSISTANT DIRECTOR: LEGAL SERVICES (1 YEAR CONTRACT)

Salary Range: R 376 596 – R 443 601 per annum (Level 9)

Ref no. ECHEALTH/AD-LEG//07/11/2019 – Bhisho, Head Office

(Medico-legal 12 month project)

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in Public Administration; Office Management or related field with minimum of 5 years relevant experience of which 3 years' experience at Supervisory level. Knowledge of finance/ risk and audit processes and applicable legislative acts/policies Team leadership. Excellent analytical skills Problem solving & conflict resolution. Team player. Seasoned administrator. A valid driver's license.

KPA's: Provision of generic management services to the support staff: Updating legal claims status on the eLiability Register including reports, notes assessed amounts, etc. Assist with review of accuracy and completeness of legal documents, registers and draft reports. Maintain legal records as required by law and make available when required by authorised person. Review and evaluate data on both documents and the eLiability system. Design and implement overall risk management for the unit Guide and supervise the provision of legal accounts administration, policies and programmes in the Legal Services Unit. Conduct policy and compliance audit including liaising with internal and external auditors. Planning and compilation of operational plans. Co-ordination of unit operations or programmes. Facilitate sessions for budget planning and expenditure reviews. Compile institutional budget estimates and consolidate institutional budget performance and expenditure reports. Monitor finance administration processes and systems. Set operational standards with a view to have realistic performance turn-around times for the unit. Facilitate engagement sessions. Provide support to the Director: Legal Services and unit staff complement.

ASSISTANT DIRECTOR: SUPPLIER PAYMENT

Salary Range: R 376 596 – R 443 601 per annum (Level 9)

Ref no. ECHEALTH/AD-PAY/HO/08/11/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in Accounting / Financial Management coupled with 5 years relevant experience of which 3 years' experience must be at Supervisory Level and a strong background in payment administration. Computer literacy is essential especially Excel. Extensive knowledge of PFMA, BAS and Logis is also important. A valid code 8 driver's license.

KPA's: Implementation of Internal control policies. Ensure that payments are processed within 30 days as per PFMA and Treasury Regulations. Manage available resources effectively and efficiently. Ensuring smooth process flow of invoices from Service Providers and batches from Supply Chain Management. Preparation of Head Office Monthly accruals. Reconcile creditors' accounts. Monitor Municipality accounts payments and attending bi-monthly meetings organized by COGTA. Supervision of subordinates and preparation of reports thereof. Attend to all payment enquiries.

ASSISTANT DIRECTOR: FRAUD MANAGEMENT

Salary Range: R 376 593 – R 443 601 per annum (Level 9)

Ref. No. ECHEALTH/AD-FRAD/HO/09/11/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in Accounting / Forensic investigations / Auditing / Police administration / Law with coupled 5 years credible and applicable experience in the forensic investigation field of which 3 years must be at Supervisory level. Certified Fraud Examiners will be an added advantage. Project Management or supervisory experience. Job related knowledge: Forensic investigations methodologies and legislative requirements in the Public Service, understanding of forensic investigation techniques, tools and processes, Job related skills: Communication (written and verbal). Interviewing Analytical and problem solving ability, staff and interpersonal relations, project management, computer literacy, investigation. A valid driver's license.

KPA's: Perform preliminary investigations of the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile all the preliminary investigation planning, execution the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile all the investigation planning deliverables of all the allocated projects within approved timelines. Compile all the investigation execution/fieldwork deliverables of all the allocated project

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within approved timelines. Report on the allocated Annual Forensic Investigation case register projects within the approved timelines. Compile report to the Deputy Director on status of the allocated projects on a weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the Directorate's status of the Annual Forensic investigation case register projects on a bi-weekly basis. Perform the allocated Annual Forensic investigation case register projects closure and post investigation tasks within approved timelines. Compile the project closure deliveries of all the allocated projects within approved timelines. Testify in disciplinary/civil/criminal proceedings and provide technical support in this regard when required.

ASSISTANT DIRECTOR: SECURITY MANAGEMENT (PHYSICAL)

Salary Range: R 376 593 – R 443 601 per annum (Level 9)

Ref. No. ECHEALTH/AD-SM/HO/10/11/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in Security Management / Risk Management / Police Administration / Policing / Law or Criminal Justice coupled with 5 years' relevant experience in the security field of which 3 years' experience at Supervisory level. Registration with the Private Security Industry Authority (PSIRA) with Grade B. SSA Security Managers course, SAMTRAC and Project Management will be an added advantage. Sound knowledge of security legislation framework and of applicable policy including the Minimum Information Security Standards and the Minimum Physical Security Standards and other regulatory procedures. Basic knowledge of electronic systems relating to access control and close circuit television surveillance. Good communication skills (verbal and writing) in at least two of the three languages applicable to the Eastern Cape. Computer Literate in Microsoft. Presentation, Investigation, Problem solving and Decision making abilities. Abilities to work in a team and individually. Excellent interpersonal skills. Good report writing skills. A valid driver's license.

KPA's: Implementation of physical security measures to safeguard government property. Implementation of the Departmental security directive: access / egress control. Conduct evaluations and implement recommendations for physical security made by SAPS, Security Advisory Services. Manage and maintain all installed electronic security systems. Implementation of identification card system to identify all employees and visitors. Coordinate security cluster during District events where the Member of the Executive Council appears. Implementation of Technical Surveillance Counter Measures (TSCM) to all sensitive discussion areas in the Provincial Office and assist District on implementation of TSCM. Manage and control office keys and combinations. Implement proper key and key combination controls as per the Departmental Key Control directive. Manage the electronic access control system at the Provincial Office. Conduct security investigations regarding physical security breaches. Conduct in-house security investigations regarding physical security breaches. Implementation of the Departmental security directive: breach of security. Investigate all physical security related breaches occurring at the Provincial Office and report to the relevant security structures. Keep record of all incidents. Investigations can be conducted in the District on invitation. Manage and monitor contracted security services. Give input in specifications of security tenders. Manage contracted security companies performing security services. Conduct quarterly meetings with security contractors. Ensure compliance with Private Security Industry Regulatory Act for in-house security personnel. Monitor compliance with Private Security Industry Regulatory Act for contracted security services. Develop, implement and monitor implementation of contingency plan. Implementation of security directives: contingency procedures in the Provincial Office. Participate in the emergency / OHS committee meetings of the Department. Liaison with local emergency services regarding practicing of the contingency procedures. Ensure availability of all related emergency equipment. Conduct security awareness campaigns on physical security and contingency planning. Identify threats and risks related to physical security. Compile annual awareness plan to include presentations, ICT pop-up messages etc. conduct security awareness with Provincial Office personnel and on invitation in the District.

ASSISTANT DIRECTOR: HRM

Salary Range: R 376 596 – R 443 601 per annum (Level 9)

Ref no. ECHEALTH/AD-HRM/STPH/11/11/2019 – Alfred Nzo District, St Patricks Hospital

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in Human Resource Management coupled with 5 years' relevant experience of which 3 years' experience at supervisor level. Extensive knowledge of PERSAL. Ability to do presentations, interpretation of reports and policies. Knowledge of PFMA, PSA, PSR and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.

KPA's: Manage Human Resource Management and Administration, PERSAL Management, Facilitate implementation of Employment Equity Act. Ensure and monitor implementation of HR policies in the hospital. **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. **Manage information, records and knowledge in the section:** Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. 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.

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ASSISTANT DIRECTOR: PRE-AUDIT

Salary Range: R 376 596 – R 443 601 per annum (Level 9)
Ref no. ECHEALTH/AD-PREAUD/DO/12/11/2019 – Joe Gqabi District Office

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

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognized by SAQA or equivalent qualification in Pre-Audit, Finance, Management Accounting, Finance coupled with at least 5 years' relevant experience of which 3 years' experience at Supervisory level. Extensive knowledge of PERSAL, BAS and Logis Systems General Recognized Accounting Practices (GRAP) and Generally Accepted Accounting Principles (GAAP). Knowledge of Public Service Legislation, Regulations and Policies. Strategic management skills. Ability to interpret financial prescripts and apply them. Proven communication and interpersonal skills at all levels. Knowledge of computerized Public Services financial management systems. Sound analytical and problem solving skills. Comprehensive computer literacy. A valid driver's license.

KPA'S: Identify key risk areas for the District emanating from current operations. Maintain efficient and effective controls and achieve objectives of the department by evaluating the department's controls/objectives, to determine the Districts effectiveness and efficiency through internal auditing. Supervise and execute allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Collect information and compile reports. Supervise employees to ensure an effective internal audit service.

ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT

Salary Range: R 376 596 – R 443 601 per annum (Level 9)
Ref no. ECHEALTH/AD-CS/TOWNH/13/11/2019 – Amathole District, Tower Hospital

REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in Human Resource Management/ Public Management & Administration coupled with at least 5 years' relevant experience of which 3 years must be at Supervisory level. Knowledge and understanding of the Public Service Regulations, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resources 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 to relevant officers in the section. Develop and review performance work plans and related job profiles. Evaluate performance of Subordinates (PMDS). Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the SNR 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. Implement corporate service, supervision and ensure smooth functioning across the board at the depot in financial and administrative management.

OCCUPATIONAL HEALTH AND SAFETY OFFICER

Salary Range: R 316 791 – R 373 167 per annum (Level 8)
Ref no. ECHEALTH/OHA-SO/SPH/14/11/2019 – Alfred Nzo District, St Patricks Hospital

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognized by SAQA or equivalent qualification in Safety Management/Occupational Health & Safety coupled with 1-2 years' relevant experience in an occupational Health and Safety environment, Knowledge of and working Experience in Occupational Health and safety Environment, Risk control experience ideally gained in a manufacturing environment. Knowledge of policies such as the Provincial Health Act, Labour Relations Act, No. 66 of 1995, Medicines and Related Substances Control Act, No. 101 of 1965, Occupational Health and Safety Act, No. 85 of 1993. Computer literacy, excellent communication skills (verbal and written). Good interpersonal skills. Ability to work under pressure and display high assertiveness level. Attention to detail. A valid driver's license is essential, Registered Occupational Safety Professional.

KPA's: Development and implement Health & safety policies, systems of work and procedures. Ensure that all Health safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, update and communicated, Ensure GPW meets its statutory obligations in all areas pertaining to health and safety in the workplace, including statutory training and reporting. Incident reporting, investigating assistance and facilitation of corrective actions, Driving the safety programme to reduce number of incidents, reporting on and proactively managing risk on site, conducting safety and risk audit. Ensure adequate safety induction and risk related training, keep up to date with all aspects of health and safety regulation.

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CONTACT CENTRE SYSTEMS ADMINISTRATOR

Salary Range: R 316 791 – R 373 167 per annum (Level 8)

Ref no. ECHEALTH/EL/CC/15/10/2019 – East London, Call Centre

MINIMUM REQUIREMENTS: National Diploma/Degree on ICT/IS with one to two years of programming experience in a multimedia and Innovative contact center, telecommunications sector or any related field. Certified Cisco Network Association Certificate. Working experience in a call centre environment will be an advantage, proven knowledge and experience of public service regulatory framework. Computer literacy. EB driver's licence.

KPA's: Maintain, monitor and support contact centre system including Dynamics CRM, Mitel telephone system, Micolleb, Ignite and Micontact Centre system and network Infrastructure. Administer contact centre IT infrastructure to minimize downtime and ensure systems are online. Callbrate or optimize Contact Centre systems to ensure optimal functionality. Develop software as per requirements for enhancing systems and add extra features when needed. Design customized intergrated Dynamics CRM modules Contact Centre operations. Compile and analyse quantitative and qualitative systems report. Maintain confidentiality with regard to information being stored, processed or accessed. Maintain controls for protecting system information. Monitor systems and report unauthorized activity. Supervise and mentor subordinates. Must be able to be on standby.

PERSONAL ASSISTANT: CHIEF FINANCIAL OFFICER

Salary Range: R257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/PA/HO/16/11/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in Office Management and Technology/ Administrative Management/ Business Administration/ Public Administration coupled with 1-2 years' relevant experience in an Executive Secretarial Role. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of manual and electronic 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. Must be in possession of a valid driver's license.

KPA's: To provide professional and efficient secretarial and administrative support to the Chief Financial Officer in the execution of the duties of the Office, thereby upholding the image of the Office of the CFO. Coordinate Logistical arrangements for the Chief Financial Officer in line with the procurement process. Manages the diary with guidance from the CFO and the Office Manager by diarizing and scheduling meetings prompt and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain and effective manual and electronic filing system for ease of tracking and retrieval of documents. Scrutinize all external & internal correspondences, coordinate responses with relevant Chief Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the CFO. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.

PERSONAL ASSISTANT: FACILITIES

Salary Range: R 257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/PA-FAC/LTH/17/11/2019 – Nelson Mandela Metro, Livingstone Tertiary Hospital

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

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognized by SAQA or equivalent qualification in Office Administration/ Public Administration coupled with 1-2 years' 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

KPA's: 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.

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ADMINISTRATION OFFICER

Salary Range: R 257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/AO/PD/18/11/2019 – Nelson Mandela Metro, PE Depot

Minimum Requirements: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in Public Administration/ Office Administration coupled with 1-2 years' experience in administration experience. Knowledge of public administration systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good Interpersonal communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.

KPA's: Interpret and implement administrative policies. Prepare and compile reports. Process and authorise 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.

LOGISTIC SUPPORT OFFICER (LOGIS)

Salary Range: R257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/LSO/HO/18/11/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: An appropriate three-year Diploma /Degree in Public Management/Supply Chain Management/Logistics or equivalent qualifications coupled with 1 -2 years' practical experience obtained as a BHISHO user in the field (experience in BHISHO processes, and the Logis modules Procurement, Assets and Inventory) Should have passed some of the Logis modules. Must be Computer Literacy. Knowledge of the PFMA, Treasury Regulations, and Logis user account policy and SCM framework. Presentation skills and Communication skills are needed. Ability to work under pressure and meet deadlines. A valid driver's license. Additional Competencies: Ability to maintain the helpdesk on Logis support. Ability to generate reports, analyse and monitor reports pertaining to Procurement, Inventory and Assets. Effective filing skills and document control. Ability to take initiative and ability to work under pressure. Ability to interpret and execute instructions regarding Logis and any other related.

KPA's: To render support to all Logis users in the department. To ensure that all users comply with the user account policy and the POPY ACT. To escalate calls logged by districts and institutions to Logis. To ensure full utilization of Logis in all institutions. Must be in position to monitor the user account for management compliance. Liaison with the Assistant Director: Logis support about Logis issues.

HR PRACTITIONER

Salary Range: R257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/HRP/EMSC/19/11/2019 – EMS College Port Elizabeth

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in Human Resource Management coupled with 1 -2 years' relevant experience. Knowledge of Public Service Regulations, 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 function, 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.

KPA's: Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and selection, Appointments, Transfers, Verification of qualifications, Secretariat function at interviews, Absorption and probation period) Implement conditions of service and service benefits. Termination of service. Record 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.

SUPPLY CHAIN MANAGEMENT PRACTITIONER

Salary Range: R257 508 – R 303 339 per Annum (Level 7)

Ref. No. ECHEALTH/SCMP/JPH/20/11/2019 – Jose Pearson TB Hospital

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in Public Administration/Management Accounting/ Supply Chain Management coupled with 1-2 years' experience in SCM especially Demand and Acquisition management sections. Driver's License is required.

KPA's: Process and interpret (demands) received from end-user. Adhere to purchasing policies and procedures. Assist with stock take of stock items and assets. Generate procurement advices for store items. Maintain and authorize orders to approved procurement advices. Ensure correct placement of orders with suppliers. Conduct enquiries on orders and

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commitments placed. Supervise staff with procurement department. Drawing and interpretation of all Logis reports relating to warehouses. Conduct monthly and quarterly stock count and reporting in compliance with prescripts. Performance Management (PMDS); Attend meetings as directed; be prepared to travel if and when required.

PERSONAL ASSISTANT: OFFICE OF THE CEO

Salary Range: R 257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/PA/CMH/21/11/2019 – Buffalo City, Cecilia Makiwane Hospital

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in Office Administration/ Public Administration coupled with 1-2 years' 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.

KPA's: Provide secretarial services, make transport and accommodation arrangements. Manage the Manager'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.

ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT (ACQUISITION)

Salary Range: R 257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/AO-SCM/FTH/22/11/2019 – Buffalo City, Frere Tertiary Hospital

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in SCM/Public Administration or Finance coupled 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

KPA's: Compliance to Financial Regulations; Procurement Policies & 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.

EMPLOYEE WELLNESS OFFICER

Salary Range: R 257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/EWO/NMAH/23/11/2019 – OR Tambo District, Nelson Mandela Academic Hospital

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 as recognised by SAQA or equivalent qualification in Social Behavioural / Psychology coupled with 1-2 years' experience in Employee Health and Wellness Program. Solving skills. Sound knowledge of public service policies Candidate. Must have decision making, reporting and problem, Code of Conduct and team building attributes. Must be Computer Literate. A Valid driver's license will be an advantage.

KPA's: Responsible for the development of improvement of Wellness. To promote physical, mental and social well-being of employees and a conducive environment. To comply with all legislative and statutory. Requirements for health and wellness. To reduce the impact of HIV /Aids and TB in the Workplace and related occupational health Hazards or diseases. Promotion of individual physical wellness and coordination of sports and recreation programmes, facilitation of a wellness of the employee and striking a balance of work life. Promote the functionality of a Wellness committee at institutional level and Educate Facility EHWP Committees. Develop partnership and network with relevant stakeholders. Manage and analyse data and other wellness information for reporting purposes and produce reports thereof. Manage high level of confidentiality. Monitor and Evaluate EH&W Programmes. Maintain the EH&W database and Compile reports. Participate in the planning and implantation of business plans for the component.

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LEGAL ADMIN OFFICER: MR1- MR3 X 10 (1 YEAR CONTRACT)

Salary Range: R 198 411 – R 293 940 per annum (OSD), notch will depend on experience

MR1: R 198 411, MR2: R 230 259, MR3: 257 073 – R293 940

Ref no. ECHEALTH/SL-AO/HO/23/11/2019 – Bhisho, Head Office

(Medico-legal 12 month project).

MINIMUM REQUIREMENTS: A LLB or 4 year recognised qualification. MR1: No previous legal experience required. MR2: At least 1 year's appropriate post qualification legal experience. MR3: At least 2 year's appropriate legal experience. Experience in and knowledge of Legislation drafting, management of litigations, conducting research And provision of legal opinions, meeting the above requirements, Fair knowledge of vast practice experience in clinical background, Medical malpractices will be an added advantage. Strong understanding And knowledge of South African Legal System, including Legislation Of the Public Service and strong knowledge and understanding of Health related Legislation Framework. Good communication (written and verbal) skills, good office administration, planning, organisation and supervisory skills, computer literate (MS word, Excel, Power Point etc.). Valid driver's license, problem solving, interpersonal skills, Strategic capabilities, leadership, project management, dispute resolution Skills will be an added advantage.

KPA's: Develop and improve existing Departmental plans and strategic Intervention related to implementation of relevant legislation, provide Support services to the unit in relation to all performance improvement Initiatives, draft and amend legislation administered by the Department and Make necessary legislation inputs where necessary in line with the Instructions, drafting, editing and amending of regulations in the Department, ensuring that Department's Legislative process and Regulation development process are finalised within relevant time frames, Provide advices on legal compliance and legal risks inherent, coordinate and Liaise with relevant stakeholders on the effective implementation of legal Framework related to the Department. Develop legal documents, Memoranda, reports, government notices, and monitor and evaluate reports. Related implementation of relevant legislation and draft legal research and ensure submission of strategic recommendation on appropriate Intervention or relevant stakeholders for effective implementation of Relevant legislation, compile and provide various reports, opinions And guidelines relevant to facilitate implementation of the relevant Legislation. Coordinate legal representation of the Department in litigation management, dispute resolution forums and internal appeals. Assist the Senior Manager in scrutinising legal opinion, bills, regulations and legal research documents.

ADMINISTRATION CLERK: LEGAL SERVICES X 4 (1 YEAR CONTRACT)

Salary Range: R173 703 – R 204 612 per annum (Level 5)

Ref. No. ECHEALTH/AC-LEG/HO/24/11/2019 – Bhisho, Head Office

(Medico-legal 12 month project)

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of legal administration processes. Excellent written and oral communication skills, knowledge of relevant legal terminology and principles. Ability to work in a team environment. Knowledge about legal citation rules, legal libraries, various court systems' rules and relevant filing requirements. Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude. One (1) year Public service internship programme experience will be given preference.

KPA's: Provide legal support services to the Legal Services Unit of the department. Perform regulatory and business research for Legal Administration Officers. Assist Legal Administration Officers in filing materials such as motions, memoranda, pleadings and briefs as well as accompany LAO to see clients, interview clients telephonically or in person 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. Retrieve information required.

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ADMINISTRATION CLERK: SCM RECORDS

Salary Range: R173 703 – R 204 612 per annum (Level 5)

Ref. No. ECHEALTH/AC/SCMR/HO/25/11/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Computer Literacy. Knowledge of Supply Chain legislations and Records Management. Good verbal and written communication skills are needed. Certificate of electronic Filing System. Must have ability to work under pressure. Sound knowledge of customer care. Certificate in Records Management and implementation of File plan. One (1) year Public service internship programme experience will be given preference.

KPA's: Maintain in a proper filing system. Physical file reference and document storage in bulk filers for easy access and auditing. Capturing all bid projects allocated to on Electronic Filing Systems and transfer Lever Arch Files to Z20 in line with File Plan. Assist in Training SCM officials on Electronic Filing System & Manual filing through Eastern Department of Health. Printing Reports on performance of system users. Checking status of bid projects on Electronic Filing System. Taking minutes during staff meetings. Procuring goods necessary for office operations.

REGISTRY CLERK: LEGAL SERVICES (1 YEAR CONTRACT)

Salary Range: R173 703 – R 204 612 per annum (Level 5)

*Ref. No. ECHEALTH/RC-LEG/HO/26/11/2019 – Bhisho, Head Office
(Medico-legal 12 month project)*

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. **SKILLS:** Computer, filing, planning and organization, language, good verbal and written communication skills, Job knowledge, interpersonal relations, teamwork, flexibility and confidentiality. One (1) year Public service internship programme experience will be given preference.

KPA's: Provide registry counter services, attend to clients, including lawyers, state attorney and AGSA, handle telephonic and other enquiries received. Receive and register hand delivered mail/files handle incoming and outgoing correspondence from/to various Departmental stakeholders. Receive sort, register and dispatch mail, distribute notices on registry issues. Update all legal files in the eLiability system and ensure updating of the system and uploading of documents. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and file. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain photocopy machine register. Sort and distribute post and update register daily. Open & maintain stationery register. 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 approval. Keep records for archived documents.

FINANCE CLERK: LEGAL SERVICES (1 YEAR CONTRACT)

Salary Range: R173 703 – R 204 612 per annum (Level 5)

*Ref. No. ECHEALTH/FC-LEG/HO/27/11/2019 – Bhisho, Head Office
(Medico-legal 12 month project)*

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. **SKILLS:** Computer, filing, financial planning and organization, language, good verbal and written communication skills, Job knowledge, interpersonal relations, teamwork, flexibility and confidentiality, basic principles of accounting, effective time management, disciplined and statistics capturing ability. One (1) year Public service internship programme experience will be given preference.

KPA's: Receive all legal claims and related correspondence, check compliance and distribute to relevant offices for confirmation of claims. Capture all file claims and also update the eLiability system and the contingent liability register. Working closely with the Legal Admin Officers, the State Attorney, internal finance section and other service providers, ensures payment of invoices/ claims received by the Legal Services. Ensure that all claims loaded in the eLiability System are constantly updated depending on the progress. Monitor all financial transactions and prepare monthly reports and necessary returns of payments. Prepare memoranda to various officials to ensure authorization of payment of approved claims. Filing and retrieval of legal files. Preparation of files for auditing by both AGSA and the Internal Audit unit. Working with the legal team establish a time frame and systems for timely processing of the claims.

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ADMINISTRATION CLERK

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

Ref no: ECHEALTH/AC/ANH/28/11/2019 - Joe Gqabi District, Aliwal North Hospital

MINIMUM 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. One (1) year Public service internship programme experience will be given preference.

KPA'S: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. 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 service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

REGISTRY CLERK

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

Ref No. ECHEALTH/AC/NMAH/29/11/2019 – OR Tambo District, Nelson Mandela Academic Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service Internship programme experience will be given preference.

KPA's: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records 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 functions. 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.

WARD ADMIN CLERK

Salary Range: R173 703- R204 612 per annum (Level 5)

Ref No. ECHEALTH/AC/NMAH/30/11/2019 – OR Tambo District, Nelson Mandela Academic Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no 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. One (1) year Public Service Internship programme experience will be given preference.

KPA's: 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.

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WARD ADMIN CLERK

Salary Range: R173 703- R204 612 per annum (Level 5)

Ref No. ECHEALTH/AC/StBH/31/11/2019 – OR Tambo District, St Barnabas Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no 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. One (1) year Public Service Internship programme experience will be given preference.

KPA's: 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.

SUPPLY CHAIN CLERK: ACQUISITION X 4

Salary Range: R173 703 – R204 61 per annum (Level 5)

Ref No. ECHEALTH/SCC-AC/HO/32/11/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of public sector procurement processes. Interns must have exposure in Supply Chain Management. Government's Preferential Procurement Policy Framework Act & Regulations, PFMA and Treasury Regulations. Computer literacy and Proficiency in Excel and Ms Word is essential. **Required Skills:** Good verbal and written Communication skills, time management, interpersonal relations, reliability and honesty. Ability to work well under pressure and meet deadlines. One (1) year Public service internship programme experience will be given preference.

KPA's: Administration of bidding process. Capturing bid process on SCM Document Management System. Maintain electronic bid registers. Compile bid documents. Advertisement of bids, opening of bid/tender box, registration of bid offers on bid registers, provide secretariat services to bid evaluation committees, take minutes, prepare comparative schedules and Bid Committee reports. Maintain updated Bid register. Administer participation on Transversal Contracts. Maintain updated Transversal Contract Register.

SUPPLY CHAIN CLERK: ACQUISITION

Salary Range: R173 703 – R204 61 per annum (Level 5)

Ref No. ECHEALTH/SCC-AC/HO/33/11/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Understanding of Bid process and the Bid Adjudication Committee or Governance Committee Processes. Procurement and Supply Chain Management experience an added advantage. Must have exposure in Supply Chain Management. Understanding of Government's Preferential Procurement Policy Framework Act & Regulations, PFMA and Treasury Regulations. High level of professionalism required. Computer Skills in Microsoft office suite with Proficiency in Ms Word, Excel, Internet and email is essential; must be able to take minutes, good verbal and writing communication skills, interpersonal relations, and time management skills required. Ability to work well under pressure and meet deadlines. One (1) year Public service internship programme experience will be given preference.

KPA's: Provide professional secretariat services to the Bid Adjudication Committee. Taking Minutes at Committee Meetings. Digital recording of proceedings. Ensure timely preparation, issuing and auctioning of BAC Decisions. Maintain filing of Committee Documents, Minutes and capture on SCM Document Management System. Plan and organise weekly meetings and activities of the Committee. Maintain electronic register of BAC Resolutions and tracking tool.

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PROVISIONING ADMIN CLERK: SUPPLY CHAIN MANAGEMENT

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

Ref No. ECHEALTH/PAC-SCM/BCM/34/11/2019 – Buffalo City District Health Office

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.

KPA's: Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on Logis. Create and print orders on Logis system. Sourcing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).

HUMAN RESOURCE CLERK: RECRUITMENT

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

REF NO. ECHEALTH/POR/CHDO/35/11/2019 – Chris Hani District

MINIMUM REQUIREMENTS: Grade 12 or NQF level 4 with no experience. Knowledge of Human Resource Management Recruitment and Selection or Public Administration processes. Knowledge of Public Service Management and Public Service Legislation. Computer Literacy. One (1) year Public service Internship programme experience will be given preference. Knowledge of Human Resource functions as well ability to capture data, operate computer and collate administration statistics. Basic knowledge and insight on human resource prescripts. Knowledge of basic financial operating systems and understanding of PERSAL. Flexibility and team work. To have good interpersonal and communication skills, listening skills, analytical skills. Understanding of Batho Pele Principles. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.

KPA's: Implementation of Human Resource practices i.e. Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system. Write memorandum for advertisement. Resolvment of enquires and applications. Receive application documents. Serve as a scribe on shortlisting and interviews session. Appointment of staff on Persal. Provide NMIR Registry. Adhere to Government Prescripts. Assist in leave management.

ADMINISTRATION CLERK

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

REF NO. ECHEALTH/AC/DC/36/11/2019 – Buffalo City Metro, Dimbaza CHC

MINIMUM REQUIREMENTS: Grade 12 or NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service Internship programme experience will be given preference.

KPA's: 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.

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REGISTRY CLERK

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

REF NO. ECHEALTH/RC/SSGH/37/11/2019 – Amathole District, SS Gida Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service Internship programme experience will be given preference.

KPA's: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records 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 functions. 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.

WARD CLERK

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

REF NO. ECHEALTH/WC/SSG/38/11/2019 – Amathole District, SS Gida Hospital

MINIMUM REQUIREMENTS: Grade 12 or NQF level 4 with no experience. Computer literacy in MS Office suit especially Word & Excel. Previous administration experience in a hospital environment will serve as an added advantage. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of appropriate Public Service Legislation. Understanding of confidentiality. Client Orientation and customer focus. Ability to communicate both verbally and in written form. Report writing skills and time management.

KPA's: 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.

WARD CLERK

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

REF NO. ECHEALTH/WC/TAFH/39/11/2019 – Amathole District, Tafalofefe Hospital

MINIMUM REQUIREMENTS: Grade 12 or NQF level 4 with no experience. Computer literacy in MS Office suit especially Word & Excel. Previous administration experience in a hospital environment will serve as an added advantage. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of appropriate Public Service Legislation. Understanding of confidentiality. Client Orientation and customer focus. Ability to communicate both verbally and in written form. Report writing skills and time management.

KPA's: 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.

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DATA CAPTURER (3 Posts)

Salary Range: R145 281 - R171 138 per annum (Level 4)
REF NO. ECHEALTH/DC/CHD/40/11/2019 - Chris Hani District

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with policies and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.

KPA's: 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.

DATA CAPTURER

Salary Range: R145 281 - R171 138 per annum (Level 4)
Ref no. ECHEALTH/DC/StBH/41/11/2019 – OR Tambo District, St Barnabas Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with policies and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.

KPA's: 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.

CLEANER SUPERVISOR

Salary Range: R145 281 – R171 138 per annum (Level 4)
Ref no: ECHEALTH/CS/HO/42/11/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

KPA's: Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas. Physically lead and provide general work, housekeeping and cleaning services in all designated areas including mentoring, 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 related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. 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. Periodically check stock levels and place orders for general, housekeeping and cleaning services.

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FOOD SERVICE SUPERVISOR

Salary Range: R145 281 – R171 138 per annum (Level 4)

Ref no: ECHEALTH/FSS/ANH/43/11/2019 - Joe Gqabi District, Aliwal North Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

KPA'S: 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.

FOOD SERVICE SUPERVISOR

Salary Range: R145 281 – R171 138 per annum (Level 4)

Ref no. ECHEALTH/FSS/ANH/44/11/2019 - Joe Gqabi District, Umlamli Hospital

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

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

KPA'S: 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.

MORTUARY ATTENDANT

Salary Range: R145 281 – R 171 138 per annum (Level 4)

Ref No. ECHEALTH/MA/NKH/45/11/2019 – OR Tambo District, Nessie Knight Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

KPA's: 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.

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HOUSEKEEPING SUPERVISOR

Salary Range: R 145 281 – R 171 138 per Annum (Level 4)

Ref No. ECHEALTH/HKS/HCH/46/11/2019 – OR Tambo District, Holy Cross Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

KPA's: Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning 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 mentoring, 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 wards. 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. Work shifts including weekends and public holidays.

HOUSEKEEPING SUPERVISOR

Salary Range: R 145 281 – R 171 138 per annum (Level 4)

Ref. No. ECHEALTH/HKS/ CHD-CH/47/11/2019 - Chris Hani District, Cala Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Good Communication and report writing skills. Problem solving skills. Flexibility and Team work. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Client orientation and customer focus. Knowledge of Occupational Health and Safety policies.

KPA'S: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty roster). 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, toilets, 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. 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.

DRIVER (3 POSTS)

Salary Range: R122 595 – R144 411 per annum (Level 3)

Ref No. ECHEALTH/DRIV/NMAH/48/11/2019 – OR Tambo District, Nelson Mandela Academic Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver's licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

KPA's: 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,

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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.

FOOD SERVICE AID

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/FSA/ZH/49/11/2019 – OR Tambo District, Zithulele Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

KPA's: 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.

GENERAL WORKER X 4

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/HO/50/11/2019 – Bhisho, Head Office X 3

Ref no. ECHEALTH/GW/HO/51/11/2019 – Bhisho, Head Office Call Centre X 1

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

KPA's: 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.

GENERAL WORKER (2 POSTS)

Salary Range: R 102 534 – R 120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/DMMH/52/11/2019 - OR Tambo District, Dr Malizo Mpehle Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

KPA's: 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

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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.

GENERAL WORKER

Salary Range: R 102 534 – R 120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/DIM-CHC/53/11/2019 – Buffalo City Metro, Dimbaza CHC

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

KPA's: 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.

GENERAL WORKER

Salary Range: R 102 534 – R 120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/DVD-C/54/11/2019 – Buffalo City Metro, Duncan Village Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

KPA's: 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.

GENERAL WORKER

Salary Range: R 102 534 – R 120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/NKH/55/11/2019 - OR Tambo District, Nessie Knight Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

KPA's: 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.

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Salary Range: R 102 534 – R 120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/PALC/56/11/2019 – Joe Gqabi District, Palmietfontein Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 -3 with no 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.

KPA'S: 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.

GENERAL WORKER (2 POSTS)

Salary Range: R 102 534 – R 120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/StBH/57/11/2019 - OR Tambo District, St Barnabas Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

KPA's: 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.

GENERAL WORKER (2 POSTS)

Salary Range: R102 534 - R120 780 per annum (Level 2)

Ref .No. ECHEALTH/ GW/KH/58/11/2019 – Alfred Nzo, Khotsong TB Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

KPA's: 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

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machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

GENERAL WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref No: ECHEALTH/GW/EH/59/11/2019 - Joe Gqabi District, Empilisweni Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 -3 with no 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.

KPA'S: 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.

GENERAL WORKER

Salary Range: R 102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/ANH/60/11/2019 - Joe Gqabi District, Aliwal North Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 -3 with no 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.

KPA'S: 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.

GENERAL WORKER

Salary Range: R 102 534 – R120 780 per annum (Level 2)

Ref no: ECHEALTH/GW/MBLC/61/11/2019 – Mhlontlo Sub District, Mbalisweni Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 -3 with no 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.

KPA'S: 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

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machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

PORTER (2 POSTS)

Salary Range: R 102 534 – R 120 780 per annum (Level 2)

Ref no. ECHEALTH/POR/DMMH/62/11/2019 – OR Tambo District, Dr Malizo Mpehle Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic communication skill. Ability to work in a team and under pressure. Must be able to apply Batho-Pele principles in a work situation.

KPA's: Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to, from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers. Accompanying walking patients, patients on wheelchairs or stretchers to various service points. Assisting in loading and off-loading patients from Ambulances and private cars. Cleaning of wheelchairs and stretchers. Reporting of broken equipment to the supervisor. Collection of wheelchairs and stretchers from all hospital treatment points to the Porter's bay and perform any other duty delegated by supervisor.

PORTER

Salary Range: R102 534 - R120 780 per annum (Level 2)

Ref. No. ECHEALTH/POR/CHD-ASH/63/11/2019 - Chris Hani District, All Saints Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic communication skill. Ability to work in a team and under pressure. Must be able to apply Batho-Pele principles in a work situation.

KPA'S: Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to, from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers. Accompanying walking patients, patients on wheelchairs or stretchers to various service points. Assisting in loading and off-loading patients from Ambulances and private cars. Cleaning of wheelchairs and stretchers. Reporting of broken equipment to the supervisor. Collection of wheelchairs and stretchers from all hospital treatment points to the Porter's bay and perform any other duty delegated by supervisor.

PROPERTY CARETAKER

Salary Range: R102 534 - R120 780 per annum (Level 2)

Ref no. ECHEALTH/PC/DMMH/64/11/2019 – OR Tambo District, Dr Malizo Mpehle Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

KPA's: 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 KPA's delegated by supervisor.

LAUNDRY WORKER

Salary Range: R102 534 - R120 780 per annum (Level 2)

Ref no. ECHEALTH/LW/HCH/65/11/2019 – OR Tambo District, Holly Cross Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

KPA's: 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

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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 KPA's 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.

LAUNDRY WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref. No. ECHEALTH/LW/CHD-KPH/66/11/2019 - Chris Hani District, Komani Psychiatric Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

KPA'S: 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.

LAUNDRY WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no: ECHEALTH/LW/EH/67/11/2019 - Joe Gqabi District, Empilisweni Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

KPA'S: 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 KPA's 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.

MESSENGER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/FSA/NKH/68/11/2019 – OR Tambo District, Nessie Knight Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation, Quality management. Team worker, Proactive and resourceful, Flexible/ change oriented, Responsive, Customer focused, Organising.

KPA's: Report on operations. Daily collection and delivery of the post. Collect and deliver post. Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed.

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PROPERTY CARETAKER

Salary Range: R102 534 - R120 780 per annum (Level 2)

Ref.No. ECHEALTH/PCT/CHD-KPH/69/11/2019 - Chris Hani District, Komani Psychiatric Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

KPA'S: 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.

PROPERTY CARETAKER

Salary Range: R102 534 - R120 780 per annum (Level 2)

Ref no. ECHEALTH/PCT/MPC/70/11/2019 – Buffalo City Metro, Mpongo Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

KPA's: 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.

PROPERTY CARETAKER

Salary Range: R102 534 - R120 780 per annum (Level 2)

Ref no. ECHEALTH/PCT/TYUTYU-C/71/11/2019 – Buffalo City Metro, Tyutyu Village Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

KPA's: 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.

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PROPERTY CARETAKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/PCT/STERKCLIN/72/11/2019 - Joe Gqabi District, Sterkspruit Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

KPA's: 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.

PROPERTY CARETAKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/PCT/DVD-C/73/11/2019 – Buffalo City Metro, Duncan Village Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

KPA's: 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.

PROPERTY CARETAKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/PCT/NC/74/11/2019 – Buffalo City Metro, Needs camp Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience 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.

KPA's: 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.

GENERAL WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/DH/75/11/2019 - Chris Hani District, Dordrecht Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

KPA's: 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

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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.

GENERAL WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/ZH/76/11/2019 - Chris Hani District, Martjie Venter Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

KPA's: 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.

GENERAL WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/CHD-DH/77/11/2019 - Chris Hani District, Dordrecht Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

WAREHOUSE ASSISTANT X 2

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/WA/NNMAH/78/11/2019 – OR Tambo District, Nelson Mandela Academic Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Ability to read and write, Ability to work under pressure, Ability to work as a team, Communication skills.

KPA's: While reporting to Senior Administrative Officer: Warehouse, the incumbent will be responsible for clearing the Receiving Section, packing stock to the shelves using FIFO Method. Picking requested stock to the end users using issue voucher/ Log 1. Delivery issued stock to the end users. Keep store room neat and tidy all the time. Take an active part in quarterly stock count as well as Financial Year End Stock Take. Perform any other duties assigned by the Manager/Supervisor.

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FOOD SERVICE AID

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/FSA/TOWH/79/11/2019 – Amathole District, Tower Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

KPA's: 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.

GENERAL WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/STUTH/80/11/2019 – Amathole District, Stutterheim Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

KPA's: 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.

LAUNDRY WORKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/LW/TAFH/81/11/2019 – Amathole District, Tafalofefe Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable. Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

KPA's: 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 KPA's 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.

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PROPERTY CARE TAKER

Salary Range: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/PCT/VICH/82/11/2019 – Amathole District, Victoria Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

KPA's: 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.

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

Bhisho (Head Office)- Post to: HR Office, Department of Health (Head Office) Private Bag X 0038, Bhisho 5605 or Hand delivered to: Department of Health, Office no D53, UIF Building, Phalo Avenue Bhisho 5605

Jose Pearson Hospital- Post to: Human Resource Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015 Enquiries: Ms Klassen Tel no: 041 372 8000.

EMS College Port Elizabeth – Post to: Human Resource Office, Private Bag X 28000, Greenacres, 6057 or Hand delivery to Human Resource Office, EMS College situated at Livingstone Hospital, Port Elizabeth 6057. Enquiries: Mr KV Plaatjie Tel No: 041 453 0911.

Amathole District- Post to: Private Bag X 002, Southernwood, East London Or Hand Delivered 19 St James Road, Medical Centre Building Southernwood, East London 5200: Enquiries: Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49.

Komani Psychiatric Hospital - Post to: Komani Psychiatric Hospital Private Bag x 7074, Queenstown 5320 or Hand deliver to Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Mrs A Sokutu Tel 045-8588 400.

Martje Venter Hospital - Post to: P.O Box 45 Tarkastard 5370 or Hand Deliver to No1 Margarete, Tarkastard, 5370. Enquiries: D Sparks Tel no 045 846 0053.

Chris Hani District Office - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel no 045 807 1110/1101.

Dordrecht Hospital - Post to: HR Office, Dordrecht Hospital, PO Box 80 Dordrecht 5435 or hand deliver to: HR Office, 1 Grey Street, Dordrecht Hospital, Dordrecht 5435. Enquiries: Ms Mandla Tel no: 045 943 1019.

Cala Hospital - Post to: Human Resource Office, Cala Hospital, Private bag X 516, Cala, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquires: Ms Z Sentile – Tel no 047 874 8000.

All Saints Hospital - Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel no: 047 548 4104.

Khotsong TB Hospital: Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms. A Lebata 039 737 3801.

St Patricks Hospital: Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Gxaweni AO Tel No. 039 251 0236.

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St Barnabas Hospital - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, LIBODE, 5160. Enquiries: Ms Ndamase – Tel no 047 555 5300

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, TSOLO, 5170. Enquiries: Ms Makalima Tel no 047 542 6000

Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080. Or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 504. Enquiries: Mr K Sobetwa Tel no: 047 573 8936/073 200 0217

Nelson Mandela Academic Hospital - 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 4469

Holy Cross Hospital - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms B Mbutye – Tel no 039 252 2026/8

Nessie Knight Hospital -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 Sotsako- Tel No: 047 553 6007/8/9.

Jamestown Hospital - Post to: Human Resource Office, Private bag X03, Jamestown, 9742 or Hand delivery: HR Office, 3 Hill Street, Jamestown Hospital – Enquiries: Ms L.Jood Tel no: 051 633 9617.

Aliwal North Hospital - Post to: Human Resource Office, Aliwal North Hospital, Private Bag X1004, Aliwal North 9757 or hand delivery: HR Office, Aliwal North Hospital, No 1 Parklane Street, Aliwal North. Enquiries: Ms Fourie - Tel no: 051 633 7700

Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: Joe Gqabi District Office, HR Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631

OR Tambo Health District Office- Post to: District Manager Private Bag X 5005, MTHATHA 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma TEL NO: 047 531 0823.

Empilisweni Hospital - Post to: Human Resource Office, Empilisweni Hospital, P/bag X5029, Sterkspruit, 9762 or Hand delivery: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037.

Cecilia Makiwane Hospital - Post to: Human Resource Office Private Bag X 001, Mdantsane, 5225 or Hand deliver to Human Resource Office, Cecilia Makiwane Hospital, and Billie Road, Mdanstane. Enquiries: Ms P Mncotsho Tel No: 043 708 2118.

Frere Tertiary Hospital – 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: Mr M Mayongo Tel No: 043 709 2449 / 2532

Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro District Office, Private Bag X9015, East London, 5200 or hand Deliver to: HR Office, Buffalo City Metro District Office, 18 Shelf Road Wood Brook, West Bank, East London 5200. Enquires: Ms. Hazel Hlulani Tel. No. 043 708 1700/1823.

Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: Joe Gqabi District Office, HR Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631

Sengu Sub-District - Post to: Human Resource Office, Sengu Sub-district, Private Bag X5009, Sterkspruit, 9762 or hand delivery: HR Office, Sengu Sub-district, Bensonvale Collage. Enquiries: Ms L.J Jood - Tel no: 051 633 9617

Livingstone Tertiary Hospital- Post to: The Human Resource Manager, Recruitment Section, Private bag x Korsten, Korsten, 6014 or Hand deliver to Registry Department Nurses Home, 1st Floor, Corner Lindsay & Stanford Road, Korsten 6014. Enquiries: Mr Mjindi 041- 405 2121.

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PE Depot - Post to: HR Office, PE Depot, Private Bag X6033 Pharmaceutical Port Elizabeth 6000 or Hand Delivery to: 1104 Straunway Road Straunday Port Elizabeth 6000. Enquiries: Ms U Xwayi Tel no 041 406 9831

Tower Hospital - 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.

SS Gida Hospital: Post to: Human Resources Office: SS Gida Hospital, Private Bag x12 Keikammahoek, 5670. Enquiries: Ms Fumanisa - Tel no: 040 658 0043.

Thafalofefe Hospital: Post to: Human Resources Office: Thafalofefe hospital, Private bag x 3024, Enquiries: Ms V. Motebele - Tel no 047- 498 0026

Post to: Human Resource Office, Tower Hospital Private Bag X 228 Fort Beaufort 5720. Enquiries: Mr H Portgieter - Tel: 046 645 5003

Victoria Hospital: Post to: Human Resources Office: Victoria Hospital, Private Bag x1300, Alice 5700 Enquiries: Ms Mangesi at 046 645 0043.

Stutterheim Hospital: Post to: Human Resource Office; Stutterheim Hospital P O Box 40 Stutterheim 4930. Hand delivery to Hospital Street Stutterheim, 4930. Enquiries: Ms P Booï Tel: 043 683 1313.

