

DEPARTMENT OF HEALTH

ERRATUM

The Department has recently issued Circular 14 of 2019 (OTP), Circular 1 of November 2019 (EC Health), an Advertisement of Non - Clinical posts for various health institutions.

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

ASSISTANT DIRECTOR: SECURITY MANAGEMENT (PHYSICAL)

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

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

MINIMUM REQUIREMENTS: An undergraduate qualification with NQF level 6 / Preferably NQF level 7 as recognised by SAQA or equivalent qualification in Security Management / Risk Management / Police Administration / Policing / Law or Criminal Justice coupled with 5 years' relevant experience in the Public Sector security field and its entities of which 3 years' experience at Supervisory level. A qualification in Private Security Industry will be an added advantage. Experience in conducting investigations, thorough knowledge of the Minimum Information Security Standards (MISS), Occupational Health and Safety Act, Control of access to Public Health Premises and vehicle Act, Private Security Regulatory Act, Promotion of Democracy Act and other relevant legislative framework. Human relation skills, ability to manage conflict situations effectively, Questioning attitude and be able to discover and use new ideas, People management and empowerment skills, Financial Management and budgeting skills, Client orientation and customer focus. Knowledge of communication security, risk management and security audit. Willingness to travel extensively throughout the province. Good written and verbal communication. Advanced computer skills especially presentations and excel. Valid Driver's license. Business (Security) procedures and control development.

KPA's: Assist with the implementation of ECDoH Security Policy and Plan. Conduct security audit and determine the level of threat to EC Department, Health Facilities. Determine the resources to be developed and facilitate thereof in each health facility. Monitor and manage all security contracts entered in each facility. Advise the Department on the good practices in security matters. Conduct various security surveys and analysis, raise and maintain security awareness in the province's health facilities. Compiling and submitting reports to management, the National Intelligence Agency and South African Police Service on regular basis. Conduct investigations on breaches of security. Perform delegated duties and responsibilities under the PFMA

HUMAN RESOURCE CLERK

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

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

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: Implement of Human Resource practices i.e. Recruitment and Selection. Serve as secretariat during the selection and interview periods. Administration of Performance and Development system. Write memorandum for advertisement. Resolvment of enquires and applications. Receive application documents. Appointment of staff on PERSAL. Provide NMIR Registry. Adhere to Government Prescripts. Implement Conditions of service: Leave administration, incapacity leave, Housing/rental allowances, resettlement, Subsistence & Travel allowance, Termination of service: Pension Administration, leave gratuity and remunerative overtime.

FOOD SERVICE AID

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

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

Closing date for all posts still remains as the 22 November 2019

The following posts were advertised on Circular 1 of October 2019, A clinical advert for health institutions with a closing date 8th of November 2019 have been withdrawn from the advert:

- Chief Executive Officer – Sterksroom and Willowmore Hospital