



## PROVINCIAL ADMINISTRATION: EASTERN CAPE DEPARTMENT OF HEALTH

*The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities)*

**POSTED ON : 06 OCTOBER 2016**

**CLOSING ON : 21 OCTOBER 2016**

**CLEANER X 6**  
**CENTRE: CECILIA MAKIWANE HOSPITAL**  
**REF NO ECHEALTH/CCMH/01/2016**  
**SALARY LEVEL: 2**  
**SALARY SCALE: R84 096 – R99 060 p.a (Plus Competitive Benefits)**

### **REQUIREMENTS:**

ABET/ STD 6/7 Grade 8/9. Good interpersonal and Communication skills. Relevant experience will be added as an advantage. Ability to perform routine tasks and to operate cleaning machines.

### **KEY PERFORMANCE AREAS:**

Perform specific cleaning duties daily. Ensure the general cleaning of the facility and surroundings. Dust and polish the desks, floors and walls in all offices and waiting areas. Clean and take proper care of cleaning equipment and machinery used in daily activities. Request cleaning materials in advance. Maintain good hygienic standards in the facility. Perform any other jobs that may be assigned by the supervisor.

**LAUNDRY WORKERS X2**  
**CENTRE: CECILIA MAKIWANE HOSPITAL**  
**REF NO: ECHEALTH/LWCMH/02/2016**  
**SALARY LEVEL: 2**  
**SALARY SCALE: R84 096 – R99 060 p.a (Plus Competitive Benefits)**

**REQUIREMENTS:** ABET/ Grade 8/9. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

### **KEY PERFORMANCE AREAS:**

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 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 duties as directed by the supervisor. Maintain laundry equipment /machines: Monitor equipment temperature. Keep laundry equipment in a proper state, Report detects.

**CECILIA MAKHIWANE HOSPITAL: Enquiries Ms V Mkala @ (043) 708 2121**

**APPLICATIONS: Must be submitted to Human Resource Office, Cecilia Makiwane Hospital, Private Bag x 001, Mdantsane, 5225, OR Hand Delivered to Human Resource Office, Cecilia Makiwane Hospital, and Billie Road, Eastern Cape.**

**CLEANER X 5  
CENTRE: BISHO HOSPITAL  
REF NO: ECHEALTH/CBH/03/2016  
SALARY LEVEL: 2  
SALARY SCALE: R84 096 – R99 060 p.a (Plus Competitive Benefits)**

**REQUIREMENTS:**

ABET/ STD 6/7 Grade 8/9. Good interpersonal and Communication skills. Relevant experience will be added as an advantage. Ability to perform routine tasks and to operate cleaning machines.

**KEY PERFORMANCE AREAS:**

Perform specific cleaning duties daily. Ensure the general cleaning of the facility and surroundings. Dust and polish the desks, floors and walls in all offices and waiting areas. Clean and take proper care of cleaning equipment and machinery used in daily activities. Request cleaning materials in advance. Maintain good hygienic standards in the facility. Perform any other jobs that may be assigned by the supervisor.

**BUFFALO CITY METRO HEALTH DISTRICT- BISHO HOSPITAL: Enquiries: Ms P Jali @ (040) 6352950**

**APPLICATIONS: Must be submitted to Human Resource Office, Bisho Hospital Private Bag x 0043, Bhisho Post Office, 5605, OR Hand Delivered to Human Resource Office, Bhisho Hospital, Komga Bhisho Road Eastern Cape.**

**GENERAL WORKER X 2  
CENTRE: GREY HOSPITAL  
REF NO: ECHEALTH/GENWORK04/GREYH/2016  
SALARY LEVEL: 02  
SALARY SCALE: R84 096 – R 99 060 p.a. (Plus Competitive Benefits)**

**REQUIREMENTS:**

ABET/STD 6/7 or Grade 8/9. Good interpersonal and communication skills. Relevant work experience will be added advantage. Ability to perform routine tasks and to operate cleaning machines. Must be able to work night duty, weekends and public holidays (shifts).

**KEY PERFORMANCE AREAS:**

Perform specific cleaning of facilities and surroundings. Clean and take proper care of cleaning equipment and machinery used in daily activities. Maintain good hygienic standards in the facility. Sluicing of soiled linen. Packing in laundry bags for collection by laundry in the absence of Housekeeper. Requesting cleaning materials in advance. Maintain good hygienic and safe environment by sweeping, dusting, mopping, vacuuming and generally cleaning a areas of responsibility. Emptying all dustbins wards/departments/clinics as full medical and general waste containers. Perform any other jobs that may be assigned by the Supervisor.

**FOOD SERVICE AID  
CENTRE: GREY HOSPITAL  
REF NO: ECHEALTH/FSAID/05/GH/2016  
SALARY LEVEL: 02  
SALARY SCALE: R84 096- R99 060 p.a. (Plus Competitive Benefits)**

**REQUIREMENTS:**

ABET/Grade 8/9/. Good communication skills and good interpersonal relations. Must be a committed and hardworking person. Ability to work under pressure.

**KEY PERFORMANCE AREAS:**

Preparation of Patient's food to prescribed menus. Delivery of Patient's food to the wards, cleaning of utensils and maintain good hygiene standards in the kitchen. Knowledge and preparing of therapeutic and specific Diet. Perform regular stock taking. Ensure that correct meals are delivered to the correct areas. Collect used cutlery and crockery from wards and ensure that correct numbers have been returned.

**BUFFALO CITY METRO HEALTH DISTRICT- GREY HOSPITAL: Enquiries: Ms. NW Phillip@ (043) 643 3300**

**APPLICATIONS: Must be submitted to Human Resource Office, Grey Hospital Private Bag X 7443 King Williams Town or Hand Delivered to, Lonsdale Street, King Williams Town 5600.**

**FOOD SERVICE AID X 2  
CENTRE: FORT ENGLAND HOSPITAL  
REF NO: ECHEALTH/FSAID/06/FEH/2016  
SALARY LEVEL: 02  
SALARY SCALE: R84 096- R99 060 p.a. (Plus Competitive Benefits)**

**REQUIREMENTS:**

ABET/Grade 8/9/. Good communication skills and good interpersonal relations. Must be a committed and hardworking person. Ability to work under pressure.

**KEY PERFORMANCE AREAS:**

Preparation of Patient's food to prescribed menus. Delivery of Patient's food to the wards, cleaning of utensils and maintain good hygiene standards in the kitchen. Knowledge and preparing of therapeutic and specific Diet. Perform regular stock taking. Ensure that correct meals are delivered to the correct areas. Collect used cutlery and crockery from wards and ensure that correct numbers have been returned.

**SARAH BAARTMAN DISTRICT-FORT ENGLAND HOSPITAL: Enquiries: Ms. N Nazo@ (046) 602 2300  
APPLICATIONS: Must be submitted to Human Resource Office, Fort England Hospital Private Bag X 1002, Grahamstown 6139**

**HUMAN RESOURCE PRACTITIONER  
CENTRE: FRONTIER HOSPITAL  
REF NO: ECHEALTH/HRP07/2016  
SALARY LEVEL: 07  
SALARY SCALE: R 211 194 – R 248 781 p.a (plus competitive benefits)**

**REQUIREMENTS;**

Bachelor's Degree/National Diploma in Human Resource Management/Public Management or equivalent qualification. A minimum of 3 years relevant experience in Human Resource Administration environment or Grade 12 with 3-4 years' experience in Human Resource Administration environment. Knowledge of public service regulations, the 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 functions, 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 will be an added advantage.

**KEY PERFORMANCE AREAS:**

The incumbent will be responsible to perform and administer all functions related to recruitment and selection, PMDS and leave management. Implement/manage PERSAL transactions. Provide human resource management information support i.e. implementing policies, maintaining discipline, motivating and exercising control of subordinates.

**ADMINISTRATIVE CLERK X 2**  
**CENTRE: FRONTIER HOSPITAL**  
**REF NO: ECHEALTH/AC08/2016**  
**SALARY LEVEL: 05**  
**SALARY SCALE: R 142 461 – R 167 814 P.A (plus competitive benefits)**

**REQUIREMENTS:**

National Diploma/Degree in Public Management or equivalent with minimum of 2-3 years relevant experience. Grade 12 with 4-6 years relevant administrative experience. Good interpersonal and communication skills. Computer literacy and knowledge of Patient's right charter. Must be a committed and hard working person. Ability to work under pressure.

**KEY PERFORMANCE AREAS:**

Delivery of efficient Ward Administration services by provision of clerical assistance for clinical staff. Compiling patient folders that contain the relevant documentation. Recording and reconciling the midnight patient census whilst accounting for admissions, discharges and transfers. Ordering and receiving ward stationery and surgical supplies. Recording movement of ward stock and supplies. Capturing data and responsible for statistics. Filing and tracing missing patient files. Review ward administration transactions, documents, records, reports and methods of accuracy and effectiveness.

**CHRIS HANI DISTRICT-FRONTIER HOSPITAL: Enquiries: Ms T Marongo @ (045) 808 234**  
**APPLICATIONS: Must be submitted to Human Resource Section, Frontier Hospital, Kingsway Avenue, Private Bag X 7063, QUEENSTOWN 5320**

**CLEANER X 8**  
**CENTRES: MADZIKANE KAZULU HOSPITAL**  
**REF NO: ECHEALTH/MKZH/ CL/09/2016**  
**SALARY LEVEL: 02**  
**SALARY NOTCH: R84 096 – 99 060 (Plus Competitive Benefits)**

**REQUIREMENTS:**

ABET/ STD 6/7 Grade 8/9. Good interpersonal and Communication skills. Relevant experience will be added as an advantage. Ability to perform routine tasks and to operate cleaning machines.

**KEY PERFORMANCE AREAS:**

Perform specific cleaning duties daily. Ensure the general cleaning of the facility and surroundings. Dust and polish the desks, floors and walls in all offices and waiting areas. Clean and take proper care of cleaning equipment and machinery used in daily activities. Request cleaning materials in advance. Maintain good hygienic standards in the facility. Perform any other jobs that may be assigned by the supervisor.

**LAUNDRY WORKER X 3**  
**CENTRES: MADZIKANE KAZULU HOSPITAL**  
**REF NO: ECHEALTH/MKZH/LW/10/2016**  
**SALARY LEVEL: 02**  
**SALARY NOTCH: R84 096 – 99 060 (Plus Competitive Benefits)**

**REQUIREMENTS:**

ABET/ Grade 8/9. Ability to work under pressure. Good communication Skills. Good interpersonal relations and must be able to work with a team.

**KEY PERFORMANCE AREAS:**

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 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 duties as directed by the supervisor. Maintain laundry equipment /machines: Monitor equipment temperature. Keep laundry equipment in a proper state, Report detects.

**FOOD SERVICE AID X 3**  
**CENTRES: MADZIKANE KAZULU HOSPITAL**  
**REF NO: ECHEALTH/MKZH/FAID/11/2016**  
**SALARY LEVEL: 02**  
**SALARY NOTCH: R84 096 – R99 060 (Plus Competitive Benefits)**

**REQUIREMENTS:**

ABET/Grade 8/9/. Good communication skills and good interpersonal relations. Must be a committed and hardworking person. Ability to work under pressure.

**KEY PERFORMANCE AREAS:**

Preparation of Patient's food to prescribed menus. Delivery of Patient's food to the wards, cleaning of utensils and maintain good hygiene standards in the kitchen. Knowledge and preparing of therapeutic and specific Diet. Perform regular stock taking. Ensure that correct meals are delivered to the correct areas. Collect used cutlery and crockery from wards and ensure that correct numbers have been returned.

**GROUNDSMAN X 2**  
**CENTRES: MADZIKANE KAZULU HOSPITAL**  
**REF NO: ECHEALTH/MKZH/GRM/12/2016**  
**SALARY LEVEL: 02**  
**SALARY NOTCH: R84 096 – R99 060 (Plus Competitive Benefits)**

**REQUIREMENTS:**

ABET/Grade 8/9/. Good communication skills and good interpersonal relations. Must be a committed and hardworking person. Ability to work under pressure.

**KEY PERFORMANCE AREAS:**

To effectively and efficiently perform a grounds cleaning service of a routine nature, utilizing the resources available. To provide a safe and secure environment for staff and residents. To provide a hygienic environment for staff and residents. To ensure compliance to legislation, regulations, policies and procedures. Maintain professional and ethical standards and ethical standards in the performance of duties.

**ALFRED NZO HEALTH DISTRICT- MADZIKANE KAZULU HOSPITAL: Enquiries Ms. Sigola@ (039) 255 8200. APPLICATIONS: Must be submitted to the Human Resource Offices Madzikane- Kazulu Hospital Private Bag X 9002 Mount Frere, 5090**

**REGISTRY CLERK  
CENTRES: ST. PATRICK'S HOSPITAL  
REF NO: ECHEALTH/SPH/RC/13/2016  
SALARY LEVEL: 05  
SALARY NOTCH: R142 461 – R167 814 (Plus Competitive Benefits)**

**REQUIREMENTS:**

Grade 12 plus 2 – 3 years' experience in Registry/ Record Management. 3 year Tertiary Qualification. Basic knowledge of Administration processes. Knowledge and understanding of relevant Policies, Legislations and Prescripts. Computer literacy. Knowledge of procedures norms and standards relating to specific working environment.

**KEY PERFORMANCE AREAS:**

Render routine Registry Administration services. Manual and electronic referencing of correspondence according to the approved File Plan. Advice client offices on correct referencing of correspondence. Receipt and sorting of incoming and outgoing mail. Perform postal (FRANKING) and courier services. Recording of money and valuable items received/ maintenance of remittance register.

**ST. PATRICK'S HOSPITAL: Enquiries: Ms. Gwangqa@ (039) - 251 0236  
APPLICATIONS: Must be submitted to the Human Resource Offices, St. Patrick's Hospital Private Bag X 531 Bizana 4800.**

**DRIVER (LIGHT VEHICLE)  
CENTRE: SIPETU HOSPITAL  
REF NO: ECHEALTH/SH/DR/14/2016  
SALARY LEVEL: 3  
SALARY SCALE: R100 54 – R118 440 p.a. (plus competitive benefits)**

**REQUIREMENTS:**

Grade 10/ standard 8 certificate. Relevant experience in Driving/Code B with 3 Years' experience as a driver. Valid Code 8 Drivers licence with PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

**KEY PERFORMANCE AREAS:**

To render transport services. Provision of 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 and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tyre condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.

**SIPETU HOSPITAL: Enquiries: Mr. Madaka@ (039) 255 0077  
APPLICATIONS: Must be submitted to the Human Resource Offices, Sipetu Hospital Private Bag X 9005 Mount Frere 5090**

**TRADE LABOURER (HANDYMAN)**  
**CENTRES: MACLEAR HOSPITAL**  
**REF NO: ECHEALTH/MH/TL/15/2016**  
**SALARY LEVEL: 02**  
**SALARY NOTCH: R84 096 – 99 060 (Plus Competitive Benefits)**

**REQUIREMENTS:**

Grade 10 or equivalent qualifications. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage.

**KEY PERFORMANCE AREAS:**

Take proper care of equipment and machinery used in daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, repair of broken windows and toilet flush systems. Unblock drains, basins and sinks to ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.

**JOE GQABI HEALTH DISTRICT-MACLEAR HOSPITAL: Enquiries: Mr. Mbovane @ (045) 932 1028**  
**APPLICATIONS: Must be forwarded to the Human Resource Offices, MaClear Hospital P.O. Box 93 MaClear 5480.**

**HUMAN RESOURCE PRACTITIONER**  
**CENTRE: DR MALIZO MPEHLE MEMORIAL HOSPITAL**  
**REF NO: ECHEALTH /DMMM/HRP/16/2016**  
**SALARY LEVEL: 07**  
**SALARY SCALE: R211 194 – R248 781 p.a (plus competitive benefits)**

**REQUIREMENTS:**

Grade 12/Matric plus 4-5 years' experience in Human Resource OR National Diploma /Degree /NQF L6 Certificate in Human Resource Management with 2-3 years' experience in the relevant field. Knowledge of Human Resource Policies, Public Service Regulations. Knowledge of Prescripts, Procedures, relevant legislations and understanding of different Human Resource Processes .Knowledge of PERSAL system and be Computer literate .Must have good communication skills, verbal and written skills .Must be customer focus. Valid Driver's license will serve as an added advantage.

**KEY PERFORMANCE AREAS:**

To provide Human Resource Support Service of the Institution .Co- ordinate tasks allocated to the Unit. Formulate and manage work /programmes and project objectives. Responsible for Recruitment and Selection .Responsible for implementation of service benefits including pension benefits and leave gratuities ,PMDS ,Administer Service Terminations , Leave Management and implement / manage PERSAL transactions . Ensure implementation of Policies, Act as Secretary in various Committees. Deal with all Human Resource Complaints .Responsible for supervision and monthly reports. Maintain discipline, motivating personnel and exercise control over Subordinates.

**GENERAL ASSISTANTS X 15**  
**CENTRE: DR MALIZO MPEHLE MEMORIAL HOSPITAL**  
**REF NO: ECHEALTH/DMMM/GA/17/2016**  
**SALARY LEVEL: 02**  
**SALARY SCALE: R84 096 – R99 060 p.a (plus competitive benefits)**

**REQUIREMENTS:**

ABET/STD 6/7 or Grade 8/9. Good interpersonal and communication skills. Relevant work experience will be added advantage. Ability to perform routine tasks and to operate cleaning machines. Must be able to work night duty, weekends and public holidays (shifts).

**KEY PERFORMANCE AREAS:**

Perform specific cleaning of facilities and surroundings. Clean and take proper care of cleaning equipment and machinery used in daily activities. Maintain good hygienic standards in the facility. Sluicing of soiled linen. Packing in laundry bags for collection by laundry in the absence of Housekeeper. Requesting cleaning materials in advance. Maintain good hygienic and safe environment by sweeping, dusting, mopping,

vacuuming and generally cleaning areas of responsibility. Emptying all dustbins wards/departments/clinics as full medical and general waste containers. Perform any other jobs that may be assigned by the Supervisor.

**OR TAMBO HEALTH DISTRICT-DR MALIZO MPEHLE MEMORIAL HOSPITAL: Enquiries Ms N.M Makalima @ (047) 542 6300. APPLICATIONS: Must be submitted to Human Resource Office, Dr Malizo Mpehle Memorial Hospital, Private Bag x 1004, TSOLO, 5170.**

**PROPERTY CARE TAKER  
CENTRE: MBEKWENI CHC  
REF NO: ECHEALTH/MCHC/PCT/18/2016  
SALARY LEVEL: 02  
SALARY SCALE: R84 090 – R 99 060 p.a (plus competitive benefits)**

**REQUIREMENTS:**

ABET Grade 8/9 qualification. Good communication skill. Ability to perform routine tasks. To render a property care taking services in the institution by managing the organisation fixed and moveable assets and facilities.

**KEY PERFORMANCE AREAS:**

Control the access of health institution's accommodation. Safeguard all master and spare keys belonging to the institution. Oversees the preparation of boardrooms for meeting gatherings. Perform a stock taking of areas of responsibilities such as keys, office equipment. Loading and offloading of goods, furniture and cleaning materials. Climb step ladders and scaffolding to change light bulbs. Maintain a clean working environment to promote the ethos of hygiene.

**KSD SUB DISTRICT-MBEKWENI CHC, Enquiries: Ms O Gcanga@ (047) 531 0823/078- 300 7969  
APPLICATIONS: Must be submitted to Human Resource Office, Botha Sigcau Building, Private Bag x 5005 , Umthatha, 5099 OR Hand delivery to Room No .19, Botha Sigcau.**

**GENERAL ASSISTANT  
CENTRE: ZITHULELE HOSPITAL  
REF NO: ECHEALTH/ZH/GA/19/2016  
SALARY LEVEL: 02  
SALARY SCALE: R84 096 – R99 060 p.a (plus competitive benefits)**

**REQUIREMENTS:**

ABET/STD 6/7 or Grade 8/9. Good interpersonal and communication skills. Relevant work experience will be added advantage. Ability to perform routine tasks and to operate cleaning machines. Must be able to work night duty, weekends and public holidays (shifts).

**KEY PERFORMANCE AREAS:**

Perform specific cleaning of facilities and surroundings. Clean and take proper care of cleaning equipment and machinery used in daily activities. Maintain good hygienic standards in the facility. Sluicing of soiled linen. Packing in laundry bags for collection by laundry in the absence of Housekeeper. Requesting cleaning materials in advance. Maintain good hygienic and safe environment by sweeping, dusting, mopping, vacuuming and generally cleaning an areas of responsibility. Emptying all dustbins wards/departments/clinics as full medical and general waste containers. Perform any other jobs that may be assigned by the Supervisor.

**FOOD SERVICE AID  
CENTRE: ZITHULELE HOSPITAL  
REF NO: ECHEALTH/ZH/FSAID/20/2016**

**SALARY LEVEL: 02**  
**SALARY SCALE: R84 096 – R99 060 p.a (plus competitive benefits)**

**REQUIREMENTS:**

ABET/Grade 8/9/. Good communication skills and good interpersonal relations. Must be a committed and hard working person. Ability to work under pressure.

**KEY PERFORMANCE AREAS:**

Preparation of Patient's food to prescribed menus. Delivery of Patient's food to the wards, cleaning of utensils and maintain good hygiene standards in the kitchen. Knowledge and preparing of therapeutic and specific Diet. Perform regular stock taking. Ensure that correct meals are delivered to the correct areas. Collect used cutlery and crockery from wards and ensure that correct numbers have been returned.

**ZITHULELE HOSPITAL: Enquiries Mr K Sobethwa@ (047) 5738936/ 42**

**APPLICATIONS Must be submitted to Human Resource Office, Zithulele Hospital, Private Bag x 504, MQANDULI, 5080.**

**GENERAL ASSISTANT**  
**CENTRE: NESSIE KNIGHT HOSPITAL**  
**REF NO: ECHEALTH/NKH/GA/21/2016**  
**SALARY LEVEL: 02**  
**SALARY SCALE: R84 096 – R99 060 p.a (plus competitive benefits)**

**REQUIREMENTS:**

ABET/STD 6/7 or Grade 8/9. Good interpersonal and communication skills. Relevant work experience will be added advantage. Ability to perform routine tasks and to operate cleaning machines. Must be able to work night duty, weekends and public holidays (shifts).

**KEY PERFORMANCE AREAS:**

Perform specific cleaning of facilities and surroundings. Clean and take proper care of cleaning equipment and machinery used in daily activities. Maintain good hygienic standards in the facility. Sluicing of soiled linen. Packing in laundry bags for collection by laundry in the absence of Housekeeper. Requesting cleaning materials in advance. Maintain good hygienic and safe environment by sweeping, dusting, mopping, vacuuming and generally cleaning a areas of responsibility. Emptying all dustbins wards/departments/clinics as full medical and general waste containers. Perform any other jobs that may be assigned by the Supervisor.

**NESSIE KNIGHT HOSPITAL: Enquiries Ms P S Matomela @ (047) 553 6007 APPLICATIONS: Must be submitted to Human Resource Office, Nessie Knight Hospital, Sulenkama, Private Bag x 420, QUMBU, 5180.**

**GENERAL ASSISTANT**  
**CENTRE: CANZIBE HOSPITAL**  
**REF NO: ECHEALTH /CH/GA/22/2016**  
**SALARY LEVEL: 02**  
**SALARY SCALE: R84 096 – R99 060 p.a (plus competitive benefits)**

**REQUIREMENTS:**

ABET/STD 6/7 or Grade 8/9. Good interpersonal and communication skills. Relevant work experience will be added advantage. Ability to perform routine tasks and to operate cleaning machines. Must be able to work night duty, weekends and public holidays (shifts).

**KEY PERFORMANCE AREAS:**

Perform specific cleaning of facilities and surroundings. Clean and take proper care of cleaning equipment and machinery used in daily activities. Maintain good hygienic standards in the facility. Sluicing of soiled linen. Packing in laundry bags for collection by laundry in the absence of Housekeeper. Requesting cleaning materials in advance. Maintain good hygienic and safe environment by sweeping, dusting, mopping, vacuuming and generally cleaning areas of responsibility. Emptying all dustbins wards/departments/clinics as full medical and general waste containers. Perform any other jobs that may be assigned by the Supervisor.

**CANZIBE HOSPITAL: ENQUIRIES Mrs T.V Matoti @ 047- 5688291 /92/93APPLICATIONS Must be submitted to Human Resource Office, Canzibe Hospital, Private Bag x104, NGQELENI, 5140.**

**Directions to candidates:** Applications must be submitted on prescribed application form (Z83) obtainable from any Public Service Department or <http://www.ehealth.gov.za/uploads/files/110706122520> and must be completed in full accompanied by certified copies of Identity Document, Driver's License, school certificate and formal qualifications together with recent comprehensive Curriculum Vitae, stating the reference number and the post applied for and forwarded to the address provided for each post. **N.B.** No faxed, emailed or late applications will be considered and certifying stamp must not be older than 3 months. Failure to comply with the above instructions will lead to applications being disqualified. **All short-listed candidates will be subjected to reference-checking, security screening and vetting.** Proof of experience on original letter heads must accompany your application where experience is called for in the advert. Correspondence will be limited to short-listed applicants and therefore CV's should include 3 contactable referees (work related). **"People with disabilities are encouraged to apply"**.

**The Department reserves the right not to appoint to any/all advertised posts.**