

## ERRATUM

**The Department has recently issued circular 03 of 2020 (Website) Advertisement of Non Clinical posts for various health institutions.**

**The following posts have been advertised erroneously, please note the amendment below.**

1. Deputy Director - General, Chief Director and Director requirements should also state that “***the recommended candidate will be required to produce his or her SMS pre –entry certificate as offered by the National School of Government prior to the appointment being made.***” as indicated in paragraph 10.3 of the DPSA directive.
2. The minimum qualification for All Assistant Director posts is an undergraduate qualification (NQF Level 6) as recognized by SAQA instead of (NQF Level 7) as stated on the advert.

### **ADMINISTRATION OFFICER (OPERATIONS)**

**Salary Range: R257 508 – R303 339 per annum (Level 7)**

**REF NO. ECHEALTH/AO/DMMH/46/07/2020 – OR Tambo District, Dr Malizo Mpehle Hospital**

**DUTIES:** Interpret and implement administrative policies. Prepare and compile reports. Provide laundry services. Provide catering services. Provide general housekeeping services. Maintain hospital buildings and grounds. Render security services. Render waste management services. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Identify problems, deficiencies and practices on policies.

### **LABOUR RELATIONS CLERK**

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

**REF NO: ECHEALTH/LRC/CMH/50/07/2020 – Buffalo City Metro, Cecilia Makiwane Regional Hospital**

**DUTIES:** Assist in the investigation of issues regarding misconduct, incapacity and grievances. Provide guidance on the disciplinary, misconduct and grievance processes. Assist in conducting disciplinary, misconduct and grievance matters in accordance with relevant legislation, collective agreements and departmental policy. Facilitate the sittings of the disciplinary enquiry and grievance hearings. Assist in promotion of harmonious relations with employees.

### **GENERAL WORKER (2 Posts)**

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

**Ref no. ECHEALTH/GW/MMD/117/07/2020 - OR Tambo District, Mthatha Pharmaceutical/Medical Depot**

**DUTIES:** Pulling of medicines using pallet jacks from receiving area (Transit in) to the warehouse section. Pulling of Medicines using pallet jacks from warehouse sections to Dispatch area (Transit out). Provide Housekeeping duties at warehouse. Labelling and Sealing of boxes. Assist in counting of stock (stock taking). Perform any other General Assistant duties assigned by the supervisor.

Mthatha Pharmaceutical Depot, P.O Box 5213, Mthatha, 5099 or hand deliver to Mthatha Pharmaceutical Depo, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital, Mthatha, 5099. Enquiries: Mr Macanda - Tel no: 047 532 2779.

**The following post has been withdrawn:**

**TRANSPORT OFFICER**

**Salary Range: R257 508 – R303 339 per annum (Level 7)**

**REF NO. ECHEALTH/TO/SBDO/39/07/2020 – Sarah Baartman District Office**

**HUMAN RESOURCE CLERK**

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

**Ref. ECHEALTH/HRC/StEH/55/07/2020 – OR Tambo District, St. Lucy`s Hospital**

**HUMAN RESOURCE CLERK**

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

**Ref NO: ECHEALTH/RC/THAFH/57/07/2020 – Mphashe Sub District, Msedo Clinic**

**CLOSING DATE: 21 August 2020**