

## **CLOSING DATE: 27 JUNE 2022**

NOTE: Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

ADDITIONAL NOTE: Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>

The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) (**NB: FOR TECHNICAL GLITCHES ONLY – NO CVs**). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.

Applications directed to the addresses as indicated below or Hand Delivery as indicated below:

Bhisho, Head Office – Post to: Recruitment & Selection Directorate, Private Bag X0038, Bhisho, 5605 or hand deliver: Office D53, 1<sup>st</sup> Floor, UIF Building, Bhisho, 5605. Enquiries: Mr AV Gonyela Tel no: 040 608 1602/5/6/10

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 8071110/1101.

Livingstone Tertiary Hospital - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza Tel no: 039 253 5012.

Bhisho Hospital - Post to: HR Office, Bhisho Hospital, Bhisho 5605 or hand delivery: Human Resource Office, Bhisho Hospital Komga Road. Enquiries: Mrs T. Awlyn Tel no Qegu Tel No 040 635 2950/5.

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

Dora Nginza Regional Hospital - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel no 041 406 4421.

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.

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 6300

Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms Hlulani Tel no 043 708 1700.

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

Nelson Mandela Metro Office – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.

OR Tambo District Office - Post to: HR Office, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Deliver to: HR Office, 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms Z Mtimba Tel 047 502 9000.

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043 708 2121.

Maluti Sub District - Post to The Human Resource Manager, Maluti College of Education, PO Box 63, Maluti, 4740 Enquiries R Kok Tel no 039 2560518/0519.

Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4800. Enquiries: Mr Magadla Tel no 039 727 2090.

Amahlati Sub-district -Post to: Human Resources Office, Amahlati Sub-district, Private Bag x7425, King Williams Town, 5600. Hand Delivery: Amahlati Sub-district, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquires: Ms B Mngxe Tel no: 043 643 4775/6.

Mnquma Sub-district - Post to: HR Office, Mnquma Sub-district or hand deliver to: HR Office 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries: Ms N Tengwa Tel no: 047 491 0740.

Mbhashe Sub District - Post to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or hand Deliver to: HR Office, Mnquma Sub District (Public Works Premises) next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel no 047 489 2417/16

Raymond Mhlaba Sub District - Post to: Human Resource Office, Raymond Mhlaba Sub District, P.O. Box 967, Fort Beaufort, 5720 or hand deliver to: HR Office, Raymond Sub District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720. Enquiries: Mr Dyomfana Tel no 046 645 1892.

Lukhanji Sub-District – Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms Mtweni Tel no 045 807 8908

Sakhisizwe Sub-District - Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Mtsi Tel no 047 877 0931.

Ngcobo Sub-District - Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N. Matala Tel no 047 548 0022/34

Inxuba Yethembu Sub District – Human Resource Office, Inxuba Yethembu Sub District Private Bag x90 Cradock 5880. Enquiries: Ms GO Van Heerden Tel no 048 881 2921

Intsika Yethu Sub-District Office: Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District Office, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela Tel No: 047 874 0079.

Emalahleni Sub District – Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410. Enquiries: Ms NP Mtshabe Tel no 047 878 4300.

Camdeboo Sub-District - Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel: 049 893 0031.

Makana Sub- District - Post to: HR Office, Makana Sub- District Private Bag X 1023 Grahamstown 6140 or hand deliver to: HR Office, Makana Sub District, 49 Beaufort Street Grahamstown 6140. Enquiries: Ms. Qaleni Tel no 046 622 4901.

Kouga Sub District - Post to: The Human Resource Office, Kouga Sub District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquiries: Mrs Phillips Tel no 042 200 4214.

Senqu 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: Mr L Solomane Tel no: 051 633 9617.

Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquiries: Ms S Diva Tel no 046 602 5046.

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

Taylor Bequest Hospital (Matatiele) - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso Tel no 039 737 3107.

PZ Meyer TB Hospital – Post to: HR Office, PO Box 1154, Humansdorp, 6300 or hand deliver to: HR Office, Humansdorp Hospital, Johnston Street, Humansdorp, 6300. Enquiries: Dr Mboya Majola Tel no 042 291 2072.

Mthatha Regional Hospital - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

Elizabeth Donkin Hospital – Post to: HR Office, Elizabeth Donkin Hospital, Private Bag X6024, Port Elizabeth, 6000 or hand deliver to: HR Office, 1 La Roche Drive, Elizabeth Donkin Hospital, Walmer, Port Elizabeth, 6001. Enquiries: Mr E Felkers Tel no 041 585 2323.

Willowmore Hospital - Post to: The Human Resource Office, Willowmore Hospital, Private Bag X 239, Willowmore, 6445. Enquiries: Ms R Schutte Tel: 044 923 1127

Andries Vosloo Hospital - Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – Tel no: 042 243 1313

Marjorie Parrish TB Hospital - Post to: The Human Resource Office, Marjorie Parrish Hospital, P/ Bag X154, Port Alfred, 6170. Or Hand deliver at: Human Resource Office, Morjorie Parrish Hospital, Port Alfred. Enquiries: Mr X Ndlebe Tel no 046 624 5306.

King Sabatha Dalindyebo Sub-District Office - Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel no 047 531 0823.

Empilweni TB Hospital – Post to: HR Office, Private Bag X6060, Port Elizabeth, 6000 or hand delivered to: HR Office, Empilweni TB Hospital, 01 Mati Road, New Brighton, Port Elizabeth, 6200. Enquiries: Ms K Sinyahla Tel no: 041 406 7627.

Mhlontlo Sub District - Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Tel no: Ms Ntlabi Tel no 047 553 0585

Nompumelelo Hospital - Post to: HR Office, Nompumelelo Hospital, Private Bag x13, Peddie, 5640 or hand deliver to: HR Office, Nompumelelo Hospital, Grahamstown Road Peddie 5640. Enquiries: Ms Mlotana Tel no: 040 673 3321

Canzibe Hospital - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office, Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel no: 047 568 8291/2/3

Uitenhage Provincial Hospital - Post to: HR Office, Private Bag X36, Uitenhage, 6230 or hand deliver to: HR Office, Uitenhage Provincial Hospital, 36 Channer Street, Levysvale, Uitenhage 6229. Enquiries: Mr P Oosthuizen Tel no: 041 995 1129.

Jose Pearson TB Hospital - Post to: HR 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.

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

Komani Psychiatric Hospital - Post to: HR Office, Komani Psychiatric Hospital Private Bag x 7074, Queenstown 5320 or Hand deliver to: HR Office, Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Mrs N Mzola Tel no 045 858 8400.

Cradock Hospital - Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cradock, 5880, Enquiries: Ms Danster Tel no: 048 881 2123.

Glen Grey Hospital - Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142 Lady Frere, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: Ms N Ralushe Tel no: 047 878 2800.

Hewu Hospital - Post to: Human Resource Office, Hewu Hospital Private Bag x1409 Queenstown 5320 or hand deliver to: HR Office Hewu Hospital Ekuphumleni Township Main Road Whittlesea. Enquiries Mr Mabandla Tel no 040 841 0133

Mjanyana Hospital - Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries: Ms SS Naku 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

Cofimvaba Hospital - Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: Ms A Mbanana – Tel no 047 874 0111.

Aliwal North & Mt Fletcher Forensic Pathology Services - Post to: Human Resource Office, Forensic Pathology Services P O Box 1022, Queenstown 5320 or Hand deliver to CSSD Building, Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: M Mathiso Tel no 045 858 8112.

Mthatha, Lusikisiki & Bizana Forensic Pathology Services: Post to & hand deliver to: HR Office, Forensic Pathology Services, Sission Street, Fort Gale, Mthatha, 5099. Enquiries: Ms F Mkhize Tel no 047 531 0081

New Brighton Forensic Pathology Services: Post to & hand deliver to: PE Central CHC, Northwood Street, Mount Croix, Port Elizabeth, 8001. Enquiries: Mr J Jenniker Tel no 041 373 1525

Temba TB Hospital - Post to: HR Office, Temba TB Hospital, P.O. Box 20, Grahamstown, 6140 or hand deliver to: HR Office, 36 A Street, Fingo Village, Temba Hospital, Grahamstown. Enquiries: Mr Ntsepe Tel: 046 622 3524

Humansdorp Hospital - Post to: HR Office, Humansdorp Hospital, Private Bag x536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block)1 Du Plessis Street, Humansdorp Hospital Next to Nico Malan High School Humansdorp Enquires: Ms G Kivedo Tel no 042 200 4279/236.

BJ Vorster Hospital - Post to: BJ Voster Hospital, P.O. Box 41, Kareedouw, 6400. Or Hand deliver at: HR Office, BJ Voster Hospital, Kron N Baaken Street, Kareedouw. Enquiries: Ms Gillian Sikiwe Tel no 042 288 0210

Tower Psychiatric Hospital – Post to: HR Office, Private Bag X228, Fort Beaufort, 5720 or hand deliver to: HR Office, Tower Psychiatric Hospital, Street, Fort Beaufort, Eastern Cape, 5720. Enquiries: Mrs V Whitecross Tel no 046 645 5008

Tafalofefe Hospital – Post to: HR Office, Tafalofefe Hospital Private Bag X 3024, Butterworth, 4960 or hand deliver to: HR Office, Tafalofefe Hospital, Kabakazi A/A Centane 4960. Enquiries: Enquiries: Ms V. Motebele Tel no 047 498 0026.

Winterberg Hospital - Post to: HR Office, Winterberg Hospital, Alice Road, Fort Beaufort, 5720. Enquires: Ms Z Maneli Tel no 046 645 1142.

Cathcart Hospital -Post to: Human Resource Section, Cartcarth Hospital, Private Bag X10, Cathcart, 5310 or hand delivery to: 10 Hankop Street, Cathcart, 5210, Enquiries: Ms Velaphi- Tel no: 045 843 1029.

Stutterheim Hospital - Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital No 1 Hospital Street Stutterheim 4930 Enquiries: Ms P Booï Tel no 043 683 1313.

Butterworth Hospital - Post to: HR Office, Butterworth Hospital, Private Bag x3051, Butterworth 4960, or hand deliver to: HR Office, Main Registry, Butterworth Hospital, Butterworth 4960. Enquires: Ms P Mtshemla Tel: 047 401 9000.

Bedford Hospital – Post to: HR Office, Bedford Hospital, PO Box 111, Bedford, 5780 or hand delivery to: HR Office, Bedford Hospital, 4 Maitland Street, Bedford, 5780. Enquiries: Mr S Matandela Tel no 046 685 0043/0361

Victoria Hospital - Post to: HR Office, Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141

Madwaleni Hospital -Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr Fenguza Tel no: 047 573 8900/1/2.

Fort Beaufort Hospital - Post to Fort Beaufort Hospital. No 5 Bell Street, Fort Beaufort, 5720, Enquiries: Mr Zethu Tel: 046 645 1111 or hand delivery: No 6 Bell Street, Fort Beaufort 5720, Enquiries: Tel no: 046 645 1111/12/13/14

Grey Hospital – Post to: HR Office, Private Bag X0043, King William's Town, 5600 or hand deliver to: HR Office, Grey Hospital, Eales Street, King Williams Town, 5600. Enquiries: Ms Phillips Tel no 043 643 3300

Adelaide Hospital - Post to: HR Office, Adelaide Hospital, Piet Retief Drive, PO Box 128, Adelaide, 5760, Enquiries: Ms K Marques Tel 046 684 0066.

Nkqubela Hospital - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Langeni 043 761 2131.

Sipetu Hospital - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr EF Madaka Tel: 039 255 0077.

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.

Madzikane Ka Zulu Hospital - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr. Sigola Tel no 039 255 8200/11/12.

Mt Ayliff Hospital - Post to: P/Bag X504, Mt Ayliff Hospital, 4735 or hand delivery to: No.8 Ntsizwa Street Mount Ayliff 4735 Enquires: Mrs O Mjoka Tel: 039 254 0236.

Greenville Hospital - Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, Bizana, 4800, Enquiries: Mr Bango – Tel no: 039 251 3009.

Frontier Regional Hospital – Post to: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, Enquiries: Ms P Marongo Tel No. 045 808 4272.

Qaukeni Sub-District - Post to: Qaukeni Sub District: HR Office, Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo – Tel No 039 253 1541.

Nyandeni Sub District - Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to: HR Office, Nyandeni Sub District, Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Mr L Pokolo Tel no 047 555 0151.

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

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 deliver to: HR Office, Nessie Knight Hospital, Sulenkama Admin Area, Qumbu, 5180. Enquiries: Ms O.N Sotsako- Tel No: 047 553 6007/8/9.

Isilimela Hospital - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel no 047 564 2805/2/3

St Lucys Hospital - Post to: Human Resource Office, St Lucy's Hospital, P.O St Cuphberts, Tsolo, 5171. Enquiries: Ms Mayikana Tel no 047 532 6259.

Bambisana Hospital - Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangeni –Tel No: 039 253 7262.

EMS Alfred Nzo - Post to: HR Office, Alfred Nzo District Office, Private Bag X3515, Kokstad,4700: Enquiries Mr Praim Tel no 0397976070.

EMS Amathole - Post to: HR Office, Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.

EMS Buffalo City Metro - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms Hlulani Tel no 043 708 1700.

EMS Chris Hani - Post to: HR 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.

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

EMS Nelson Mandela Metro – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.

EMS OR Tambo - Post to: HR Office, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Deliver to: HR Office, 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms Z Mtimba Tel 047 502 9000.

EMS Sarah Baartman - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.

Lilitha College (All Campuses) – Post to: HR Office, Lilitha College of Nursing, Private Bag x0028, Bhisho, 5605 or hand deliver to: HR Office, Room 41/42, Lilitha College, East London, 5201. Enquiries: Ms PN Mene Tel no 043 700 9717/26.

Eastern Cape College of Emergency Care: Post to: HR Office, EMS College, P.O. BOX 12500, Centrahil, 6006 or hand deliver to: HR Office, EMS College (Next to Dora Nginza Hospital), Spondo Street, Zwide, Port Elizabeth ,6006. Enquiries: Mr K Plaatjie Tel no 041 453 0911.

Mthatha Pharmaceutical Depot – Post to: HR Office, Mthatha Pharmaceutical Depot, Private Bag x5213, Mthatha, 5099 or hand deliver to: HR Office, Mthatha Pharmaceutical Depot (Next to Nelson Mandela Academic Hospital), Mthatha 5099. Enquiries: Mr M Diko Tel no 047 532 6023.

POST: DEPUTY DIRECTOR: EMS COMMUNICATIONS REF NO. ECHEALTH/DDEMSC/HO/ARP/01/06/2022  
SALARY: R744 255 – R876 705 per annum (Level 11)  
CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, Bachelor's Degree (Level 7) in Communications / Marketing or Emergency Medical Care with 5 years' experience of progressively responsible in management of Emergency Medical Services including Project Management. Registration as Paramedic / Emergency Care Practitioner with the Health Professions Council of South Africa would be an advantage. Good communication and interpersonal skills. Good knowledge of relevant government prescripts and/or policies to the operations of EMS. Must be computer literate. Knowledge and Understanding of Radio Networks and EMS Communications Network will be an added advantage. A valid driver's license with a Valid Professional Driving Permit.

DUTIES: Lead the EMS directorate efforts in communication and media liaison. Maintain strong working relations with the broader departmental communications team. Coordinate all campaigns and programmes of the department relating to EMS. Ensure the District Communications Centres are fully functional and provide technical advice to District Managers on EMS communication services. Conduct monthly analysis of EMS service trends and workload analysis. Ensure systems are in place for the continuous maintenance and repair for radios, push-to-talk, servers, telephone systems and network connectivity. Ensure that the District Communication Centres are fully functional on a twenty-four basis. Ensure that the DHIS team is correctly capturing and submitting DHIS EMS

statistics. Make recommendations and submission to enhance service delivery in the province with the use of technology. Ensure policy compliance with all the relevant legislation. Available to be on standby on a twenty-four-hour basis. Contribute to provincial effort to achieve compliance with EMS Regulations. Manage all resources within the EMSC communication.

Enquiries: Mr AK Munilal Tel no 040 608 1104

POST: OFFICE MANAGER: OFFICE OF DDG HUMAN RESOURCE & CORPORATE SERVICES REF NO. ECHEALTH/OMDDGHRCS/HO/ARP/02/06/2022

SALARY: R744 255 – R876 705 per annum (Level 11)

CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 7) in Human Resources, Public Administration or Office Management qualification with three (3) to five (5) years' experience in the related field. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Understanding of the Mandate of the Branch: Human Resources and Corporate Services Management. Coordination, organizing and Project Management skills. Good people relations or public relations skills. Good understanding of the Human Resources Management Regulations, Public Service Regulations, Corporate Services processes and Transformation related processes. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's license.

DUTIES: Provide strategic leadership and plays an oversight role in the activities of the DDG HR & CS's Office. Manage and coordinate administrative activities or tasks. Provide Human Resources guidance and ensure uniform application of all regulations and delegations relating to submissions to the DDG HR & CS's Office. Manage the Executive and Branch diary and year planner. Manage, organize, distribute and track correspondence of the DDG HR & CS's Office. Organize the DDG HR & CS's office environment. Coordinate annual stakeholder meeting schedule of the DDG HR & CS's Office. Maintain Executive's filing system. Ensure safe and secure confidential documentation. Respond to and manage correspondence/invitations on behalf of the Executive. Monitor effective utilization of human, financial and physical resource in the DDG HR & CS's office. Manage and Coordinate procurement, tracking of payments, budgetary processes and consolidation of the IYM variance reporting of the branch. Coordinate Planning process, leave management and general office administration of the DDG HR & CS. Coordinate and consolidate all reporting requirements of the branch. Participation and assist in the organization of the Executive's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the DDG HR & CS.

Enquiries: Ms N Mavuso Tel no 040 608 1217

POST: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO. ECHEALTH/DD-SCM/HO/ARP//03/06/2022

SALARY: R744 255 – R876 705 per annum (Level 11)

CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Purchasing and Supply Chain Management/Public Management/ Commerce/ Accounting coupled with five (5) years relevant experience, of which 3 years must have been at the level of Assistant Director in Supply Chain Management. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Inventory and LOGIS. Good organizing & facilitation skills, Verbal and written communication skills, Good interpersonal, negotiation, people management and empowerment skills. Computer literacy. A valid drivers' license

DUTIES: Ensure the effective and efficient implementation of supply chain management policies and systems in the Head Office. Manage the provisioning of logistical services and Inventory Management Ensure the implementation of appropriate internal control measures. Advise Management on SCM best practices Generate



management reports related to SCM for Senior Management and other relevant organs of state Manage the effective, economical and efficient utilization of the physical, financial and human resources. Ensure the effective and efficient implementation of supply chain management policies and systems.

Enquiries: Ms Z Mnukwana Tel no 040 608 9763

POST: DEPUTY DIRECTOR: CONTRACTS MANAGEMENT REF NO. ECHEALTH/DD-CM/HO/ARP/04/06/2022

SALARY: R744 255 – R876 705 per annum (Level 11)

CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF level 7) as recognized by SAQA) in LLB/BJURIS/BPROC/Bachelor of Laws. 3-5 years' relevant contract management experience at Assistant Director Level. Knowledge: Public Finance Management Act (PFMA), 1999. Treasury Regulations Public Service Act, 1994. Supply Chain Management Delegations. Treasury regulations. SCM Policies. Public Service Act, 1994. Public Service Regulations 2001. Preferential Procurement Policy Framework Act, 5 of 2000. Performance management principles. Stakeholder and customer relationship management principles. Good organizing & facilitation skills, Verbal and written communication skills, Good interpersonal, negotiation, people management and empowerment skills. Computer literacy. A valid drivers' license

DUTIES: Manage the functional operation of the Sub directorate: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination, review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage the Sub Directorate: Contracts Management and undertake all administrative functions required with regard to financial and HR administration. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries: Mr Mashumi Tel no 040 608 9763

POST: DEPUTY DIRECTOR: BUDGET PLANNING REF NO. ECHEALTH/DD-BPP/HO/ARP/05/06/2022

SALARY: R744 255 – R876 705 per annum (Level 11)

CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma/Degree in Financial Management/Economics coupled with 5 years' experience in Management Accounting and of which three (3) years must be at Assistant Director level. Knowledge: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, Good understanding of Public Finance Management Act (PFMA), Treasury Regulations and DORA, Programme/Project and Financial management, Departmental SCM policies 124 and regulations, Occupational Health and Safety Act (OHS). Skills: Ability to manage multiple projects, Excellent interpersonal & communication skills (written & verbal), A sound knowledge of Microsoft Office applications (Excel and Access are essential), Report writing skills, Presentation and report writing. Personal Attributes: The incumbent must be assertive and self-driven, innovative, and creative, Client orientated and customer focused, Solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. A valid driver's license.

DUTIES: Manage the departmental management accounting. Develop, review and implement financial management systems, Procedures on planning, Budgeting and reporting. This entails managing the functions of financial planning, budgeting and Reporting, Analyses and quality assure the budget preparation process, Manage Infrastructure grants budget, Manage cash flow management. Provide advice and guidance to role players on the use of forecasting methods and tools, Undertake financial planning, budgeting and reporting work as required, Manage the roll-over, Adjustment estimates and virement processes, Prepare Appropriation statements. Compile monthly, quarterly and annual reports. Manage human resource and financial resource. Supervision of employees to ensure effective financial management service.

Enquiries: Mr S Vika Tel no 040 608 1386

POST: ASSISTANT DIRECTOR: REGIONAL COORDINATOR (FORENSIC PATHOLOGY SERVICES) REF NO. ECHEALTH/ASDRC-BCM/ARP/0106/2022

SALARY: R 382 245 – R450 255 per annum (Level 9)

CENTRE: Buffalo City Metro, East London Forensic Pathology Services

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Management coupled with 3 years' experience in public management. Knowledge of Forensic Pathology Service operations and exposure in the SAPS legal framework aligned functions as an added advantage. Must have above average computer literacy. Ability to communicate (verbal and written) at a high level. Must have ability to think analytically, plan and solve problems. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with Staff and clients, with knowledge of Batho Pele. Ability to interpret and apply policies. Must have supervision and planning skills. Ability to work under pressure day/night. Ability to work with corpses, (mutilated, decomposed, infectious viruses, obese etc.) visit and give support to mortuary/laboratory facilities. Knowledge and experience of Forensic Mortuary procedures and administration. Good working knowledge of relevant legislation, Regulations and Policies governing Forensic Mortuary procedures and investigations. A valid South African Driving License.

DUTIES: To render an effective and efficient Forensic Pathology Services in the region and will assist in other regions when requested. Ensure proper conduction of post mortems and timeous issue of post mortem reports in all forensic pathology laboratories under his management. Ensure annual operational plan for all facilities within the service area is compiled and implemented. Effective and efficient drafting of operational plans and present performance on monthly and quarterly basis. Management and allocation of all human, physical and financial resources. To properly control and manage budget allocated for the region and maintain discipline. To conduct visitation and inspection of Forensic Pathology Mortuaries. Be responsible for coordination of all activities of the region and report timeously to Head Office/District Manager. Ensure submission of monthly/quarterly and annual statistics report. Ensure ongoing monitoring and evaluation of services thereby improving the quality of the service. Ensure effective information utilization, facility reporting and information management. Ensure the establishment and maintenance of health infrastructure and technology to support service delivery. Compliance with the financial reporting framework thereby ensuring a clean audit. Ensure sound management of assets & stores. Improve infection prevention and control by ensuring that safety measures are in place at each facility. Improve clinical risk and case file management through focused case file audits. Ensure adequate infrastructure, resources and facilities for training and teaching to take place. Ensure and maintain organizational strategic capacity and synergy by improving service delivery and quality of documentation to external stakeholders as well as improving the management of unidentified deceased persons. Ensure effective communication at both strategic and operational level whilst maintaining the required confidentiality. Oversee the geographical service area within the available resource allocation aligned with the values & objectives of the department and FPS.

Enquiries: Mr L Bebula Tel no 040 608 1930

POST: ASSISTANT DIRECTOR: REGIONAL COORDINATOR (FORENSIC PATHOLOGY SERVICES) REF NO. ECHEALTH/ASDRC-ORT/ARP/0106/2022

SALARY: R 382 245 – R450 255 per annum (Level 9)

CENTRE: OR Tambo District, Mthatha Forensic Pathology Services

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Management coupled with 3 years' experience in public management. Knowledge of Forensic Pathology Service operations and exposure in the SAPS legal framework aligned functions as an added advantage. Must have above average computer literacy. Ability to communicate (verbal and written) at a high level. Must have ability to think analytically, plan and solve problems. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with Staff and clients, with knowledge of Batho Pele. Ability to interpret and apply policies. Must have supervision and planning skills. Ability to work under pressure day/night. Ability to work with corpses, (mutilated, decomposed, infectious viruses, obese etc.) visit and give support to mortuary/laboratory facilities. Knowledge and experience of Forensic Mortuary procedures and administration. Good working knowledge of relevant legislation, Regulations and Policies governing Forensic Mortuary procedures and investigations. A valid South African Driving License.

**DUTIES:** To render an effective and efficient Forensic Pathology Services in the region and will assist in other regions when requested. Ensure proper conduction of post mortems and timeous issue of post mortem reports in all forensic pathology laboratories under his management. Ensure annual operational plan for all facilities within the service area is compiled and implemented. Effective and efficient drafting of operational plans and present performance on monthly and quarterly basis. Management and allocation of all human, physical and financial resources. To properly control and manage budget allocated for the region and maintain discipline. To conduct visitation and inspection of Forensic Pathology Mortuaries. Be responsible for coordination of all activities of the region and report timeously to Head Office/District Manager. Ensure submission of monthly/quarterly and annual statistics report. Ensure ongoing monitoring and evaluation of services thereby improving the quality of the service. Ensure effective information utilization, facility reporting and information management. Ensure the establishment and maintenance of health infrastructure and technology to support service delivery. Compliance with the financial reporting framework thereby ensuring a clean audit. Ensure sound management of assets & stores. Improve infection prevention and control by ensuring that safety measures are in place at each facility. Improve clinical risk and case file management through focused case file audits. Ensure adequate infrastructure, resources and facilities for training and teaching to take place. Ensure and maintain organizational strategic capacity and synergy by improving service delivery and quality of documentation to external stakeholders as well as improving the management of unidentified deceased persons. Ensure effective communication at both strategic and operational level whilst maintaining the required confidentiality. Oversee the geographical service area within the available resource allocation aligned with the values & objectives of the department and FPS.

Enquiries: Mr L Bebula Tel no 040 608 1930

**POST:** MORTUARY MANAGER REF NO. ECHEALTH/MM-MFPS/ARP/06/06/2022

**SALARY:** R 382 245 – R 450 255 per annum (Level 9)

**CENTRE:** OR Tambo District, Mthatha Forensic Pathology Services

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration / Management or equivalent qualification plus 3-5 years' relevant experience in administration of which three (3) years must be of supervisory level. Ability to work in a Forensic Pathology Service (Medico Legal Laboratory) environment. Computer literacy with ability to use the MS Office package. An in depth knowledge of the relevant legislations, regulations and policies governing medico-legal procedures and investigations. Knowledge of the Public Service Act, Regulation and the related HR policies and practices. An understanding of forensic pathology services including the operations, procedures and documentation in medico-legal laboratories. Knowledge and interest in transforming the service which can lead to improvements of existing methods techniques and procedures. Ability to work independently. Planning and organizing skills. Leadership skills. Preparedness and the ability to work under real pressure in order to meet deadlines. Strong interpersonal, written verbal communication skills. Valid driver's licence.

**DUTIES:** Successful candidate will Render support to the District Coordinator. Execute the management function of the Medico-Legal Laboratory in order to achieve its objective. Manage all the key resources effectively. Effective management of waste disposal. Implement health and safety measures according to the OHSA and related regulations. Ensure continued support to the Forensic Pathologist or Medical Officer. Assist with post mortem where necessary. Attend at court when necessary. Compile and implement effective and efficient disaster plans. Compile monthly report, statistics and other relevant data as per prescripts.

Enquiries: Ms F Mkhize Tel no 047 531 0081

POST: ASSISTANT DIRECTOR: PATIENT ADMINISTRATION REF NO. ECHEALTH/ASD-PA-FEPH/ARP//07/06/2022

SALARY: R382 245 – R450 255 per annum (Level 9)

CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Administration or equivalent qualification with 3 years' experience at supervisory level 7/8. Practical experience in Patient Administration processing. In-depth and practical knowledge of Mental Health Care Act. Ability to interact with all aspects of Management and Employees. Knowledge of staff development. Excellent written and verbal communication. Ability to plan and organize work and staff effectively. Ability to work under pressure and adhere to deadlines. Knowledge of Strategic Planning. Sound knowledge of all applicable Legislation and Public Service Collective Agreements. Computer Literacy. A valid driver's licence.

DUTIES: Manage all Patient Administration Services. Ensure that all Human Resources operates optimally and are administered in accordance with Policies and Procedures. Manage Registry, mail and filing services, provide office automation and production services. Manage accommodation & Transport Services. Provide ward administration, telecommunication, patient registration and administration services. Compile all required reports and memorandums and performance management. Maintain discipline / Conflict management, attend meetings and briefings, service on various committees and maintain all relevant registers. Travel and attend out of office meetings. Report directly to the Administration Manager. Promote sound relations, administer all sections under your control and ensure efficient and effective control of resources.

Enquiries: Ms S Share Tel no 046 602 2300

POST: ASSISTANT DIRECTOR: FINANCE REF NO. ECHEALTH/ASD-FIN/FEPH/ARP/08/06/2022

SALARY: R382 245– R450 255 per annum (Level 9)

CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 3 years' experience must be in a supervisory level (level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing. Ability to work under pressure. Valid (Code B/EB) driver's license.

DUTIES: Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timely preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions within the component.

Enquiries: Ms S Share Tel no 046 602 2300

POST: ASSISTANT DIRECTOR: BAS CONTROL REF NO ECHEALTH/ASD-BAS/HO/ARP/09/06/2022

SALARY: R382 245 – R450 255 per annum (Level 9)

CENTRE: Bhishe, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Public Finance coupled with 3 years' experience must be in a supervisory level (level 7/8). Computer literacy. Knowledge: In depth knowledge of SCOA and BAS. Knowledge of other Financial Management Systems such as PERSAL, LOGIS. Knowledge of relevant legislation such (PFMA), DORA, Treasury Regulations,

Treasury Practise notes, General Accounting principles. Proof of BAS System Controller certificate. Competencies: Project Management, Financial Management, Communication, Client Orientation and Customer focus. Valid driver's licence.

DUTIES: To ensure effective utilization of the BAS functions. To promote effective BAS user account and security Management. Interface monitoring and reporting. Provision of support and guidance to financial practitioners. To provide BAS and SCOA training to new and existing BAS users. Co-ordinate Month end and Financial Year end book closures.

Enquiries: Mr P Ntete Tel no 040 608 1123

POST: ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO. ECHEALTH/ASD-DMT/HO/ARP/10/06/2022 ( SALARY: R382 245 – R450 255 per annum (Level 9)  
CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management or Accounting coupled with 3 years' experience must be a supervisory level (level 7/8). Advanced debt management models and accounting processes and techniques, financial management, Treasury regulations, PFMA, and all prescripts and practice notes. BAS and PERSAL systems. Debt analysis and interpretation of debtor's information. Skills: Accounting, debt management, communication, presentation skills and reporting skills. A valid driver's licence.

DUTIES: Oversee the identification and accurate recording of debts owed to the department. Review debt take on's journals and debt recovery letters, prepare reconciliation of Debt Account. Follow up on bad debtors. Prepare submission for writing off bad debts. Authorize debt entities. Clear debt suspense account. Liaise with debtors in the most complex and problematic cases to determine payback conditions, time span and liase with internal debt collectors. Perform any other duties within the finance management scope. Management of staff and submission of weekly diaries and monthly diaries.

Enquiries: Ms L Jack Tel no 040 608 1001

POST: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO. ECHEALTH/ADHRM/ FEPH/ARP/11/06/2022  
SALARY: R382 245 – R450 255 per annum (Level 9)  
CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/ Public Administration of which 3 years' experience must be at supervisory level (level 7/8). Extensive knowledge of PERSAL. Proof of PERSAL Certificate(s) (PERSAL Introduction, Leave Administration and Personnel Administration). Ability to do presentations, interpretation of reports and policies. Knowledge of Public Financial Management Act, Public Service Act, Public Service Regulations and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.

DUTIES: Manage the Human Resource planning and implementation functions for the institution. Manage the implementation of HR policies, systems and procedures. Development of departmental HR policies. Manage the recruitment and provision of employees in line with Annual Recruitment Plan. Manage the timeous processing of employee benefits and allowance. Manage the conditions of service and termination of exiting employees. Perform PERSAL control functions and supervise all users within the institution. Liaise with Head Office regarding matters of staff establishment, allocation of PERSAL functions, and drawing exception reports. Facilitate the internal, risk register and the auditing process in the institution.

Enquiries: Ms S Share Tel no 046 602 2300

POST: ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO. ECHEALTH/ASD- IM/ARP/12/06/2022  
SALARY: R382 245 – R450 255 per annum (Level 9)  
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology coupled with 3 years' experience must be at supervisory level (7/8). Extensive computer software and systems experience. Appropriate comprehensive training, working experience, and knowledge of Electronic Content Management Systems. Appropriate management experience would be an advantage. Good communication skills. Strong interpersonal skills. Good meeting and presentation skills and the ability to liaise between different parties at management level. Management and leadership skills. Module training and experience will be an added advantage. Competency in desktop support. High-level computer competency in Microsoft Office Suite. Must also have research and report writing skills, on site and online training provision skills and analytical skills. A valid (Code B/EB) drivers' licence.

**DUTIES:** Design and presentation of software and systems training. Develop training manuals. Develop training plans and strategies for the Department. Management of training resources. Ensure accreditation of all training. Manage Information Management Systems within HEI environment. Collaborate Internally and externally with Stakeholders to ensure optimal functioning of IT Infrastructure, IT Equipment, and Information Management Systems. Manage all IT Infrastructure, Multi-Campus/Sites, and IT Equipment (Hardware and software) to ensure compliance with CHE. Plan, develop and implement the IT Budget including IT Systems Contract management. Responsible to supervise ICT (Information and Communication Technology) staff within the Department of Health and the institution.

Enquiries: Ms L Mabanga Tel no 041 405 2348

**POST: HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION REF NO. ECHEALTH/HRP/FEPH/ARP/13/06/2022**

**SALARY:** R261 372– R307 890 per annum (Level 7)

**CENTRE:** Sarah Baartman District, Fort England Psychiatric Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/ Public Administration coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence will be an added advantage.

**DUTIES:** Facilitate the advertisement of approved funded posts. Advertise approved funded posts. Obtain selection panel approval from the delegated authority concurrently while advertising. Render secretariat support during the recruitment process. Ensure that shortlist for posts are approved within 10 working days after closing date of advert. Interview for posts within 10 working days after shortlist is finalised. Complete background checks (references, pre-employment screening, and competency assessment reports for SMS posts). Submit selection committee's recommendations for approval within 10 working days of receiving prescribed documents. Manage the recruitment process to ensure that 70% of advertised posts are filled within 120 days. Obtain reference checks, submit request for pre-employment screening and SAQA verification of qualifications. Provide expert advice to line managers on the applicable regulatory framework. Ensure adherence to the recruitment policy and associate prescripts and procedures. Implement the recruitment plan. Administer appointment, promotion and transfers on PERSAL system. Ensure that all the appointments, promotions and transfers are accurately implemented on PERSAL system. Update the establishment and report discrepancies. Provide monthly statistics.

Enquiries: Ms S Share Tel no 046 602 2300

**POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/SERH/APL/14/06/2022 (2 POSTS)**

**SALARY:** R 261 372 – R 307 890 per annum (Level 7)

**CENTRE:** OR Tambo District, St Elizabeth Regional Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence will be an added advantage.

**DUTIES:** 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 functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Mr M Nozaza Tel no: 039 253 5012

**POST:** HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/BH/APL/15/06/2022

**SALARY:** R 261 372 – R 307 890 per annum (Level 7)

**CENTRE:** Buffalo City Metro, Bhisho Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of Persal Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence will be an added advantage.

**DUTIES:** 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 functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on Persal according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Mrs T. Awlyn Tel no Qegu Tel No 040 635 2950/5

**POST:** PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO. ECHEALTH/PA-CFO/HO/ARP/16/06/2022

**SALARY:** R261 372 – R307 890 per annum (Level 7)

**CENTRE:** Bhisho, Head Office

**NOTE:** Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1- 2 years' experience in Office Administration in an Executive Secretarial role. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.

**DUTIES:** To provide professional and efficient secretarial and administrative support to the Chief Financial Officer in the execution of the duties of the office, thereby uploading 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 Office Manager by diarizing and scheduling meetings promptly 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 an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and 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.

Enquiries: Mr L Jim Tel no 040 608 1228

POST: PERSONAL ASSISTANT: OFFICE OF GENERAL MANAGER – CORPORATE SERVICES REF NO. ECHEALTH/PA-FM/HO/ARP/17/06/2022

SALARY: R261 372 – R307 890 per annum (Level 7)

CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.

DUTIES: To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly 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 an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. 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.

Enquiries: Ms N Maseko Tel no 040 608 1141

POST: PERSONAL ASSISTANT: OFFICE OF GENERAL MANAGER – INTERGRATED BUDGET PLANNING REF NO. ECHEALTH/PA-IBP/HO/ARP/18/06/2022

SALARY: R261 372 – R307 890 per annum (Level 7)

CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.

DUTIES: To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly 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 an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. 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.

Enquiries: Mr L Jim Tel no 040 608 1228



POST: PERSONAL ASSISTANT: OFFICE OF THE GENERAL MANAGER FINANCIAL MANAGEMENT REF NO. ECHEALTH/PA-FM/HO/ARP/19/06/2022  
SALARY: R261 372 – R307 890 per annum (Level 7)  
CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.

DUTIES: To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly 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 an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. 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.  
Enquiries: Mr GG Mhlanga Tel no 040 608 1241

POST: PERSONAL ASSISTANT: OFFICE OF THE GENERAL MANAGER HEALTH PROGRAMMES REF NO. ECHEALTH/PA-HPS/HO/ARP/20/06/2022  
SALARY: R261 372 – R307 890 per annum (Level 7)  
CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.

DUTIES: To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly 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 an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. 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.  
Enquiries: Ms N Nokwe Tel no 040 608

POST: PERSONAL ASSISTANT: OFFICE OF THE SENIOR MANAGER – TB REF NO. ECHEALTH/PA-TB/ARP/HO/ARP/21/06/2022

SALARY: R261 372 – R307 890 per annum (Level 7)  
CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.

DUTIES: To provide professional and efficient secretarial and administrative support to the Senior Manager in the execution of the duties of the office, thereby uploading the image of the Office of the Senior Manager. Coordinate logistical arrangements for the Senior Manager in line with the procurement process, Manages the diary with guidance from the Senior Manager by diarizing and scheduling meetings promptly 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 an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Senior Manager. 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.

Enquiries: Ms Sodlula Tel no 040 608 1761

POST: PERSONAL ASSISTANT: OFFICE OF THE SENIOR MANAGER – HIV & AIDS REF NO. ECHEALTH/PA-HIVAIDS/ARP/HO/ARP/22/06/2022

SALARY: R261 372 – R307 890 per annum (Level 7)  
CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.

DUTIES: To provide professional and efficient secretarial and administrative support to the Senior Manager in the execution of the duties of the office, thereby uploading the image of the Office of the Senior Manager. Coordinate logistical arrangements for the Senior Manager in line with the procurement process, Manages the diary with guidance from the Senior Manager by diarizing and scheduling meetings promptly 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 an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Senior Manager. 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.

Enquiries: Mr X Somahela Tel no 040 608 1761

POST: PERSONAL ASSISTANT: OFFICE OF THE SENIOR MANAGER – BUDGET PLANNING & EXPENDITURE REVIEWS REF NO. ECHEALTH/PA-BPE/HO/ARP/23/06/2022

SALARY: R261 372 – R307 890 per annum (Level 7)  
CENTRE: Bhisho, Head Office

NOTE: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.

**DUTIES:** To provide professional and efficient secretarial and administrative support to the Senior Manager in the execution of the duties of the office, thereby uploading the image of the Office of the Senior Manager. Coordinate logistical arrangements for the Senior Manager in line with the procurement process, Manages the diary with guidance from the Senior Manager by diarizing and scheduling meetings promptly 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 an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Senior Manager. 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.

Enquiries: Mr L Jim Tel no 040 608 1228

**POST:** LABOUR RELATIONS OFFICER REF NO. ECHEALTH/LRO-CDDO/ARP/24/06/2022

**SALARY:** R261 372 – R307 890 per annum (Level 7)

**CENTRE:** Chris Hani District Office

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Industrial Psychology, HRM, Labour Relations, Labour Law coupled with 1 -2 years' experience. Good knowledge of legislation and prescripts, policies and procedures. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act and relevant collective agreements. Ability to show analytical, negotiation, interviewing and conflict resolution skills. Ability to demonstrate practical experience in the Employment Relations or labour law environment. Evident knowledge of computer literacy (MS Word, MS Excel and MS Power Point) and course on Introduction to the Persal System will serve as an advantage. Ability to demonstrate good interpersonal relations, effective communication, planning & organisation, presentation & facilitation and business report writing skills. Must possess a valid driving license (Code B) and be willing to travel extensively.

**DUTIES:** To provide administrative and logistical arrangements for the component; Capture labour relations cases on the Persal system. Maintain a database of all labour relations matters. Conduct investigations into allegations of misconduct as well as grievances and formulate investigation reports with clear findings and recommendations. To assist with advisory and training provision on employment relations matters to all stakeholders; To assist with the facilitation and maintenance of management and labour forum in the district; To assist in maintenance of labour peace and stability through effective discipline management throughout the district; To assist in ensuring understanding and adherence to the Grievance procedure; To assist in the administration of the Dispute resolution mechanism with the relevant statutory bodies and unions; To assist with the compilation of all reports and their timely submissions; To effectively manage all the resources allocated to oneself and comply to all related policy requirements.

Enquiries: Ms Nyoka Tel no 045 8071110/1101.

**POST:** CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC-FEPH/ARP/25/06/2022

**SALARY:** R261 372 – R307 890 per annum (Level 7)

**CENTRE:** Sarah Baartman District, Fort England Psychiatric Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Archives Management/Records/Document Management with extensive and proper training on all records management and registry procedures coupled with 1-2 years working experience within the Records Management/Registry field.

Competencies: sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA's); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organisational skills; analytical and problem solving skills; personal & interpersonal skills; effective time management; organisational skills; document and content management will be an added advantage.

DUTIES: Coordinate and supervise activities in registry; Provide registry services to the Department such as file enquiries, posting and updates on general procedures and functions of the unit; manage own performance and develop others; maintain and amend the file plan on a regular basis; implement the policies and procedures for records management as per the prescribed requirements by archives; Scan, distribute files and documents; maintain an accurate register of all archived files; assist in uploading of documents on the electronic content and records management system (ECDMS) including intranet and website; Register records and correspondences (both incoming and outgoing) apply the National Archives and Records Management Act and other related legislations.

Enquiries: Ms S Share Tel no 046 602 2300

POST: FOOD SERVICE MANAGER REF NO. ECHEALTH/FSM/FEPH/ARP/26/06/2022

SALARY: R261 372– R307 890 per annum (Level 7)

CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Food Service Management or relevant field with 1 -2 years' experience. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

DUTIES: Manage food services. Facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources. Ensure healthy and hygienic environment. Compile cycle menus and recipes monitor stock levels, order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews and identify training needs.

Enquiries: Ms S Share Tel no 046 602 2300

POST: ADMINISTRATION OFFICER (HOSPITAL & PATIENT ADMIN) REF NO. ECHEALTH/AO-PA/FEPH/ARP/27/06/2022

SALARY: R261 372– R307 890 per annum (Level 7)

CENTRE: OR Tambo District, Dr Malizo Mpehle Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Office Administration coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

DUTIES: To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Management and delivery of the patient administration service in terms of providing comprehensive patient registration services for outpatients and admission. Ensure that acceptable quality assurance and clients service levels achieved. Provide advice on procedural and policy matters to staff and public. Maintain information system that support the working environment to improve information flow and effective communication and budget control of staff.

Enquiries: Ms Makalima Tel no 047 542 6300

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO. ECHEALTH/IT/ FEPH/ARP/28/06/2022

SALARY: R261 372– R307 890 per annum (Level 7)

CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's licence.

**DUTIES:** Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

Enquiries: Ms S Share Tel no 046 602 2300

**POST:** INFORMATION TECHNOLOGY PRACTITIONER REF NO. ECHEALTH/ITP/CDDO/ARP/29/06/2022

**SALARY:** R261 372– R307 890 per annum (Level 7)

**CENTRE:** Chris Hani District Office

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's licence.

**DUTIES:** Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

Enquiries: Ms Nyoka Tel no 045 8071110/1101.

**POST:** INFORMATION TECHNOLOGY PRACTITIONER REF NO. ECHEALTH/ITP/ARP/FTH/30/06/2022

**SALARY:** R261 372 – R307 890 per annum (Level 7)

**CENTRE:** Buffalo City Metro, Frere Tertiary Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory,

Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's licence.

**DUTIES:** Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

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

**POST: LAUNDRY SUPERVISOR REF NO. ECHEALTH/LAUNSUP/NMAH/ARP/31/06/2022 (4 POSTS)**

**SALARY: R211 713 – R249 378 per annum (Level 6)**

**CENTRE: OR Tambo District, Nelson Mandela Academic Hospital**

**REQUIREMENTS:** National Senior Certificate with 3 -5 years. Computer literate. Ability to communicate and interpret policies to staff members and clients.

**DUTIES:** Conduct stock counts and keep records. Compile monthly reports and submit to Laundry manager. Compile duty rosters for night and day shifts for laundry staff. Keep accurate records of soiled linen, laundered linen, patient clothing and circulation. Supervise attendance registers and leaves. Responsible for stock control of laundry consumables. Supervise day to day operation of laundry services. Attend to operational meetings.

Enquiries: Ms Calaza Tel no: 047 502 4469

**POST: WARD CLERK REF NO. ECHEALTH/DC/FEPH/ARP/32/06/2022 (2 POSTS)**

**SALARY: R176 310 – R207 681 per annum (Level 5)**

**CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital**

**REQUIREMENTS:** National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference

**DUTIES:** 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.

Enquiries: Ms S Share Tel no 046 602 2300.

**POST: ADMINISTRATION CLERK: OFFICE OF THE CEO REF NO. ECHEALTH/DC/FEPH/ARP/33/06/2022**

**SALARY: R176 310 – R207 681 per annum (Level 5)**

**CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital**

**REQUIREMENTS:** National Senior Certificate, / 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.

**DUTIES:** To provide professional and efficient secretarial and administrative support to the Chief Executive Officer in the execution of the duties of the office, thereby uploading the image of the Chief Executive Officer. Coordinate logistical arrangements for the Chief Executive Officer in line with the procurement process, Manages the diary with guidance from the Chief Executive Officer by diarizing and scheduling meetings promptly 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 an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Chief Executive Officer. 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.

Enquiries: Ms S Share Tel no 046 602 2300.

**POST:** FINANCE CLERK REF NO. ECHEALTH/DC/ FEPH/ARP/34/06/2022

**SALARY:** R176 310 – R207 681 per annum (Level 5)

**CENTRE:** Sarah Baartman District, Fort England Psychiatric Hospital

**REQUIREMENTS:** National Senior Certificate, / NQF level 4 with no experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). One (1) year Public service internship programme experience will be given preference. Knowledge of LOGIS.

**DUTIES:** Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related KPA's as deemed necessary by management. Enquiries: Mrs A Sokutu Tel no: 045-858 8400.

Enquiries: Ms S Share Tel no 046 602 2300

**POST:** SUPPLY CHAIN CLERK REF NO. ECHEALTH/DC/ FEPH/ARP/35/06/2022

**SALARY:** R176 310 – R207 681 per annum (Level 5)

**CENTRE:** Sarah Baartman District, Fort England Psychiatric Hospital

**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.

**DUTIES:** 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. Saucing 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).

Enquiries: Ms S Share Tel no 046 602 2300

**POST:** HUMAN RESOURCE CLERK REF NO. ECHEALTH/DC/FEPH/ARP/36/06/2022 (4 POSTS)

**SALARY:** R176 310 – R207 681 per annum (Level 5)

**CENTRE:** Sarah Baartman District, Fort England Psychiatric Hospital

**REQUIREMENTS:** National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES: Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

Enquiries: Ms S Share Tel no 046 602 2300

POST: HUMAN RESOURCE CLERK REF. ECHEALTH/JGDO/APL/37/06/2022

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Joe Gqabi District Office

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES: Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

Enquiries: Mr J.S Ndzinde Tel no: 051 633 9631

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/FPAC-BIZAFPS/ARP/38/06/2022

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: OR Tambo District, Bizana Forensic Pathology Services

REQUIREMENTS: National Senior Certificate and or equivalent qualification with no experience. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability. Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence. One (1) year Public service internship programme experience will be given preference

DUTIES: Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District. Capture and maintain data base on Victim Empowerment Programme.

Enquiries: Ms F Mkhize Tel no 047 531 0081

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/FPAC-MTFFPS/ARP/39/06/2022

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Joe Gqabi District, Mt Fletcher Forensic Pathology Services

REQUIREMENTS: National Senior Certificate and or equivalent qualification with no experience. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability. Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence. One (1) year Public service internship programme experience will be given preference

DUTIES: Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District. Capture and maintain data base on Victim Empowerment Programme.



Enquiries: M Mathiso Tel no 045 858 8112

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/FPAC-NBTNFPS/ARP/40/06/2022

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Nelson Mandela Metro, New Brighton Forensic Pathology Services

REQUIREMENTS: National Senior Certificate and or equivalent qualification with no experience. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability. Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence. One (1) year Public service internship programme experience will be given preference

DUTIES: Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District. Capture and maintain data base on Victim Empowerment Programme.

Enquiries: Mr J Jenniker Tel no 041 373 1525

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC-STEHA/PL/41/06/2022 (4 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES: Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/ PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

Enquiries: Mr M Nozaza Tel no: 039 253 5012

POST: FINANCE CLERK REF NO. ECHEALTH/FC/STEHA/PL/42/06/2022 (2 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES: Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

Enquiries: Mr M Nozaza Tel no: 039 253 5012

POST: FINANCE CLERK REF NO. ECHEALTH/FC/CMH/PL/43/06/2022

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

**REQUIREMENTS:** National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

**DUTIES:** Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

Enquiries: Ms N. Matshaya Tel no 043 708 2121.

**POST:** ADMINISTRATION CLERK (2 POSTS)

**SALARY:** R 176 310 – R 207 681 per annum (Level 5)

**CENTRE:** Maluti Sub District, Afsondering Clinic REF NO. ECHEALTH/AC/AFSC-ARP/44/06/2022 x1, Pabalong Clinic REF NO. ECHEALTH/AC/AFSC-ARP/45/06/2022 x1

**REQUIREMENTS:** National Senior Certificate, / 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.

**DUTIES:** 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.

Enquiries: R Kok Tel no 039 2560518/0519

**POST:** ADMINISTRATION CLERK (10 POSTS)

**SALARY:** R 176 310 – R 207 681 per annum (Level 5)

**CENTRE:** Umzimvubu Sub District, Qobo Clinic REF NO. ECHEALTH/AC/QOBC-ARP/46/06/2022 x1, Meje Clinic REF NO. ECHEALTH/AC/MEJC-ARP/47/06/2022 x1, Amadiba Clinic REF NO. ECHEALTH/AC/AMADC-ARP/48/06/2022 x1, Ntabankulu CHC REF NO. ECHEALTH/AC/NTACHC-ARP/49/06/2022 x1, Sebeni Clinic REF NO. ECHEALTH/AC/SEBC-ARP/50/06/2022 x1, Sigidi Clinic REF NO. ECHEALTH/AC/SIGC-ARP/51/06/2022 x1, Mhlotsheni Clinic REF NO. ECHEALTH/AC/MHLC-ARP/52/06/2022 x1, Mpoza Clinic REF NO. ECHEALTH/AC/MPOC-ARP/53/06/2022 x1, Ntlabeni Clinic REF NO. ECHEALTH/AC/NTLABC-ARP/54/06/2022 x1,

**REQUIREMENTS:** National Senior Certificate, / 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.

**DUTIES:** 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.

Enquiries: Mr Magadla Tel no 039 727 2090

**POST:** ADMINISTRATION CLERK (10 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Amahlathi District, Cumakala Clinic REF NO. ECHEALTH/AC/CUMAKC-ARP/55/06/2022 x1, Hamburg Clinic REF NO. ECHEALTH/AC/HAMBC-ARP/56/06/2022 x1, Horton Clinic REF NO. ECHEALTH/AC/HORTC-ARP/57/06/2022 x1, Masincedane Clinic REF NO. ECHEALTH/AC/MASIC-ARP/58/06/2022 x1, Matomela Clinic REF NO. ECHEALTH/AC/MATOC-ARP/59/06/2022 x1, Mgwali Clinic REF NO. ECHEALTH/AC/MGWAC-ARP/60/06/2022 x1, Ndwayana Clinic REF NO. ECHEALTH/AC/NDWAC-ARP/61/06/2022 x1, Tyatya Clinic REF NO. ECHEALTH/AC/TYAC-ARP/62/06/2022 x1, Wesley Clinic REF NO. ECHEALTH/AC/WESC-ARP/63/06/2022 x1, Zalara Clinic REF NO. ECHEALTH/AC/ZALC-ARP/64/06/2022 x1,

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Ms B Mngxe Tel no: 043 643 4775/6.

POST: ADMINISTRATION CLERK (3 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Mbhashe District, Hobeni Clinic REF NO. ECHEALTH/AC/HOBEC-ARP/65/06/2022 x1, Keti Clinic REF NO. ECHEALTH/AC/KETIC-ARP/66/06/2022 x1, Mahasana Clinic REF NO. ECHEALTH/AC/MAHASC-ARP/67/06/2022 x1,

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Ms Mkhwetha Tel no 047 489 2417/16

POST: ADMINISTRATION CLERK (3 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Mquma District, Ngqamakwe CHC REF NO. ECHEALTH/AC/NGQACHC-ARP/68/06/2022 x1, Tafalofefe Gateway Clinic REF NO. ECHEALTH/AC/TAFGC-ARP/69/06/2022 x1, Tutura Clinic REF NO. ECHEALTH/AC/TUTC-ARP/70/06/2022 x1,

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Ms N Tengwa Tel no: 047 491 0740

POST: ADMINISTRATION CLERK (5 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Raymond Mhlaba Sub District, Gilton Clinic REF NO. ECHEALTH/AC/GILTC-ARP/70/06/2022 x1, Gxwedera Clinic REF NO. ECHEALTH/AC/GXWEC-ARP/71/06/2022 x1, Kolomana Clinic REF NO. ECHEALTH/AC/KOLOC-ARP/72/06/2022 x1, Lower Regu Clinic REF NO. ECHEALTH/AC/LWRGC-ARP/73/06/2022 x1, Victoria Gateway Clinic REF NO. ECHEALTH/AC/VICGC-ARP/74/06/2022 x1,

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Mr Dyomfana Tel no 046 645 1892

POST: ADMINISTRATION CLERK (32 POSTS)

SALARY: R 176 310 – R207 681 per annum (Level 5)

CENTRE: Buffalo City Metro, Pefferville Clinic REF NO. ECHEALTH/DC/PEFC/APL/75/06/2022 x1, Amahleke Clinic REF NO. ECHEALTH/AC/AMHC-ARP/76/06/2022 x1, Bhisho Gateway Clinic REF NO. ECHEALTH/AC/BIGW-ARP/77/06/2022 x1, Tamara Clinic REF NO. ECHEALTH/AC/TAMC-ARP/78/06/2022 x1, Pirie Clinic REF NO. ECHEALTH/AC/PRC-ARP/79/06/2022 x1, Duncan Village CHC REF NO. ECHEALTH/AC/DVCHC-ARP/80/06/2022 x1, Dimbaza CHC REF NO. ECHEALTH/AC/DIMC-ARP/81/06/2022 x1, Drake Road Clinic REF NO. ECHEALTH/AC/DRRD-ARP/82/06/2022 x1, Ncerha Clinic REF NO. ECHEALTH/AC/NCC-ARP/83/06/2022 x1, Grey Gateway Clinic REF NO. ECHEALTH/AC/GGC-ARP/84/06/2022 x1, Central Clinic REF NO. ECHEALTH/AC/CC-ARP/85/06/2022 x1, Greenfields Clinic REF NO. ECHEALTH/AC/GC-ARP/86/06/2022 x1, Luyolo NU 9 Clinic REF NO. ECHEALTH/AC/LNU9-ARP/87/06/2022 x1, Philani NU 1 Clinic REF NO. ECHEALTH/AC/PNU1-ARP/88/06/2022 x1, Fezeka NU 3 Clinic REF NO. ECHEALTH/AC/FNU3-ARP/89/06/2022 x1, Eluxolweni NU 12 Clinic REF NO. ECHEALTH/AC/ECNU12-ARP/90/06/2022 x1, Siyaphilisa NU 13 Clinic REF NO. ECHEALTH/AC/SNU13-ARP/91/06/2022 x1, Ndevana Clinic REF NO. ECHEALTH/AC/NDEC-ARP/92/06/2022 x1, Moore St Clinic REF NO. ECHEALTH/AC/MS-ARP/93/06/2022 x1, Gompo C Jabavu Clinic REF NO. ECHEALTH/AC/GCJC-ARP/94/06/2022 x1, John Dube Clinic REF NO. ECHEALTH/AC/JDC-ARP/95/06/2022 x1, Frere Gateway Clinic REF NO. ECHEALTH/AC/FG-ARP/96/06/2022 x1, Chris Hani Clinic REF NO. ECHEALTH/AC/CHC-ARP/97/06/2022 x1, Litha Clinic REF NO. ECHEALTH/AC/ILC-ARP/98/06/2022 x1, Sweet Waters Clinic REF NO. ECHEALTH/AC/SWC-ARP/99/06/2022 x1, Tyutyu Clinic REF NO. ECHEALTH/AC/TYC-ARP/100/06/2022 x1, Zanempilo EL Clinic REF NO. ECHEALTH/AC/ZANC-ARP/101/06/2022 x1, Braelyn Extension Clinic REF NO. ECHEALTH/AC/BREC-ARP/102/06/2022 x1, Ginsberg Clinic REF NO. ECHEALTH/AC/GINS-ARP/103/06/2022 x1, Breidbach Clinic REF NO. ECHEALTH/AC/BRE-ARP/104/06/2022 x1, Zikhova Clinic REF NO. ECHEALTH/AC/ZIK-ARP/105/06/2022 x1, Beacon Bay Clinic REF NO. ECHEALTH/AC/BBC-ARP/106/06/2022 x1,

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Ms Hlulani Tel no 043 708 1700.

POST: ADMINISTRATION CLERK (11 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Lukhanji Sub District, Baccles Farm Clinic REF NO. ECHEALTH/AC/BACCLC-ARP/107/06/2022 x1, Yonda Clinic REF NO. ECHEALTH/AC/YONDC-ARP/108/06/2022 x1, Hukuwa Clinic REF NO. ECHEALTH/AC/HUKUC-ARP/109/06/2022vx1, Kleinbulhoek Clinic REF NO. ECHEALTH/AC/KBULC-ARP/110/06/2022 x1, Tarkstad Clinic REF NO. ECHEALTH/AC/TARKC-ARP/111/06/2022 x1, Barklesfarms Clinic REF NO. ECHEALTH/AC/BARKC-ARP/112/06/2022 x1, Ndeduluntu Clinic REF NO. ECHEALTH/AC/NDEC-ARP/113/06/2022 x1, Nomonde Clinic REF NO. ECHEALTH/AC/NOMOC-ARP/114/06/2022 x1, Nomzamo CHC REF NO. ECHEALTH/AC/NOMCHC-ARP/115/06/2022 x1, Rocklands Clinic REF NO. ECHEALTH/AC/ROCC-ARP/116/06/2022 x1

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Ms Mtweni Tel no 045 807 8908

POST: ADMINISTRATION CLERK (2 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Sakhisizwe Sub District, Askeaton Clinic REF NO. ECHEALTH/AC/ASKEC-ARP/117/06/2022 x1, Upper Lafuta Clinic REF NO. ECHEALTH/AC/UPPLC-ARP/118/06/2022 x1

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Ms B Mtsi Tel no 047 877 0931

POST: ADMINISTRATION CLERK (2 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Ngcobo Sub District, Qebe Clinic REF NO. ECHEALTH/AC/QEBC-ARP/119/06/2022 x1, Clarkbury Clinic REF NO. ECHEALTH/AC/CLKBC-ARP/120/06/2022 x1

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.  
Enquiries: Ms N. Matala Tel no 047 548 0022/34

POST: ADMINISTRATION CLERK (6 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Inxuba Yethemba Sub District, Midros Clinic REF NO. ECHEALTH/AC/MIDRC-ARP/121/06/2022 x1, Middelburg Town Clinic REF NO. ECHEALTH/AC/MIDBTC-ARP/122/06/2022 x1, Fish River Clinic REF NO. ECHEALTH/AC/FISRC-ARP/123/06/2022 x1, Baroda Clinic REF NO. ECHEALTH/AC/BARODC-ARP/124/06/2022 x1, Michaurdsdal Clinic REF NO. ECHEALTH/AC/MICHAC-ARP/125/06/2022 x1, Lingelihle Clinic REF NO. ECHEALTH/AC/LINGEC-ARP/126/06/2022 x1

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Ms GO Van Heerden Tel no 048 881 2921

POST: ADMINISTRATION CLERK (11 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Ntsika Yethu Sub District, Qwiliqwili Clinic REF NO. ECHEALTH/AC/QWIIQC-ARP/127/06/2022 x1, Sabalele Clinic REF NO. ECHEALTH/AC/SABLC-ARP/128/06/2022 x1, Qitsi Clinic REF NO. ECHEALTH/AC/FQITSC-ARP/129/06/2022 x1, Banzi Clinic REF NO. ECHEALTH/AC/BANZIC-ARP/130/06/2022 x1, Ncora Clinic REF NO. ECHEALTH/AC/NCORC-ARP/131/06/2022 x1, Lower Seplan Clinic REF NO. ECHEALTH/AC/LWRSEC-ARP/132/06/2022 x1, Mtingwevu Clinic REF NO. ECHEALTH/AC/MTINGC-ARP/133/06/2022 x1, Khuze Clinic REF NO. ECHEALTH/AC/KHUZC-ARP/134/06/2022 x1

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Ms A Mabentsela Tel No: 047 874 0079

POST: ADMINISTRATION CLERK (10 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Emalahleni Sub District, Maqashu Clinic REF NO. ECHEALTH/AC/MAQUC-ARP/135/06/2022 x1, Mhlanga Clinic REF NO. ECHEALTH/AC/MHLAC-ARP/136/06/2022 x1, Swartwater Clinic REF NO. ECHEALTH/AC/SWACC-ARP/137/06/2022 x1, Bengu Clinic REF NO. ECHEALTH/AC/BENGC-ARP/138/06/2022 x1, Tsembeyi Clinic REF NO. ECHEALTH/AC/TSEMC-ARP/139/06/2022 x1, Ndonga Clinic REF NO. ECHEALTH/AC/NDONGC-ARP/140/06/2022 x1, Nompumelelo Clinic REF NO. ECHEALTH/AC/NOMPC-ARP/141/06/2022 x1, Xonxa Clinic REF NO. ECHEALTH/AC/XONXC-ARP/142/06/2022 x1, Boomplaas Clinic REF NO. ECHEALTH/AC/BOOMPC-ARP/143/06/2022 x1, Agnes Rest REF NO. ECHEALTH/AC/AGNRC-ARP/144/06/2022 x1

**REQUIREMENTS:** National Senior Certificate, / 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.

**DUTIES:** 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.  
**Enquiries:** Ms NP Mtshabe Tel no 047 878 4300

**POST:** ADMINISTRATION CLERK REF NO. ECHEALTH/AC/JG DC-ARP/145/06/2022 (29 POSTS)  
**SALARY:** R 176 310 – R 207 681 per annum (Level 5)  
**CENTRE:** Joe Gqabi District Clinics

**REQUIREMENTS:** National Senior Certificate, / 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.

**DUTIES:** 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.  
**Enquiries:** Mr J.S Ndzinde Tel no: 051 633 9631

**POST:** ADMINISTRATION CLERK REF NO. ECHEALTH/AC/NMBM-ARP/146/06/2022 (42 POSTS)  
**SALARY:** R 176 310 – R 207 681 per annum (Level 5)  
**CENTRE:** Nelson Mandela Metro Clinics

**REQUIREMENTS:** National Senior Certificate, / 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.

**DUTIES:** 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.  
**Enquiries:** Ms P Makuluma Tel No: 041 391 8164.

**POST:** ADMINISTRATION CLERK REF NO. ECHEALTH/AC/ORT-ARP/147/06/2022 (15 POSTS)  
**SALARY:** R 176 310 – R 207 681 per annum (Level 5)  
**CENTRE:** OR Tambo District Clinics

**REQUIREMENTS:** National Senior Certificate, / 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.

**DUTIES:** 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.  
Enquiries: Ms Z Mtimba Tel 047 502 9000.

POST: ADMINISTRATION CLERK (6 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Camdeboo Sub District, Kroonvale Clinic REF NO. ECHEALTH/AC/KROOV-ARP/148/06/2022 x1, Wongalethu Clinic REF NO. ECHEALTH/AC/WONGC-ARP/149/06/2022 x1, Maskhane Clinic (Aberdeen) REF NO. ECHEALTH/AC/MASKC-ARP/150/06/2022 x1, Willowmore Clinic REF NO. ECHEALTH/AC/WILC-ARP/151/06/2022 x1, Louterwater Clinic REF NO. ECHEALTH/AC/LWTC-ARP/152/06/2022 x1, Kareedowu Clinic REF NO. ECHEALTH/AC/KAREDC-ARP/153/06/2022 x1

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Mr MT Buyelo Tel: 049 893 0031

POST: ADMINISTRATION CLERK (8 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Kouga Sub District, Andrieskraal Clinic REF NO. ECHEALTH/AC/ANDRC-ARP/154/06/2022 x1, Imizamo Yethu Clinic REF NO. ECHEALTH/AC/IMIZYCC-ARP/155/06/2022 x1, Pellsrus Clinic REF NO. ECHEALTH/AC/PELLSC-ARP/156/06/2022 x1, Kwanomzamo Clinic REF NO. ECHEALTH/AC/KWANC-ARP/157/06/2022 x1, Kruisfontein Clinic REF NO. ECHEALTH/AC/KRUFC-ARP/158/06/2022 x1, Masekhane Clinic (Hankey) REF NO. ECHEALTH/AC/MASEKC-ARP/159/06/2022 x1, Addo Clinic REF NO. ECHEALTH/AC/ADDCC-ARP/160/06/2022 x1, Moses Mabida Clinic REF NO. ECHEALTH/AC/MMABC-ARP/161/06/2022 x1

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Mrs Phillips Tel no 042 200 4214.

POST: ADMINISTRATION CLERK (2 POSTS)

SALARY: R 176 310 – R 207 681 per annum (Level 5)

CENTRE: Makana Sub District, Port Alfred Clinic REF NO. ECHEALTH/AC/PALC-ARP/162/06/2022 x1, Joza Clinic REF NO. ECHEALTH/AC/JOZAC-ARP/163/06/2022 x1

REQUIREMENTS: National Senior Certificate, / 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.



DUTIES: 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.

Enquiries: Ms. Qaleni Tel no 046 622 4901

POST: CLIENT INFORMATION CLERK REF NO ECHEALTH/CIC/FEPH/ARP/164/06/2022

SALARY: R147 459 - R173 706 per annum (Level 4)

CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.

DUTIES: Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service. Comply with the Performance Management and Development System. Enquiries: Ms S Share Tel no 046 602 2300

POST: CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO. ECHEALTH/CLC/EMS-BCM/ARP/165/06/2022 (19 POSTS)

SALARY: R147 459 - R173 706 per annum (Level 4)

CENTRE: EMS Buffalo City Metro

REQUIREMENTS: National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices 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.

DUTIES: Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

Enquiries: Ms Hlulani Tel no 043 708 1700

POST: CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO. ECHEALTH/CLC/EMS-AMA/ARP/166/06/2022 (5 POSTS)

SALARY: R147 459 - R173 706 per annum (Level 4)

CENTRE: EMS Amathole

**REQUIREMENTS:** National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices 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.

**DUTIES:** Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

Enquiries: Ms N Nene Tel no: 043 707 6748

**POST:** CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO. ECHEALTH/CLC/EMS-CH/ARP/167/06/2022 (5 POSTS)

**SALARY:** R147 459 - R173 706 per annum (Level 4)

**CENTRE:** EMS Chris Hani

**REQUIREMENTS:** National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices 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.

**DUTIES:** Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

Enquiries: Ms Nyoka Tel no 045 8071110/1101.

**POST:** CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO. ECHEALTH/CLC/EMS-NMM/ARP/168/06/2022 (3 POSTS)

**SALARY:** R147 459 - R173 706 per annum (Level 4)

**CENTRE:** EMS Nelson Mandela Metro

**REQUIREMENTS:** National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices 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.

**DUTIES:** Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain

communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

Enquiries: Ms P Makuluma Tel No: 041 391 8164.

POST: CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO. ECHEALTH/CLC/EMS-ORT/ARP/169/06/2022 (3 POSTS)

SALARY: R147 459 - R173 706 per annum (Level 4)

CENTRE: EMS OR Tambo

REQUIREMENTS: National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices 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.

DUTIES: Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

Enquiries: Ms Z Mtimba Tel 047 502 9000.

POST: CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO. ECHEALTH/CLC/EMS-ANZO/ARP/170/06/2022 (5 POSTS)

SALARY: R147 459 - R173 706 per annum (Level 4)

CENTRE: EMS Alfred Nzo

REQUIREMENTS: National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices 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.

DUTIES: Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

Enquiries: Mr Prait Tel no 039 797 6070

POST: CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO. ECHEALTH/CLC/EMS-JG/ARP/171/06/2022 (4 POSTS)

SALARY: R147 459 - R173 706 per annum (Level 4)

CENTRE: EMS Joe Gqabi

**REQUIREMENTS:** National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices 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.

**DUTIES:** Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631

**POST:** CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO. ECHEALTH/CLC/EMS-JG/ARP/172/06/2022 (4 POSTS)

**SALARY:** R147 459 - R173 706 per annum (Level 4)

**CENTRE:** EMS Sarah Baartman

**REQUIREMENTS:** National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices 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.

**DUTIES:** Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.

**POST:** DATA CAPTURER REF NO. ECHEALTH/DC/NMAH/173/06/2022 (2 POSTS)

**SALARY:** R 147 459 – R 173 706 per annum (Level 4)

**CENTRE:** OR Tambo District, Nelson Mandela Academic Hospital

**REQUIREMENTS:** ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

**DUTIES:** 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.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: DATA CAPTURER REF NO. ECHEALTH/DATC/GH-ARP/174/06/2022

SALARY: R 147 459 – R 173 706 per annum (Level 4)

CENTRE: Buffalo City Metro, Grey Hospital

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Ms Phillips Tel no 043 643 3300

POST: DATA CAPTURER REF NO. ECHEALTH/DATAC/BH-ARP/175/06/2022

SALARY: R 147 459 – R 173 706 per annum (Level 4)

CENTRE: Buffalo City Metro, Bhisho Hospital

REQUIREMENTS: National Senior Certificate, / 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.

DUTIES: 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.

Enquiries: Mrs T. Awlyn Tel no Qegu Tel No 040 635 2950/5

POST: DATA CAPTURER REF NO. ECHEALTH/DATC/HUMH-ARP/176/06/2022

SALARY: R147 459 - R173 706 per annum (Level 4)

CENTRE: Sarah Baartman District, Humansdorp Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: 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.

Enquiries: Ms G Kivedo Tel no 042 200 4279/236

POST: DATA CAPTURER REF NO. ECHEALTH/DATC/DORAH-ARP/177/06/2022

SALARY: R147 459 - R173 706 per annum (Level 4)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: 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.

Enquiries: Ms B Bomela Tel no 041 406 4421

POST: DATA CAPTURER REF NO. ECHEALTH/DATC/SETTLH-ARP/178/06/2022

SALARY: R147 459 - R173 706 per annum (Level 4)

CENTRE: Sarah Baartman District, Settlers Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: 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.

Enquiries: Ms S Diva Tel no 046 602 5046

POST: DRIVER (HEAVY VEHICLE) REF NO. ECHEALTH/LTH/APL/179/06/2022

SALARY: R 147 459 – R 173 706 per annum (Level 04)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES: 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 tire 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.

Enquiries: Ms L Mabanga Tel no 041 405 2348

POST: DRIVER (HEAVY DUTY) ECHEALTH/DLV/NMAH/180/06/2022 (3 POSTS)

SALARY: R 147 459 – R 173 706 per annum (Level 4)

CENTRE: OR Tambo: Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES: Provide transport services: fill log sheets before and after trips. Receive Work instructions and respond. Receive and record documents. Load and dispatch items. Transport office from point A to Point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipes, hooter, tyre condition and check vehicle licence. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties allocated by the Supervisor.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: STORES ASSISTANT: REF NO. ECHEALTH/GW/NMAH/181/06/2022 (2 POSTS)

SALARY: R 124 434 – R 146 577 per annum (Level 3)  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 -3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post. Ability to work in a team and under pressure. Knowledge of Ordering and receiving of stock. Basic Health and safety measures. Health environment i.e. Hygiene & Bacterial contamination control measures. Basic literacy. Operation of trolleys.

DUTIES: Maintaining a clean, Hygienic and clean environment. Controlling stock levels. Counting stock quarterly during stock taking. Receiving stock from suppliers in the absence of the Supervisor. Signing invoices, count if the stock supplies corresponds with the invoice and delivery note. Removal medical waste bags from wards to temporary storage area on a daily basis. Attending Compass Waste. Updating Bin card, Tally card availability. Capturing on LOGIS.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: SENIOR LAUNDRY WORKER REF NO. ECHEALTH/SLW/NMAH/ARP/182/06/2022 (4 POSTS)  
SALARY: R124 434 – R146 577 per annum (Level 3)  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 -3 with 3-5 years' experience in Laundry. Ability to operate machines. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable. Poses physical strength and to cope with physical demands of the position.

DUTIES: Rendering of Laundry services. Ensure safe and clean working environment in line with health and safety standards. Keep an accurate record of linen collected and returned to relevant units, Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Monitor adherence to basic procedure guidelines for washed and cleaned linen. Keep linen in good state by inspecting, mending and marking laundry. Be able to operate and monitor various machines in the laundry (i.e. washing, dryer, ironing and pressers). Report any machine defaults to the manager. Maintain laundry equipment/ machines: Monitor equipment temperature. Keep laundry equipment / machines: Keep laundry machines in proper state. Report defects. Check and request equipment service.

Enquiries: Ms Calaza Tel no: 047 502 4469

POST: TRADE LABOURER REF NO. ECHEALTH/SBH/APL/183/06/2022  
SALARY: R104 073 – R 122 592 per annum (Level 2)  
CENTRE: OR Tambo District, St Barnabas Hospital

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

DUTIES: Take proper care of equipment and machinery used daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, and repair of broken windows and toilet flush systems. Unblock drains, basin 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.

Enquiries: Ms Ndamase Tel no 047 555 5300

POST: HOUSEHOLD WORKER REF NO. ECHEALTH/SERH/APL/184/06/2022 (2 POSTS)  
SALARY: R104 073 - R122 592 per annum (Level 2)  
CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 -3 with no experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

DUTIES: Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards.

Request and replace toilet papers / towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard 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.

Enquiries: Mr M Nozaza Tel no: 039 253 5012

POST: HOUSEHOLD WORKER REF NO. ECHEALTH/TBH/TBH/APL/185/06/2022

SALARY: R104 073 - R122 592 per annum (Level 2)

CENTRE: Alfred Nzo District, Tayler Bequest Hospital (Matatiele)

REQUIREMENTS: ABET level 4 or NQF level 1 -3 with no experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

DUTIES: Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard 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.

Enquiries: Mr Kholiso Tel no 039 737 3107

POST: LAUNDRY WORKER REF NO. ECHEALTH/PMHR/APL/186/06/2022

SALARY: R 104 073 – R 122 592 per annum (Level 2)

CENTRE: Sarah Baartman District, PZ Meyer TB Hospital

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.

DUTIES: 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. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Dr Mboya Majola Tel no 042 291 2072

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/NMAH/ARP/187/06/2022 (24 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

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.



**DUTIES:** 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. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Ms Calaza Tel no: 047 502 4469

**POST:** LAUNDRY WORKER REF NO. ECHEALTH/LAUW/MRH/ARP/188/06/2022 (24 POSTS)

**SALARY:** R 104 073 - R 122 592 per annum (Level 2)

**CENTRE:** OR Tambo District, Mthatha Regional Hospital

**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.

**DUTIES:** 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. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Ms Mkhosi Tel no 047 502 4143/4008

**POST:** PROPERTY CARE TAKER REF NO. ECHEALTH/FC/APL/189/06/2022

**SALARY:** R104 073 – R122 592 per annum (Level 2)

**CENTRE:** Amahlati Sub District, Frankfort Clinic

**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.

**DUTIES:** 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.

Enquiries: Ms B Mngxe Tel no: 043 643 4775/6.

**POST:** PROPERTY CARE TAKER REF NO. ECHEALTH/GGC//APL/190/06/2022

**SALARY:** R104 073 - R122 592 per annum (Level 2)

**CENTRE:** Umzimvubu Sub District, Greenville Gateway CHS

**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.

**DUTIES:** 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.  
Enquiries: Mr Magadla Tel no 039 727 2090

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/FBC/APL/191/06/2022

SALARY: R104 073 – R122 592 per annum (Level 2)

CENTRE: Raymond Sub District, Fort Beaufort CHS

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.

DUTIES: 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.  
Enquiries: Mr Dyomfana Tel no 046 645 1892

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/DNH/APL/192/06/2022

SALARY: R104 073 – R 122 592 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

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.

DUTIES: 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.  
Enquiries: Ms B Bomela Tel no 041 406 4421

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/BC/APL/193/06/2022

SALARY: R104 073 – R 122 592 per annum (Level 2)

CENTRE: Senqu Sub District, Bensonvale Clinic

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.

DUTIES: 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.  
Enquiries: Mr L Solomane Tel no: 051 633 9617

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/EDH/APL/194/06/2022

SALARY: R104 073 – R 122 592 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital

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.

DUTIES: 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.  
Enquiries: Mr E Felkers Tel no 041 585 2323

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/GC/APL/195/06/2022

SALARY: R104 073 – R 122 592 per annum (Level 2)

CENTRE: Ngcobo Sub District, Gubenxa Clinic

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.

DUTIES: 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.  
Enquiries: Ms N. Matala Tel no 047 548 0022/34

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/IC/APL/196/06/2022

SALARY: R104 073 – R 122 592 per annum (Level 2)

CENTRE: Buffalo City Metro, Imidange Clinic

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.

DUTIES: 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.  
Enquiries: Ms Hlulani Tel no 043 708 1700.

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/MRH/ARP/197/06/2022 (19 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: OR Tambo District, Mthatha Regional Hospital

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.

DUTIES: 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.

Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

POST: GENERAL WORKER REF NO. ECHEALTH/WH/APL/198/06/2022

SALARY: R104 073 – R 122 592 per annum (Level 2)

CENTRE: Sarah Baartman District, Willowmore Hospital

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

Enquires: Ms R Schutte Tel: 044 923 1127

POST: GENERAL WORKER REF NO. ECHEALTH/MPH/APL/199/06/2022

SALARY: R104 073 – R 122 592 per annum (Level 2)

CENTRE: Sarah Baartman District, Marjorie Parish TB Hospital

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

Enquiries: Mr X Ndlebe Tel no 046 624 5306.

POST: GENERAL WORKER REF NO. ECHEALTH/HO/APL/200/06/2022 (2 POSTS)

SALARY: R104 073 – R 122 592 per annum (Level 2)

CENTRE: Bhisho, Head Office

NOTE: Applicants are required to apply for this post by hand deliver or via postage.

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

Enquiries: Mr Auwa Tel no 040 608 1141/43

POST: GENERAL WORKER (6 POSTS)

SALARY: R104 073 – R 122 592 per annum (Level 2)

CENTRE: Mhlontlo Sub District, Malepelepe Clinic REF NO. ECHEALTH/MC/APL/201/06/2022 x1, Tsolo Clinic REF NO. ECHEALTH/ GW/TSOC/APL/202/06/2022 x1, Mdyobe Clinic REF NO. ECHEALTH/ GW/MDYC/APL/203/06/2022 x1, Gura Clinic REF NO. ECHEALTH/ GW/GURC/APL/204/06/2022 x1, Mhlakulo CHC REF NO. ECHEALTH/ GW/MHACHC/APL/205/06/2022 x1, Qumbu CHC REF NO. ECHEALTH/ GW/MHA/APL/206/06/2022 x1

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

Enquires: Ms Ntlabi Tel no 047 553 0585

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/DORH/ARP/207/06/2022 (2 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional 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.

Enquiries: Ms B Bomela Tel no 041 406 4421

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/FREH/ARP/208/06/2022 (23 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Buffalo City Metro, Frere Tertiary 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.

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

**POST:** GENERAL WORKER REF NO. ECHEALTH/ GW/FREH/APL/209/06/2022 (3 POSTS)

**SALARY:** R 104 073 - R 122 592 per annum (Level 2)

**CENTRE:** Buffalo City Metro, Frere Tertiary 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.

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

**POST:** GENERAL WORKER REF NO. ECHEALTH/ GW/BAMH/APL/210/06/2022 (2 POSTS)

**SALARY:** R 104 073 - R 122 592 per annum (Level 2)

**CENTRE:** OR Tambo District, Bambisana 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.

Enquiries: Mr S Mahlangeni –Tel No: 039 253 7262.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ISIH/APL/211/06/2022  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: OR Tambo District, Isilimela 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.

Enquiries: Ms N Gwiji Tel no 047 564 2805/2/3

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/CANH/APL/212/06/2022  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: OR Tambo District, Canzibe 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.

Enquiries: Ms Solwandle Tel no 047 568 8291/2/3

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/STB/APL/213/06/2022 (2 POSTS)  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: OR Tambo District, St Barnabas 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.

Enquiries: Ms Ndamase Tel no 047 555 5300

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/NESH/214/06/2022 (3 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: OR Tambo District, Nessie Knight 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.

Enquiries: Ms O.N Sotsako Tel No: 047 553 6007/8/9.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/STLH/APL/215/06/2022 (5 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: OR Tambo District, St Lucys 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.

Enquiries: Ms Mayikana Tel no 047 532 6259.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/ZITH/APL/216/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: OR Tambo District, Zithulele 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.

Enquiries: Mr K Sobetwa Tel no: 047 573 8936/073 200 0217

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/HCH/APL/217/06/2022 (5 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: OR Tambo District, Holy Cross 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.

Enquiries: Ms B Mbutye – Tel no 039 252 2026/8

POST: GENERAL WORKER (5 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: King Sabatha Dalindyebo Sub District, Ntlangaza Clinic REF NO. ECHEALTH/ GW/NTLC/APL/218/06/2022 x1, Wilo Clinic REF NO. ECHEALTH/ GW/WILC/APL/219/06/2022 x1, Sakhele Clinic REF NO. ECHEALTH/ GW/SAKC/APL/220/06/2022 x1, Mbekweni CHC REF NO. ECHEALTH/ GW/MBE/APL/221/06/2022 x1, Mqanduli CHC REF NO. ECHEALTH/ GW/MQA/APL/222/06/2022 x1,

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.

Enquiries: Ms O Gcagca Tel no 047 531 0823.

POST: GENERAL WORKER (12 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Nyandeni Sub District, Libode Mental Health Unit REF NO. ECHEALTH/ GW/LMU/APL/223/06/2022 x1, Ngcoya Clinic REF NO. ECHEALTH/ GW/NGCC/APL/224/06/2022 x1, Buntingville Clinic REF NO. ECHEALTH/ GW/BUTVC/APL/225/06/2022 x1, Makotyana CHC REF NO. ECHEALTH/ GW/MAKCHC/APL/226/06/2022 x3, Port St Johns CHC REF NO. ECHEALTH/ GW/PSJ/227/06/2022 x4, Tombo CHC REF NO. ECHEALTH/ GW/TOMCHC/APL/228/06/2022 x2

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.

Enquiries: Mr L Pokolo Tel no 047 555 0151.

POST: GENERAL WORKER REF NO. ECHEALTH/NH/APL/229/06/2022

SALARY: R104 073 – R122 592 per annum (Level 2)

CENTRE: Amathole District, Nompumelelo Hospital

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

Enquiries: Ms Motana Tel no: 040 673 3321

POST: GENERAL WORKER (3 POSTS)

SALARY: R104 073 – R122 592 per annum (Level 2)

CENTRE: Amahlathi Sub District, Keiskammahoek CHC REF NO. ECHEALTH/KC/APL/230/06/2022 x1, Stutterheim/Cathcart Community Health Services REF NO. ECHEALTH/ GW/STUTTH/ARP/231/06/2022 x1, SS Gida Gateway Clinic REF NO. ECHEALTH/ GW/STGC/ARP/232/06/2022 x1

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

Enquiries: Ms B Mngxe Tel no: 043 643 4775/6.

POST: GENERAL WORKER REF NO. ECHEALTH/MCHS/APL/233/06/2022

SALARY: R104 073 – R 122 592 per annum (Level 2)

CENTRE: Buffalo City Metro, Mdantsane CHS

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

Enquiries: Ms Hlulani Tel no 043 708 1700.

POST: GENERAL WORKER REF NO. ECHEALTH/CH/APL/234/06/2022

SALARY: R104 073 – R 122 592 per annum (Level 2)

CENTRE: OR Tambo District, Canzibe Hospital

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

Enquiries: Ms Solwandle – Tel no: 047 568 8291/2/3

POST: GENERAL WORKER REF NO. ECHEALTH/GW/UPH/ARP/235/06/2022 (9 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Uitenhage Provincial 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.

Enquiries: Mr P Oosthuizen Tel no: 041 995 1129.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EMPH/ARP/236/06/2022 (4 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Empilweni 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.

Enquiries: Ms K Sinyahla Tel no: 041 406 7627.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NMMDO/ARP/237/06/2022 (7 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Nelson Mandela Metro Clinics

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.

Enquiries: Ms P Makuluma Tel No: 041 391 8164.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EDH/ARP/238/06/2022 (4 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Elizabeth Donkin Psychiatric 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.

Enquiries: Mr E Felkers Tel no 041 585 2323.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/JOSPH/ARP/239/06/2022 (4 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Jose Pearson TB 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.

Enquiries: Ms Klassen Tel no: 041 372 8000.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/MPHD/240/06/2022 (5 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot

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.

Enquiries: Ms U Xwayi Tel No: 041 406 9831.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EMS-ECC/ARP/241/06/2022  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: Nelson Mandela Metro, Eastern Cape College of Emergency Care

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.

Enquiries: Mr K Plaatjie Tel no 041 453 0911

POST: GENERAL WORKER REF NO. ECHEALTH/GW/BHISH/ARP/242/06/2022 (3 POSTS)  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: Buffalo City Metro, Bhisho 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.

Enquiries: Mrs T. Awlyn – Qegu Tel No 040 635 2950/5.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/GREYH/ARP/243/06/2022 (5 POSTS)  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: Buffalo City Metro, Grey 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.

Enquiries: Ms Phillips Tel no 043 643 3300

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MDIC/ARP/241/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Buffalo City Metro, Mdingi Clinic

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.

Enquiries: Ms Hlulani Tel no 043 708 1700.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NONTCHC/ARP/245/06/2022 (3 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Buffalo City Metro, Nontyatyambo Community Health Centre (NU 2)

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.

Enquiries: Ms Hlulani Tel no 043 708 1700.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MASEC/ARP/246/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Buffalo City Metro, Masele Clinic

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.

Enquiries: Ms Hlulani Tel no 043 708 1700.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NKQH/ARP/247/06/2022 (3 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Buffalo City Metro, Nkqubela TB 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.

Enquiries: Ms Langeni Tel no 043 761 2131.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/CALAH/ARP/248/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Chris Hani District, Cala 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.

Enquiries: Ms Z Sentile Tel no: 047 874 8000.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/KOMH/ARP/249/06/2022 (16 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Chris Hani District, Komani Psychiatric 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.

Enquiries: Mrs N Mzola Tel no 045 858 8400

POST: GENERAL WORKER REF NO. ECHEALTH/GW/CRADH/ARP/250/06/2022 (3 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Chris Hani District, Cradock 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.

Enquiries: Ms Danster Tel no: 048 881 2123.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/GGH/ARP/251/06/2022 (2 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Chris Hani District, Glen Grey 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.

Enquiries: Ms N Ralushe Tel no: 047 878 2800.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/COFIH/ARP/252/06/2022  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: Chris Hani District, Cofimvaba 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.

Enquiries: Ms A Mbana – Tel no 047 874 0111.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/HEWUH/ARP/253/06/2022  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: Chris Hani District, Hewu 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.

Enquiries: Mr Mabandla Tel no 040 841 0133

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SADACHC/ARP/254/06/2022  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: Lukhanji Sub District, Sada Community Health Centre

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.

Enquiries: Ms Mtweni Tel no 045 807 8908

POST: GENERAL WORKER (2 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Ngcobco Sub District, Qebe Clinic REF NO. ECHEALTH/GW/QEBEC/ARP/255/06/2022 x1, Zabasa Clinic REF NO. ECHEALTH/GW/ZABAC/ARP/256/06/2022 x1

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.

Enquiries: Ms N. Matala Tel no 047 548 0022/34

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ALLSH/ARP/257/06/2022 (5 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Chris Hani District, All Saints 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.

Enquiries: Ms NP Gcaza – Tel no: 047 548 4104

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MJANH/ARP/258/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Chris Hani District, Mjanyana 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.

Enquiries: Ms SS Naku Tel no 047 874 8000.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ALN-FPS/ARP/259/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Chris Hani District, Aliwal North Forensic Pathology Services

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.

Enquiries: M Mathiso Tel no 045 858 8112

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FEH/ARP/260/06/2022 (7 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Sarah Baartman District, Fort England Psychiatric 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.

Enquiries: Ms S Share Tel no 046 602 2300.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SETTH/ARP/261/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Sarah Baartman District, Settlers 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.

Enquiries: Ms S Diva Tel no 046 602 5046.

**POST:** GENERAL WORKER REF NO. ECHEALTH/GW/MAJTBH/ARP/262/06/2022

**SALARY:** R 104 073 - R 122 592 per annum (Level 2)

**CENTRE:** Sarah Baartman District, Majorie Parish TB 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.

Enquiries: Mr X Ndlebe Tel: 046 624 5306.

**POST:** GENERAL WORKER REF NO. ECHEALTH/GW/TEMBAH/ARP/263/06/2022 (2 POSTS)

**SALARY:** R 104 073 - R 122 592 per annum (Level 2)

**CENTRE:** Sarah Baartman District, Temba TB 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.

Enquiries: Mr Ntsepe Tel no 046 622 3524

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ANDVSH/ARP/264/06/2022 (3 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Sarah Baartman District, Andries Vosloo 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.

Enquiries: Ms CZ Zozo – Tel no: 042 243 1313

POST: GENERAL WORKER REF NO. ECHEALTH/GW/WILMH/ARP/265/06/2022 (2 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Sarah Baartman District, Willowmore 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.

Enquiries: Ms R Schutte Tel no 044 923 1127

POST: GENERAL WORKER REF NO. ECHEALTH/GW/HUMH/ARP/266/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Sarah Baartman District, Humansdorp 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.

Enquiries: Ms G Kivedo Tel no 042 200 4279/236.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/PZMTBH/ARP/267/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Sarah Baartman District, PZ Meyer TB 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.

Enquiries: Dr Mboya Majola Tel no 042 291 2072.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/BJVH/ARP/268/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Sarah Baartman District, BJ Vorster 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.

Enquiries: Ms Gillian Sikiwe 042 288 0210

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/CATHCH/ARP/269/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Amathole District, Cathcart 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.

Enquiries: Ms Velaphi Tel no: 045 843 1029

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/NOMPH/ARP/270/06/2022 (6 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Amathole District, Nompumelelo 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.

Enquiries: Ms Motana Tel no: 040 673 3321

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/STUTTH/ARP/271/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Amathole District, Stutterheim 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.

Enquiries: Ms P Booi Tel no 043 683 1313.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/TOWEH/ARP/272/06/2022 (3 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Amathole District, Tower Psychiatric 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.

Enquiries: Mrs V Whitecross Tel no 046 645 5008

**POST:** GENERAL WORKER REF NO. ECHEALTH/ GW/BUTTH/ARP/273/06/2022 (11 POSTS)

**SALARY:** R 104 073 - R 122 592 per annum (Level 2)

**CENTRE:** Amathole District, Butterworth 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.

Enquiries: Ms P Mtshemla Tel: 047 401 9000.

**POST:** GENERAL WORKER REF NO. ECHEALTH/ GW/TAFH/ARP/274/06/2022 (3 POSTS)

**SALARY:** R 104 073 - R 122 592 per annum (Level 2)

**CENTRE:** Amathole District, Tafalofefe 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.

Enquiries: Ms V. Motebele Tel no 047 498 0026.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/TAFH/ARP/275/06/2022 (4 POSTS)  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: Mnquma Sub District, Nqamakwe Community Health Centre

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.

Enquiries: Ms N Tengwa Tel no: 047 491 0740

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MADW/ARP/276/06/2022  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: Amathole District, Madwaleni 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.

Enquiries: Mr Fenguza Tel no: 047 573 8900/1/2.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ADAH/ARP/277/06/2022  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: Amathole District, Adelaide 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.

Enquiries: Ms K Marques Tel 046 684 0066.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/BEDFH/ARP/278/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Amathole District, Bedford 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.

Enquiries: Mr S Matandela Tel no 046 685 0043/0361

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FBH/ARP/279/06/2022 (2 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Amathole District, Fort Beaufort 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.

Enquiries: Mr Zethu Tel: 046 645 1111

POST: GENERAL WORKER REF NO. ECHEALTH/GW/VICH/ARP/280/06/2022 (3 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Amathole District, Victoria 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.

Enquiries: Ms L Mangesi Tel no: 040 653 1141

POST: GENERAL WORKER REF NO. ECHEALTH/GW/VICH/ARP/281/06/2022 (4 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Amathole District, Winterberg TB 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.

Enquiries: Ms Z Maneli Tel no 046 645 1142.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EMS-AMA/ARP/282/06/2022 (3 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: EMS Amathole

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.

Enquiries: Ms N Nene Tel no: 043 707 6748.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EMS-PECAM/ARP/283/06/2022 (2 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Lilitha Nursing College, Port Elizabeth Campus

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.

Enquiries: Ms PN Mene Tel no 043 700 9717/26

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EMS-LUSIKICAM/ARP/284/06/2022 (2 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Lilitha Nursing College, Lusikisiki Campus

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.

Enquiries: Ms PN Mene Tel no 043 700 9717/26

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EMS-NOMPSCAM/ARP/285/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Lilitha Nursing College, Nompumelelo Sub Campus

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.

Enquiries: Ms PN Mene Tel no 043 700 9717/26

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EMS-GGSCAM/ARP/286/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Lilitha Nursing College, Glen Grey Sub Campus

**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.

Enquiries: Ms PN Mene Tel no 043 700 9717/26

**POST:** GENERAL WORKER REF NO. ECHEALTH/GW/EMS-ELCAM/ARP/287/06/2022 (2 POSTS)

**SALARY:** R 104 073 - R 122 592 per annum (Level 2)

**CENTRE:** Lilita Nursing College, East London Campus

**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.

Enquiries: Ms PN Mene Tel no 043 700 9717/26

**POST:** GENERAL WORKER REF NO. ECHEALTH/GW/EMS-UMLACAM/ARP/288/06/2022

**SALARY:** R 104 073 - R 122 592 per annum (Level 2)

**CENTRE:** Lilita Nursing College, Umlamli Sub Campus

**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.

Enquiries: Ms PN Mene Tel no 043 700 9717/26

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EMS-STLYCAM/ARP/289/06/2022  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: Lilitha Nursing College, St Lucys Sub Campus

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.

Enquiries: Ms PN Mene Tel no 043 700 9717/26

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/MAH/ARP/290/06/2022  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: Alfred Nzo District, Mt Ayliff 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.

Enquiries: Mrs O Mjoka Tel: 039 254 0236.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/TBH/ARP/291/06/2022  
SALARY: R 104 073 - R 122 592 per annum (Level 2)  
CENTRE: Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

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.

Enquiries: Mr Kholiso Tel no 039 737 3107

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/KTBH/ARP/292/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Alfred Nzo District, Khotsong TB 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.

Enquiries: Ms. A Lebata Tel no 039 737 3801.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/MKZH/ARP/293/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Alfred Nzo District, Madzikane Ka Zulu 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.

Enquiries: Mr. Sigola Tel no 039 255 8200/11/12.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/SPH/ARP/294/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Alfred Nzo District, Sipetu 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.

Enquiries: Mr EF Madaka Tel: 039 255 0077.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/STP/ARP/295/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Alfred Nzo District, St Patricks 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.

Enquiries: Ms Gxaweni AO Tel no. 039 251 0236.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/GRE/ARP/296/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Alfred Nzo District, Greenville 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.

Enquiries: Mr Bango Tel no: 039 251 3009.

POST: GENERAL WORKER (5 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Maluti Sub District, Likhethlane Clinic REF NO. ECHEALTH/ GW/LIK/ARP/297/06/2022 x1, Paballong Clinic REF NO. ECHEALTH/ GW/PAB/ARP/298/06/2022 x1, Ntlola Clinic REF NO. ECHEALTH/ GW/NTL/ARP/299/06/2022 x1, Mt Frere Gateway Clinic REF NO. ECHEALTH/ GW/MTFC/ARP/300/06/2022 x1, Maluti CHC REF NO. ECHEALTH/ GW/MAL/ARP/301/06/2022 x1,

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.

Enquiries: R Kok Tel no 039 2560518/0519.

POST: GENERAL WORKER (4 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Umzimvubu Sub District, Mntwana Clinic REF NO. ECHEALTH/ GW/MZIARP//302/06/2022 x1, Rode Clinic REF NO. ECHEALTH/ GW/RODC/ARP/303/06/2022 x1, Tshungwana Clinic REF NO. ECHEALTH/ GW/TSH/ARP/304/06/2022 x1, Baleni Clinic REF NO. ECHEALTH/ GW/BALC/ARP/305/06/2022 x1,

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.

Enquiries: Mr Magadla Tel no 039 727 2090.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/NTA/CHC/ARP//306/06/2022 (4 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: OR Tambo District, St Elizabeth 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.

Enquiries: Mr M Nozaza – Tel no: 039 253 5012

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/NMAH/APL/307/06/2022 (3 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: OR Tambo District, Nelson Mandela Academic 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.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/FRONTH/APL/308/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Chris Hani District, Frontier Regional 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.

Enquiries: Ms P Marongo Tel No. 045 808 4272

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/MTFPS/ARP/309/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Joe Gqabi District, Mt Fletcher Forensic Pathology Services

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.

Enquiries: M Mathiso Tel no 045 858 8112

POST: GENERAL WORKER REF NO. ECHEALTH/GW/LUSFPS/ARP/310/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: OR Tambo District, Lusikisiki Forensic Pathology Services

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.

Enquiries: Ms F Mkhize Tel no 047 531 0081

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/CEC/ARP/311/06/2022 (4 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Buffalo City Metro, Cecelia Makiwane Regional 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.

Enquiries: Ms N. Matshaya Tel no 043 708 2121.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/CEC/APL/312/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Buffalo City Metro, Cecelia Makiwane Regional 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.

Enquiries: Ms N. Matshaya Tel no 043 708 2121.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/FLAGC/APL/313/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: Qaukeni Sub District, Flagstaff clinic

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.

Enquiries: Ms N Hlobo – Tel No 039 253 1541.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/MPD/APL/314/06/2022 (2 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: OR Tambo District, Mthatha Pharmaceutical Depot

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.

Enquiries: Mr M Diko Tel no 047 532 6023

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/EMSORT/ARP/315/06/2022

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: EMS OR Tambo

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.

Enquiries: Ms Z Mtimba Tel 047 502 9000.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/EMSAMA/ARP/316/06/2022 (3 POSTS)

SALARY: R 104 073 - R 122 592 per annum (Level 2)

CENTRE: EMS Amathole

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.

Enquiries: Ms N Nene Tel no: 043 707 6748

POST: OPERATOR REF NO: ECHEALTH/NH/APL/317/06/2022

SALARY: R 104 073 – R 122 592 per annum (Level 2)

CENTRE: Amathole District, Nompumelelo Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.

DUTIES: Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

Enquiries: Ms Mlotana Tel no: 040 673 3321

POST: MESSENGER REF NO: ECHEALTH/MESS/NMAH/ARP/318/06/2022

SALARY: R104 073 – R122 592 per annum (Level 2)  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

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.

DUTIES: 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.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: PORTER REF NO: ECHEALTH/POR/NMAH/ARP/319/06/2022 (2 POSTS)

SALARY: R104 073 – R122 592 per annum (Level 2)  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

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.

DUTIES: 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. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

Enquiries: Ms Calaza Tel no: 047 502 4469

POST: PORTER REF NO. ECHEALTH/PORT/MADH/APL/320/06/2022

SALARY: R 104 073 – R 122 592 per annum (Level 2)  
CENTRE: Amathole District, Madwaleni Hospital

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.

DUTIES: 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. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

Enquiries: Mr Fenguzza Tel no: 047 573 8900/1/2.

## **EASTERN CAPE DEPARTMENT OF HEALTH INTERNSHIP PROGRAMME 2022/2023**

The Eastern Cape Department of Health (ECDOH) is offering 560 internship opportunities for a period of (24 months) to unemployed graduates from Higher Education Institutions, who have completed Degrees or (3 years) National Diplomas, and have not been exposed to Public Service work experience related to the Field of Study that they have completed. This will be a Work-Based Structured approach to Experiential Learning related to an occupation with an aim to acquire competencies in the said Fields. Applicants are hereby invited from suitable qualified candidates to apply.

### **ADDITIONAL NOTE:**

- Separate applications should be submitted for each study field of interest
- Candidates must be 35 years of age and below and must be residents of the Eastern Cape (Attach current less than 3 months' proof of residence)
- Applicants who have already participated in any Government Internships Programme will not be considered and if it is found that this was the case after appointment, the contract will be terminated with immediate effect.
- The EC Department of Health is committed to the achievement and maintenance of diversity and equity in employment, especially of Race, Gender and Disability.
- Unless indicate otherwise, the Internship Opportunities are based in Districts and Sub-District Offices; Hospital Complexes; Regional Hospitals; Health Facilities and in Head Office (Bhisho)

### **1. INTERGRATED HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME**

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (8 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Alfred Nzo District

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Alfred Nzo District

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Alfred Nzo District

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Alfred Nzo District

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations



Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (8 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (8 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (8 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (8 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhishe

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (8 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhishe

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhishe

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhishe

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (8 POSTS)  
STIPEND: R6 174.96 per month

CENTRE: Joe Gqabi District

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Joe Gqabi District

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Joe Gqabi District

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Joe Gqabi District

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (8 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Ms Adams Tel no 041 391 8106

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Ms Adams Tel no 041 391 8106

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Ms Adams Tel no 041 391 8106

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Ms Adams Tel no 041 391 8106

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (9 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Ms Mabona Tel no 047 502 9033

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Ms Mabona Tel no 047 502 9033

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Ms Mabona Tel no 047 502 9033

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Ms Mabona Tel no 047 502 9033

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (8 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Sarah Baartman District

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Sarah Baartman District

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Sarah Baartman District

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Sarah Baartman District

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Ms T Nkontso Tel no 060 557 9707

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Ms T Nkontso Tel no 060 557 9707

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Ms T Nkontso Tel no 060 557 9707

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Ms T Nkontso Tel no 060 557 9707

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Mr N Magwaxaza Tel no 041 585 2323

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Mr N Magwaxaza Tel no 041 585 2323

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022

STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (5 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Ms O Mgwambu Tel no 045 808 4294

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Ms O Mgwambu Tel no 045 808 4294

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Ms O Mgwambu Tel no 045 808 4294

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Ms O Mgwambu Tel no 045 808 4294

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Mr Hilpert Tel no 046 602 2300

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District, Komani Psychiatric Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Mrs N Mzola Tel no 045 858 8400

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (5 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.  
Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations  
Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.  
Enquiries: Ms Z Nkosi Tel no 060 685 8411

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.

Enquiries: Ms Z Nkosi Tel no 060 685 8411

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Bachelor Degree in Industrial Psychology.

Enquiries: Ms Z Nkosi Tel no 060 685 8411

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations

Enquiries: Ms Z Nkosi Tel no 060 685 8411

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (5 POSTS)

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.

Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (2 POSTS)

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.

Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Bachelor Degree in Industrial Psychology.

Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations

Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Human Resource Management.

Enquiries: Ms N Ndoda Tel no 039 253 5021/5000

POST: HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Diploma in Management of Training/Human Resource Management.

Enquiries: Ms N Ndoda Tel no 039 253 5021/5000



POST: EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: Bachelor Degree in Industrial Psychology.  
Enquiries: Ms N Ndoda Tel no 039 253 5021/5000

POST: LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Labour Relations.  
Enquiries: Ms N Ndoda Tel no 039 253 5021/5000

## 2. FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Alfred Nzo District

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Alfred Nzo District

REQUIREMENTS: National Diploma in Cost and Management Accounting  
Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Alfred Nzo District

REQUIREMENTS: Bachelor Degree in Commerce: Finance & Accounting.  
Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Alfred Nzo District

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.  
Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Alfred Nzo District

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.  
Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: National Diploma in Cost and Management Accounting.  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: Bachelor Degree in Commerce: Finance & Accounting.  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: National Diploma in Cost and Management Accounting.  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: Bachelor Degree in Commerce: Finance & Accounting.  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: National Diploma in Cost and Management Accounting  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: Bachelor Degree in Commerce: Finance & Accounting.  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: National Diploma in Cost and Management Accounting  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (6 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: Bachelor Degree in Commerce: Finance & Accounting.  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (8 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022 (8 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Joe Gqabi District

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Joe Gqabi District

REQUIREMENTS: National Diploma in Cost and Management Accounting  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Joe Gqabi District

REQUIREMENTS: Bachelor Degree in Commerce: Finance & Accounting.  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Joe Gqabi District

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Joe Gqabi District

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Ms Adams Tel no 041 391 8106

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: National Diploma in Cost and Management Accounting  
Enquiries: Ms Adams Tel no 041 391 8106

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: Bachelor Degree in Commerce: Finance & Accounting.  
Enquiries: Ms Adams Tel no 041 391 8106

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.  
Enquiries: Ms Adams Tel no 041 391 8106

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.  
Enquiries: Ms Adams Tel no 041 391 8106

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Ms Mabona Tel no 047 502 9033

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District

REQUIREMENTS: National Diploma in Cost and Management Accounting  
Enquiries: Ms Mabona Tel no 047 502 9033

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District

REQUIREMENTS: Bachelor Degree in Commerce: Finance & Accounting.  
Enquiries: Ms Mabona Tel no 047 502 9033

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (3 POSTS)

STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.

Enquiries: Ms Mabona Tel no 047 502 9033

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.

Enquiries: Ms Mabona Tel no 047 502 9033

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (2 POSTS)

STIPEND: R6 174.96 per month

CENTRE: Sarah Baartman District

REQUIREMENTS: National Diploma/Degree in Finance Management.

Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (2 POSTS)

STIPEND: R6 174.96 per month

CENTRE: Sarah Baartman District

REQUIREMENTS: National Diploma in Cost and Management Accounting

Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (2 POSTS)

STIPEND: R6 174.96 per month

CENTRE: Sarah Baartman District

REQUIREMENTS: Bachelor Degree in Commence: Finance & Accounting.

Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022

STIPEND: R6 174.96 per month

CENTRE: Sarah Baartman District

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.

Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022

STIPEND: R6 174.96 per month

CENTRE: Sarah Baartman District

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.

Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022

STIPEND: R6 174.96 per month

CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Diploma/Degree in Finance Management.

Enquiries: Ms T Nkontso Tel no 060 557 9707

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022

STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Diploma in Cost and Management Accounting  
Enquiries: Ms T Nkontso Tel no 060 557 9707

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: Bachelor Degree in Commerce: Finance & Accounting.  
Enquiries: Ms T Nkontso Tel no 060 557 9707

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.  
Enquiries: Ms T Nkontso Tel no 060 557 9707

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma in Cost and Management Accounting  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: Bachelor Degree in Commerce: Finance & Accounting.  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022

STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Diploma in Cost and Management Accounting  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Bachelor Degree in Commence: Finance & Accounting.  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Ms O Mgwambu Tel no 045 808 4294

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Diploma in Cost and Management Accounting  
Enquiries: Ms O Mgwambu Tel no 045 808 4294

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: Bachelor Degree in Commence: Finance & Accounting.  
Enquiries: Ms O Mgwambu Tel no 045 808 4294

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022  
STIPEND: R6 174.96 per month



CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.

Enquiries: Ms O Mgwambu Tel no 045 808 4294

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022

STIPEND: R6 174.96 per month

CENTRE: Chris Hani District, Komani Psychiatric Hospital

REQUIREMENTS: National Diploma/Degree in Finance Management.

Enquiries: Mrs N Mzola Tel no 045 858 8400

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (2 POSTS)

STIPEND: R6 174.96 per month

CENTRE: Chris Hani District, Komani Psychiatric Hospital

REQUIREMENTS: National Diploma in Cost and Management Accounting

Enquiries: Mrs N Mzola Tel no 045 858 8400

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022 (2 POSTS)

STIPEND: R6 174.96 per month

CENTRE: Chris Hani District, Komani Psychiatric Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.

Enquiries: Mrs N Mzola Tel no 045 858 8400

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (2 POSTS)

STIPEND: R6 174.96 per month

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Diploma/Degree in Finance Management.

Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022

STIPEND: R6 174.96 per month

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Diploma in Cost and Management Accounting

Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (2 POSTS)

STIPEND: R6 174.96 per month

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Bachelor Degree in Commerce: Finance & Accounting.

Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (3 POSTS)

STIPEND: R6 174.96 per month

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.

Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022

STIPEND: R6 174.96 per month

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.  
Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Ms Z Nkosi Tel no 060 685 8411

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Bachelor Degree in Commence: Finance & Accounting.  
Enquiries: Ms Z Nkosi Tel no 060 685 8411

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: National Diploma in Cost and Management Accounting.  
Enquiries: Ms Z Nkosi Tel no 060 685 8411

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.  
Enquiries: Ms Z Nkosi Tel no 060 685 8411

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma/Degree in Finance Management.  
Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Bachelor Degree in Commence: Finance & Accounting.  
Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma in Cost and Management Accounting.  
Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.

Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Internal Auditing / Risk Management.

Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Diploma/Degree in Finance Management.

Enquiries: Ms N Ndoda Tel no 039 253 5021/5000

POST: COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Diploma in Cost and Management Accounting.

Enquiries: Ms N Ndoda Tel no 039 253 5021/5000

POST: FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: Bachelor Degree in Commence: Finance & Accounting.

Enquiries: Ms N Ndoda Tel no 039 253 5021/5000

POST: SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022

STIPEND: R6 174.96 per month

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.

Enquiries: Ms N Ndoda Tel no 039 253 5021/5000

### 3. OTHER FIELD OF STUDIES

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022

STIPEND: R6 174.96 per month

CENTRE: Alfred Nzo District

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.

Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (3 POSTS)

STIPEND: R6 174.96 per month

CENTRE: Alfred Nzo District

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .

Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Alfred Nzo District

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD/05/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Alfred Nzo District

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Mrs BN Mbobo Tel no 039 797 6082

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology  
/Management Assistant .  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD/05/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Amathole District

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms X Bushula Tel no 043 707 6700

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology  
/Management Assistant .  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD/05/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms N Jukuju Tel no 043 722 7102

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology  
/Management Assistant .  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms PN Shweni Tel no 045 807 1100/1157

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022 (5 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: LEGAL SERVICES INTERN REF NO: ECHEALTH/HRD 02/03/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: Bachelor of Laws/LLB  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (19 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (8 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (10 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: COMMUNICATION/MEDIA INTERN REF NO: ECHEALTH/HRD/06/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: National Diploma/Bachelor Degree in Communications/ Media/ Journalism/ Graphic Design.  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: PUBLIC RELATIONS INTERN REF NO: ECHEALTH/HRD/07/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Relations.  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: CLEANING & HYGIENE INTERN REF NO: ECHEALTH/HRD/08/03/2022 (5 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Head Office, Bhisho

REQUIREMENTS: National Higher Certificate: Cleaning & Hygiene  
Enquiries: Ms VP Makonco Tel no 040 608 1523/21

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Joe Gqabi District

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Joe Gqabi District

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Joe Gqabi District

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Joe Gqabi District

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Mr LL Kometsi Tel no 051 633 9630

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms Adams Tel no 041 391 8106

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology  
/Management Assistant .  
Enquiries: Ms Adams Tel no 041 391 8106

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms Adams Tel no 041 391 8106

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms Adams Tel no 041 391 8106

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms Mabona Tel no 047 502 9033

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology  
/Management Assistant .  
Enquiries: Ms Mabona Tel no 047 502 9033

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms Mabona Tel no 047 502 9033

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms Mabona Tel no 047 502 9033

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Sarah Baartman District

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Sarah Baartman District

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology  
/Management Assistant .  
Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Sarah Baartman District

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Sarah Baartman District

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms N Ndamase Tel no 041 408 8514/8147

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms T Nkontso Tel no 060 557 9707

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology  
/Management Assistant .  
Enquiries: Ms T Nkontso Tel no 060 557 9707



POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms T Nkontso Tel no 060 557 9707

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms T Nkontso Tel no 060 557 9707

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Mr M Mhlana Tel no 041 406 4083

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms Z Moyikwa Tel no 082 474 6055

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (3 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology  
/Management Assistant .  
Enquiries: Mr N Magwaxaza Tel no 041 585 2323

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD/05/03/2022 (4 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Mr N Magwaxaza Tel no 041 585 2323

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms O Mgwambu Tel no 045 808 4294

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology  
/Management Assistant .  
Enquiries: Ms O Mgwambu Tel no 045 808 4294

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms O Mgwambu Tel no 045 808 4294

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms O Mgwambu Tel no 045 808 4294

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Mr Hilpert Tel no 046 602 2300

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology  
/Management Assistant .  
Enquiries: Mr Hilpert Tel no 046 602 2300

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Mr Hilpert Tel no 046 602 2300

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology  
/Management Assistant .  
Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Mr G Naidoo Tel no 041 405 2310/2306

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms Z Nkosi Tel no 060 685 8411

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .  
Enquiries: Ms Z Nkosi Tel no 060 685 8411

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms Z Nkosi Tel no 060 685 8411

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: Nelson Mandela Metro, Mthatha Regional Hospital

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms Z Nkosi Tel no 060 685 8411

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (2 POSTS)  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .  
Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms V Mdudu Tel no 047 502 4509/4511

POST: PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Diploma/ Bachelor Degree in Public Administration.  
Enquiries: Ms N Ndoda Tel no 039 253 5021/5000

POST: OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Diploma /Degree in Office Administration/ Office Management and Technology  
/Management Assistant .  
Enquiries: Ms N Ndoda Tel no 039 253 5021/5000

POST: INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Diploma/Bachelor Degree in Information Technology.  
Enquiries: Ms N Ndoda Tel no 039 253 5021/5000

POST: DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022  
STIPEND: R6 174.96 per month  
CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Diploma in Document Management/Archives Records.  
Enquiries: Ms N Ndoda Tel no 039 253 5021/5000