



CLOSING DATE: 7 OCTOBER 2022

NOTE: Applications must be posted on the new Z83 Form, 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 (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) 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: RecruitmentHeadOffice@echealth.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). Refer all application related enquiries to the specified email address. For more information, please contact Mr AV Gonyela Tel no: 040 608 1602/5/6/10

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

Amathole District Office - 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.

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.

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.

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

Cloete Joubert Hospital - Post to: Human Resource Office, Cloete Joubert Hospital, P/Bag X7, Barkly East, 9786 or Hand delivery: HR Office, No 1 Voortrekker Road, Cloete Joubert Hospital. Enquiries: Mr Z.O Mgeyi – Tel no: 045 971 0091

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.

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.

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.

Indwe Hospital- Post to: Human Resource, Indwe Hospital, Greham Street, Indwe, PO Box 5 or Hand Deliver to: Indwe 5445 Greham Street. Enquiries: Ms C Gouws Tel 045 954 5500/01

SS Gida Hospital - Post to: S.S. Gida Hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: Ms N. E Fumanisa Tel no 040- 658 0043.

Fort Beaufort Hospital - Post to: HR Office, Fort Beaufort Hospital. Private Bag X226, Fort Beaufort, 5720, Fort Beaufort, 5720 or hand delivery: HR Office, Fort Beaufort Hospital, No 6 Bell Street, Fort Beaufort, 5720. Enquiries: Mr Zethu Tel no: 046 645 1111/12/13/14.

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.

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

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

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Hand delivery: Elundini LSA Police Street, Mount Fletcher. Enquiries: Ms N Ngwabeni – Tel no: 039 257 0099.

Victoria Hospital - Post to: HR Office, Victoria Hospital, Private Bag x1300 Alice 5700 or hand deliver to: HR Office, Victoria Hospital, Kuntselamanzi Road, Alice, 5700. Enquiries: Ms B Mbekeni Tel no: 040 653 1141

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

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.

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.

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.

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.

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

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, Mqanduli, 5080. Enquiries: Mr K Sobetwa Tel no: 047 573 8936

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

Margery Parkes Hospital - Post to: 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 no 049 893 0031.

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.

Marjorie Parish TB Hospital – Post to: HR Office, Marjorie Parish TB Hospital, Private Bag X154, Port Alfred, 6170 or hand deliver to: HR Office, Marjorie Parish TB Hospital, Bathurst Street, Port Alfred, 6170. Enquiries: Ms T Sompontsha Tel no 046 624 5306/1364.

Komga Hospital – Post to: HR Office, Komga Hospital, PO Box 33, Komga, 4950 or hand deliver to: HR Office, Komga Hospital, Victoria Road, Komga, 4950. Enquiries: Ms N Nene Tel no 043 831 1013.

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.

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 Tel no 043 761 2131.

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.

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.

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, Mqanduli, 5080. Enquiries: Mr K Sobetwa Tel no: 047 573 8936

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

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. Enquires: Ms S Diva Tel no 046 602 5046.

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

Port Alfred Hospital - Post to HR Office, Alfred Hospital, Private Bag 227, Port Alfred 6170 or Hand Deliver to HR Office, Southwell Road, Port Alfred 6170 Enquiries: Ms L Raco Tel No 046 604 4000.

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.

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.

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

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 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.

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.

Queenstown 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.

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.

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, Komani Psychiatric Hospital, Queenstown, 5320. Enquires: Ms Nyoka Tel no 045 807 1110/1101.

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

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.

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

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.

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

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. Enquiries: Ms N Jaceni Tel no 043 708 1719/1700

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

BCM Forensic Pathology Services - 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 N Jaceni Tel no 043 708 1719/1700

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

Craddock Hospital - Post to: Human Resource Office, Craddock Hospital, Private Bag X55, Craddock, 5880 or hand deliver: HR Office, Craddock Hospital, Hospital Street, Craddock, 5880. Enquiries: Ms Danster Tel no: 048 881 2123.

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

Alfred Nzo - Post to: HR Office, Alfred Nzo District Office, Private Bag X3515, Kokstad, 4700 or hand deliver to: HR Office, Alfred Nzo District Office, 81 Murray Street, Kokstad 4700. Enquiries: Mr Praim Tel no 039 797 6070.

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.

Burgersdorp Hospital - Post to: Human Resource Office, Burgersdorp Hospital, Burgersdorp, 9744 or Hand delivery: HR Office, Burgersdorp Hospital, Daantjie Van Den Heever street. Enquiries: Ms N Zondi - Tel no: 051 653 1881.

Lady Grey Hospital - Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand delivery: HR Office, Lady Grey Hospital. Enquiries: Ms N Skisazana – Tel no: 051 603 0093/0115.

Jamestown Hospital – Post to: Human Resource Office, 3 Hill Street, Private bag X03, Jamestown, 9742. Enquiries: Mr JS Nzinde – Tel no: 051 633 9617.

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.

Maclear Hospital - Post to: Human Resource Office, Maclear Hospital, PO Box 93, Maclear, 5480 or Hand delivery: HR Office, No 1 Fourie Street, Maclear Hospital. Enquiries: Ms N Zuza - Tel no: 045 932 1028.

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Hand delivery: Elundini LSA Police Street, Mount Fletcher. Enquiries: Ms N Ngwabeni – Tel no: 039 257 0099.

Aliwal North Hospital – Post to: HR Office, Aliwal North Hospital, Private Bag x 1004, Aliwal North, 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklande Street, Aliwal North. Enquiries: Ms Fourie Tel no 051 633 7700.

Cloete Joubert Hospital - Post to: Human Resource Office, Cloete Joubert Hospital, P/Bag X7, Barkly East, 9786 or Hand delivery: HR Office, No 1 Voortrekker Road, Cloete Joubert Hospital. Enquiries: Mr Z.O Mgeyi – Tel no: 045 971 0091/072 791 6506.

Umlamli Hospital - Post to: Human Resource Office, Umlamli Hospital, Private bag X5016, Sterkspruit, 9762 or Hand delivery: HR Office, Umlamli Hospital, Sterkspruit, 9762. Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90.

Steynsburg Hospital - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand delivery: HR Office, 1 Henning Street, Steynsburg Hospital, Steynsburg, 5920. Enquiries: Mrs Mfanekiso Tel no 048 884 0241

Elundini Sub District – Post to: HR Office, Elundini Sub District, PO Box 1129, Mt Fletcher, 4770 or hand deliver to: HR Office, Elundini Sub District Office, Police Street, Mt Fletcher, 4770. Enquiries: Ms Du Plessis Tel no 039 257 2400.

Maletswai Sub-District - Post to: Human Resource Office, Parklane Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand deliver to: HR Office, Maletswai Sub-District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Mr JS Nzinde – Tel no: 051 633 9617.

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.

POST: GENERAL MANAGER: MEDICAL SERVICES REF NO. ECHEALTH/GMMS/NMAH/ARP/01/09/2022
SALARY: R1 834 893 – R2 193 837 per annum (OSD) - all-inclusive package
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

REQUIREMENTS: Appropriate qualification that allows full registration with the Health Professional Council South Africa (HPCSA) as a Medical Practitioner. A minimum of ten (10) years appropriate experience after registration with the HPCSA as a Medical Practitioner and five (5) years in Management. Current registration with HPCSA. A valid driver's license. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Relevant experience in managing hospitals/senior medical staff.

DUTIES: Give strategic direction and leadership to the Clinical and support division. Work with Chief Executive Officer to ensure effective efficiency and sustainable delivery of the Nelson Mandela Academic Hospital Clinical Governance strategy. Plan, implement, lead and support the development of clinical and related support services in the hospital working the Heads of the Clinical Departments, Pharmaceutical services, Clinical support and Nursing Services Management. Develop and maintain leadership including co-ordination and communication with staff and clients in the clinical services. Working in partnership with others to develop, take forward and evaluate direction and strategies. Develop a culture that improves quality of provided clinical services. Promote health and well-being of patients and prevent adverse effects on health and the well-being of patients through contributing to the development, implementation and evaluation of related policies. Plan, implement, monitor and evaluate the hospital outreach and support programmes. Plan, develop and evaluate methods and processes for gathering analysis, interpreting and presenting health information.

Enquiries: Ms Calaza Tel no 047 502 4469

POST: CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/DORAH/APL/01/09/2022
SALARY: R1 073 187– R1 466 223 per annum (Level 13) - all-inclusive package
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

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

REQUIREMENTS: National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES: To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory

framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

Enquiries: Mr B Msibi Tel no 040 608 1163

POST: CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/TOWH/ARP/01/09/2022

SALARY: R1 073 187– R1 466 223 per annum (Level 13) - all-inclusive package

CENTRE: Amathole District, Tower Psychiatric Hospital

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

REQUIREMENTS: National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES: To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

Enquiries: Mr B Msibi Tel no 040 608 1163

POST: DIRECTOR: LEGAL SERVICES REF NO: ECHEALTH/DIRLS/HO/APL/01/09/2022

SALARY: R1 073 187 – R1 466 223 per annum (Level 13) - all-inclusive package

CENTRE: Head Office, Bhisho

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

REQUIREMENTS: National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 10 years' appropriate post qualification litigation and advisory experience, of which 5 years must have been at a management level (in a government department or public entity). Admission as an Attorney or Advocate. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES: Manage and coordinate litigation and approved interventions to manage litigation in the ECDOH. Monitor and coordinate the implementation of the integrated medico-legal strategy. Build legal capacity within the ECDOH. Receive, facilitate and monitor compliance with PAIA requests and court orders. Promote a legally compliant environment in the Eastern Cape Department of Health. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Facilitate State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Conduct research, and research new case law which impacts on litigation trends generally and also medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Head of Department and other relevant stakeholders. Research relevant legal prescripts and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of all legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Legal Services Unit. Assist in the review of the Specialised Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness of that unit in support of the ECDOH. Report on the Legal Services information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Legal Services Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Legal Services Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Legal Services Unit within set timeframes. Enquiries: Ms N Maseko Tel no 040 608 1141

POST: DIRECTOR: NURSING SERVICES REF NO: ECHEALTH/DIRNS/HO/ARP/01/09/2022

SALARY: R1 073 187– R1 466 223 per annum (Level 13) - all-inclusive package

CENTRE: Head Office, Bhisho

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

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in the Nursing with (5) years' experience in the Health Sector at Middle Management level. A post graduate qualification in Nursing Education and/or Nursing Management will be added advantage. Registration with the relevant Professional Council. Knowledge and understanding of regulatory framework for the provision of Nursing services. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES: Management and provision of nursing services in the department. Manage implementation and achievement of determined levels of quality care and standards of service. Develop and implement relevant strategic imperatives for the provision of nursing services including protocols/practices for a professional nursing service. Coordinate development of strategic and operational activities of the nursing services. Provide leadership, guide and direct the provision and maintenance of the nursing services or programmes. Facilitate selection and recruitment including training and development of personnel for the nursing division. Create networks for stakeholder mobilization for the provision of the comprehensive nursing care services. Facilitate and ensure management of discipline in the Nursing division. Provide overall management of people and finances of the nursing division.

Enquiries: Mr B Msibi Tel No 040 608 1163

POST: DIRECTOR: INTERNAL AUDIT REF NO. ECHEALTH/DIRIA/HO/APL/01/09/2022

SALARY: R1 073 187– R1 466 223 per annum (Level 13) - all-inclusive package

CENTRE: Head Office, Bhisho

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

REQUIREMENTS: National Senior Certificate, Degree, an undergraduate qualification (NQF level 7) as recognized by SAQA in the Internal Auditing coupled with (5) years' experience at Middle Management level. Certified Internal Auditor Qualification (CIA). Leadership/ Management Development qualification. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES: Develop the strategy of the governance and performance audit functions. Development of a strategic plan for the unit. Development of policies and procedures for the unit. Development of a manual. Develop guidelines. Rollout of the internal audit strategy. Preparing and managing the budget of the directorate. Provide technical support service in the rendering of governance and performance audit function. Planning, scoping and scheduling of assignments. Provide assistance to team members on issues requiring technical assistance. Evaluate adequacy and effectiveness of internal controls. Enhancing the department's internal controls and operating efficiencies. Report findings to management and provide value added recommendations. Represent the Head Internal Audit on all audit matters as circumstances dictate. Enforce compliance with the Standards for the Professional Practice of Internal Auditing. Promotion of ethics and integrity within the directorate. Setting standards of performance. Manage performance and all the allocated resources. Encourage team effort in the unit. Encourage production of excellent quality work. Set work targets and monitor timelines. Allocate work tasks/activities to staff and provide the necessary guidance and support. Facilitate staff training and development. Develop staff Work Plans and Personal Development Plans (PDP's). Manage daily employee performance and make Performance Assessments/review. Manage records and ensure safekeeping of assets.

Enquiries: Ms T Kakaza Tel no 040 608 1063

POST: CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/CRADH/APL/01/09/2022

SALARY: R869 007 – R1 023 645 per annum (Level 12)

CENTRE: Chris Hani District, Cradock Hospital

REQUIREMENTS: A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at management level. Experience as a Health Service Manager or Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES: To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

Enquiries: Ms Danster Tel no: 048 881 2123.

POST: DEPUTY DIRECTOR: MOTHER, NEONATE, CHILD, WOMEN HEALTH (MNCWH) REF NO. ECHEALTH/DDMNCWH/HO/ARP/01/09/2022

SALARY: R744 255 – R876 705 per annum (Level 11) (An All Inclusive Package)

CENTRE: Head Office, Bhisho

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

REQUIREMENTS: National Senior Certificate, Diploma/Degree in Nursing in Nursing (Midwifery) coupled with 5 years' experience as a Registered Nurse and Midwife including experience as a midwife in the maternity and Neonatal section with 3 years' experience in a managerial position. Registration with South African Nursing Council. Knowledge of relevant Health legislative requirements, including but not limited to Health Act, Nursing Act, Public Service Act, LRA, EEA, BCEA, Public Service Regulations, National Drug Policy, Good Pharmacy Practice standards, Pharmacy Act 53 of 1974, Medicines and Related Substances Act 101 of 1965 etc. Possess sound managerial skills, Leadership skills. Ability to work under pressure in a team, good communication and interpersonal skills; Self-motivated, flexible and works well under pressure Skills and Attributes: Strategic leadership and governance. Proven management skills with the ability to optimise team performance and development. Highly skilled communicator with the ability to form and maintain good relationships. Strong interpersonal, Conflicts Resolving problems and negotiation skills. Strong planning skills with the ability to handle multiple projects through to completion and to manage competing priorities, Applied Technology and Computer Skills, Budgeting and Financial Management, Citizen Focus and Responsiveness, Diversity Management, Impact and Influence, Team Leadership and Negotiations skills. Proven analytical and organisational skills. A valid drivers' license and preparedness to travel throughout the province to provide technical support to even the most rural health facility.

DUTIES: Ensure development and Implementation of strategies to deal with programme challenges. Analyse maternal, Perinatal statistics and ensure early interventions. Close monitoring of institutions and report progress. Co-ordinate implementation of maternal, child, neonatal & women health programmes. Co-ordinate access of infant and child to a quality, comprehensive health service. Manage performance and all the allocated resources. Facilitate and strengthen planning, implementation coordination, monitoring and evaluation on MCNWH. Coordination and facilitate capacity building of the district clinicians for improvement of patient health outcomes. To ensure that there is effective communication and reporting channels. Assist in managing change and diversity in the Province. Facilitate the establishment of relevant training programme and undertake capacity building activities at provincial level for both the public and private sectors. Prepare periodic status reports, monthly and quarterly reports. To participate in the district and provincial reviews in the Province as a Provincial programme manager and lead the group in the report writing sessions. Contribute to the creation and implementation of best practice logistics vision, strategy, policies, processes and procedures to aid and improve operational performance. Support continuous improvement initiatives and identify inefficiencies and cost optimisation opportunities. Interpret trends and analyse and review data. Provide meaningful data to others within the Province to aid customer service. Set departmental objectives/KPAs and review and assess ongoing performance of direct reports.

Enquiries: Mr X Somahela Tel no 040 608 1761

POST: DEPUTY DIRECTOR: TREATMENT REF NO: ECHEALTH/DD-TRT/HO/01/09/2022
SALARY: R744 255 – R876 705 per annum (Level 11) (An All Inclusive Package)
CENTRE: Head Office, Bhisho

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

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years of work experience, of which 3 years must have been at an Assistant Director level within the HIV Management environment. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have functional knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Having a track record of supporting the development of innovative HIV service delivery strategies targeting hard-to-reach Key and priority populations. Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

DUTIES: Ensure access to ARV treatment by planning for acquisition, storage and continuous availability of ARVs in the health facilities. To provide functional and operational leadership for the ARV treatment program in the HIV & AIDS and STIs and TB Directorate. Manage the provision and implementation of the ARVs Treatment Strategies. Develop, disseminate, facilitate and monitor implementation of the ARV treatment initiation policies and guidelines to ensure access to ARV services. Develop, disseminate, facilitate and monitor implementation of the ART Retention Strategy Policies and to ensure sustained retention of patients on treatment. Develop, disseminate, facilitate and monitor implementation of the Treatment Outcome Monitoring Policies and Strategies. To ensure reduction of HIV/AIDS Morbidity and Mortality as well as its socioeconomic impacts by providing models of appropriate packages of care and support to HIV positive people and their families. To enhance effective and sound health planning, administration, management, monitoring and evaluation including equitable and efficient allocation of resources to districts/sub-districts and NPOs eligible for funding. Provide technical guidance and oversight in the design, implementation, and evaluation of HIV Treatment program. Coordinate delivery of Treatment services, documentation and data capture and reporting. Facilitate the development and implementation of management systems and standards for technical support services such as laboratory support, referral systems, drug security, drug forecasting and quantification, and monitoring and evaluation as it relates to HIV/AIDS treatment and care. Assist with establishing, updating, and maintaining a monitoring system that tracks, documents and disseminates key data on persons trained in ART and OI management, health service delivery, operations research, and database for ARV training, service and program level as it relates to HIV/AIDS treatment and care. Monitor program implementation by districts and sub districts. Be able to work with the districts and sub districts in preparation of performance improvement plans /catch up plans. Prepares monthly, quarterly reports as required including analysis and interpretation of DHIS program spreadsheets. Work with all stakeholders to facilitate standardized training of providers on ART treatment and management. Facilitate dissemination of new and existing program policies and works with the Regional Training Centre when necessary. Performs administrative functions in the department including supervision and guidance of lower categories of administrative personnel. Manage the provision of the Advocacy, Communication Social Mobilisation strategies for HIV/AIDS and STIs. Develop Analyse and disseminate new policies related to advocacy and social mobilisation strategies. Develop strategy for social mobilisation strategies for the TB programme. Monitor implementation of the policies related to TB HIV. Manage stake holder engagement to forge partnership for the program Manage all the allocated resources. Facilitated development and submission of the HIV/AIDS and TB Conditional Grant Business Plan. Ensure procurement and supply of HIV/AIDS and STI commodities and supplies, including ensuring drug availability at facility level. Quarterly and annual Financial and Non-financial reports preparation and submission. Program performance monitoring and quarterly reviews. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities

Enquiries: Mr X Somahela Tel No 083 378 1115

POST: DEPUTY DIRECTOR: HIV/AIDS, STIs & TB REF NO: ECHEALTH/DD-HAST/ANZO/01/09/2022

SALARY: R744 255 – R876 705 per annum (Level 11) (An All Inclusive Package)

CENTRE: Alfred Nzo District Office

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years of work experience, of which 3 must have been at an Assistant Director level in HIV treatment management. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have functional knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Having a track record of supporting the development of innovative HIV service delivery strategies targeting hard-to-reach Key and priority populations. Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

DUTIES: Manage the provision of the HIV Prevention Strategies. Develop, disseminate, facilitate and monitor implementation of the Condom Distribution Policies and ensure availability of condoms. Develop, disseminate, facilitate and monitor implementation of the HIV High Transmission Policies and ensure availability of the service for Key Population. Develop, disseminate, facilitate and monitor implementation of the Prevention of Mother to Child HIV Transmission (PMTCT) Policies and ensure availability of the service for pregnant mothers. Develop, disseminate, facilitate and monitor implementation of the Post Exposure Prophylaxis (PEP) Policies and ensure availability of the service. Develop, disseminate, facilitate and monitor implementation of the Sexual Transmitted Diseases (STIs) Policies and ensure availability of the services. Develop, disseminate, facilitate and monitor implementation of the HIV Testing Services (HTS) Policies and ensure availability of the HIV testing commodities. Manage the provision of the ARVs Treatment Strategies. Develop, disseminate, facilitate and monitor implementation of the ARV treatment initiation Policies and ensure access to ARV services. Develop, disseminate, facilitate and monitor implementation of the ART Retention Strategy Policies and to ensure sustained retention of patients on treatment. Develop, disseminate, facilitate and monitor implementation of the Treatment Outcome Monitoring Policies and Strategies. Manage the provision of the Care and Support Strategies. Develop, disseminate, facilitate and monitor implementation of the Differentiated Care Strategies. Develop, disseminate, facilitate and monitor implementation of the Home and Community Based Care and Support Strategies. Manage the provision of the Advocacy, Communication Social Mobilisation strategies for HIV/AIDS and STIs. Develop Analyse and disseminate new policies related to advocacy and social mobilisation strategies. Develop strategy for social mobilisation strategies for the TB programme. Monitor implementation of the policies related to TB HIV. Manage stake holder engagement to forge partnership for the program. Manage all the allocated resources. Facilitated development and submission of the HIV/AIDS and TB Conditional Grant Business Plan. Ensure procurement and supply of HIV/AIDS and STI commodities and supplies, including ensuring drug availability at facility level. Quarterly and annual Financial and Non-financial reports preparation and submission. Program performance monitoring and quarterly reviews. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities.

Enquiries: Mr Praitel Tel no 039 797 6070

POST: DEPUTY DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO. ECHEALTH/DDF&SCM/CMH/ARP/01/09/2022

SALARY: R744 255 – R876 705 per annum (Level 11) (An All Inclusive Package)

CENTRE: Buffalo City Metro. Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing coupled with 5 years' relevant experience, of which at least 3 years must be an Assistant Director level. 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. A valid 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 timeous 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. Render advisory services to the department Bid evaluation committee. Advise management on SCM best practices. Generate management reports related to SCM for senior management and other organs of state. Human capital and financial management. Manage all people management (effective leadership) related functions within the component.

Enquiries: Ms N. Matshaya Tel no 043 708 2121

POST: OFFICE MANAGER: OFFICE OF THE GENERAL MANAGER: SUPPLY CHAIN MANAGEMENT REF NO. ECHEALTH/OFM-GMSCM/HO/ARP/01/0/2022

SALARY: R382 245 – R450 255 per annum (Level 9)
CENTRE: Head Office, Bhisho

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

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized in Office Administration/ Public Administration or relevant qualification coupled with 5 years' experience of which 3 years must be at supervisory level (SL7&8). Knowledge of PFMA and Treasury Regulations. Excellent communication and presentation skills, Report writing and facilitation skills, Coordinating and liaison skills, Computer Literacy especially Excel, Word and PowerPoint, Good interpersonal relations, innovation and creativity, Ability to solve problems. Ability to work under pressure and beyond normal working hours in order to meet deadlines. Ability to interact with internal and external stakeholders of the Chief Directorate and Department. A valid driver's licence.

DUTIES: Provide leadership and an oversight role in the activities of the Office. Manage and coordinate administrative activities or tasks. Manage the General Manager diary and year planner. Manage, organize, distribute and track correspondence of the Office. Organize the General Manager's office environment. Maintain an effective filing system. Ensure safe and secure confidential documentation. Respond to and manage correspondence/invitations on behalf of the General Manager. Monitor effective utilization of human, financial and physical resource in the office. Manage and Coordinate procurement, tracking of payments and budgetary processes. Coordinate Planning process, leave management and general office administration of the General Manager. Coordinate and consolidate all reporting requirements of the branch. Participation and assist in the organization of the General Manager's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the General Manager.

Enquiries: Ms C Mgijima Tel no 040 608 9763

POST: ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO. ECHEALTH/ASD-SP/HO/ARP/01/09/2022

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

CENTRE: Head Office, Bhisho

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

REQUIREMENTS: National Senior Certificate, National Diploma/ NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Health Science / Public Administration / Public Health coupled with 5 years' experience in the field of which 3 years must be at supervisory level (7/8). In-depth understanding of dynamics of the Public Service, Government Systems and Operations, Good understanding of Public Finance Management Act (PFMA), Treasury Regulations and other relevant National and Provincial Prescripts. Demonstrate knowledge in Strategic Planning, Information and Knowledge Management and Policy analysis. Advanced report writing, presentation, financial management skills, Project Management skills and good communication skills. Good interpersonal and organising. Clear understanding, interpretation and analysis of health Information for strategic planning purposes. Knowledge, possession and application of computer skills e.g. Word, power point, excel and other computer programmes for planning, etc. A valid driver's licence.

DUTIES: Build and develop capacity in the Eastern Cape Department of Health for effective and efficient health planning and execution of departmental plans. Facilitate the review and development of the Strategic, Annual Performance and Operational Plans. Support the review and development of district health expenditure repots, district health plans and service delivery improvement plans based on the departmental Annual Performance Plans and Strategic Plans. Facilitate the development of business unit plans for the department and institutions .i.e. Clinics, Community Health Centres, districts, regional and tertiary hospital within the Eastern Cape Province, including other institutions like forensic pathology services, Lilita College of Nursing and Emergency Medical Services College. Ensure alignment of all plans (facility, district and province) with the Provincial Development Plan, National Department of Health's Strategic Plans and Health Council Priorities, Medium term strategic framework, National Development Plan, the Sustainable Development goals and the Provincial Cross Cutting Obligations.

Enquiries: Dr S Moko Tel no 040 608 1129

POST: ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO. ECHEALTH/ASD-M&E/HO/ARP/01/09/2022

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

CENTRE: Head Office, Bhishe

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

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Health Sciences/Public Health/Epidemiology/Health Information coupled with 5 years' experience in the field of which 3 years must be at supervisory level (SL7/8). Knowledge of research/evaluation principles and methodologies. Good communication, presentation and writing skills. Knowledge of health information systems and data sources relating to health systems. Knowledge and understanding of corporate governance and regulatory (National Health Act, PFMA, Corporate governance, government wide monitoring and evaluation framework). Good communication (Verbal and written) and interpersonal skills. Ability to work independently with limited supervision. Knowledge, possession and application of computer skills. A valid driver's licence.

DUTIES: Compile, coordinate and submit all mandatory reports on prescribes dates. To support districts in their quarterly performance reviews and data audits in order to improve the audit outcomes of the department. Provide technical support to provincial program managers in order to improve health service delivery. Execute administrative duties in support of statutory documents.

Enquiries: Dr S Moko Tel no 040 608 1128

POST: ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO. ECHEALTH/ASDIM/ARP/01/09/2022

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

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Management coupled with 5 years' experience of which 3 years' must be at supervisory level (SL7/8) in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.

DUTIES: Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train information officer and data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.

Enquiries: Ms L Mabanga Tel no 041 405 2348

POST: ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO. ECHEALTH/ASD-HRA/SDDO/APL/01/09/2022

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

CENTRE: Sarah Baartman District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 T. Mpitimpiti Tel no: 041 408 8509.

POST: ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT & PERFORMANCE MANAGEMENT
DEVELOPMENT SYSTEM REF NO. ECHEALTH/ASD-HRD/SDDO/APL/01/09/2022

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

CENTRE: Sarah Baartman District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Development, Human Resources Management or Public Administration coupled with 5 years' experience of which 3 years' must be at supervisory level (SL7/8). The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Knowledge Management, Problem Solving, Communication skills and corporate governance. Valid driver's license required.

DUTIES: Coordinate inputs in the implementation of HRD/ PMDS policies, strategies and systems. Manage the implementation of training and development programmes. Manage the implementation of performance Management and development strategy. Facilitate the implementation of HRD/ PMDS capacity building programmes. Monitor and evaluate the impact of training and development. Perform and manage administrative and related functions. Identify equity gaps and align training interventions with those equity targets.

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

POST: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO. ECHEALTH/ASD-SCM/CDDO/APL/01/09/2022

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

CENTRE: Chris Hani District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Supply Chain Management, Logistics, Inventory, Accounting, Commerce, Cost and Management Accounting, Public Management/ administration majoring in SCM coupled with 5 years' experience in the field of which 3 years' experience must have been in a supervisory level (Salary level 7/8). Ability to demonstrate practical experience in the Public Supply Chain Management environment. Evident knowledge of computer literacy (MS Word, MS Excel and MS Power Point) and courses in LOGIS. Ability to demonstrate good interpersonal relations, effective communication, planning & organisation, presentation & facilitation and business report writing skills. Knowledge and understanding of the PMFA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Administrative skills, planning and organising, Financial management, Report writing, communication and interpersonal skills, problem solving. Project management. Project management. Budgeting and Financial Management. Team leadership. Self-management. People management. Values & Attributes: Client Service focus, Integrity, Committed, Proactive and Loyal. Managing interpersonal Conflict, impact and influence, Diversity Management. A valid driving licence (Code B) and be willing to travel extensively.

DUTIES: Develop, Review, Implement and Monitor SCM Policies In Line With Relevant Legislation: Ensure that all procurement is in compliance with the Supply Chain (SCM) policies and procedures. Co-ordinate and execute the quotation and bidding processes. Align procurement plan, policies and strategies with the annual budget. Ensure that appropriate policies and processes are put in place for risk management. Implement, enforce, and ensure adherence of IT policies and procedures. Prepare and accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Serve as the point of contact for customers and contractual matters. Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness. Render and monitor contract administration support service and compliance. Ensure monthly, quarterly and annual reporting. Ensure prevention of fraud and abuse of the SCM system interventions. Respond to investigations and audit queries. Oversee the administration of demand and acquisition: Provide advice and brief in Bid Specification Committee meetings in drafting the terms and reference/specification and advice at the Bid Evaluation Committee meetings, Oversee the proper functioning of the committees. Oversee the proper functioning of the committees. Provide secretariat support to the Bid Adjudication Committee (BAC). Manage the administration of tender briefing session. Manage preparation of a

tender document upon receipt from tender bid specification committee. Implement physical stock assessment and procedures on available goods and items issued. Manage preparation of logistics for the Evaluation and Adjudication Committees. Oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college. Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Review the asset management register, electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals. Compile management reports on issued, receipt, shortages and variances of stock levels. Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the relocation of redundant. Conduct loss analysis to identify trends, security shortcomings and investigate all losses. Ensure an up to date database of service providers: Oversee the development and utilization of a supplier database. Ensure that all supplier's information and documentation are confidential. Monitor suppliers' delivery performance and rotation of suppliers. Management of staff development: Render management service to staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff. Development of SCM. Enquiries: Ms Nyoka Tel no 045 807 1110/1101.

POST: ASSISTANT DIRECTOR: FINANCE REF NO. ECHEALTH/ASDFIN/ARP/01/09/2022
SALARY: R382 245 – R450 255 per annum (Level 9)
CENTRE: Buffalo City Metro, Nkqubela TB 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 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 & LOGIS). Strong people management skills, analytical thinking, problem solving, decision- making and ability to work in a multi-disciplinary team. Strong people management skills, analytical thinking, problem solving, decision making and ability to work in a multi -disciplinary team. Strong technical financial, including report writing. Ability to work under pressure. A valid driver's license.

DUTIES: Oversee and manage the overall; performance of the Finance and SCM Section (Budget, Account payments, revenue collection, internal financial control, acquisition, 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 a report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous 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 the overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions. Enquiries: Ms Langeni Tel no 043 761 2131

POST: ASSISTANT DIRECTOR: CONDOMS REF NO. ECHEALTH/ASD-COND/APL/01/09/2022
SALARY: R382 245 – R450 255 per annum (Level 9)
CENTRE: Head Office, Bhisho

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

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) in Public Health, Marketing, Social Sciences or other relevant field coupled with three (3) years' experience in relevant capacity building (training, TA, facilitation) in condom use for HIV/AIDS and other STIs control related programmes. Demonstrate a basic understanding of HR and financial policies and practices. Core Competencies: Advocacy/Advancing a policy-oriented agenda. Experience of working with key populations and PLHIVs. Leveraging the resources of national governments and partners/ building strategic alliances and partnerships. Delivering results-based programmes. Resource mobilization and donor relations. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid Code driver's licence

DUTIES: Oversee coordination of condom programming in the Eastern Cape province. Provides overall project management and ensures accountability for establishing the Strategic Initiative on Condom Programming. Participate in the formulation of technical policies and guidelines for condom promotion and distribution in the

country. Provide technical assistance to implementing partners, districts and facilities who support condom promotion and distribution using a variety of approaches. Participate in the development of training and instructional materials and in capacity building activities targeting districts, facilities, and other health workers at various levels. Participate in mobilization and management of funds for condom programming. Participate in the development of relevant work plans and implementation of activities. Identifies opportunities and means to integrate condom programming in other HIV prevention, treatment, SRH and socio-economic development programs. Identifies and advocates buy-in and responsibility of lead government agencies to embrace condom program stewardship, enhancing coordination across all sectors and aligning the collective work of key actors around the national condom strategy and operational plan. Effectively communicates the objectives of the Strategic Initiative, global targets on condom programming. Support monitoring of deliveries and performance of suppliers through the DHIS and the LMIS. Advocates for and supports key partners in condom programming to comply with regulatory issues and quality assurance requirements by established government standards.

Enquiries: Mrs. L. Lunyawo Tel no 040 608 1752

POST: ADMINISTRATION OFFICER: HIV, AIDS & TB REF NO. ECHEALTH/AO/HO/ARP/01/09/2022

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

CENTRE: Head Office, Bhisho

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

REQUIREMENTS: National Senior Certificate, National Diploma/ Degree in Public Administration or equivalent qualification coupled with 5 years' experience in Office Administration field. Knowledge of the Public Service Regulations, Public Finance Management Act. Treasury Regulations, Supply Chain Management procedures and Personnel Performance Management Systems. Computer literacy, strong communication (verbal & written) skills. Presentation skills, planning and organizing skills. Ability to interact with all functions & levels including top management and facilitation skills. An analytical approach to problem solving, confidentiality, integrity and honesty. Ability to work under pressure and work long hours. Knowledge of BAS, PERSAL and LOGIS will be an added advantage.

DUTIES: Provide executive administrative support, ensure an effective flow of information and documents to and from the office of the Senior Manager. Coordinate and administer leave register and for the HAST chief directorate. Manage the Human Resource responsibilities of the office HAST, TB (Leave Management, advertisement of posts and ensure correct Persal linkages). Manage monitor expenditure of NGO funded institutions, ensure compliance with Treasury Regulations before transfer, ensure quarterly reports are submitted and alert the Programme Manager of non-compliance. Keep a record of expenditure and other financial commitments. Check and verify financial reports, compilation of various submissions/ memoranda and responses in relation to the disbursement function. Follow up on commitments and action them accordingly in consultation with programme managers. Track and verify NHLS payments in consultation with districts. Ensure and maintain a well-equipped supply of office equipment and stationery. Render administrative support in respect of planning all directorates meetings.

Enquiries: Mr X Somahela Tel no 040 608 1761

POST: LOGISTIC SUPPORT OFFICER (FLEET MANAGEMENT) REF NO. ECHEALTH/LSO-FM/HO/APL/01/09/2022

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

CENTRE: Head Office, Bhisho

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

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Transport Management/Logistics/Public Management coupled with 1-2 years' experience in fleet management/transport services. Knowledge, Skills and Competencies: Good communication skills, interpersonal skills, negotiation and planning skills. Sound problem solving skills, good manner of approach. Ability to work under pressure. Supervisory skills. Knowledge of vehicle maintenance and services procedure. Knowledge of fleet disposal procedure. Knowledge and understanding of legislative framework governing the Public Service. Knowledge of traffic law. Computer literate in MS Software Package (MS Word, MS PowerPoint, MS Outlook, etc.). A valid driver's license.

DUTIES: Ensure that the vehicles allocated are kept in good working condition. Ensure that logbooks are always up-to-date. Ensure licensing and registration of vehicles. Ensure that petrol cards are renewed timeously. Ensure proper management of petrol cards and safe record keeping of petrol slips. Ensure servicing of state vehicles within the service intervals. Supervise transport staff i.e. drivers. Ensure timeous reporting of accidents with the relevant authorities. Member of the Accident Committee and other committees within the institution. Ensure effective and efficient utilization of state vehicles in a cost-effective manner. Management of all resources allocated to the Transport department.

Enquiries: Mr S Suka Tel no 040 608 9573/9532

POST: ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO. ECHEALTH/ASDIM/DORAH/ARP/01/09/2022

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

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Management coupled with 5 years' experience of which 3 years' must be supervisory level (SL7/8) in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.

DUTIES: Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train information officer and data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.

Enquiries: Ms B Bomela Tel no 041 406 4421.

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO. ECHEALTH/IT/DORAH/ARP/01/09/2022

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

CENTRE: Nelson Mandela Metro, Dora Nginza Regional 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 B Bomela Tel no 041 406 4421.

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO. ECHEALTH/IT/AMDO/APL/01/09/2022
SALARY: R261 372– R307 890 per annum (Level 7)
CENTRE: Amathole 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 N Nene Tel no: 043 707 6748.

POST: PERSONAL ASSISTANT: OFFICE OF DIRECTOR: HR & GENERAL ADMIN REF NO. ECHEALTH/PA-DIRHRGA/BCMDO/APL/01/09/2022
SALARY: R261 372 – R307 890 per annum (Level 7)
CENTRE: Buffalo City Metro District Office

NREQUIREMENTS: 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 Jaceni Tel no 043 708 1719/1700

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/NMAH/APL/01/09/2022
SALARY: R 261 372 – R 307 890 per annum (Level 7)
CENTRE: Buffalo City Metro District Office

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.

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: Ms N Jaceni Tel no 043 708 1719/1700

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/NMAH/APL/01/09/2022

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

CENTRE: OR Tambo District, Nelson Mandela Academic 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.

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: Ms Calaza Tel no: 047 502 4469.

POST: HUMAN RESOURCE PRACTITIONER (2 POSTS)

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

CENTRE: Nyandeni Sub District, Tombo Community Health Centre REF NO: ECHEALTH/HRP/TOMCHC/APL/01/09/2022, Port St Johns Community Health Centre REF NO: ECHEALTH/HRP/PSJCHC/APL/01/09/2022

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.

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 L Pokolo Tel no 047 555 0151.

POST: HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION REF NO. ECHEALTH/HRP/ORTDO/APL/01/09/2022

SALARY: R261 372– R307 890 per annum (Level 7)
CENTRE: OR Tambo District Office

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.

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 Z Mtimba Tel 047 502 9000.

POST: LABOUR RELATIONS OFFICER REF NO. ECHEALTH/LRO-ORTDO/APL/01/09/2022

SALARY: R261 372 – R307 890 per annum (Level 7)
CENTRE: OR Tambo 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. A valid driver's licence.

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 Z Mtimba Tel 047 502 9000.

POST: LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/AMDO/APL/01/09/2022

SALARY: R261 372 – R307 890 per annum (Level 7)
CENTRE: Amathole District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management

Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's licence.

DUTIES: Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.

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

POST: LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/NMAH/APL/01/09/2022

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

CENTRE: OR Tambo District, Nelson Mandela Academic 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 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's licence.

DUTIES: Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: FINANCE PRACTITIONER REF NO. ECHEALTH/FP/HCH/APL/01/09/2022

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

CENTRE: OR Tambo District, Holy Cross Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Accounting / Finance or related coupled with 1-2 years' experience in payroll administration / financial accounting. Willing to adapt work schedule in accordance with professional requirements. HR Related policies and prescripts, Salary Administration, PERSAL, BAS. A successful completion of PERSAL Introduction and PERSAL Salary administration courses. Knowledge: General knowledge of HR related standards, practices, processes and procedures, knowledge and understanding of the PFMA and Treasury Regulations, knowledge and understanding of the Basic Accounting System (BAS), Functioning of PERSAL, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Codes of Remuneration, Basic knowledge of Income Tax Act. Skills: Good communication (verbal and written) skills; computer literacy; problem-solving skills, planning and organizing skills, Basic numeracy, Interpersonal skills, Ability to work with confidential information, Ability to work within specific timeframes, Ability to undertake basic research/gather information and Interpretation of policies. Personal Attribute: Innovative, Resourceful, Analytical Thinking, People oriented, Trustworthy, Assertiveness, Hard-working, Self-motivated, Ability to work in a team and independently. A valid driver's licence.

DUTIES : Provide assistance in processing monthly salaries: salary recalls, reversal and clearing of suspense file; payment of supplementary claims such as overtime, sessional allowances and advance payment of transfer and relocation costs of employees; Liaise with conditions of service regarding benefits payable to employees, handle departmental salary claims, handle queries relating to earnings of personnel , assist in filing information related to salaries, handle, monitor and follow up on service termination processes, sort , distribute, record and reconcile payroll certificates, assist in monitoring the process of prompt payment to personnel , assist in acquiring information related to deductions and earnings of personnel, implement maintenance order as per court order; capture salary related transactions on PERSAL. Capture and file S&T claims. The provision of administration support of the Section-respond to salaries and audit related queries; Ensure accuracy of salary related information on the PERSAL systems.

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

POST: LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/KOMPH/ARP/01/09/2022

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

CENTRE: Chris Hani District, Komani 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 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's licence.

DUTIES: Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.

Enquiries: Mrs N Mzola Tel no 045 858 8400.

POST: INFORMATION OFFICER REF NO: ECHEALTH/INFOFF-STEHP/01/09/2022

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

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

DUTIES: Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

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

POST: FOOD SERVICE MANAGER REF NO. ECHEALTH/FSM/EDH/APL/01/09/2022

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

CENTRE: Nelson Mandela Metro, Elizabeth Donkin 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: Mr E Felkers Tel no 041 585 2323.

POST: REGISTRY CLERK REF NO. ECHEALTH/RC/STLCH/APL/01/09/2022

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

CENTRE: OR Tambo District, St Lucy's Hospital

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

DUTIES: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing (electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine register. Frank Post record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record (Reference number in register). Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

Enquiries: Ms Mayikana Tel no 047 532 6259

POST: LOGISTIC SUPPORT CLERK (FLEET MANAGEMENT) REF NO: ECHEALTH/LSC/HO/APL/01/09/2022

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

CENTRE: Head Office, Bhisho

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

REQUIREMENTS: National Senior Certificate/ 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. National Diploma in Management/ Commence and driver's licence will be an added advantage. One (1) year Public service internship programme experience will be given preference.

DUTIES: Overall management and maintenance of GG vehicles. Monitor and exercise control over maintenance and expenditure involved in usage of GG vehicles. Ensure all vehicles are kept in good and roadworthy condition and are serviced on regular basis. Coordinate and compile monthly reports, log sheets and reconciliation of invoices. Monitoring of tracker system and report any discrepancies identified. Responsible for issuing, inspection and receiving of departmental vehicles. Responsible for accidents and repairs of head office vehicles.

Enquiries: Mr S Suka Tel no 040 608 9573/9532

POST: ADMINISTRATION CLERK (PATIENT REGISTRATION & RECORDS) REF NO: ECHEALTH/AC/NMAH/ARP/01/09/2022 (4 POSTS)

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

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate/ 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: 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 Calaza Tel no: 047 502 4469.

POST: ADMINISTRATION CLERK (HAST) REF NO: ECHEALTH/AC/HO/APL/01/09/2022 (4 POSTS)
SALARY: R176 310 – R207 681 per annum (Level 5)
CENTRE: Head Office, Bhisho

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

REQUIREMENTS: National Senior Certificate/ 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: Provide administrative support to the directorate programme managers. Receive and manage incoming and outgoing correspondence, goods received. Record and transcribe minutes during directorate meetings. Deal with external and internal stakeholders. Liaise with national, provincial, districts and sub-districts offices of the department of health and other government departments. Complete necessary documents for procurement and Follow-up on payment of suppliers for goods received and services rendered. Maintain a proper filing system. Required to drive the activation truck awareness campaigns in districts.
Enquiries: Ms Mctieka Tel no 040 608 1756/7

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/HEWUH/APL/01/09/2022
SALARY: R 176 310 – R 207 681 per annum (Level 5)
CENTRE: Chris Hani District, Hewu 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: Mr Mabandla Tel no 040 841 0133

POST: LOGISTIC SUPPORT CLERK REF NO: ECHEALTH/LSC/MTPD/APL/01/09/2022
SALARY: R176 310 – R207 681 per annum (Level 5)
CENTRE: OR Tambo District, Mthatha Pharmaceutical Depot

REQUIREMENTS: National Senior Certificate/ 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. Sourcing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).
Enquiries: Mr M Diko Tel no 047 532 6023.

POST: LOGISTIC SUPPORT CLERK REF NO: ECHEALTH/LSC/CALAH/APL/01/09/2022
SALARY: R176 310 – R207 681 per annum (Level 5)

CENTRE: Chris Hani District, Cala 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 Z Sentile Tel no: 047 874 8000.

POST: LOGISTIC SUPPORT CLERK REF NO: ECHEALTH/LSC/ZITUH/APL/01/09/2022

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

CENTRE: OR Tambo District, Zithulele 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: Mr K Sobetwa Tel no: 047 573 8936

POST: LOGISTIC SUPPORT CLERK REF NO: ECHEALTH/LSC/SSGH/APL/01/09/2022

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

CENTRE: Amathole District, SS Gida 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 N. E Fumanisa Tel no 040- 658 0043.

POST: LOGISTIC SUPPORT CLERK REF NO: ECHEALTH/LSC/BHISH/APL/01/09/2022

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

CENTRE: Buffalo City Metro, Bhisho 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: Mrs T. Awlyn Tel no Qegu Tel No 040 635 2950/5.

POST: FINANCE CLERK REF NO. ECHEALTH/FC/FRONTH/ARP/01/09/2022

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

CENTRE: Chris Hani District, Frontier 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 Finance and 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 P Marongo Tel No. 045 808 4272.

POST: FINANCE CLERK REF NO. ECHEALTH/FC/MRH/ARP/01/09/2022

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

CENTRE: OR Tambo District, Mthatha 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 Finance and 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 Mkhosi Tel no 047 502 4143/4008.

POST: FINANCE CLERK REF NO. ECHEALTH/FC/STLCH/ARP/01/09/2022

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

CENTRE: OR Tambo District, St Lucys 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 finance and 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 Mayikana Tel no 047 532 6259.

POST: FINANCE CLERK REF NO. ECHEALTH/FC/KOMPH/ARP/01/09/2022

SALARY: R176 310 – R207 681 per annum (Level 5)
CENTRE: Chris Hani District, Komani Psychiatric 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 finance and 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: Mrs N Mzola Tel no 045 858 8400.

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/VICH/APL/01/09/2022
SALARY: R176 310 – R207 681 per annum (Level 5)
CENTRE: Amathole District, Victoria Hospital

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: Ms B Mbekeni Tel no: 040 653 1141

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/NMAH/ARP/01/09/2022 (2 POSTS)
SALARY: R176 310 – R207 681 per annum (Level 5)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

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: Ms B Mbekeni Tel no: 040 653 1141

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/ANDO/APL/01/09/2022 (2 POSTS)
SALARY: R176 310 – R207 681 per annum (Level 5)
CENTRE: Alfred Nzo 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 Paim Tel no 039 797 6070.

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/ORTDO/APL/01/09/2022

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

CENTRE: OR Tambo 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: Ms Z Mtimba Tel 047 502 9000

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/STLCH/APL/01/09/2022

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

CENTRE: OR Tambo District, St Lucy's Hospital

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: Ms Mayikana Tel no 047 532 6259

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/TEMBH/APL/01/09/2022

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

CENTRE: Sarah Baartman District, Temba TB Hospital

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 Ntsepe Tel: 046 622 3524

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/GGH/APL/01/09/2022

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

CENTRE: Chris Hani District, Glen Grey Hospital

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: Ms N Ralushe Tel no: 047 878 2800.

POST: ADMINISTRATION CLERK (PATIENT REGISTRATION & ADMIN) REF NO. ECHEALTH/AC/NMAH/ARP/01/09/2022

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

CENTRE: OR Tambo District, Nelson Mandela Academic 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 hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Do patient registration on entry points. Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/BHISH/APL/01/08/2022 (2 POSTS)

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

CENTRE: Buffalo City Metro District, 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. Alwyn-Qegu Tel No: 040 6352 950

POST: ADMINISTRATION CLERK (8 POSTS)

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

CENTRE: Nyandeni Sub District, Tombo CHC REF NO. ECHEALTH/AC/TOMCHC-ARP/01/09/2022 x1, Ntibane Clinic REF NO. ECHEALTH/AC/NTIBC-ARP/01/09/2022 x1, Mtakatye Clinic REF NO. ECHEALTH/AC/MTAKC-ARP/01/09/2022 x1, Mantusini Clinic REF NO. ECHEALTH/AC/MANTU-ARP/01/09/2022 x1, Mangcwanguleni Clinic REF NO. ECHEALTH/AC/MANGCC-ARP/01/09/2022 x1, Ludalasi Clinic REF NO.

ECHEALTH/AC/LUDALC-ARP/01/09/2022 x1, St Barnabas Gateway Clinic REF NO. ECHEALTH/AC/STBGC-ARP/01/09/2022 x1, Qandu Clinic REF NO. ECHEALTH/AC/QANDC-ARP/01/09/2022 x1

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 L Pokolo Tel no 047 555 0151.

POST: ADMINISTRATION CLERK (7 POSTS)

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

CENTRE: Mhlontlo Sub District, Caba Clinic REF NO. ECHEALTH/AC/CABAC-ARP/01/09/2022 x1, Ntotywe Clinic REF NO. ECHEALTH/AC/NXOTYC-ARP/01/09/2022 x1, Mbalisweni Clinic REF NO. ECHEALTH/AC/MBALISC-ARP/01/09/2022 x1, Tina Falls Clinic REF NO. ECHEALTH/AC/TINAF-ARP/01/09/2022 x1, Tsilitwa Clinic REF NO. ECHEALTH/AC/TSILITWC-ARP/01/09/2022 x1, Ngcwemnyama Clinic REF NO. ECHEALTH/AC/NGWEMC-ARP/01/09/2022 x1, Mdyobe Clinic REF NO. ECHEALTH/AC/MDYOBC-ARP/01/09/2022 x1

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Ntlabi Tel no 047 553 0585

POST: ADMINISTRATION CLERK (12 POSTS)

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

CENTRE: Elundini Sub District, Bethania Clinic REF NO. ECHEALTH/AC/BETHAC-ARP/01/09/2022 x1, Hlangalane Clinic REF NO. ECHEALTH/AC/HLANGAC-ARP/01/09/2022 x1, Katkop Clinic REF NO. ECHEALTH/AC/KATC-ARP/01/09/2022 x1, Mangoloaneng Clinic REF NO. ECHEALTH/AC/MANGOC-ARP/01/09/2022 x1, Ncembu Clinic REF NO. ECHEALTH/AC/NCEMC-ARP/01/09/2022 x1, Seqhobong Clinic REF NO. ECHEALTH/AC/SEQHOC-ARP/01/09/2022 x1, Sonwabile Clinic REF NO. ECHEALTH/AC/SONWC-ARP/01/09/2022 x1, St Augustines Clinic REF NO. ECHEALTH/AC/STAUGC-ARP/01/09/2022 x1, Taylor Bequest Gateway Clinic REF NO. ECHEALTH/AC/TAYBGC-ARP/01/09/2022 x1, Ugie Clinic REF NO. ECHEALTH/AC/UGIEC-ARP/01/09/2022 x1, Umnga Flats Clinic REF NO. ECHEALTH/AC/UMGFC-ARP/01/09/2022 x1, Hlankomo Clinic REF NO. ECHEALTH/AC/HLAKC-ARP/01/09/2022 x1

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Du Plessis Tel no 039 257 2400.

POST: ADMINISTRATION CLERK (3 POSTS)

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

CENTRE: Maletswai Sub District, Burgersdorp Town Clinic REF NO. ECHEALTH/AC/BURGTC-ARP/01/09/2022 x1, Eureka Clinic REF NO. ECHEALTH/AC/EURKC-ARP/01/09/2022 x1, Mzamomhle Clinic REF NO. ECHEALTH/AC/MZAMOC-ARP/01/09/2022 x1

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 JS Nzinde – Tel no: 051 633 9617.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MACLH/ARP/01/09/2022

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

CENTRE: Joe Gqabi District, Maclear Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Zuza - Tel no: 045 932 1028.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/ALINH/ARP/01/09/2022

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

CENTRE: Joe Gqabi District, Aliwal North Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Fourie Tel no 051 633 7700.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/JAMESH/ARP/01/09/2022

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

CENTRE: Joe Gqabi District, Jamestown Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 JS Nzinde – Tel no: 051 633 9617.

POST: ADMINISTRATION CLERK (9 POSTS)

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

CENTRE: Senqu Sub District, Bensonvale Clinic REF NO. ECHEALTH/AC/BENSVC/ARP/01/09/2022 x1, Sonwanbo Zandile Clinic REF NO. ECHEALTH/AC/SOZAC/ARP/01/09/2022 x1, Eslindini Clinic REF NO. ECHEALTH/AC/ESLIC/ARP/01/09/2022 x1, Herschel Clinic REF NO. ECHEALTH/AC/HERC/ARP/01/09/2022 x1, Hillside Clinic REF NO. ECHEALTH/AC/HILLSC/ARP/01/09/2022 x1, Macacuma Clinic REF NO. ECHEALTH/AC/MACACARP/01/09/2022 x1, Masibulele Clinic REF NO. ECHEALTH/AC/MASIC/ARP/01/09/2022 x1, Ndofela Clinic REF NO. ECHEALTH/AC/NDOFCH/ARP/01/09/2022 x1, Robert Mjobo Clinic REF NO. ECHEALTH/AC/RMC/ARP/01/09/2022 x1

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 L Solomane Tel no: 051 633 9617.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/LADYGH/ARP/01/09/2022

SALARY: R 176 310 – R 207 681 per annum (Level 5)
CENTRE: Joe Gqabi District, Lady Grey Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Skisazana – Tel no: 051 603 0093/0115.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/UMLAMH/ARP/01/09/2022
SALARY: R 176 310 – R 207 681 per annum (Level 5)
CENTRE: Joe Gqabi District, Umlamli Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Mphimpithi - Tel no: 051 611 0079/90.

POST: ADMINISTRATION CLERK (PATIENT REGISTRATION) REF NO. ECHEALTH/AC/MRH/ARP/01/09/2022
SALARY: R 176 310 – R 207 681 per annum (Level 5)
CENTRE: OR Tambo District, Mthatha 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. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Do patient registration on entry points. Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.
Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

POST: FINANCE CLERK (REVENUE) REF NO. ECHEALTH/FC/NMAH/ARP/01/09/2022
SALARY: R176 310 – R207 681 per annum (Level 5)

CENTRE: OR Tambo District, Nelson Mandela Academic 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 Calaza Tel no: 047 502 4469.

POST: WARD CLERK REF NO. ECHEALTH/WC/ISLIMH/APL/01/09/2022

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

CENTRE: OR Tambo District, Isilimela Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. 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 N Gwiji Tel no 047 564 2805/2/3

POST: WARD CLERK REF NO. ECHEALTH/WC/COFIH/APL/01/09/2022

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

CENTRE: Chris Hani District, Cofimvaba Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. 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 A Mbana – Tel no 047 874 0111.

POST: WARD CLERK REF NO. ECHEALTH/WC/TAYBH/APL/01/09/2022

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

CENTRE: Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. 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 N Ngwabeni – Tel no: 039 257 0099.

POST: WARD CLERK REF NO. ECHEALTH/WC/MRH/ARP/01/09/2022

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

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. 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 Mkhosi Tel no 047 502 4143/4008.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MPINDWC/APL/01/09/2022

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

CENTRE: King Sabata Dalinyebo Sub District, Mpindweni Clinic

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 O Gcagca Tel no 047 531 0823.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/FPS-QTN/APL/01/09/2022

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

CENTRE: Chris Hani District, Forensic Pathology Services (Queenstown)

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. National Diploma/ Degree in Supply Chain Management will be an added advantage.

DUTIES: Compiling of requisition. Implementation of procurement plan. Implementation of procurement needs in the region. Doing stock count for inventory management. Follow up on payments and attend to queries that leads to late payments of service providers. Capture commitments on LOGIS and BAS. Request quotations from service providers. Prepare supplier/s selection from CSD. Draft specifications for goods and services. Maintain and update SCM filling to ensure all SCM documents are ready for auditors.

Enquiries: M Mathiso Tel no 045 858 8112.

POST: CLIENT INFORMATION CLERK REF NO ECHEALTH/CIC/STLCH/APL/01/09/2022 (2 POSTS)

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

CENTRE: OR Tambo District, St Lucy's 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.

Enquiries: Ms Mayikana Tel no 047 532 6259

POST: LAUNDRY SUPERVISOR REF NO. ECHEALTH/LAUNSUP/CMH/APL/01/09/2022 (2 POSTS)

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

CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Senior Certificate with 3 - 5 years' experience. Computer literate. Ability to communicate and interpret policies to staff members and clients. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Able to work shifts, weekends and public holidays.

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 N. Matshaya Tel no 043 708 2121

POST: FOOD SERVICE SUPERVISOR REF NO ECHEALTH/FSS/CMH/APL/01/09/2022

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

CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Senior Certificate with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES: Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

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

POST: FOOD SERVICE SUPERVISOR REF NO ECHEALTH/FSS/SSGH/APL/01/09/2022

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

CENTRE: Amathole District, SS Gida Hospital

REQUIREMENTS: National Senior Certificate with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES: Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

Enquiries: Ms N. E Fumanisa Tel no 040- 658 0043.

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HKS/FRONTH/APL/01/09/2022

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

CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: National Senior Certificate with 3 - 5 years' experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES: Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor

storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.

Enquiries: Ms P Marongo Tel No. 045 808 4272.

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HKS/FRONTH/APL/01/09/2022 (2 POSTS)

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

CENTRE: Buffalo City Metro, Cecila Makiwane Regional Hospital

REQUIREMENTS: National Senior Certificate with 3 - 5 years' experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES: Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.

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

POST: DATA CAPTURER REF. ECHEALTH/DC/HOLYCH/APL/01/09/2022

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

CENTRE: OR Tambo District, Holy Cross 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 B Mbutye – Tel no 039 252 2026/8

POST: DATA CAPTURER REF. ECHEALTH/DC/ORTDO/APL/01/09/2022

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

CENTRE: OR Tambo District Office

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 Z Mtimba Tel 047 502 9000

POST: DRIVER REF NO. ECHEALTH/DRV/CJH/APL/01/09/2022

SALARY: R124 434 – R146 577 per annum (Level 3)

CENTRE: Joe Gqabi District, Cloete Joubert Hospital

REQUIREMENTS: Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 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: Mr Z.O Mgeyi – Tel no: 045 971 0091

POST: DRIVER REF NO. ECHEALTH/DRV/ISILH/APL/01/09/2022

SALARY: R124 434 – R146 577 per annum (Level 3)

CENTRE: OR Tambo District, Isilimela Hospital

REQUIREMENTS: Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 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 N Gwiji – Tel no 047 564 2805/2/3

POST: DRIVER REF NO. ECHEALTH/DRVALLSCAMP/APL/01/09/2022

SALARY: R124 434 – R146 577 per annum (Level 3)

CENTRE: Lilitha Nursing College, All Saints Campus

REQUIREMENTS: Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 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 PN Mene Tel no 043 700 9717/26.

POST: DRIVER REF NO. ECHEALTH/DRV/KOMPH/APL/01/09/2022 (2 POSTS)

SALARY: R124 434 – R146 577 per annum (Level 3)

CENTRE: Chris Hani District, Komani Psychiatric Hospital

REQUIREMENTS: Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 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: Mrs N Mzola Tel no 045 858 8400.

POST: PORTER REF NO: ECHEALTH/POR/ZITUH/APL/01/09/2022

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

CENTRE: OR Tambo District, Zithulele 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 K Sobetwa Tel no: 047 573 8936

POST: PORTER REF NO: ECHEALTH/POR/CMH/APL/01/09/2022

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

CENTRE: Buffalo City Metro, Cecila Makiwane Regional 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 N. Matshaya Tel no 043 708 2121.

POST: PORTER REF NO: ECHEALTH/POR/MRH/ARP/01/09/2022 (5 POSTS)

SALARY: R104 073 – R122 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. 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 Mkhosi Tel no 047 502 4143/4008.

POST: TRADE LABOURER REF NO: ECHEALTH/TL/TAYBH/APL/01/09/2022

SALARY: R104 073 – R122 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. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES: Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

Enquiries: Mr Kholiso Tel no 039 737 3107.

POST: TRADE LABOURER REF NO: ECHEALTH/TL/FRH/APL/01/09/2022

SALARY: R104 073 – R122 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. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES: Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

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

POST: TRADE LABOURER REF NO: ECHEALTH/TL/MRH/APL/01/09/2022

SALARY: R104 073 – R122 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. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES: Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

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

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/STBARH/APL/01/09/2022

SALARY: R104 073 – R122 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. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

Enquiries: Ms Ndamase Tel no 047 555 5300

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/CMH/APL/01/09/2022 (2 POSTS)

SALARY: R104 073 – R122 592 per annum (Level 2)
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery.

Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

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

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/COFIH/APL/01/09/2022

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

CENTRE: Chris Hani District, Cofimvaba Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation

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

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/MARGP/APL/01/09/2022

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

CENTRE: Sarah Baartman District, Margery Parkes TB Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation

Enquiries: Mr MT Buyelo Tel no 049 893 0031.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/STLCH/APL/01/09/2022 (2 POSTS)

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

CENTRE: OR Tambo District, St Lucy's Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

Enquiries: Ms Mayikana Tel no 047 532 6259

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/ZITUH/APL/01/09/2022 (2 POSTS)

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

CENTRE: OR Tambo District, Zithulele Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

Enquiries: Mr K Sobetwa Tel no: 047 573 8936

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/ANDVH/APL/01/09/2022

SALARY: R104 073 – R122 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. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

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

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/ELFPS/APL/01/09/2022

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

CENTRE: Buffalo City Metro, East London 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 N Jaceni Tel no 043 708 1719/1700

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/UPXC/APL/01/09/2022

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

CENTRE: King Sabata Dalinyebo Sub District, Upper Xhongora 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 O Gcagca Tel no 047 531 0823.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/KHOTSH/APL/01/09/2022 (2 POSTS)

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

CENTRE: Alfred Nzo District, Khotso 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 (3 POSTS)

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

CENTRE: Mhlontlo Sub District, Qolombane Clinic REF NO. ECHEALTH/ GW/QOLOC/APL/01/09/2022, Mhlahlane Clinic REF NO. ECHEALTH/ GW/MHLAC/APL/01/09/2022, Ngwemnyama Clinic REF NO. ECHEALTH/ GW/NGWEC/APL/01/09/2022

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 Ntlabi Tel no 047 553 0585

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/INDWH/APL/01/09/2022

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

CENTRE: Chris Hani District, Indwe 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 C Gouws Tel 045 954 5500/01

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/SPTH/APL/01/09/2022

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/SSGH/APL/01/09/2022

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

CENTRE: Amathole District, SS Gida 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. E Fumanisa Tel no 040- 658 0043.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/MARGPAH/APL/01/09/2022

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

CENTRE: Sarah Baartman District, Margery Parkes 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 MT Buyelo Tel: 049 893 0031.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/KOMPH/APL/01/09/2022

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/MARJPAH/APL/01/09/2022

SALARY: R 104 073 - 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. 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 T Sompontsha Tel no 046 624 5306/1364.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/ZITUH/APL/01/09/2022

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

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/STBAH/APL/01/09/2022

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/STLCH/APL/01/09/2022

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

CENTRE: OR Tambo District, St Lucy's 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/MPINDWC/APL/01/09/2022

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

CENTRE: King Sabata Dalinyebo Sub District, Mpindweni 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 O Gcagca Tel no 047 531 0823.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/FORTBH/APL/01/09/2022 (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 no: 046 645 1111/12/13/14

POST: GENERAL WORKER REF NO. ECHEALTH/GW/-MZKCAM/ARP/01/09/2022

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

CENTRE: Lilitha Nursing College, Madzikane Ka Zulu 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/MHLAKCHC/APL/01/09/2022

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

CENTRE: Mhlontlo Sub District, Mhlakulo 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 Ntlabi Tel no 047 553 0585

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/LADGR/ARP/01/09/2022 (2 POSTS)

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

CENTRE: Joe Gqabi District, Lady Grey Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Skisazana – Tel no: 051 603 0093/0115.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/JAMESH/ARP/01/09/2022

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

CENTRE: Joe Gqabi District, Jamestown Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 JS Nzinde – Tel no: 051 633 9617.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/JGDO/ARP/01/09/2022

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

CENTRE: Joe Gqabi District Office

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 J.S Ndzinde – Tel no: 051 633 9631.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/MACLH/ARP/01/09/2022

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

CENTRE: Joe Gqabi District, Maclear Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Zuza - Tel no: 045 932 1028

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/ALWNH/ARP/01/09/2022 (3 POSTS)

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

CENTRE: Joe Gqabi District, Aliwal North Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Fourie Tel no 051 633 7700.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/STYNH/ARP/01/09/2022

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

CENTRE: Joe Gqabi District, Steynsburg Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Mfanekiso Tel no 048 884 0241

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/BURGH/ARP/01/09/2022

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

CENTRE: Joe Gqabi District, Burgersdorp Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Zondi - Tel no: 051 653 1881.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/CLOETJH/ARP/01/09/2022
SALARY: R 104 073 - R 122 592 per annum (Level 2)
CENTRE: Joe Gqabi District, Cloete Joubert Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Z.O Mgeyi – Tel no: 045 971 0091/072 791 6506.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/UMLAH/ARP/01/09/2022
SALARY: R 104 073 - R 122 592 per annum (Level 2)
CENTRE: Joe Gqabi District, Umlamli Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Mpithimpithi - Tel no: 051 611 0079/90.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/TAYBH/ARP/01/09/2022 (3 POSTS)
SALARY: R 104 073 - R 122 592 per annum (Level 2)
CENTRE: Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Ngwabeni Tel no: 039 257 0099.

POST: GENERAL WORKER (2 POSTS)

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

CENTRE: Senqu Sub District, Hillside Clinic REF NO. ECHEALTH/ GW/HILSC/ARP/01/09/2022 x1, Musong Clinic REF NO. ECHEALTH/ GW/MUSOC/ARP/01/09/2022 x1

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Solomane Tel no: 051 633 9617.

POST: GENERAL WORKER REF NO. ECHEALTH/ GW/EMPILSC/ARP/01/09/2022

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

CENTRE: Elundini Sub District, Empilisweni Clinic

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

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 Du Plessis Tel no 039 257 2400.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/MHLAKCHC/APL/01/09/2022 (2 POSTS)

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

CENTRE: Mhlontlo Sub District, Mhlakulo Community Health Centre

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 Ntlabi Tel no 047 553 0585

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/CMH/APL/01/09/2022 (2 POSTS)

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

CENTRE: Buffalo City Metro, Cecilia Makiwane 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 N. Matshaya Tel no 043 708 2121.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/SSGH/APL/01/09/2022

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

CENTRE: Amathole District, SS Gida 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 N. E Fumanisa Tel no 040- 658 0043.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/LVH/APL/01/09/2022

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

CENTRE: Nelson Mandela Metro, Livingstone Tertiary 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 L Mabanga Tel no 041 405 2348

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/CANZH/APL/01/09/2022

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. 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 Solwandle Tel no: 047 568 8291/2/3

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/ZITUH/APL/01/09/2022

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. 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: Mr K Sobetwa Tel no: 047 573 8936

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/KOMGH/APL/01/09/2022

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

CENTRE: Amathole District, Komga 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 N Nene Tel no 043 831 1013.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/HEWH/APL/01/09/2022

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. 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: Mr Mabandla Tel no 040 841 0133

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/KWANC/APL/01/09/2022

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

CENTRE: Inxuba Yethemba Sub District, Kwanomzame 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 KPA's delegated by supervisor.
Enquiries: Ms GO Van Heerden Tel no 048 881 2921

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/ZITUH/APL/01/09/2022
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. 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: Mr K Sobetwa Tel no: 047 573 8936

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/EDH/APL/01/09/2022
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. 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: Mr E Felkers Tel no 041 585 2323.

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/STBARH/APL/01/09/2022
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. 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 Ndamase Tel no 047 555 5300

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/QAQC/APL/01/09/2022
SALARY: R 104 073 - R 122 592 per annum (Level 2)
CENTRE: Umzimvubu Sub District, Qaqa 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 KPA's delegated by supervisor. Enquiries: Mr Magadla Tel no 039 727 2090

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/PHILC/APL/01/09/2022

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

CENTRE: Amahlati Sub District, Philani 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 KPA's delegated by supervisor. Enquiries: Ms B Mngxe Tel no: 043 643 4775/6.

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/SWETC/APL/01/09/2022

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

CENTRE: Buffalo City Metro, Sweetwaters 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 KPA's delegated by supervisor. Enquiries: Ms N Jaceni Tel no 043 708 1719/1700

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/CMH/APL/01/09/2022

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

CENTRE: Buffalo City Metro, Cecilia Makiwane 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 N. Matshaya Tel no 043 708 2121.

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/NGWEC/APL/01/09/2022

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

CENTRE: Mhlontlo Sub District, Ngwemnyama 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 KPA's delegated by supervisor.

Enquiries: Ms Ntlabi Tel no 047 553 0585

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/NGWEC/APL/01/09/2022

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

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/STECHS/APL/01/09/2022

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

CENTRE: Qaukeni Sub District, St Elizabeth Community Health Services

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 N Ralushe Tel no: 047 878 2800.

POST: HOUSEHOLD WORKER REF NO. ECHEALTH/HHW/STBARH/APL/01/09/2022

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

CENTRE: OR Tambo District, St Barnabas 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 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.

Enquiries: Ms Ndamase Tel no 047 555 5300