



# Province of the **EASTERN CAPE** HEALTH

## ERRATUM

**The Department has recently issued circular 01 of September 2022 (Website) Advertisement of Non-clinical posts for various health institutions.**

**1. The following posts has been advertised erroneously, please note the amendment below:**

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

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. Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee Meetings.

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

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/DC/ORTDO/APL/01/09/2022

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

CENTRE: OR Tambo District Office

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

Enquiries: Ms Z Mtimba Tel 047 502 9000.

POST: ADMINISTRATION CLERK REF. ECHEALTH/DC/HOLYCH/APL/01/09/2022

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

CENTRE: OR Tambo District, Holy Cross 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.

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consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

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

**2. The following posts have been withdrawn from the advert:**

- WARD CLERK REF NO. ECHEALTH/WC/COFIH/APL/01/09/2022, Cofimvaba Hospital
- GENERAL WORKER REF NO. ECHEALTH/ GW/INDWH/APL/01/09/2022, Indwe Hospital
- LAUNDRY WORKER REF NO. ECHEALTH/LAUW/HEWH/APL/01/09/2022, Hewu Hospital
- HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/VICH/APL/01/09/2022, Victoria Hospital

**3. Changes in centre:**

LOGISTIC SUPPORT CLERK REF NO: ECHEALTH/LSC/CALAH/APL/01/09/2022, from Cala Hospital to Chris Hani District Office

NOTE: The closing date still remains 07 October 2022