

CLOSING DATE: 2 DECEMBER 2022

NOTE: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae.

NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

ADDITIONAL NOTE: Utilisation of the e-recruitment system is for specified posts, such posts are only available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23:59pm on the closing date.

To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: RecruitmentHeadOffice@echealth.gov.za (NB: FOR TECHNICAL GLITCHES ONLY – NO CVs).

Technical support is limited to working hours: (08:00 -16:30 Mon-Thursday and 08:00-16:00 on Fri). For more information, please contact Mr AV Gonyela Tel no: 040 608 1602/5/6/10 For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

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

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

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.

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.

Livingstone Tertiary Hospital - Post to and Hand deliver to: HR Office, Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348

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.

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

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

Butterworth Hospital - Post to: HR Office, Butterworth Hospital, Private Bag x3051, Butterworth 4960, or hand deliver to: HR Office, Main Registry, Butterworth Hospital, Butterworth 4960. Enquires: Ms P Mtshemla Tel no 047 401 9000.

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.

Elizabeth Donkin Psychiatric 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.

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

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

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

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

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.

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

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

Aliwal North 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: Ms M Mathiso Tel no 045 858 8112.

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

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

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

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

St Patricks Hospital - Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Gxaweni AO Tel No. 039 251 0236.

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

Sarah Baartman District Office - 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.

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.

Elliot Hospital - P.O. Box 523. Elliot, 5460. or Hand deliver to Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms NB Puza Tel No: 045 931 1321.

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.

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

Fort England Psychiatric Hospital – Post to: HR Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown, 6140 or hand delivery to: Human Resource Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms Nazo Tel no 046 602 2300.

Jansenville Hospital - Post to: HR Office, PO Box 156, Jansenville, 6265 or hand deliver to: Janseville, Hospital, College Street, Jansenville, Enquiries: Mr T Marenene Tel No: 049 836 0086

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.

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

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.

All Saints Hospital - Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel no: 047 548 4104

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.

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.

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.

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.

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

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.

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

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.

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

POST: DEPUTY DIRECTOR- GENERAL: HOSPITALS & CLINICAL SUPPORT SERVICES REF NO. ECHEALTH/DDGHCSS/HO/AR/01/11/2022

SALARY: R1 590 747 – R1 791 978 per annum (Level 15) – all-inclusive package

CENTRE: Head Office, Bhisho

JOB PURPOSE: To ensure provision of hospital and clinical support services.

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

REQUIREMENTS: National Senior Certificate, Degree (NQF level 7) and postgraduate qualification (NQF Level 8) as recognised by SAQA in Health related field or equivalent qualification. A minimum of 8 -10 years' experience at Senior Management level. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Skills: Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulation. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Ensure effective provision of health services in the hospitals: Oversee overall management of performance in central, tertiary, regional and mental hospitals. Oversee management and provision of transversal health services: Manage effective rendering of pharmaceutical services. Co-ordinate effective functioning of pharmaceutical depot. Co-ordinate and manage rendering of allied health services. Ensure management and effective utilization and maintenance of health technology in health facilities. Oversee and monitor rendering of medical, dental and nursing services. Ensure overall provision of quality health care assurance management services: Monitor development and co-ordination of coherent systems framework for delivery of quality health services. Ensure promotion of customer care systems responsiveness and functionality of supportive governance structures. Ensure management and coordination of clinical health development service: Monitor effective coordination of health professional training and development services. Manage Lilita Nursing College. Manage Emergency Medical Services College. Co-ordinate, monitor and evaluate Regional Training Centre services. Promote good corporate governance: Establish effective audit and risk management mechanisms to prevent fraud and corruption. Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature. Stakeholder management and annual reporting to Citizens. Management of MTEC process. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure

timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
Enquiries: Dr L Matiwane Tel no 040 608 1223.

POST: CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/KOMH/ARP/01/11/2022
SALARY: R1 105 383 – R1 302 102 per annum (Level 13) - all-inclusive package
CENTRE: Chris Hani District, Komani 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.

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO. ECHEALTH/DIR-HRA/HO/ARP/01/010/2022
SALARY: R1 105 383 – R1 302 102 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, An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resources/Public Administration coupled with 5 years' experience at a middle managerial level. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES: Provide human resource administration strategic services: Develop human resource administration services plans, strategies and business models. Facilitate implementation of business plans, strategies and programs. Monitor implementation of HRA strategies and interventions. Guide and direct provision of human resource administration services: Manage recruitment, selection, appointment and other life cycle events of employees. Ensure properly qualified applicants are recruited and hired for the position. Facilitate implementation of programs, policies, procedures and controls regarding employment. Manage provision of conditions of services. Manage and monitor leave in compliance with contracts and policies. Manage administration and maintenance of

human resource personnel records. 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/reviews. Manage records and ensure safekeeping of assets.

Enquiries: Ms B Caga Tel no 040 608 1210

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: DEPUTY DIRECTOR: ALL PROGRAMMES REF NO. ECHEALTH/DD-ALLP/NMMDO/ARP/01/11/2022

SALARY: R766 584 – R903 006 per annum (Level 11) all-inclusive package

CENTRE: Nelson Mandela Metro 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 Degree (NQF level 7) as recognized by SAQA in Public Health or Nursing or Health Education, Health Administration or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at the level of an Assistant Director. Computer literacy. Valid driver's license. Ability to interpret and apply policies. Knowledge of Public Health Act, early childhood development and health related services. Knowledge of Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Possess sound Managerial skills, Leadership skills, Sense of responsibility, Decision making skills, Interpersonal skills and Communication Skills. Ability to work under pressure, work within a team and work accurately.

DUTIES: Ensure provision and accessibility of NCD and health promotion throughout the district. Provide mother, child and women's health services. Facilitate, monitor and evaluate implementation of MCWH program, NCD and Health promotions. Facilitate health promotion and community engagement activities within a district. Monitor records management and reporting. Manage quality improvement initiatives. Manage Human and Financial Resources.

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

POST: DEPUTY DIRECTOR: FACILITIES REF NO. ECHEALTH/DDFAC/CMH/APL/01/11/2022

SALARY: R766 584 – R903 006 per annum (Level 11) all-inclusive package

CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6)/preferably Degree (NQF Level 7) as recognised by SAQA in Built Environment, Facilities Management and Property/Real Estate Management coupled 5 years' experience of which 3 years must be at Assistant Director level. Knowledge: Occupational Health and Safety Act and other building regulations, General built environment including mechanical, electrical and civil, Water Services Act and National Environmental Management Act (NEMA), Horticultural processes/regulations and Cleaning Industry. Public Financial Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organizing, Diplomacy skills, Problem solving, Facilitation skills, Effective communication, Patient, Understanding, Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated, Creative. A valid driver's licence.

DUTIES: To ensure effective and efficient facilities management, including civil, mechanical, and electrical and water care Facilities, and compliance with the relevant Acts including Occupational health and Safety Act. Effective and efficient management of Cleaning and Horticultural services. To ensure resource efficiency in state owned buildings. The implementation of procurement policies-co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase of equipment and services. Monitor the maintenance of facilities and compilation of reports. Provide guidance on the implementation of the policy. Monitor and evaluate the impact and effectiveness of the policies. Provide continuous feedback on compliance with policy. Ensure the promotion of black emerging enterprises. Manage Line Managers within the sub unit and provide supervision of resources, oversee the development and training of staff. Supervise the budget expenditure of Facilities management services. Direct preparation of financial statements and report on status of State Facilities.

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

POST: DEPUTY DIRECTOR: INTERNSHIPS, LEARNERSHIPS, ARTISAN DEV AND TRAINEESHIPS REF NO. ECHEALTH/DD-ILADT/HRD/HO/APL/01/11/2022
SALARY: R766 584 – R903 006 per annum (Level 11) 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 Degree (NQF 7) as recognised by SAQA in Human Resource Management/Public Administration/Human Resource Development coupled with 5 years' experience of which 3 years must be at Assistant Director level in HRD environment. Certificate as a Skills Development Facilitator, Assessor, Moderator would be an added advantage. Working knowledge of Government policies and regulations pertaining to Youth Development, Internships, Learnerships, Traineeships, Artisan Development and related training & development initiatives. Extensive knowledge and understanding of applicable legislation and policies governing HRD's Youth Development, Internships, Learnerships, Traineeships, Artisan Development and related training & development initiatives. Understanding of the Planning Process of the HRD Internship, Learnership, Traineeship, Artisan Development and Generic Training and Development Unit including the WSP Formulation, comprehensive training plan, Training Needs Analysis (skills audit), monitoring and evaluation processes. Report writing and presentation skills. Effective communication, Programme and Project Management skills, Policy Formulation, Budgeting and Financial Management, Change and diversity management skills, Knowledge Management, Strategic Capability & Leadership, Service Delivery Innovation, Problem Solving and analysis, People Management and Empowerment. The ability to work under pressure and flexible hours. Willingness to undertake extensive travelling throughout the province. Good administrative and organisational skills. Computer literacy. A valid driver's licence.

DUTIES: Provide guidance on the implementation of related legislative frameworks (that is to Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services, Develop and monitor the implementation of the related plans and programmes) Coordinate the implementation of a variety of youth development and job creation initiatives including the bursary related Programmes in the Department. (That is to Develop the departmental Youth Developments and Traineeship programme policy and frameworks. Facilitate the implementation of national and departmental Youth Development Programmes. Management of the marketing of departmental bursary Programmes and other youth development initiatives, youth job creation initiatives and proposals in the Department. Provide Secretariat service during departmental bursary programme meetings. Coordinate the administration of Learnership and internship Programmes in the Department. (that is to Coordinate the development and implementation of Learnership, traineeship, artisan development, clinical engineering technicians' development, engineering traineeships and graduate internship programme policy imperatives. Monitors progress regarding the implementation of Learnership, traineeship, artisan development, clinical engineering technicians' development, engineering traineeships and graduate internship programme and report thereon. Liaise with learning institutions on Artisan Development, Traineeships, Learnership and internship matters. Manage the development of Learnership, traineeship, artisan development, clinical engineering technicians' development, engineering traineeships and graduate internship guides/booklets and information packs. Oversee the implementation of orientation, induction, supportive supervision, mentoring and coaching programmes throughout the department. (that is to Coordinate the provision of necessary information, resources and motivation to assist new employees and existing employees to adjust to the work environment as quickly as possible, including capacity building to be proficient on their job, culture change, integrity and improve capacity to effectively deliver on the work of the Public Service. Provide and manage strategy for professionalization of the Public Service within the Eastern Cape Department of Health. Develop Strategic Documents that seeks to Provide guidance on the arrangement of orientation, supportive supervision, coaching and mentorship sessions, including compulsory induction, on the job training and programme specific inductions of newly employed and/or contracted employees. Manage the development of orientation, supportive supervision, coaching and mentorship guides/booklets and information packs. Manage the allocated resources of the sub-directorate (that is to Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates, Ensure management, maintenance and safekeeping of assets, Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from the senior manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

Enquiries: Mr M Pinca Tel no 040 608 1625

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO. ECHEALTH/DDHRMD/NMAH/ARP/01/11/2022

SALARY: R766 584 – R903 006 per annum (Level 11) all-inclusive package

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6)/Preferably Degree (NQF Level 7) as recognised by SAQA in Human Resource Management/Public Administration or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at Assistant Director level. Knowledge of human Resource Management and applicable Legislative act/policies. Good Communication skills. Problem Solving & conflict resolutions skills. Ability to compile presentations and excellent presentation skills. Excellent problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Excellent verbal and written communication skills. Attributes: Must be assertive and self- driven, client oriented and customer focus, creative, innovative, solution oriented and be able to work under pressure and the ability to maintain high level of confidentiality. A valid driver's licence.

DUTIES: Guide and supervise the implementation of Human Resource related policies and programmes. Planning and compilation of operations baseline plans such as sub-directorate operational plan HR administration activities for the financial year, budget plan for the year and adjustments, workforce planning & utilization plans-check supply and demand of programmes. Manage utilization of unit operations/programme reports. Guide execution & Maintenance of the following activities: Selection and recruitment process, Workforce planning (HR Plan & EE Plan). Leave administration, Remuneration service benefits, Employee relations, wellness and training and development. Staff establishment. Monitor and administer staff establishment. Monitor general performance of the unit and make relevant changes or reviews. Responsible for the development of personnel job profiles, work plans and conducting of personnel performance reviews. Responsible for coaching and mentoring of personnel. Institute disciplinary actions where necessary to correct unwarranted behavior/conduct in work place. Monitor and amend HR administration processes and systems. Set operational standards with view to have realistic performance turn-around times. Facilities engagement session of marketing related policies and procedures to the entire workforce.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: DEPUTY DIRECTOR: ACCOUNTS PAYABLE & SALARY ADMINISTRATION REF NO. ECHEALTH/DD-AP&SA/NMAH/ARP/01/11/2022

SALARY: R766 584 – R903 006 per annum (Level 11)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6)/Preferably Degree (NQF Level 7) as recognised by SAQA in Financial Management/Accounting/Auditing/Public Management/Cost and Management or any relevant qualification with 5 years' experience of which 3 years must be Assistant Director level. Working experience on government financial systems: BAS, LOGIS and PERSAL. Supplier payment and salary administration management. Practical knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and all applicable legislation, policies, practices and procedures. Practical knowledge and understanding of Public Service Anti-Corruption Strategy and fraud prevention measures. Knowledge and understanding of principles and practices pertinent to financial accounting. Practical knowledge and understanding of Standard Chart of Accounts (SCOA). Be computer literate and have sound knowledge of Microsoft Office and Microsoft Excel. Ability to write reports and submissions. Ability to compile presentations and excellent presentation skills. Excellent problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Excellent verbal and written communication skills. Attributes: Must be assertive and self- driven, client oriented and customer focus, creative, innovative, solution oriented and be able to work under pressure and the ability to maintain high level of confidentiality. A valid driver's licence.

DUTIES: The implementation of sound financial management controls. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Be responsible for asset management of the section, Manage payroll and electronic payslips. and management of personnel in the sub-directorate. Reconciliation of supplier payment accounts. Ensure appropriate risk management and controls. Ensure effective and timely financial reporting. Undertake human resource and other related administrative functions. Establish, implement, and maintain efficient and effective communication arrangements. Manage Audit processes. Maintain adequate availability and efficient utilisation of staff in the

Finance Section. Manage and verify capturing of invoices and oversee the authorization payments of LOGIS system for goods and services daily as received. Monitor final payment of invoices within 30 days and avoid accruals according to PFMA and Treasury regulations. Ensure sound and accurate reporting on payments and accruals. Ensure sound governance and improved compliance with Supply Chain Management reporting requirements. Approval of Allowances and Deductions on PERSAL. Freezing of Salary and Reversal of Salary. Salary Recalls. Prepare and submit Annual and Bi-annual employees tax reconciliation. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: ASSISTANT DIRECTOR: BUDGET PLANNING REF NO. ECHEALTH/ASD-BP/HO/APL/01/11/2022
SALARY: R393 711 – R463 764 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/Degree in Financial Management/Economics coupled with 5 years' experience in Management Accounting and of which three (3) years must be at supervisory level (Level 7&8). Knowledge: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, Good understanding of Public Finance Management Act (PFMA), Treasury Regulations and DORA, Programme/Project and Financial management, Departmental SCM policies 124 and regulations, Occupational Health and Safety Act (OHS). Skills: Ability to manage multiple projects, Excellent interpersonal & communication skills (written & verbal), A sound knowledge of Microsoft Office applications (Excel and Access are essential), Report writing skills, Presentation and report writing. Personal Attributes: The incumbent must be assertive and self-driven, innovative, and creative, Client orientated and customer focused, Solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. A valid driver's licence.

DUTIES: Manage and allocate budget. Analyse and review allocated budget in terms of In Year Management (IYM), Estimates of Provincial Revenue and expenditure Expenditure Framework (EPRE) as per PFMA and relevant policies. Assist in preparation of section 40 cashflows. Plan in terms of need analysis of the Programmes. Analyse and report on expenditure trends and manage budget shifts using correct information in terms of Standard Chart of Accounts (SCOA) on BAS. Monitor in a broad scope, compliance with all policies and guidelines. Assist in preparation of financial and performance reports on a quarterly, monthly, and annually in compliance with all relevant policies and guidelines. Identify misallocations in the programmes and provide support.
Enquiries: Mr S Vika Tel no 040 608 1386.

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: ASSISTANT DIRECTOR: INFORMATION MANAGEMENT SYSTEMS REF NO. ECHEALTH/ASD-IMS/HO/APL/01/11/2022
SALARY: R393 711 – R463 764 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 in Information Technology/Information Science/ ICT/Computer Science or relevant qualification (NQF Level 6) as recognized by SAQA in coupled with 5 years' experience of which 3 years must be at Supervisory level (SL 7&8) in Health Information Management Systems. Competencies: Have an insight of the District Health Information Systems. Ability to manipulate raw data into meaningful, useable information to management to effectively and efficiently plan, monitor and evaluate public health service delivery. Knowledge and understanding of relevant prescripts of legislative framework governing the Public Service, e.g. Promotion of Access to Information Act (PAIA) etc. Knowledge in data, information and knowledge management. Strategic planning and policy analysis skills. Advanced report writing skills and presentation. Financial Management skills. Project Management skills. Good communication skills. Computer literate and ability to utilize Microsoft Office applications. Basic knowledge of administration processes. Responsive person with positive attitude. Advanced Data Management and packaging skills. Verbal communication, good

interpersonal, analytical and presentation skills. Work under pressure within a team as a member and as a team leader. Must travel throughout the Province and National. Knowledge of legislature related to Information Management and Public Services. A valid driver's licence.

DUTIES: Responsible for developing a shared vision and effective strategies to implement the vision. Leadership is a collective responsibility between administrative and clinical management at all levels. Ensure compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the Province. Measure Health facilities that submitted DHIS Routine data for programs e.g. PHC, Hospitals, EHS, EMS etc. in compliance with Routine Data Flow Policy timelines. Responsible for ensuring efficient and effective use of resources in the provision of good quality health care. Institutionalize DHIMS Policy SOP's and NIDS by capacitating and training information users: Program Managers, Clinicians and Information personnel. Provide reports from the system on measure timeliness, submission and completeness of data from health facilities that submitted DHIS data in compliance with revised facility SOP and NIDS. Measure reporting Health facilities that complied with absolute validation rules for quality purpose to ensure correctness, completeness and consistency. Render support services and capacity and training on systems: DHIS, EVDS, DATCOV. In collaboration with the Manager: Administration, drive the implementation of the DHIS Standard Operational Procedures, in an iterative manner, to progressively improve the quality and timely availability of DHIS data. Ensure that data is captured on DHIS in timely manner in compliance with revised facility SOP and NIDS 2020. Compile Pre-submission data verification report and give feedback to Districts on monthly basis. Conduct facilities visits on rotational basis to monitor data quality and provide audit support visits. Develop audit intervention plan. Produce monthly and quarterly reports of strategic information for M&E. Ensure timely and appropriate response to data request using the system for all stakeholder / information end users. Convene NIDS and workshops and training of the aligned data collection tools for the Province. Provide support on Information Management to all Information Users from Facility to Province. Provide administrative support services.

Enquiries: Ms Steto Tel no 040 608 1925

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO. ECHEALTH/ASD-IT/FRH/APL/01/11/2022

SALARY: R393 711 – R463 764 per annum (Level 9)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology coupled with 5 years' experience of which 3 years' experience must be at supervisory level (7/8). Extensive computer software and systems experience. Appropriate comprehensive training, working experience, and knowledge of Electronic Content Management Systems. Appropriate management experience would be an advantage. Good communication skills. Strong interpersonal skills. Good meeting and presentation skills and the ability to liaise between different parties at management level. Management and leadership skills. Module training and experience will be an added advantage. Competency in desktop support. High-level computer competency in Microsoft Office Suite. Must also have research and report writing skills, on site and online training provision skills and analytical skills. A valid drivers' licence.

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

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

POST: ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO. ECHEALTH/ASD-SA/NMAH/ARP/01/11/2022

SALARY: R393 711 – R463 764 per annum (Level 9)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management/Accounting, Cost and Management or relevant qualification coupled with 5 years' experience of which 3 years' experience at supervisory level (SL7/8). In depth knowledge of government financial systems especially PERSAL and BAS. Good understanding of Public Financial Management Act, Treasury Regulations and any other relevant prescripts. Knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Promotion of Access to Information Act (PAIA), Public Service Act, Public Service Regulations, and Treasury Regulations. Attributes: The incumbent must be able to demonstrate competency in acting independently, professionally and be solution driven. A valid driver's licence.

DUTIES: Manage payroll and electronic payslips/ salaries and suspense accounts. Manage the BAS/PERSAL reconciliation. Provide monthly information for management report. Provide support to auditors and implement audit recommendations. Conduct awareness sessions with different sections and new staff coming to the hospital. Manage staff and other resources within the sub-directorate. Approval of Allowances and Deductions on PERSAL. Freezing of Salary and Reversal of Salary. Salary Recalls. Monitoring of Certified Payroll Certificates. Clearance of Suspense Accounts. Tax Reconciliation, declaration and payments to SARS. Accumulating the Payments made outside PERSAL. Reprinting of Duplicate IRP5's. Issuing the Last Pay Certificate of Employees transferred to other departments. Interdepartmental claims. Employee's debt management. Supervision of office staff, state accountants and clerks. Management Suspense Accounts and debtors relating to employees, ex-employees and creditors, payments & updating of accounts. Manage and limit Human resource accruals. Manage Norms and Standards. Assist the Deputy Director in responding to audit enquiries, ensure that quarterly appraisals and monthly reports are done and submitted to the Deputy Director.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: ASSISTANT DIRECTOR: BUDGET SERVICES REF NO. ECHEALTH/ASD-BS/NMAH/APL/01/11/2022

SALARY: R393 711 – R463 764 per annum (Level 9)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management/Accounting or relevant qualification coupled with 5 years' experience of which 3 years' experience at supervisory level (SL7/8). Background in financial management, cost and management including economics will be an added advantage. Experience in government financial systems, Basic Accounting System (BAS), PERSAL and in-depth knowledge of the standard chart of accounts. Understanding of government prescripts including but not limited to Public Finance Management Act (PFMA) and Treasury Regulations. Presentation skills. Good verbal and written communication skills, as well as administrative, organizational and general office. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The means of formal, clear and persuasive presentation of facts and ideas. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Computer literacy and valid driver's licence

DUTIES: To assist with the following: The compilation and submission of In-Year Monitoring and Key Control Measures. The preparation of the MTEF budget (Estimates of Provincial Revenue and Expenditure (EPRE), Database, Appropriation Bill and Cash flow projections (S40. Managing the functions of financial planning, budgeting, and reporting, analysis and budget preparation process. Request BAS reports for Directorates and units. Report monthly to head office and institution budget advisory committee on spending of budget, equitable and Conditional Grants. Submission of adjusted Estimates of Provincial Revenue and Expenditure (EPRE). Preparation of roll over, virements and shifting of funds and budget loading on BAS. Reporting according to DORA timeframes. Management of conditional grants and compiling of business plans and budget submission. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: ASSISTANT DIRECTOR: PRE-AUDIT REF NO. ECHEALTH/ASD-PA/NMAH/01/11/2022

SALARY: R393 711 – R463 764 per annum (Level 9)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Accounting/Auditing/Financial Management coupled with 5 years' experience of which 3 years' experience at supervisory level (SL7/8). The incumbent to have means of an examination of the documents, claims, and validity of each independent charge incurred against the Division's budget to ensure compliance with all requirements of law, regulation, policy and procedure. Be able to examine all documents supporting a transaction or a series of transactions before they are paid for and recorded. Skills & Competencies applicable legislation and prescripts. Government programmes. Information management. Policies and procedures. A valid driver's licence.

DUTIES: Render control, compliance and expenditure pre-audit services: Conduct manual verification of all orders before services is rendered and issues Pre-Audit certificate. Conduct manual verification of payment vouchers before payment is effected on BAS. Conduct manual verification of payments vouchers before payment is effected on PERSAL. Conduct verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Facilitate development and review of internal control framework. Facilitate development and review of procedure manual and checklist for Pre-Audit. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the hospital: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: ASSISTANT DIRECTOR: SOFT SERVICES REF NO. ECHEALTH/AD-SS/MTRH/ARP/01/11/2022

SALARY: R393 711 – R463 764 per annum (Level 9)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Management or relevant qualification coupled with 5 years' experience of which 3 years' must be at supervisory level (SL7/8) in the related field. Experience in Cleaning, Security, Landscaping, Laundry and Food Services. Computer Literacy. Knowledge of PFMA, Treasury Regulations, Procurement, Public Service Regulations, OHS Act and other legislations applicable to the post. Strong Leadership, negotiation, people management, presentation, policy development & implementation, analytical-thinking & problem solving, contract administration, skills. Highly evolved knowledge of Project Management, Planning & Organising Skills. Good verbal and written communication skills with respect to interacting with management, sub-ordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies. Display the willingness to work extended hours.

DUTIES: Oversee all programmes; Catering, Laundry, Security, Waste Management, Cleaning and Landscaping Services for the institution. Control service programmes of external companies in Housekeeping Services for the institution. Support the institution in its strategic goals and objectives. Liaise with Senior Management and colleagues of different ranks with regard to required support from the sub-directorate. Administer all budget and Financial Management matters of the sub-directorate. Manage staff on direct and indirect levels in the sub-directorate. Allocate, control and monitor the resources within the sub-directorate. Develop and maintain policies, methods, practices and standards on quality services and legislation. Overall Quality Control of work in line with Batho Pele principles. Plan, programme and execute a Preventative and Reactive programme within the sub-directorate. Ensure that all purchases and acquisitions of material and/or goods are done in accordance with SCM prescripts. Liaise with SCM to ensure minimum stock levels are available for operational needs. To solve problems of an operational nature. Assist management with advice relating to Housekeeping services.

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

POST: ASSISTANT DIRECTOR: PEP SEXUAL ASSAULT AND PRE EXPOSURE PROPHYLAXIS REF NO. ECHEALTH/PSAPEP/HO/APL/01/11/2022
SALARY: R393 711 – R463 764 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 recognised by SAQA in Nursing in Public Health with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in clinical management of pre and post exposure prophylaxis sexual services and related issues. Diploma in HIV management will be an added advantage. Sound technical knowledge of HTS, PEP sexual assault, Pre exposure prophylaxis, PMTCT and TB-HIV integration Experience in implementation of the HIV combination prevention strategies. 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 implementation, planning and program design Core Competencies. Ability to communicate (verbally or written) effectively to staff, patients, physicians and demonstrate professional standards in interacting with others. Knowledgeable in medical terminology and clinical documentation. Requires a high level of independent judgment and direction. Ability to be flexible in the work environment. Ability to problem solve. Organizational, planning and implementation skills required. Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Developing and Applying Professional Expertise/Business Acumen. Working in Teams/Managing Ourselves and our Relationships. Advocacy/Advancing a policy-oriented agenda. Leveraging the resources of national governments and partners/ building strategic alliances and partnerships. Resource mobilization and donor relations. Computer literacy (MS Word, Excel, and PowerPoint) essential. Knowledge of and experience in information management principles (collection, collation, analysis and reporting). Pro-active, able to exercise discretion and independent decision-making. Able to prioritize own workload and work. A valid driver's licence.

DUTIES: Oversee and coordinate implementation of non-occupational PEP and PrEP in the entire province. Coordinate on-going inter- and intra-departmental collaboration (e.g. Departments of Justice, SAPS, Social Services, Health, NGO's, etc.) for sexual assault clients. Distribution of the policy and standardized guidelines to all the relevant stakeholders and facilitate dissemination thereof. Monitor correct implementation and regular update thereof. Budget, mobilize and ensure equal distribution of resources for both PEP and PrEP programmes. Distribute targets and provide technical support up to facility level. Participate in facility data and performance audits, district review as well as provincial review sessions. Establish (together with the Directorate Health Information) a provincial database for rape statistics to monitor and evaluate on-going provision of services. Provide regular feedback to the stakeholders. Participate in the Provincial Rape Forum. Continuously assess the existing facilities to evaluate whether they are appropriate for the implementation of rape services. Ensure equitable access to all survivors to a rape service based on rape statistics and population density. Identify deficiencies and obstacles in the care of rape survivors and develop strategies to address these. Work in collaboration with other initiatives, which focus on the prevention and management of victims of violence and abuse to coordinate service provision. Convene regular meetings and debriefing session for sexual assault service providers. Facilitate demand creation of PrEP among high-risk individuals. Promote and participate in related community and health events as needed. Develop close working relationships with leadership and direct staff at other prevention clinics to ensure coordination of services. Provide HIV Counseling, Testing and Referrals as needed to at-risk population.

Enquiries Mrs. L. Lunyawo Tel no 040 608 1752

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO. ECHEALTH/AD-LR/HO/APL/01/11/2022
SALARY: R393 711 – R463 764 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, A National Diploma (NQF Level 6) as recognised by SAQA in Labour Law / Labour Relations / Human Resource Management/ Public Management/or relevant qualification coupled with 5 years' experience of which at least 3 years must be at supervisory level (SL7/8) in the field of Labour Relations /related field. Knowledge of Departmental Policies on Labour Relations, Public Service Act, Basic

Conditions of employment Act PSCSBC and PHSDSBC Resolutions. Conflict Resolution capabilities and confidentiality. Negotiations and research skills innovative and change management. Be able to give basic counselling. Computer Literate. A valid driver's licence.

DUTIES: Assist the institutions in drafting notices of disciplinary hearing. Facilitate the finalization of disciplinary cases. Represent the employer in disciplinary hearings and chair disciplinary hearing when required. Handling of cases or disputes referred to CCMA, PSCSBC and PHSDSBC bargaining cases. Give guidance on incapacity cases and abscondment. Compile Monthly Report, Quarterly reports, Annual Reports. Compile Statistics and submit to the relevant offices. Advise the Management on labour Matters, Strike Management and Conflict Management. Co-ordinate the departmental labour relations policy as contained in the labour relations Act, and amend as necessary. Ensure the effective implementation of labour relations policy. Provide guidance and advice on labour relations procedures at all levels of management within the department. Facilitate consultation and collective negotiation between employers, employees and trade unions in respect of health personnel. Manage procedures relating to personnel grievances in order to resolve employer and employees' differences. Manage the disciplinary measures in the complex in such a manner that strict disciplinary levels are maintained. Intervene in the event of industrial action so as to minimize production loss. Report on the state of industrial relations within the department.

Enquiries: Mr S Nxumalo Tel no 040 608

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za

POST: ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO. ECHEALTH/AD-ER/NMMDO/APL/01/11/2022

SALARY: R393 711 – R463 764 per annum (Level 9)

CENTRE: Nelson Mandela Metro District Office

REQUIREMENTS: National Senior Certificate, A National Diploma (NQF Level 6) as recognised by SAQA in Labour Law / Labour Relations / Human Resource Management/ Public Management/or relevant qualification coupled with 5 years' experience of which at least 3 years must be at supervisory level (SL7/8) in the field of Labour Relations /related field. Knowledge of Departmental Policies on Labour Relations, Public Service Act, Basic Conditions of employment Act PSCSBC and PHSDSBC Resolutions. Conflict Resolution capabilities and confidentiality. Negotiations and research skills innovative and change management. Be able to give basic counselling. Computer Literate. A valid driver's licence.

DUTIES: Supervise the administration of grievances disciplinary processes and Strike Management. Carry out investigations, grievance handling and disciplinary proceedings. Attend effectively to all litigations. Prepare documentation for consultations and negotiations. Control grievance procedures and promote labour relations support during negotiations. Provide monthly reports on ER related matters. Supervise the rendering of technical advisory services i.r.o employee services. Give guidance to employees regarding procedures and practices related to employee relation matters. Facilitate communication to employees by providing guidance and consultation regarding problem solving, dispute resolution and litigation avoidance. Provide advice and guidance on all employee relations aspects. Facilitate consultative meetings between Management and Social partners. Facilitate Employee relations related training. Ensure implementation of collective agreements. 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 P Makuluma Tel No: 041 391 8164.

POST: ASSISTANT DIRECTOR: GIS, INFORMATION & DATA MANAGEMENT (NTSG) REF NO. ECHEALTH/ASD-GIS/HO/NTSG/ARP/01/11/2022 (1-year contract)

SALARY: R393 711 – R463 764 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 recognised by SAQA in GIS Information Systems / Public Management or Administration / Computer Science / Business Information Systems, or relevant qualification coupled with 5 years' experience of which 3 years' experience must be in a supervisory level (Level 7/8). Post Graduate Qualification would be an added advantage. Knowledge and experience of Public Sector Data Information 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 licence.

DUTIES: Oversee and manage the overall performance of the National Tertiary Services Grant in adherence to the Division of revenue Act, which includes Data and Information Management, GIS Mapping, Coordination of grant related Audit of Performance Information. Coordinate processes to ensure compliance with National Core Standards, the PAIA, DORA, PFMA and Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant information and performance data on the grant and programme 4 & 5 facilities. Accurate and timely preparation of reports (e.g. Needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual Reports as well as Interim and Annual reports. Monitor overall data and performance patterns and projections. People management (effective leadership) related functions within the component.

Enquiries: Mr. G Ndlovu Tel No: 040 608 1163

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: ASSISTANT DIRECTOR: GRANT FINANCIAL SUPPORT & BUDGETING (NTSG) REF NO.

ECHEALTH/ASD-FIN/NTSG/ARP/01/11/2022 (1-year contract)

SALARY: R393 711 – R463 764 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 recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 5 years' experience of which 3 years' experience must be in a supervisory level (Level 7/8). Post Graduate Qualification would be an added advantage. 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 licence.

DUTIES: Oversee and manage the overall performance of the National Tertiary Services Grant in adherence to the Division of revenue Act, which includes Budget Management, Accounts Payments, Internal financial control and Supply Chain Management. Coordinate processes to ensure compliance with Supply Chain policies, the DORA, PFMA and Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on the grant. Accurate and timely preparation of reports (e.g. Needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual Reports as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. People management (effective leadership) related functions within the component.

Enquiries: Mr. G Ndlovu Tel No: 040 608 1163

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: ASSISTANT DIRECTOR: GRANT FINANCIAL SUPPORT & BUDGETING (NHI) REF NO.
ECHEALTH/ASD-FIN/HO/NHI/ARP/01/11/2022 (1-year contract)

SALARY: R393 711 – R463 764 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/ Degree (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 5 years' experience of which 3 years' experience must be in a supervisory level (Level 7/8). Post Graduate Qualification would be an added advantage. 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 licence.

DUTIES: Oversee and manage the overall performance of the National Health insurance Grant in adherence to the Division of revenue Act, which includes Budget Management, Accounts Payments, Internal financial control and Supply Chain Management. Coordinate processes to ensure compliance with Supply Chain policies, the DORA, PFMA and Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on the grant. Accurate and timely preparation of reports (e.g. Needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual Reports as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. People management (effective leadership) related functions within the component.

Enquiries: Mr. G Ndlovu Tel No: 040 608 1163

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: ASSISTANT DIRECTOR: BAS CONTROL REF NO ECHEALTH/ASD-BAS/HO/ARP/01/11/2022

SALARY: R393 711 – R463 764 per annum (Level 9)

CENTRE: Head Office, Bhisho

NOTE: Applicants must apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/> . Further note, this post is a re-advertisement.

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Public Finance coupled with 5 years' experience of which 3 years' experience must be in a supervisory level (level 7/8). Computer literacy. Knowledge: In depth knowledge of SCOA and BAS. Knowledge of other Financial Management Systems such as PERSAL, LOGIS. Knowledge of relevant legislation such (PFMA), DORA, Treasury Regulations, Treasury Practise notes, General Accounting principles. Proof of BAS System Controller certificate. Competencies: Project Management, Financial Management, Communication, Client Orientation and Customer focus. Valid driver's licence.

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

Enquiries: Mr P Ntete Tel no 040 608 1123

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION (SERVICE BENEFITS) REF NO. ECHEALTH/ASD-HRA/NMAH/01/11/2022

SALARY: R393 711 – R463 764 per annum (Level 9)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management /Public Administration coupled with 5 years' relevant experience of which 3 years must be at supervisory level (SL7/8). Knowledge and understanding of Public Service Regulations, PSCBC Resolutions, BCOEA, LRA, SDA, and other Human resources regulatory frameworks, Extensive Knowledge of PERSAL Systems. Ability to work Under pressure and independently, Ability to Handle Stressful Environment. Computer literate. A valid driver's licence.

DUTIES: Overall Management of Human Resources general administration: Guide execution of service benefits, leave management including incapacity leave management. Develop and implement Operational plan for Human

resources in line with the objectives of the department. Supervise Utilization of Physical. Financial and human resource in the section. Compile budget proposal of the Section. Monitor budget spending. Assign Work to relevant Offices in the section, Develop and review performance work plans and relate job profiles. Evaluate performance of subordinates (PMDS). Manage Information, records and Knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the SNR Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records information and knowledge in the section. Implement corporate service, supervision and ensure smooth Functioning across the board at the depot in financial and administrative management. Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO. ECHEALTH/ASD-EW/NMAH/ARP/01/11/2022

SALARY: R393 711 – R463 764 per annum (Level 9)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management /Public Administration/Industrial Psychology or relevant qualification coupled with 5 years' relevant experience of which 3 years must be at supervisory level (SL7/8). Communication Skills, Computer Skills, presentation and report writing skills. Computer literacy. A valid driver's licence.

DUTIES: Facilitate, coordinate and support implementation of EWP policies, plans and programs. To Facilitate the provision of professional assistance to employees whose Personal, work related challenges may have potential of provision of affecting their job performance. Facilitate, coordinate and support the provision of interventions through presentation of life skills programs and awareness as means of prevention. Assist in Conducting research in hazards that may have a potential of causing risks in the work place and interventions thereof. Assist in the establishment of District Disability structure and its activities. Assist in Management of HIV/AIDS &TB in the work place. Coordinate Wellness activities. Coordinate Disability Activities. Assist in Coordinating Occupational health and Safety. Coordinate Health Calendar Events. Information Management. Assist in Coordination of Incapacity and IOD (Injury On Duty).

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: MORTUARY MANAGER REF NO. ECHEALTH/MM-ALINFPS/ARP/01/11/2022

SALARY: R393 711 – R463 764 per annum (Level 9)

CENTRE: Chris Hani District, Aliwal North Forensic Pathology Services

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration / Management or equivalent qualification coupled with 5 years' relevant experience in administration of which three (3) years must be of supervisory level (SL7 & 8). Ability to work in a Forensic Pathology Service (Medico Legal Laboratory) environment. Computer literacy with ability to use the MS Office package. An in depth knowledge of the relevant legislations, regulations and policies governing medico-legal procedures and investigations. Knowledge of the Public Service Act, Regulation and the related HR policies and practices. An understanding of forensic pathology services including the operations, procedures and documentation in medico-legal laboratories. Knowledge and interest in transforming the service which can lead to improvements of existing methods techniques and procedures. Ability to work independently. Planning and organizing skills. Leadership skills. Preparedness and the ability to work under real pressure in order to meet deadlines. Strong interpersonal, written verbal communication skills. A valid driver's licence.

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

Enquiries: Ms M Mathiso Tel no 045 858 8112.

POST: MORTUARY MANAGER REF NO. ECHEALTH/MM-MTRFPS/ARP/01/11/2022

SALARY: R393 711 – R463 764 per annum (Level 9)

CENTRE: Nelson Mandela Metro, Mount Road Forensic Pathology Services

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration / Management or equivalent qualification coupled with 5 years' relevant experience in administration of which three (3) years must be of supervisory level (SL7 & 8). Ability to work in a Forensic Pathology Service (Medico Legal Laboratory) environment. Computer literacy with ability to use the MS Office package. An in depth knowledge of the relevant legislations, regulations and policies governing medico-legal procedures and investigations. Knowledge of the Public Service Act, Regulation and the related HR policies and practices. An understanding of forensic pathology services including the operations, procedures and documentation in medico-legal laboratories. Knowledge and interest in transforming the service which can lead to improvements of existing methods techniques and procedures. Ability to work independently. Planning and organizing skills. Leadership skills. Preparedness and the ability to work under real pressure in order to meet deadlines. Strong interpersonal, written verbal communication skills. A valid driver's licence.

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

Enquiries: Mr J Jenniker Tel no 041 373 1525

POST: ASSISTANT DIRECTOR: FINANCE REF NO. ECHEALTH/ASD-FIN/TAYLBH/ARP/01/11/2022

SALARY: R393 711 – R463 764 per annum (Level 9)

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

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

Enquiries: Mr Kholiso Tel no 039 737 3107.

POST: ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: ECHEALTH/ETPGA/CMH/APL/01/010/2022

SALARY: R326 031 – R 337 722 per annum (OSD)

CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Senior Certificate, National Diploma in Clinical/Electrical Engineering or equivalent coupled (3) years' experience working in a hospital or on Medical equipment and practicing clinical engineering. Good communication skills (verbal and written). Ability to work under pressure. Skilled in the use of various hand tools and test equipment. A valid driver's licence. Computer literacy.

DUTIES: Manage the Clinical Engineering workshop running and organization. Perform in-house repairs and maintenance of medical equipment. Attend medical equipment related meetings. Give advice on procurement of

medical equipment, prepare and monitor maintenance program, monitor repair costs of equipment and advise on equipment life cycle costs. Monitor and manage performance of out-sourced contracts. Liaise with suppliers for services, repair-parts, and training, consumables and accessories. Maintain the medical equipment assets register, updated. Perform standby and respond to after-hours call-out duties. Prepare medical equipment maintenance and replacement plans. Provide input into budgeting planning process.

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

POST: ARTISAN FOREMAN GRADE A REF NO. ECHEALTH/ARTF/DRH/APL/01/11/2022

SALARY: R 318 090 – R 360 303 per annum (OSD)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

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

REQUIREMENTS: An applicant must be in possession of Appropriate Trade Test Certificate (Electrical/Mechanical). Five years post qualification experience required as an Artisan. Valid Driver's License is required.

DUTIES: Coordinate effective rendering of technical services. Lead and guide on all technical activities. Compile technical/ inspection reports. Monitor adherence to safety standard. Ensure maintenance of technical services. Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work. Supervise human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.

Enquiries: Ms B Bomela Tel no 041 406 4421

POST: FINANCE PRACTITIONER: REVENUE AND BILLING MANAGEMENT REF NO. ECHEALTH/SARB/ARP/ARP/01/11/2022

SALARY: R269 214 – R317 127 per annum (Level 7)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) in Financial Management / Cost and Management/Accounting or relevant qualification coupled with 1-2 years' experience. Knowledge: Public Finance Management Act, Public Service Regulations, Public Service Act, Treasury Regulations, Generally Recognized Accounting Principles, Generally Accepted Accounting Principles, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Financial Management, Communication, Computer literacy, Time Management, Report Writing, Planning and Organizing, Analytical, Creative, Numeracy, Presentation. Knowledge of RAF payments system and payment schedules. Basic Accounting Systems, HMS2, debt management, Candidates will be tested on their knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999), Treasury Regulations, PERSAL and accounting principles. Competencies: A good understanding and application of National, Provincial and Departmental policies, prescripts and practices regarding financial matters, especially the PFMA. Working knowledge of Accounting Systems; Good communication (written and verbal) and report writing skills. Proven computer literacy in MS Office. Record keeping and report writing skills

DUTIES : Collection of revenue for the hospital. Billing and safekeeping of the hospital revenue. Journals on BAS. Management of the human resources of the section.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: LOGISTIC SUPPORT OFFICER (TRANSPORT) REF NO. ECHEALTH/LSO-FM/NMMDO/APL/01/11/2022

SALARY: R269 214 – R317 127 per annum (Level 7)

CENTRE: Nelson Mandela Metro District Office

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 licence.

DUTIES: To provide and administer transport services in the District. Audit the utilization of transport in the District. Provide effective Fleet Maintenance. Maintain Asset Register. Manage subsidized vehicle. Supervise Transport Officers of the District. 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. Submit monthly reports to Fleet Manager.
Enquiries: Ms P Makuluma Tel No: 041 391 8164.

POST: ADMINISTRATION OFFICER: STATUTORY HUMAN RESOURCE AND TRAINING GRANT REF NO. ECHEALTH/AO-SHRTG/NMAH/APL/01/11/2022
SALARY: R269 214 – R317 127 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 Public Administration/Public Management/Finance and Costing Management or equivalent qualification coupled with 1-2 years' experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resources prescripts, regulations, procedures and understanding of different human resources, financial and costing management processes. Basic knowledge of PERSAL, BASS, PFMA and all relevant financial prescripts that are utilized by the Budget section. Knowledge of administration functions, computer skill, Excel, communication skill, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused.

DUTIES: Compliance to financial regulations, procurement policies & procedures. Assist in the formulation of the SHR and Training Business Plan. Manage Registrar HR processes and monitor budget spending, HR provisioning (Recruitment and selection, appointments, transfers, verification of qualifications, secretariat functions at interviews and Statutory Human Resource & Training Grant support visits). Requesting establishment report from PERSAL for proper monitoring of Statutory Human Resource & Training Grant related appointments. Developing a monitoring spreadsheet of Medical registrars, Medical interns and/or employees that are wrongly/mistakenly paid under the Statutory Human Resource & Training Grant budget. Communicate with the Registrar Academic Coordinator from the University (WSU), Head of Departments and Clinical component from the facility on registrar matters. Assist in registrar registrations with the University and verification of qualifications. Update registrar information and keep track of all registrar activities (passed, dropped out, rotation, time expired, other sources of funding). Observe and comply with all departmental policies and guidelines regulating employment relationship in administration functioning. Compile monthly IYM reports, coordinate quarterly SHR & Training Grant reports. Attend to mandatory support visits by the Grant and annual performance Monitoring and Evaluation visits. Ensure quality of work at all times particularly with the Registrar programme. Perform other duties as assigned by the supervisor.
Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: ADMINISTRATION OFFICER: PATIENT REGISTRATION & ADMINISTRATION REF NO. ECHEALTH/AO-PATR&A/VICH/APL/01/11/2022
SALARY: R269 214 – R317 127 per annum (Level 7)
CENTRE: Amathole District, Victoria Hospital

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

DUTIES: To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to

all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

Enquiries: Ms B Mbekeni Tel no: 040 653 1141

POST: ADMINISTRATION OFFICER (PATIENT REGISTRATION) REF NO. ECHEALTH/AO/NMCH/APL/01/11/2022

SALARY: R269 214 – R317 127 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 Public Administration/Office Administration coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

DUTIES: To provide an efficient and comprehensive patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: ADMINISTRATION OFFICER: PATIENT ADMINISTRATION REF NO ECHEALTH/AO-PAT/LVH/APL/01/11/2022 (4 POSTS)

SALARY: R269 214 – R317 127 per annum (Level 7)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

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

DUTIES: To provide an efficient and comprehensive patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

Enquiries: Ms L Mabanga Tel no 041 405 2348

POST: ADMINISTRATION OFFICER: GRANT FINANCIAL SUPPORT (NTSG/NHI) REF NO. ECHEALTH/ASD-FIN/NTSG/ARP/01/11/2022 (1-year contract)

SALARY: R269 214 – R317 127 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 (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 1-2 years' experience in administration. Post Graduate Qualification would be an added advantage. 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 licence.

DUTIES: Provide administrative support on the overall performance of the NTSG and NHI Grants in adherence to the Division of revenue Act, which includes Budget Preparation, Accounts Payments, Internal Financial Control and Supply Chain Management. support processes to ensure compliance with Supply Chain policies, the DORA, PFMA and Treasury instructions to achieve effective and efficient corporate governance. Accurate and timeous preparation of reports Monitor overall budget and expenditure patterns and projections.

Enquiries: Mr. G Ndlovu Tel No: 040 608 1163

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: ADMINISTRATION OFFICER: GRANT CLINICAL INFORMATION SUPPORT (NTSG/NHI) REF NO ECHEALTH/ASD-FIN/NTSG/ARP/01/11/2022 (1-year contract)

SALARY: R269 214 – R317 127 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 (NQF Level 6) as recognised by SAQA in GIS Information Systems / Public Management or Administration / Computer Science / Business Information Systems, or relevant qualification coupled with 1 -2 years' experience in administration. Post Graduate Qualification would be an added advantage. 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: Provide administrative support which includes Data and Information Management, GIS Mapping, Coordination of grant related Audit of Performance Information. Coordinate processes to ensure compliance with National Core Standards, the PAIAI, DORA, PFMA and Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant information and performance data on the grant and programme 4 & 5 facilities. Accurate and timeous preparation of reports.

Enquiries: Mr. G Ndlovu Tel No: 040 608 1163

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: ECHEALTH/HRDP/DNH/APL/01/11/2022

SALARY: R269 214 – R317 127 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 Human Resource Management/Human Resource Development/Public Administration or relevant qualification coupled with 1-2 years' experience in the field. Knowledge of relevant Human Resource Development Prescripts (Public Service Act and regulations, Skills Development Act, Skills Levy Act, PFMA). Knowledge and understanding of HRD practices and procedures. Competencies: Good communication skills, interpersonal skills, problem solving, project

management, presentation skills, planning, organising and facilitation skills. Computer literate. A valid driver's licence.

DUTIES: Coordinate and implement training and development in the hospital. Coordinate training of employees in line with skills development plan in addressing employee training needs. Coordinate costing of identified training programmes against allocated budget. Monitor and evaluate the impact of training provided by obtaining feedback from trainees and immediate supervisors. Facilitate the implementation of learnership/internship/work integrated learning programmes aimed at assisting unemployed youth to gain work experience. Facilitate the orientation and induction programmes for new learners and interns. Facilitate the exit strategy of interns. Provide administrative support services. Draft memos inviting/requesting participants to attend training. Coordinate and implement staff induction and orientation.

Enquiries: Ms B Bomela Tel no 041 406 4421.

POST: LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/DNH/APL/01/11/2022

SALARY: R269 214 – R317 127 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 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 B Bomela Tel no 041 406 4421.

POST: FOOD SERVICE MANAGER REF NO. ECHEALTH/FSM/ELTH/APL/01/11/2022

SALARY: R269 214 – R317 127 per annum (Level 7)

CENTRE: Chris Hani District, Elliot Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as a recognised by SAQA in Food Service Management or relevant qualification with 1-2 years' experience. 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. Oversee and manage food pre-plating system from food services unit to ward.

Enquiries: Ms NB Puza Tel No: 045 931 1321.

POST: FOOD SERVICE MANAGER REF NO. ECHEALTH/FSM/DNH/APL/01/11/2022

SALARY: R269 214 – R317 127 per annum (Level 7)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as a recognised by SAQA in Food Service Management or relevant qualification with 1-2 years' experience. 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. Oversee and manage food pre-plating system from food services unit to ward.
Enquiries: Ms B Bomela Tel no 041 406 4421.

POST: FOOD SERVICE MANAGER REF NO. ECHEALTH/FSM/EDH/APL/01/11/2022

SALARY: R269 214 – R317 127 per annum (Level 7)

CENTRE: Nelson Mandela Metro, Elizabeth Donkin Psychiatric 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 Food Service Management or relevant qualification with 1-2 years' experience. 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. Oversee and manage food pre-plating system from food services unit to ward.

Enquiries: Mr E Felkers Tel no 041 585 2323.

POST: PERSONAL ASSISTANT: OFFICE OF THE CEO: REF NO. ECHEALTH/PA/MRH/APL/01/11/2022

SALARY: R269 214 – R317 127 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Management/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 CEO in the execution of the duties of the office, thereby uploading the image of the Office of the CEO. Coordinate logistical arrangements for the CEO in line with the procurement process, Manages the diary with guidance from the CEO 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 CEO. 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 Mkhosi Tel no 047 502 4143/4008.

POST: PERSONAL ASSISTANT: HEAD OF DEPARTMENT (OBS & GYNAE): REF NO. ECHEALTH/PA-O&G/DNH/APL/01/11/2022

SALARY: R269 214 – R317 127 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 Office Management/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 CEO in the execution of the duties of the office, thereby uploading the image of the Office of the Head of Department: Obs & Gynae. Coordinate logistical arrangements for the HOD in line with the procurement process, Manages the diary with guidance from the HOD 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 HOD. 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 B Bomela Tel no 041 406 4421.

POST: ADMINISTRATION CLERK (PAIA COORDINATION) REF NO. ECHEALTH/AC-PAIA/HO/APL/01/11/2022 (5 POSTS) – (1-year Contract)

SALARY: R181 599 – R213 912 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. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.

DUTIES: Receive all PAIA requests and coordination of all PAIA responses to head office. Training of all facilities on the management of PAIA requests to ensure response within the stipulated period. Liaise with the internal legal advisors to ensure that such requests are analysed and quality checked before they are forwarded to the various requesters. Facilitate response to requests by internal defence teams, e.g. Office of the State Attorney, State Law Adviser, Legal Service Officials, etc. Facilitate monthly reconciliation between requests received, responses and information captured on the e-Liability system for reporting. Loading of all PAIA requests, documents is support of the requests and all relevant records in the electronic system. Management of records and submission of info to various institutions like AGSA.

Enquiries: Ms N Maseko Tel no 040 608 1141

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: ADMINISTRATION CLERK (E-LIABILITY AND AUDIT SUPPORT) REF NO. ECHEALTH/AC-ELAS/HO/APL/01/11/2022 (7 POSTS) – (1 year Contract)

SALARY: R181 599 – R213 912 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. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.

DUTIES: Receive correspondence from different stakeholders. Identify all types of claims. Quality check the claim documents for completeness and validity. Capture files on the claim management system. Monitor incoming and outgoing files at registry. Sort files according to file plan electronically and manually for audit purposes. Assist in retrieval of files for legal advisors. Maintain the updating of the claim management system. Prepare files and engage with auditors on various contents.

Enquiries: Ms N Maseko Tel no 040 608 1141

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: ADMINISTRATION CLERK (E-LIABILITY AND AUDIT SUPPORT) REF NO. ECHEALTH/AC-ELAS/FRTH/APL/01/11/2022 – (1-year Contract)

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Buffalo City Metro, Frere Tertiary 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 relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.

DUTIES: Receive correspondence from different stakeholders. Identify all types of claims. Quality check the claim documents for completeness and validity. Capture files on the claim management system. Monitor incoming and outgoing files at registry. Sort files according to file plan electronically and manually for audit purposes. Assist in retrieval of files for legal advisors. Maintain the updating of the claim management system. Prepare files and engage with auditors on various contents.

Enquiries: Ms N Maseko Tel no 040 608 1141

POST: ADMINISTRATION CLERK (E-LIABILITY AND AUDIT SUPPORT) REF NO. ECHEALTH/AC-ELAS/CMH/APL/01/11/2022 – (1-year Contract)

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Buffalo City Metro, Cecilia Makiwane 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 relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.

DUTIES: Receive correspondence from different stakeholders. Identify all types of claims. Quality check the claim documents for completeness and validity. Capture files on the claim management system. Monitor incoming and outgoing files at registry. Sort files according to file plan electronically and manually for audit purposes. Assist in retrieval of files for legal advisors. Maintain the updating of the claim management system. Prepare files and engage with auditors on various contents.

Enquiries: Ms N Maseko Tel no 040 608 1141

POST: ADMINISTRATION CLERK (E-LIABILITY AND AUDIT SUPPORT) REF NO. ECHEALTH/AC-ELAS/LVH/APL/01/11/2022 – (1-year Contract)

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary 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 relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.

DUTIES: Receive correspondence from different stakeholders. Identify all types of claims. Quality check the claim documents for completeness and validity. Capture files on the claim management system. Monitor incoming and outgoing files at registry. Sort files according to file plan electronically and manually for audit purposes. Assist in retrieval of files for legal advisors. Maintain the updating of the claim management system. Prepare files and engage with auditors on various contents.

Enquiries: Ms N Maseko Tel no 040 608 1141

POST: ADMINISTRATION CLERK (E-LIABILITY AND AUDIT SUPPORT) REF NO. ECHEALTH/AC-ELAS/NMAH/APL/01/11/2022 – (1-year Contract)

SALARY: R181 599 – R213 912 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 relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.

DUTIES: Receive correspondence from different stakeholders. Identify all types of claims. Quality check the claim documents for completeness and validity. Capture files on the claim management system. Monitor incoming and outgoing files at registry. Sort files according to file plan electronically and manually for audit purposes. Assist in retrieval of files for legal advisors. Maintain the updating of the claim management system. Prepare files and engage with auditors on various contents.

Enquiries: Ms N Maseko Tel no 040 608 1141

POST: FINANCE CLERK (SUPPLIER PAYMENTS) REF NO. ECHEALTH/FCHO/APL/01/11/2022 (2 POSTS)

SALARY: R181 599 – R213 912 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. 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: Process payments of departmental liabilities i.r.o. of supplier's / service providers. Ensure that all invoices received are captured and updated on Payment Management Tool (PMT). FIIN and Add / Capture Payment Batches on LOGIS and BAS. Compile Batches on Creditors Payment Advice before submission for checking & verification. Prepare creditor's reconciliation and endorse signature as proof thereon. Ensure that Quarterly supplier confirmations is done. Ensure safekeeping of all financial documents and paid batches are captured on PVREMS. Attending to all payment enquiries.

Enquiries: Mr M Mpahlwa Tel no 040 608 1229

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: FINANCE CLERK: EXPENDITURE MANAGEMENT REF NO. ECHEALTH/FC-EM/LVH/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. One-year Public Service internship programme experience will be given preference. Extensive knowledge of PFMA and Treasury Regulations. Knowledge of filing of Creditor Payment Advices. Practical knowledge of BAS and LOGIS systems will be an advantage. Computer skills (written and verbal), good telephone etiquette. Ability to maintain high level of confidentiality and able to work under pressure.

DUTIES: Compliance with Financial Regulations, Process Creditor payments within 30 days as per the PFMA and Treasury Regulations. Ensure that allocations used in payment vouchers are correct according to documentations. Verify bank account details before invoice capture, add invoices and capture Creditor payments on LOGIS on-line. Reconciling Supplier monthly statements to ensure that all outstanding invoices are paid. Do payment enquiry on BAS and write disbursement details on Creditor Payment Advice. Report to supervisor, Financial Practitioner Expenditure management. Handle queries concerning outstanding creditor payments. Prepare Payment Monitoring tool, Prepare Treasury Note 34 monthly, follow up on failed creditor payments ensuring creditor payments is done in specified time. File Creditor Payment voucher in BAS payment number sequence and capture payment vouchers on ReMS.

Enquiries: Ms L Mabanga Tel no 041 405 2348

POST: FINANCE CLERK REF NO. ECHEALTH/FC/VICH/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Amathole District, Victoria 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 B Mbekeni Tel no: 040 653 1141

POST: FINANCE CLERK REF NO. ECHEALTH/FC/VICH/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

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

POST: FINANCE CLERK REF NO. ECHEALTH/FC/DNH/APL/01/11/2022 (2 POSTS)

SALARY: R181 599 – R213 912 per annum (Level 5)

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

POST: ADMINISTRATION CLERK (8 POSTS)

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Intsika Yethu Sub District, Qwiliqwili Clinic REF NO. ECHEALTH/AC/QWIIQC-ARP/01/11/2022 x1, Sabalele Clinic REF NO. ECHEALTH/AC/SABLC-ARP/01/11/2022 x1, Qitsi Clinic REF NO.

ECHEALTH/AC/FQITSC-ARP/01/11/2022 x1, Banzi Clinic REF NO. ECHEALTH/AC/BANZIC-ARP/01/11/2022 x1, Ncora Clinic REF NO. ECHEALTH/AC/NCORC-ARP/01/11/2022 x1, Lower Seplan Clinic REF NO.

ECHEALTH/AC/LWRSEC-ARP/01/11/2022 x1, Mtingwevu Clinic REF NO. ECHEALTH/AC/KHUZC/ARP/01/11/2022 x1
ECHEALTH/AC/MTINGCARP/01/11/2022 x1, Khuze Clinic REF NO. ECHEALTH/AC/KHUZC/ARP/01/11/2022 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 A Mabentsela Tel No: 047 874 0079

POST: ADMINISTRATION CLERK (2 POSTS)

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Ngcobo Sub District, Qebe Clinic REF NO. ECHEALTH/AC/QEBC-ARP/01/11/2022 x1, Clarkbury Clinic REF NO. ECHEALTH/AC/CLKBC-ARP/01/11/2022 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 N. Matala Tel no 047 548 0022/34

POST: WARD CLERK REF NO. ECHEALTH/WC/CMH/APL/01/11/2022 (13 POSTS)

SALARY: R181 599 – R213 912 per annum (Level 5) – (1 YEAR CONTRACT)

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

POST: WARD CLERK REF NO. ECHEALTH/WC/DNH/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

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

POST: WARD CLERK REF NO. ECHEALTH/WC/NMAH/ARP/01/11/2022 (6 POSTS)

SALARY: R181 599 – R213 912 per annum (Level 5)

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

POST: PATIENT ADMIN CLERK REF NO: ECHEALTH/PAC/TAFH/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Amathole District, Tafalofefe 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 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 neat 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 V. Motebele Tel no 047 498 0026.

POST: ADMINISTRATION CLERK (PATIENT REGISTRATION & ADMINISTRATION) REF NO. ECHEALTH/AC-PAR&A/DNH/APL/01/11/2022 (2 POSTS)

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. 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 B Bomela Tel no 041 406 4421.

POST: ADMINISTRATION CLERK (PATIENT REGISTRATION) REF NO. ECHEALTH/OPDAC/LTH/APL/01/010/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

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

POST: ADMINISTRATION CLERK (PATIENT REGISTRATION) REF NO: ECHEALTH/AC/EDH/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital

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

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

POST: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/NMAH/ARP/01/11/2022 (13 POSTS)

SALARY: R181 599 – R213 912 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 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 REF NO: ECHEALTH/AC/SSGDH/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Amathole District, SS Gida Hospital

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

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

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

POST: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/PECHC/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Nelson Mandela Metro, PE Central CHC

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

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

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

POST: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/IZYC/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Kouga Sub-District, Imizamo Yethu 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: Mrs Phillips Tel no 042 200 4214.

POST: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/UNC/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Raymond Mhlaba Sub-District, Upper Ncera 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: Mr Dyomfana Tel no 046 645 1892.

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/CMH/APL/01/11/2022 (2 POSTS)

SALARY: R181 599 – R213 912 per annum (Level 5)

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

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/MRH/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Or Tambo District, Mthatha Regional 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 Mkhosi Tel no 047 502 4143/4008.

POST: LOGISTIC SUPPORT CLERK REF NO ECHEALTH/LSC/SBDO/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Sarah Baartman District Office

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: Facilitate the request for Quotations. Generate purchase orders on the LOGIS system. Keep record of all generated orders and generation of monthly reports. Monitor and facilitate the delivery of goods and services. Attend to internal stakeholders and supplier's inquiries. Capturing all goods and services on the LOGIS system, completion of the Goods Received Voucher and submission of all received order to Payments for processing. Facilitate quarterly stock taking for all institutions, maintain and update all bin and ledger cards. Monitor and report all stock levels for replenishment. Ensure the storehouse is well maintained and cleaned. Co-ordinate and facilitate the submission of stock take reports and commitments.

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

POST: LOGISTIC SUPPORT CLERK: ASSET AND TRANSPORT MANAGEMENT REF NO. ECHEALTH/LSC-ATM/NMAH/ARP/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. One (1) year Public service internship programme experience will be given preference.

DUTIES: Assist with effective management of assets within the institutions according to the Asset Management Strategy and the requirements of PFMA. Adhere to asset management reporting requirements by preparing the following register: assets, lease register, donations, fleet and disposal and loss. Submission of asset management report utilizing appropriate systems within the Department. Ensure monthly reconciliation of all section registers. Conduct quarterly and annual asset verification. Provide facilities and office management services in the Province. Manage maintenance record of facilities equipment. Report and assist in forensic investigations to determine liability for accident damage including claims by 3rd parties. Prevent financial misconduct in line with PFMA (Irregular, unauthorized, fruitless & wasteful expenditures, etc.) Allocate hospital vehicles under transport section by requests. Compile outreach program requirement of the section and monthly returns to head office.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: LOGISTIC SUPPORT CLERK: PROVISIONING REF NO. ECHEALTH/LSC-PRV/NMAH/ARP/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. One (1) year Public service internship programme experience will be given preference.

DUTIES: Recording and maintaining inventory of all goods and materials in the warehouse. Carrying out all tasks as assigned by the warehouse supervisor / manager. Keeping records of all documentation relating to the dispatch and receipt of goods. Assisting in the compliance of all legal procedures of procuring and dispatching materials. Filling material requisitions and order forms. Verify the orders of end-users. Monitor the implementation of stores procedure. Check that the stock is despatched in a correct manner. Recording damage, loss, or surplus of goods and materials stored in the warehouse and reporting the same to the supervising authorities. Preparing of inventory balances and taking part in all stock counts at the warehouse. Checking usage of FEFO and FIFO at the

warehouse. Ensuring that stock taking is done quarterly. All housekeeping related tasks assigned by the relevant supervisor.

Enquiries: Ms Calaza Tel no: 047 502 4469.

POST: ADMINISTRATION CLERK (DIAGNOSTIC & ULTRASOUND) REF NO: ECHEALTH/AC-DU/LTH/APL/01/11/2022

SALARY: R181 599 – R213 912 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

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

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

Enquiries: Ms L Mabanga Tel no 041 405 2348

POST: DATA CAPTURER (HEALTH INFORMATION MANAGEMENT SYSTEM) REF. ECHEALTH/HO/HO/APL/01/11/2022

SALARY: R 151 884 – R 178 917 per annum (Level 4)

CENTRE: Head Office, Bhisho

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

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: Measure Health Facilities that submitted DHIS Routine data for PHC, Hospitals, ISHP, WBPHCOT, EHC, EMS etc in compliance with Routine Data Flow Policy timelines. Compile Data quality reports. Capture and update data on computer. Generate spreadsheets. 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. Capture routine transactions on the computer such as the transfer of information from manual records to electronic records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information when required.

Enquiries: Ms L Nemavhandu Tel no 040 608 1310

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za

POST: DRIVER REF NO: ECHEALTH/DRV/NMAH/APL/01/11/2022

SALARY: R128 166 – R150 975 per annum (Level 3)

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

POST: GENERAL WORKER REF NO. ECHEALTH/GW/BDFH/APL/01/11/2022 (6 POSTS)

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Amathole District, Bedford Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

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

POST: GENERAL WORKER REF NO. ECHEALTH/GW/STPH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Alfred Nzo District, St Patrick'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 AO Gxaweni Tel No. 039 251 0236.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FTH/APL/01/11/2022 (2 POSTS)

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the

cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

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

POST: GENERAL WORKER REF NO. ECHEALTH/GW/KWANC/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Inxuba Yethemba Sub-District, Kwa Nonzame 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 GO Van Heerden Tel no 048 881 2921

POST: GENERAL WORKER REF NO. ECHEALTH/GW/BTWH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Amathole District, Butterworth Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

Enquiries: Ms P Mtshemla Tel no 047 401 9000.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/QMBCHC/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Mhlontlo Sub District, Qumbu CHC

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/LVNGH/APL/01/11/2022 (2 POSTS)

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

Enquiries: Ms L Mabanga Tel no 041 405 2348

POST: GENERAL WORKER REF NO. ECHEALTH/GW/STLH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Sarah Baartman District, Settlers Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

Enquiries: Ms S Diva Tel no 046 602 5046.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ADVH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Sarah Baartman District, Andries Vosloo Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

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

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FTEGH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Sarah Baartman District, Fort England 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 Nazo Tel no 046 602 2300.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/JNVH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Sarah Baartman District, Jansenville 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 T Marenene Tel No: 049 836 0086

POST: GENERAL WORKER REF NO. ECHEALTH/GW/PZMH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Sarah Baartman District, PZ Meyer TB Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

Enquiries: Dr Mboya Majola Tel no 042 291 2072.

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/DNH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

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

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/BDC/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Qaukeni Sub-District, Bodweni 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 Hlobo – Tel No 039 253 1541.

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/NTSC/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)
CENTRE: Mnkomo Sub-District, Ntsheshe 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 Tengwa Tel no: 047 491 0740.

POST: PROPERTY CARETAKER (2 POSTS)

SALARY: R 107 196 - R 126 270 per annum (Level 2)
CENTRE: Buffalo City Metro, Dimbaza CHC REF NO. ECHEALTH/PCT/DMZCHC/APL/01/11/2022 x1, Nobuhle Clinic NU 8 REF NO. ECHEALTH/PCT/NBHC/APL/01/11/2022 x1

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 Jaceni Tel no 043 708 1700.

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/MQKC/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)
CENTRE: Elundini Sub-District, Mqokolweni 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 Du Plessis Tel no 039 257 2400.

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/KHZZ/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)
CENTRE: Amahlathi Sub-District, Khuze 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/NTMC/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Ngcobo Sub-District, Ntsimba 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. Matala Tel no 047 548 0022/34

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/SDVC/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Schauderville 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 P Makuluma Tel No: 041 391 8164.

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/GDHC/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Qaukeni District, Good Hope 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 Hlobo – Tel No 039 253 1541

POST: HOUSEHOLD WORKER REF NO. ECHEALTH/HHW/STTH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Amathole District, Stutterheim 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 P Booi Tel no 043 683 1313.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/TWH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Amathole District, Tower Psychiatric 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: Mrs V Whitecross Tel no 046 645 5008

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/ELTH/APL/01/11/2022 (3 POSTS)

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Chris Hani District, Elliot 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 NB Puza Tel No: 045 931 1321

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/ALSH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Chris Hani District, All Saints 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 NP Gcaza – Tel no: 047 548 4104

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/BISH/APL/01/10/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

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

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/ANH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Joe Gqabi District, Aliwal North 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 Fourie Tel no 051 633 7700.

POST: TRADE LABOURER REF NO: ECHEALTH/TL/LVNG/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

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

POST: TRADE LABOURER REF NO: ECHEALTH/TL/ALSH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Chris Hani District, All Saints 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 NP Gcaza – Tel no: 047 548 4104

POST: MESSENGER REF NO. ECHEALTH/MSN/UMLH/APL/01/010/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Joe Gqabi District, Umlamli Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation, Quality management. Team worker, Proactive and resourceful. Flexible/ change oriented, Responsive, Customer focused, Organising.

DUTIES: Report on operations. Daily collection and delivery of the post. Collect and deliver post. Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed.

Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90.

POST: PORTER REF NO: ECHEALTH/POR/DRH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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 B Bomela Tel no 041 406 4421.

POST: PORTER REF NO: ECHEALTH/POR/LVH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

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

POST: PORTER REF NO: ECHEALTH/POR/CLH/APL/01/11/2022 (2 POSTS)

SALARY: R 107 196 - R 126 270 per annum (Level 2)

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

POST: PORTER REF NO: ECHEALTH/POR/ISMH/APL/01/11/2022

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: OR Tambo District, Isilimela 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 Gwiji – Tel no 047 564 2805/2/3

POST: PORTER REF NO: ECHEALTH/POR/NMAH/ARP/01/11/2022 (4 POSTS)

SALARY: R 107 196 - R 126 270 per annum (Level 2)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

Enquiries: Ms Calaza Tel no: 047 502 4469.