

CLOSING DATE: 7 July 2023

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

**ADDITIONAL NOTE: Applicants must make use of the e-Recruitment system when applying for Head Office posts only**

Link: <https://erecruitment.ecotp.gov.za/>

The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [RecruitmentHeadOffice.gov.za](mailto:RecruitmentHeadOffice.gov.za) (**NB: FOR TECHNICAL GLITCHES ONLY – NO CVs**). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms. S Ndlabhu Tel no: 040 608 1602/5/6/10

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

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

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

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 X Nazo Tel no 046 602 2300.

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

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

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

Wilhelm Stahl Hospital - Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr B Mbalula Tel no: 049 842 1111

Cecilia Makhiwane 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

St Barnabas Hospital - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase Tel no 047 555 5300

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel no 047 542 6300

Adelaide Hospital- Post: Adelaide Hospital, Piet Retief Drive, PO Box 128, Adelaide, 5760, Enquires: Ms K Marques, Tell Nol: 046 684 0066

Zithulele Hospital – Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or Hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 504. Enquiries: Mr K Sobethwa, Tel: 047 573 8936/073 200 0217.

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

Nkqubela Hospital - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Y Makala Tel no 043 761 2131.

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

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mrs T Duntsula – Tel no: 039 253 5012

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

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

Midlands Hospital - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf-Reinet, 6280. or Hand Deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M.Human Tel no 049 807 7739

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; Tel No. 039 251 0236.

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

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.SS

Canzibe Hospital - Post to Human Resource Office CanzibeHospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office,Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel: 047568 8291/2/3

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

Nelson Mandela Metro Office - Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041391 8164.

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

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

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

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

SS Gida Hospital - Post to; HR Office, SS Gida Hospital, Private Bag X012, Keiskammahoek, 5670 or hand deliver to: HR Office, SS Gida Hospital, Keikammahoek, 5670. Enquiries: Tel no 040 658 0043.

Nessie Knight Hospital - Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand delivery to Sulenkama Admin Area-Nessie Knight Hospital-Qumbu, Enquiries: Ms O.N Sotsako- Tel No: 047 553 6007/8/9.

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

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

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

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

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

Khotsong TB Hospital - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms. A Lebata 039 737 3801.

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.

Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bagx1007 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.

Cala Hospital - Post to: Human Resource Office, Private bag X 516, Cala, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquires: Ms S Ziselo – Tel no: 047 874 8000.

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

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

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

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.

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

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

Frontier Regional Hospital- Post: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Deliver: HR Office Frontier Hospital, Enquiries: Ms P Marongo, Tel: 045 808 4272

Dordrecht Hospital - Post to: Human Resource Office, Dordrecht Hospital PO Box 80 Dordrecht 5435 or hand deliver to: HR Office, 1 Grey Street, Dordrecht Hospital, Dordrecht 5435. Enquiries Ms LJ Parkies Tel no. 045 943 1195.

Cala Hospital - Post to: Human Resource Office, Private bag X 516, Cala, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquires: Mr S Ziselo – Tel no: 047 874 8000

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

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

Molteno Hospital - Post to: Human Resource Office, Molteno Hospital, Stuart Street, Molteno 5880. Enquiries: Dr A Tongo Tel no 045 967 0089

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

Chris Hani District Office - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Mr S Tshabalala Tel no 045 8071110/1101.

Intsika Yethu Sub-District Office: Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District Office,

Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms K Kente – Tel No: 047 874 0079

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

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

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

Mthatha Pharmaceutical Depot – Post to: HR Office, Mthatha Pharmaceutical Depot, Private Bag x5213, Mthatha, 5099 or hand deliver to: HR Office, Mthatha Pharmaceutical Depot (Next to Nelson Mandela Academic Hospital), Mthatha 5099. Enquiries: Mr M Diko Tel no 047 531 1076/047 532 2779.

Jose Pearson TB Hospital - Post to: HR Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015 Enquiries: Ms Klassen Tel no: 041 372 8000.

Lilitha Nursing College - Post to: Human Resource Section, Lilitha Nursing College of Nursing, Private Bag X0028, Bisho 5605 or Hand Deliver to: Lilitha Nursing College of Nursing, Human Resource Office East London Room 41/42. Enquiries: Ms P Mene 043 700 9717/26.

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

Holy Cross Hospital - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms B Mbutye – Tel no 039 252 2026/8

Nelson Mandela Metro Forensic Pathology Services – Post and Hand deliver to Forensic Pathology Services Norwood Street PE Provincial Hospital (Maternity side) Mount Croix Port Elizabeth 6065. Enquiries: Mr J Jenniker Tel No: 041 373 1525

POST: DEPUTY DIRECTOR POLICY ANALYSIS AND RESEARCH REF NO. ECHEALTH/DD PAR/HO/APL/01/06/2023

SALARY: R 811 560 – R 952 485 (Level 11)

CENTRE: Head Office, Bisho

NOTE: Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

**REQUIREMENTS** National Senior Certificate. Undergraduate qualification (NQF level 7) in Public Administration/Public Management, Health Sciences, Social Sciences or any other relevant qualification with Policy Development as a major as recognized by SAQA coupled with Five (5) years' experience of which Three (3) years must be at the Assistant Director level. Appropriate knowledge of public sector policy development processes including health programmes or corporate services/finance Knowledge of conducting policy analysis and research in health programmes will be an added advantage. The candidate must also have experience in planning and monitoring and evaluation space. Understanding of the linkage between strategic planning and policy development. The candidate must have extensive understanding and knowledge of public service prescripts, regulations and policies. A valid driver's licence is a requirement except to candidates with disability. Skills and competencies: Communication and facilitation skills. Computer literate (Microsoft word, Excel, Power-point and Microsoft project). Policy development (technical skills). Public speaking and presentation skills. Programme and project management skills.

DUTIES: Manage the provision of policy development and support administrative research undertaking. Manage the co-ordination of policy development programmes or projects in the department. Facilitate the development and review of departmental policies, guidelines, standard operating procedures to ensure proper alignment. Facilitate and organize sessions to promote understanding relating to policy development, implementation and policy impact assessment. Support staff and management on how to develop, review, implement and evaluate the impact of a policy. Manage staff development through the development of job profiles, contracting for performance management and appraisal. Facilitate and coordinate the development of District Health Plans (DHPs). Manage unit budget in terms of making budget preparations and continuous monitoring of budget spending in line with the relevant financial regulatory prescripts available in the public service.

Enquiries: Mr Buqa Tel No: 040 608 1366

POST: DEPUTY DIRECTOR: EMS COMMUNICATIONS REF NO. ECHEALTH/DD-EMS/HO/APL/02/06/2023

SALARY: R 811 560 – R 952 485 (Level 11)

CENTRE: Head Office, Bhisho

*NOTE: This is a re-advertisement those who had previously applied are encouraged to apply again*

NOTE: Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in Emergency Care, an additional qualification in Communications will serve as an advantage coupled with five (5) years' experience of which three (3) years is at Assistant Director/Junior Management level. Computer literate, especially in the use of Microsoft applications such as MS Word, Excel and PowerPoint. Valid drivers' license. Registration with HPCSA as a Paramedic or ECP or ECT will serve as an advantage. Experience in Communications and or Public Relations in the health sector will serve as an advantage. Good knowledge of all prescripts and/or policies relevant to the operations of EMS will be an advantage.

DUTIES: Manage EMS Communications (technical and media communications) for the province. Ensure the District Communications Centres are fully functional and provide technical advice to EMS District Managers. Attend to EMS communications and public relations issues of the EMS Directorate. Provide the Directorate with monthly reports on caseload statistics and conduct trend analysis. Ensure systems are in place for the continuous maintenance and repair for radios, push-to-talk, servers, telephone systems and network connectivity. Ensure that the District Communications Centres are fully functional on a twenty-four basis. Ensure that the DHIS team is correctly capturing and submitting DHIS EMS statistics. Make technical recommendations and submission to enhance service delivery in the province with the use of technology. Ensure policy compliance with all the relevant legislation. Available to be on standby on a twenty-four-hour basis and work after-hours when required. Ensure compliance with EMS Regulations.

Enquiries: Mr. AK Munilal Tel No: 040 608 1104

POST: DEPUTY DIRECTOR: FINANCE REF NO. ECHEALTH/DD-FIN/SBDOO/APL/03/06/2023

SALARY: R 811 560 – R 952 485 (Level 11)

CENTRE: Sarah Baartman, District Office

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in the field of Finance/Accounting as recognized by SAQA. A postgraduate qualification (NQF Level 8) will serve as an added advantage coupled with Five (5) years' experience in a financial environment of which Three (3) years must be at Assistant Director's level in Public Sector (Finance). Knowledge and understanding of financial management as implemented in the Public Sector and within the context of budgeting and spending. Knowledge and understanding of PFMA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership program and project management. People management and empowerment. Service delivery innovation. Client orientation and customer focus. A valid driver's license.

DUTIES: Manage provision of budget planning and expenditure management services inclusive of budget compilation, spending, budget reviews, revenue and debt management. Support and co-ordinate provision of financial accounting services inclusive of supplier, creditor, staff salary payments and payroll management. Manage provision of internal control services. Manage supplier payments and ensure timeous processing of payment to creditors within supply chain

guidelines and legislative prescripts. Manage the collection of revenue and management of debtors. Manage the allocated resources of the Sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Attend to Audit queries (Internal and External) and develop an Audit Improvement Plan for the District. Provide support and guidance on financial matters within the district. Render advocacy on financial issues through outreach within the district services. Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital business plan. Monitor and interpret cash flows and report on financial projections to District management and other relevant management officials within the Department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for a District. Take effective and appropriate steps to ensure maximum collection of revenue due to District. Implement and manage an efficient, cost effective and integrated Supply Chain Management throughout the District. Perform Employee Performance Management and Development (EPMDS) of staff as required. Ensure that reasonable high discipline, and staff morale is maintained. Ensure that regulations /procedures and proper internal control / SOP's are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits.  
Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

POST: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO. ECHEALTH/DD-HRM/NMD/APL/04/06/2023  
SALARY: R 811 560 – R 952 485 (Level 11)  
CENTRE: Nelson Mandela Metro, District Office

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resources Management/Public Administration or relevant qualification with Five (5) years' experience in the field of which three (3) years at Assistant Director level. Broad knowledge and understanding of Human Resource Management. In-depth knowledge of all relevant Acts, Policies, Regulations and White paper in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedures) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision-making, communication, planning and leadership skills. Conflict management. Computer literacy. A valid driver's license.

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 and draw allocation schedules. Compile selection and recruitment plan. Co-ordination of unit operations or programmes. Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustments. Consolidate 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, 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 the work place. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turnaround times. Facilitate engagement sessions of marketing related policies and procedures to the entire workforce.  
Enquiries: Ms P Makuluma Tel No: 041391 8164.

POST: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO. ECHEALTH/DD-HRM/FTH/APL/05/06/2023  
SALARY: R 811 560 – R 952 485 (Level 11)  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resources Management/Public Administration or relevant qualification with Five (5) years' experience in the field of which three (3) years at Assistant Director level. Broad knowledge and understanding of

Human Resource Management. In-depth knowledge of all relevant Acts, Policies, Regulations and White paper in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedures) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision-making, communication, planning and leadership skills. Conflict management. Computer literacy. A valid driver's license.

**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 and draw allocation schedules. Compile selection and recruitment plan. Co-ordination of unit operations or programmes. Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustments. Consolidate 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, 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 the work place. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turnaround times. Facilitate engagement sessions of marketing related policies and procedures to the entire workforce. Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532

**POST:** DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO. ECHEALTH/DD-HRM/LTH/APL/06/06/2023

**SALARY:** R 811 560 – R 952 485 (Level 11)

**CENTRE:** Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS** National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resources Management/Public Administration or relevant qualification with Five (5) years' experience in the field of which three (3) years at Assistant Director level. Broad knowledge and understanding of Human Resource Management. In-depth knowledge of all relevant Acts, Policies, Regulations and White paper in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedures) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision-making, communication, planning and leadership skills. Conflict management. Computer literacy. A valid driver's license.

**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 and draw allocation schedules. Compile selection and recruitment plan. Co-ordination of unit operations or programmes. Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustments. Consolidate 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, 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 the work place. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turnaround times. Facilitate engagement sessions of marketing related policies and procedures to the entire workforce. Enquiries: Ms L Mabanga, Tel: 041 402 2348

**POST:** ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO. ECHEALTH/AD-LR/FTH/APL/07/06/20223

**SALARY:** R424 104 – R508 692 per annum (Level 9)

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



**REQUIREMENTS:** National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Labour Law / Labour Relations / Human Resource Management/ Public Management/or relevant qualification coupled with Five (5) years' experience of which at least Three (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 license.

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

**POST:** ASSISTANT DIRECTOR: OPERATIONS REF NO. ECHEALTH/AD-OP/NQK/APL/08/06/2023

**SALARY:** R424 104 – R508 692 per annum (Level 9)

**CENTRE:** Buffalo City Metro, Nkqubela TB Hospital

National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management/Administration/ Business Management/Hospitality/Management or equivalent coupled with 5(Five) years of which 3(Three) years at supervisory level(SL7/8) combined experience in any of the two (2) soft services units (laundry, cleaning/ housekeeping, waste management and catering) in a Public/Private Hospitality environment. Computer literate in MS package (Word, Excel, Power-point). A valid driver's license. Competencies: knowledge, understanding and implementation of methods, practices, policies, regulations and acts that governs soft services and laundry services. Ability to develop policies and internal Standard Operating Procedure. Strong leadership skills, teambuilding and sound interpersonal skills. Excellent verbal and written communication skills and report- writing skills. Client and customer Orientation, Strategic leadership, Project Management, Human Resources Management and Finance Management skills. Ability to multi – task and prioritize and ability to work in high volume and highly pressurized environment. Knowledge to the public service legislations, policies and procedures such as PFMA, PPPFA.

**DUTIES:** Responsible for the overall day – to – day soft services sub-directorate, which includes security, laundry, catering, cleaning and housekeeping, gardens and grounds. Control and monitor human, financial and other resources. Develop strategies, programmes and projects to improve service provision. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Participate in Budget Advisory, Procurement and Bid Committees. Ensure that the Soft Services sub-directorate is compliant to National Core standards, Occupational Health and Safety and Machinery Acts, regulations and Policies. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turnaround plans.

Enquiries: Ms Y Makala Tel No 043 7612131

**POST:** ASSISTANT DIRECTOR: OPERATIONS REF NO. ECHEALTH/AD-OP/EDH/APL/09/06/2023

**SALARY:** R424 104 – R508 692 per annum (Level 9)

**CENTRE:** Nelson Metro District, Elizabeth Donkin Psychiatric Hospital

**REQUIREMENTS** National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management/Administration/ Business Management/Hospitality/Management or equivalent coupled with 5(Five) years of which 3(Three) years at supervisory level(SL7/8) combined experience in any of the two (2) soft services units (laundry, cleaning/ housekeeping, waste management and catering) in a Public/Private Hospitality environment. Computer literate in MS package (Word, Excel, Power-point). A valid driver's license. Competencies: knowledge, understanding and implementation of methods, practices, policies, regulations and acts that governs soft services and laundry services. Ability to develop policies and internal Standard Operating Procedure. Strong leadership skills, teambuilding and sound interpersonal skills. Excellent verbal and written communication skills and report- writing skills. Client and customer Orientation, Strategic leadership, Project Management, Human Resources Management and Finance Management skills. Ability to multi – task and prioritize and ability to work in high volume and highly pressurized environment. Knowledge to the public service legislations, policies and procedures such as PFMA, PPPFA.

**DUTIES:** Responsible for the overall day – to – day soft services sub-directorate, which includes security, laundry, catering, cleaning and housekeeping, gardens and grounds. Control and monitor human, financial and other resources. Develop strategies, programmes and projects to improve service provision. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Participate in Budget Advisory, Procurement and Bid Committees. Ensure that the Soft Services sub-directorate is compliant to National Core standards, Occupational Health and Safety and Machinery Acts, regulations and Policies. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDs) against departmental and hospital's objectives in line with strategic, operational and turnaround plans.

Enquiries: Mr E Felkers Tel no 041 585 2323

**POST:** ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH SERVICES REF NO. ECHEALTH/ASD-ENV/AFDO/APL/10/06/2023

**SALARY:** R424 104– R508 692 per annum (Level 9)

**CENTRE:** Alfred Nzo, District Office

**REQUIREMENTS:** National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Environmental Health as recognized by SAQA. Registered with South African Professional Health Council as an Environmental Health Practitioner coupled with 5(Five) years' experience of which 3(Three) years must be in a supervisory level (level 7/8) in Environmental Health Services. Knowledge of All Environmental Health Related Legislation including Norms and Standards, Constitution, National Health Act, NDP, SDG's, NEMA and Hazardous Substance Act. A valid Driver's license.

**DUTIES:** Port Health Services. Hazardous substance. Environmental Health Information Management. Monitoring, and evaluation of Municipal Health Services. Development of Environmental Health Policies. Manuals and guidelines. Outbreak response preparedness. Ensure the implementation of policies, guidelines, Systems and procedures. Develop and ensure implementation of preventative quality systems. Develop, monitor and evaluate tools for programmes implementation. Management of resources. Assist in development of policies which are aimed at monitoring and evaluation of Municipal Health Services. Co-ordination of Municipal Health Services. Capacity Building of Outbreak response teams. Capacitation of Metropolitan as well as District Municipalities.

Enquires: Mr K Paim Tel no: 039 797 6070

**POST:** ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH SERVICES REF NO. ECHEALTH/ASD-ENV/CHDO/APL/11/06/2023

**SALARY:** R424 104– R508 692 per annum (Level 9)

**CENTRE:** Chris Hani, District Office

**REQUIREMENTS:** National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Environmental Health as recognized by SAQA. Registered with South African Professional Health Council as an Environmental Health Practitioner coupled with 5(Five) years' experience of which 3(Three) years must be in a supervisory level (level 7/8) in Environmental Health Services. Knowledge of All Environmental Health Related

Legislation including Norms and Standards, Constitution, National Health Act, NDP, SDG's, NEMA and Hazardous Substance Act. A valid Driver's license.

DUTIES: Port Health Services. Hazardous substance. Environmental Health Information Management. Monitoring, and evaluation of Municipal Health Services. Development of Environmental Health Policies. Manuals and guidelines. Outbreak response preparedness. Ensure the implementation of policies, guidelines, Systems and procedures. Develop and ensure implementation of preventative quality systems. Develop, monitor and evaluate tools for programmes implementation. Management of resources. Assist in development of policies which are aimed at monitoring and evaluation of Municipal Health Services. Co-ordination of Municipal Health Services. Capacity Building of Outbreak response teams. Capacitation of Metropolitan as well as District Municipalities. Medical Waste Management.

Enquiries: Mr S Tshabalala Tel no 045 8071110/1101.

POST: ASSISTANT DIRECTOR: FINANCE REF NO. ECHEALTH/ASD-FIN/STELH/APL/12/06/2023

SALARY: R424 104– R508 692 per annum (Level 9)

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with a minimum of 5 years' experience in which 3 years must be in a supervisory level (level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report writing. Ability to work under pressure. Valid 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. Analyze, 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: Mrs T Duntsula – Tel no: 039 253 5012

POST: ASSISTANT DIRECTOR: FINANCE REF NO. ECHEALTH/ASD-FIN/CHDO/APL/13/05/2023

SALARY: R424 104– R508 692 per annum (Level 9)

CENTRE: Chris Hani, District Office

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 5(Five) years' experience in which 3(Three) years must be in a supervisory level (level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report writing. Ability to work under pressure. Valid driver's license.

DUTIES: To resolve all salary transactions accurately and timeously. To deal with Salary enquiries. Authorize all salary related transaction on BAS and PERSAL 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. Analyze, 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 S Tshabalala Tel no 045 8071110/1101

POST: ASSISTANT DIRECTOR: PROFESSIONAL SECRETARIAT REF NO. ECHEALTH/AD-PS/HO/APL/14/06/2023  
SALARY: R424 104 – R508 692 per annum (Level 9)  
CENTRE: Head Office, Bhisho

NOTE: Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) in Business Administration Public Management / Office Administration as recognized by SAQA coupled with 5(Five) years' relevant experience in Professional Secretariat / committee environment of which 3(Three) years is at supervisory level (SL7/8). Valid driver's license (code 8) is a necessity. To be in possession of own transport / car is essential, the candidate will be required to travel across the province. To uphold high levels of confidentiality is a prerequisite, sound customer care and relevant technical skills. Excellent computer literacy skills.

DUTIES: Provide an effective and efficient Secretariat/committee support service with high levels of confidentiality to comply with without fail. Draft a schedule for departmental meetings. Coordination of meetings and departmental events under supervision. Manage conference venues and appropriate equipment. Recording of quality minutes according to MPAT standards for Executive Management (MEC, SG, DDGs and GMs). Keep clear proper records of minutes as per the department's filing index for easy access for audit purposes. Improve information flow and effective communication through decision circular/action list and follow up on the resolutions and record progress made. Provide quarterly/semester reports. Manage and monitor budget. Ensure monitoring, motivation, development and retention of subordinates. Provide advice on procedural and policy matters to staff. Sound knowledge of all applicable legislation, Public Services Act, Public Service Regulations, Public Finance Management Act etc.  
Enquiries: Ms P Nazo Tel no: 040 608 1249

POST: ASSISTANT DIRECTOR: BUDGET PLANNING REF NO. ECHEALTH/AD-BP/HO/APL/15/06/2023  
SALARY: R424 104 – R508 692 per annum (Level 9)  
CENTRE: Head Office, Bhisho

NOTE: Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) in Accounting / Finance, or related relevant field as recognized by SAQA coupled with 5(five) years' experience of which 3(Three) years' experience must be at supervisory experience(SL7/8) in Management Accounting Environment. Post Graduate qualification in Accounting / Finance or related field Advanced Excel will be an added advantage. Broad knowledge of PFMA, Treasury Regulations and Government financial reporting systems. Knowledge of basic financial operating systems (computer Literacy (MS Office Packages) Intermediate specifically in Word and Excel.BAS & Vulindlela). Have proven competencies in communication (Verbal and Written), Problem solving and decision-making, Interpersonal skills, Attention to detail, Planning and organizing, Report writing and analytical skills, Database and template compilation, and presentation skills.

DUTIES: Render a budget support service to the Department. Coordinate, review, analyse and quality assure the budget preparation process including MTEF/ENE/AENE. Compile cash flow projections of the Department. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget and cash flow. Compile the IYM report in line with legislative prescripts. Compile inputs for the Interim and Annual Financial Statements. Analysis of the expenditure patterns and identification of incorrect allocations. Capture Budget and related transactions on BAS. Provide general administrative support to the business unit. Distribute documents with regard to the budget. Communication with Internal and External Stakeholders. Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management.

Enquiries: Mr S Vika Tel No: 040 608 1962

POST: ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO. ECHEALTH/AD-DM/HO/APL/16/06/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: Head Office, Bhisho

NOTE: Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

**REQUIREMENTS:** National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) in Supply Chain Management, Public Management, Public Administration, Logistics Management as recognized by SAQA coupled with five (5) years relevant experience in Supply Chain Management of which Three (3) years must be at Level 7/8. The applicant must have a valid driver's license. Knowledge management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Interpersonal skills, People Management skills, Conflict Resolution. Knowledge of SCM Legislative frameworks and policies. Functional computer literacy (MS Word, Excel, Power Point and Outlook).

**DUTIES:** Coordinate, review, research, analyse and plan the procurement needs of the department: research relevant identified needs. Analyse requirements, undertake research, determine and develop proposals for implementation of the results of the market research, interpret and develops proposals for procurement methodology. Ensure compliance with requirements. Determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information, confirm budget availability. Check alignment against strategic and other objectives. Coordinate Bid Specification Meeting sessions and provide SCM advisory and secretariat services.

Enquiries: Mr P Mtheli Tel No: 040 608 9501

POST: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/AD-HRM/STEH/APL/17/06/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: OR Tambo, St Elizabeth Regional Hospital

**REQUIREMENTS:** National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management or Public Administration/Management or equivalent qualification coupled with 5(five) years' experience in Human Resource management /Administration of which 3 years must be at supervisory level(SL7/8). Competencies: In-depth knowledge of PERSAL, public service human resource practices. In-depth knowledge of Human Resource policies and regulations i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, White Paper on Transformation of the Public Service, Employment Equity Act, Skills Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer skills. A valid driver's license.

**DUTIES:** Overall management of Human Resources general administration. Guide execution of service benefits, recruitment, and effective management of staff establishment and 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 programs and projects to relevant officers in the section. Develop and review performance work plans and the related 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 Deputy Director. 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.

Enquiries: Mrs T Duntsula – Tel no: 039 253 5012

POST: ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO. ECHEALTH/AD-HRD/CHDO/APL/18/06/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: Chris Hani, District Office

**REQUIREMENTS:** National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management/Human Resource Development/Training and Development or equivalent in the Field of Human Resource Management/Development Environment coupled with 5(Five) years' experience in the Human Resource Development/ Training/Performance Environment experience of which 3 (Three) years is at supervisory(SL7/8) experience. A valid driver's license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act and Resolution, All Labour Legislations, Code of Good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele Principles, Skills: Management, Financial Management, Computer literacy, Innovative, Analytical, Problem solving, Communication, Time Management, Team building, Training, mentoring and coaching, Diversity management, Technical(Project Management, Quality Management).

**DUTIES:** Coordinate and monitor the implementation of Human Resource Development initiatives in the institution. Administer implementation of performance management system. Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the Coordination and facilitation of Orientation and Induction Programmes in the institution. Monitor and evaluate the impact of training implemented in the institution. Manage all the resources of the Sub-unit.

Enquiries: Mr S Tshabalala Tel no 045 8071110/1101.

POST: ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO. ECHEALTH/AD-HRD/CMH/APL/19/06/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

**REQUIREMENTS:** National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management/Human Resource Development/Training and Development or equivalent in the Field of Human Resource Management/Development Environment. coupled with 5(Five) years' experience in the Human Resource Development/ Training/Performance Environment experience of which 3 (Three) years is at supervisory(SL7/8) experience. A valid driver's license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act and Resolution, All Labour Legislations, Code of Good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele Principles, Skills: Management, Financial Management, Computer literacy, Innovative, Analytical, Problem solving, Communication, Time Management, Team building, Training, mentoring and coaching, Diversity management, Technical(Project Management, Quality Management).

**DUTIES:** Coordinate and monitor the implementation of Human Resource Development initiatives in the institution. Administer implementation of performance management system. Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the Coordination and facilitation of Orientation and Induction Programmes in the institution. Monitor and evaluate the impact of training implemented in the institution. Manage all the resources of the Sub-unit.

Enquiries: Ms N. Matshaya Tel no 043 708 2121

POST: ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/AD-GA/CMH/APL/20/06/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

**REQUIREMENTS:** National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Administration /National Diploma (NQF Level 6) in Public Administration /Business Management coupled with Five (5) years' experience in Patient Administration of which Three (3) years is at a supervisory level (SL 7/8). Proven Acting in Higher position will serve as an added advantage. (Provide Evidence). Understanding of Current

Patient Affairs / Administration with specific reference to both Out Patients and in –Patient Management, Registry, Mortuary, Messengers and Pottering Services and other areas of importance within Patient Administration. Be computer literate, Good report writing skills and ability to make decisions and act on them. Ability to work independently in a multidisciplinary team. Work Optimally as part of a dynamic team. Ability to develop and implement monitoring and evaluation tool. Good interpersonal relation, honest and reliable and be able to uphold high ethical conduct. Good understanding of Public Service Legislation and Prescripts applicable to government including systems and procedures.

**DUTIES:** Provide both Out Patients and In-patients management systems. Ensure efficient and effective Booking system throughout the Clinical Business Unit. Ensure compliance to downtime management systems. Ensure that Mortuary Service is user friendly for all the clients. Ensure the effective, efficient and economic utilization to the resources allocated to the institution including development of staff. Effective performance management of employees according to PMDS. Effective management of conflicts and grievances and maintain discipline in all components. Apply good governance with the components including National Health Priorities. Take responsibility in ensuring effective and efficient Booking System. Taking part in the Operational plans and forming part of Management Committees. Ensuring compliance to all Audits Findings, National Core Standards (NCR) quality assurance meeting etc. effective management of downtimes and Risk. Ability to formulate SOP's (Standard Operating Procedures in line with the Procedure Manual within your span of control. Take leadership as Functional Manager in all aspects pertaining nut not limited to efficient running of Patient affairs especially in ensuring that all staff under your leadership daily comply to SOP's, Circulars and Memos. Attend all meetings within your directorate and deputize the Deputy Director Patient Administration during his/her absence.

Enquiries: Ms N. Matshaya Tel no 043 708 2121

**POST:** ASSISTANT DIRECTOR: NETWORKING REF NO. ECHEALTH/AD-CM/CMH/APL/21/06/2023

**SALARY:** R424 104 – R508 692 per annum (Level 9)

**CENTRE:** Buffalo City Metro, Cecilia Makiwane Regional Hospital

**REQUIREMENTS:** National Senior Certificate with an appropriate undergraduate qualification in Information Technology at NQF level 7 as recognized by SAQA coupled with 5(Five) years' experience of which 3 years is at a supervisory level (SL 7/8). The following will be added advantage: Cisco Certified Network Professional (CCNP), Professional Information security certification (Certified Information System Security Professional (CISSP), Certified Ethical Hacker (CEH), and ISO 27001). Excellent written and verbal communication skills. Ability to work on own initiative and as part of a team. Numerate, able to learn and assimilate new information. Commitment to working the hours required to fulfil the job, including flexibility of working. Solid knowledge of various information security frameworks. Excellent problem solving and analytical skills. Ability to educate a non-technical audience about various security measures. Be highly analytical and effectively able to troubleshoot and prioritize needs, requirements and other issues. Keeping up to date with developments in IT security standards and threats and be committed to continuous learning and system development

**DUTIES:** Perform daily infrastructure and network monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups. Perform regular security monitoring to identify any possible intrusions. Develop and maintain information security policy and procedures. Assess the infrastructure and information systems to identify vulnerabilities caused by weaknesses or flaws in software and hardware that could expose the infrastructure to security breaches. Evaluate the effectiveness of existing security measures, such as firewalls, password policies and intrusion-detection systems. Make recommendations to improve security based on the assessments and knowledge of current and emerging threats. Monitor network usage to ensure compliance with security policies. Perform penetration tests to find any defects. Collaborate with management and the IT department to improve security. Review Enterprise Information Security Policy which includes ICT Network Security, Application Security, Databases Security, Mobile Device Security, and disaster recovery plan. Provide Tier III/other support per request. Troubleshoot and resolve complex software, hardware and related network problems. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities Perform regular security monitoring to identify any possible intrusions. Ensure implementation of security systems and solutions to monitor security across all corporate networks, computers and

storage devices, to quickly identify attacks and respond to any alerts. Reinforce the importance of information security through training and awareness programs for employees.

Enquiries: Ms N. Matshaya Tel no 043 708 2121

POST: ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO. ECHEALTH/AD-HRA/JQDO/APL/22/03/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: Joe Gqabi, District Office

**REQUIREMENTS:** National Senior Certificate with an appropriate undergraduate qualification (NQF Level 6) in Human Resources Management coupled with 5(Five) years' experience in Human Resources Administration of which 3(Three) is at a supervisory level (SL 7/8). Sound knowledge of human resources management environment. Management of resource. Knowledge of policies/implementation strategies. Knowledge of the PERSAL System. Knowledge of the relevant HR Management Legislation Directives. **Skills and competencies:** Computer literacy (MS Office- with focus on Excel) Good communication skills (written and verbal). General office- and project management. Report writing. Good people skills/ interpersonal relations. Interpersonal relations. Problem solving. Maintaining discipline.

**DUTIES:** Manage and co-ordinate HR administration matter within the district to contribute to the rendering of a professional human resource management services. Conditions of Service and service benefit (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, relocation, Pension, allowance etc.) HR Provisioning (Recruitment and Selection, Appointment, Transfer, verification of qualifications secretariat functions at interviews, absorptions, probationary period etc.) Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Ensure the successful implementation of departmental/public services policies on matter related to human resource management to adhere to the relevant prescripts/legislation. Prepare and consolidate reports on personnel administration issues, inform, guide and advice department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practice/policies.

Enquiries: Mr JS Ndzinde Tel No: 051 633 9629/31

POST: ASSISTANT DIRECTOR: GENERAL ADMINISTRATION & OFFICE SERVICES REF NO. ECHEALTH/AD-GAS/JGDO/APL/23/06/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: Joe Gqabi, District Office

**REQUIREMENTS:** National Senior Certificate. An appropriate undergraduate (NQF Level 6) in Public Administration/Management/Business Management /Office Admin or related qualification as recognized by SAQA coupled with 5(Five) years' experience of which 3(Three) years must be at a supervisory level (SL/8). Computer Literacy. Ability to interpret and apply policies. Sound knowledge of Health Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. sound knowledge of Public Service Management Framework an understanding of Public Finance Management Act, Treasury Instruction, Regulation. Communication and problem solving, supervisory and management. Ability to work under pressure and Leadership qualities. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. Experience in Admin will be an added advantage. Must be in possession of a valid Code 8 driver license.

**DUTIES:** Manage Office Administration services. Manager Communication services, patient Administration, Transport, Registry/ Document Management, Security Services, Cleaning Services, ICT, Switchboard and ensure a high quality output. Manage quality improvement initiatives. Provide professional client Information Services. Provide secretariat support service.

Enquiries: Mr JS Ndzinde (051) 633 9629/31

POST: ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/AD-GAS/CH/APL/24/06/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: Chris Hani, Cofimvaba Hospital



**REQUIREMENTS:** National Senior Certificate. An appropriate undergraduate (NQF Level 6) in Public Administration/Management/Business Management /Office Admin or related qualification as recognized by SAQA coupled with 5(Five) years' experience of which 3(Three) years must be at a supervisory level (SL7/8). Computer Literacy. Ability to interpret and apply policies. Sound knowledge of Health Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. sound knowledge of Public Service Management Framework an understanding of Public Finance Management Act, Treasury Instruction, Regulation. Communication and problem solving, supervisory and management. Ability to work under pressure and Leadership qualities. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. Experience in Admin will be an added advantage. Must be in possession of a valid Code 8 driver license.

**DUTIES:** Manage Office Administration services. Manager Communication services, patient Administration, Transport, Registry/ Document Management, Security Services, Cleaning Services, ICT, Switchboard and ensure a high quality output. Manage quality improvement initiatives. Provide professional client Information Services. Provide secretariat support service. Manage and co-ordinate HR administration matter within the district to contribute to the rendering of a professional human resource management services. 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  
Enquiries: Ms N Somlota –Tel no 047 874 0111.

**POST:** ASSISTANT DIRECTOR: GENERAL ADMINISTRATION & OFFICE SERVICES REF NO. ECHEALTH/AD-GAS/AFDO/APL/25/06/2023

**SALARY:** R424 104 – R508 692 per annum (Level 9)

**CENTRE:** Alfred Nzo, District Office

**REQUIREMENTS:** National Senior Certificate. An appropriate undergraduate (NQF Level 6) in Public Administration/Management/Business Management /Office Admin or related qualification as recognized by SAQA coupled in Public Administration/Management/Business Management /Office Admin or related qualification with coupled with 5(Five) years' experience of which 3(Three) years must be at a supervisory level (SL/8). Computer Literacy. Ability to interpret and apply policies. Sound knowledge of Health Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. sound knowledge of Public Service Management Framework an understanding of Public Finance Management Act, Treasury Instruction, Regulation. Communication and problem solving, supervisory and management. Ability to work under pressure and Leadership qualities. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. Experience in Admin will be an added advantage. Must be in possession of a valid Code 8 driver license.

**DUTIES:** Manage Office Administration services. Manager Communication services, patient Administration, Transport, Registry/ Document Management, Security Services, Cleaning Services, ICT, Switchboard and ensure a high quality output. Manage quality improvement initiatives. Provide professional client Information Services. Provide secretariat support service

**Enquiries:** Mr. Praim Tel no 0397976070

**POST:** ASSISTANT DIRECTOR: FINANCE & AUXILIARY REF NO. ECHEALTH/AD-FA/LILT/APL/26/06/2023

**SALARY:** R424 104 – R508 692 per annum (Level 9)

**CENTRE:** Lilitha Nursing College, East London Central Office

**REQUIREMENTS:** National Senior Certificate. An appropriate undergraduate (NQF Level 6) in Finance/ Accounting or related financial field as recognized by SAQA coupled with 5 years' experience related experience in Public Sector of which 3(Three) years must be at supervisory level(SL7/8). Proficient computer skills (Microsoft Office). Working knowledge of transversal system (BAS or PERSAL, LOGIS). Knowledge of PASTEL Accounting will be added advantage. Good understanding of the PFMA and other related prescripts. Knowledge of Accounting Principles and Best Practices. A valid driver's license is a pre-requisite. Ability to work under pressure and with little or no supervision.

Accuracy with numbers. Ability to manage, delegate, motivate and control teams. Good communication skills at all levels. Ability to prepare Financial Statements.

**DUTIES:** Prepare financial forecasts/ budgets for both the Equitable Share Budget and the Council Trading Account. Maintain and oversee accounting procedures and processes and ensure compliance to prescripts. Manage the expenditure and revenue budget and advise management on deviations from forecasts. Compilation of management reports. Advise management of shortcomings on current financial policies and processes. Exercise stewardship over college assets, including the white fleet. Ensure availability and equitable distribution of resources at all college institutions. Oversee facilities management, including the security needs of all college campuses.

Enquiries: Ms PN Mene Tel No: 043 700 7917/24/28

**POST:** ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/AD-GA/ANH/APL/27/06/2023

**SALARY:** R424 104 – 496 467 per annum (Level 9)

**CENTRE:** Joe Gqabi, Aliwal North Hospital

**REQUIREMENTS** National Senior Certificate. An appropriate undergraduate (NQF Level 6) as recognized SAQA in Administration or equivalent coupled with 5(Five) experience in administration of which 3(Three) years must be at supervisory level(SL7/8). Computer literacy. A valid driver's license. Good communication and leadership skills. Co-ordinating and networking skills. Knowledge of Batho Pele principles and implementation thereof.

**DUTIES:** Implement strategic plan to maximize administration efficiency. Deliver administrative responsibilities within the Department of Health by applying necessary legislative requirements. Solve problems within the division by applying innovative thinking and encouraging a more lateral approach. Respond promptly to the needs of the internal and external clients. Apply administrative knowledge to guide the activities of clinical managers. Undertake special investigative projects on behalf of management. Oversee the procurement of goods and services and ensure that those a conducted strictly according to Government and legislation. Apply Treasury guidelines and the Public Finance Management Act in order to control expenditure. Manage operational activities according to financial constraints and ensure the value of money is delivered. Account for financial activities by preparing finance reports. Assist on multidisciplinary task teams to address organizational challenges. Nurture the development of human resources by identifying career path opportunities for subordinates. Collect and analyze performance related information with the view to reporting on performance and facilitating corrective action and rewarding achievement. Implement communication structures which support dialogue and facilitate planning and service delivery. Consolidate communication forums to allow for transparency and information flow across the organization thereby maintaining well informed workforce.

Enquiries: Mr JS Ndzinde Tel No: 051 633 9629/31

**POST:** LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSC/FEPH/APL/28/06/2023

**SALARY:** R 294 321 – R343 815 per annum (Level 7)

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

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 license.

**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 X Nazo Tel no: 046 602 2336

**POST:** LOGISTIC SUPPORT OFFICER (LOGISTICS & INVENTORY) REF NO. ECHEALTH/LSC/AMDO/APL/29/06/2023 (3 POSTS)

**SALARY:** R294 321 – R343 815 per annum (Level 7)

CENTRE: Amathole, District Office

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Commerce / Supply Chain Management / Procurement / Logistics or any other related field/ Public Administration/Public Management / Business Management with at least 1-2 years' experience in a procurement, asset management or logistics environment. Knowledge and skills: Knowledge of Asset management and Logistics, Provisioning administration, Procurement directives and procedures, Financial Accounting and LOGIS System. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of Public Financial Management Act and Supply Chain Management Policies and Practices Skills: Good Interpersonal Relations skills, Planning and organizing skills, Decision Making skills and Problem-Solving skills. People Management skills, good verbal and written communication skills, Computer Literate, Customer orientation and customer focus and High attention to detail Responsibilities.

**DUTIES:** Requisitioning, receipting, and issuing of stores items - Receive requests from departmental staff and order items requisitioned. Draft memorandum requesting replenished and submit to Director: Supply Chain & Asset Management for approval. Assist in drafting of a budget memorandum for approval by Chief Director: Financial Management and ensure the alignment with sectional budget. Assist with maintaining inventory stock levels: Analyse inventory levels and ensure that request to replenish is initiated. Adjust re-order levels when placing the order for all inventory items. Assist with stock takes and updating of bin cards: Update bin cards for all items that are procured. Populate inventory reports on a monthly basis. Perform physical count of stock during the stock-taking process. Perform regular spot checks on all items that are on issue voucher. Prepare a report for obsolete items identified during stock counts. Manage area of responsibility: Review work area's performance and make recommendations to improve the efficiency and effectiveness. Report on the work area's information as required by internal and external stakeholders.

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

**POST:** LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSC/ISH/APL/30/06/2023

**SALARY:** R294 321 –R343 815 per annum (Level 7)

**CENTRE:** OR Tambo, Isilimela Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's licence.

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

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

**POST:** ADMINISTRATION OFFICER REF NO. ECHEALTH/ADO/DRH/APL/31/06/2023

**SALARY:** R294 321 – R343 815 per annum (Level 7)

**CENTRE:** Nelson Mandela Metro, Dora Ngizwa Regional Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 interpersonal, 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 Bomela Tel no 041 406 4421

POST: INFORMATION OFFICER REF NO. ECHEALTH/I-O/FTH/APL/32/06/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7) as recognised by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.

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

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

POST: INFORMATION OFFICER REF NO. ECHEALTH/I-O/ISH/APL/33/06/2023

SALARY: R294 321 R343 815 per annum (Level 7)

CENTRE: OR Tambo, Isilimela Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7) as recognised by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.

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

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

POST: INFORMATION OFFICER REF NO. ECHEALTH/I-O/DRH/APL/34/06/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7) as recognised by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.

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

Enquiries: Ms B Bomela Tel no 041 406 4421

**POST: INFORMATION OFFICER REF NO. ECHEALTH/IO/NMDO /APL/35/06/2023**

**SALARY:** R294 321 – R343 815 per annum (Level 7)

**CENTRE:** Nelson Mandela Metro, District Office

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7) in as recognised by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.

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

Enquiries: Ms P Makuluma Tel No: 041391 8164.

**POST: FINANCIAL PRACTITIONER: BUDGET PLANNING REF NO. ECHEALTH/FP-BP/HO/APL/36/06/2023**

**SALARY:** R294 321 – R343 815 per annum (Level 7)

**CENTRE:** Head Office, Bhisho

**NOTE:** Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

**REQUIREMENTS:** National Diploma (NQF 6)/Bachelor's Degree (NQF 7) or equivalent appropriate qualification as recognized by SAQA in Financial Management/Accounting/Commerce and Auditing coupled 1 – 2 years' experience in a Financial environment. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Public Financial Management Act, Treasury Regulations and prescripts. Problem solving skills and analysis, listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel, Word and PowerPoint) Understand the PFMA and Treasury Regulations. Understanding of all relevant safety requirements for staff in a manufacturing environment. Ability to communicate with all levels of management.

**DUTIES:** Undertake the initial planning of budget information as well as the preparation of budget working documents. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS, based on the appropriate letter and Treasury instructions. Compile standard Medium Term Expenditure projections as and when required. Administer timeous resolution of audit queries. Assist with the effective administration of financial administration functions, amongst others, Budget Planning and Administration. Compile standard reports on the state of expenditure, and revenue. Confirm availability of funds before expenditure is incurred. Capture Budget and related transactions on BAS. Provide and produce quality reports regarding turnaround times and documents processed. Administer timeous resolution of audit queries. Monitor expenditure and advice on discrepancies. Analyse expenditure patterns and generate reports. Provide advice via the manager on programs to spend according to plans or adjust. Track expenditure trends and reconciliation thereof against the budget and cash flow projections. Track budget expenditure against the allocated project budget.

Enquiries: Mr S Vika Tel No: 040 608 1962

**POST:** ADMINISTRATION OFFICER: FLEET MANAGEMENT REF NO. ECHEALTH/AO:FM/AFDO/APL/37/06/2023

**SALARY:** R294 321- R343 815 per annum (Level 7)

**CENTRE:** Alfred Nzo, District Office

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 interpersonal, communication (verbal and written) and computer skills and problem solving Computer Literacy Skills. Planning and organization. A valid driver's licence.

**DUTIES:** Monitor and evaluate compliance of transport and fleet management legislations. Ensure compliance with transport / fleet legislation and procedure. Monitor regular maintenance and licensing of GG vehicles. Ensure completion of trip authorities in line with prescribed policies. Facilitate availability of infrastructure for safe keeping of GG vehicles. Provide required information on transport misuse investigation. Ensure proper completion and regular scrutiny of all transport and fleet management records. Development of vehicle inspection tool. Ensure inspection identified defects attended. Ensure the optimal use of all FML- vehicles. Ensure and adhere to subsidies vehicle policies and procedures. Assist with the implementation of transport legislations. Rendering of transport advice to functionaries regarding transport procedures and policies. Assist with the coordination of the implementation of policy directives for Transport and Fleet Management in the regions. Identification of guidelines and policy gaps and invite inputs from stakeholders. Provide inputs in the development of Provincial Policies. Assist in the development of proactive strategies to prevent transport malpractice's in the department. Perform administrative and related functions. Ensure that reports are done and submitted timeously. Ensure that filing of records is maintained in line with relevant standards. Responsible for assets allocated to the unit. Supervise staff, and mentor interns, experiential learners etc.

Enquiries: Mr K. Praim Tel No: 039 797 6015

**POST:** HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/CMH/APL/38/06/2023

**SALARY:** R294 321 – R345 815 per annum (Level 7)

**CENTRE:** Buffalo City Metro, Cecilia Makiwane Regional Hospital

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

**DUTIES:** Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations.

Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.  
Enquiries: Ms N Matshaya Tel: 043 708 2121

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/CHDO/APL/39/06/2023

SALARY: R294 321 – R345 815 per annum (Level 7)

CENTRE: Chris Hani, District Office

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

**DUTIES:** Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.  
Enquiries: Mr S Tshabalala Tel no 045 8071110/1101.

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HR-P/AD/APL/40/06/2023 (3 POSTS)

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: Amathole, District Office

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

**DUTIES:** Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.  
Enquiries: Ms N Nene Tel no: 043 707 6748.

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HR-P/MDH/APL/41/06/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: Sarah Baartman, Midlands Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function,

computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence will be an added advantage.

**DUTIES:** Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.  
**Enquiries:** Ms M.Human Tel no 049 807 7739

**POST:** INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/CHDO/APL/42/06/2023

**SALARY:** R294 321 – R343 815 per annum (Level 7)

**CENTRE:** Chris Hani, District Office

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

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

**Enquiries:** Mr S Tshabalala Tel no 045 8071110/1101.

**POST:** CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC/DRH/APL/43/06/2023,

**SALARY:** R294 321 – R343 815 per annum (Level 7)

**CENTRE:** Nelson Mandela Metro, Dora Nginza Regional Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Archives Management/Records/Document Management with extensive and proper training on all records management and registry procedures coupled with 1-2 years working experience within the Records Management/Registry field. Competencies: sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA's); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organizational skills; analytical and problem solving skills; personal & interpersonal skills; effective time management; organizational skills; document and content management will be an added advantage.

**DUTIES:** Coordinate and supervise activities in registry; Provide registry services to the Department such as file enquiries, posting and updates on general procedures and functions of the unit; manage own performance and develop



others; maintain and amend the file plan on a regular basis; implement the policies and procedures for records management as per the prescribed requirements by archives; Scan, distribute files and documents; maintain an accurate register of all archived files; assist in uploading of documents on the electronic content and records management system (ECDMS) including intranet and website; Register records and correspondences (both incoming and outgoing) apply the National Archives and Records Management Act and other related legislations.

Enquiries: Ms B Bomela Tel no 041 406 4421

POST: CHIEF REGISTRY CLERK REF NO: ECHEALTH/HR-P/MH/APL/44/06/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: Buffalo City Metro, District Office

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Archives Management/Records/Document Management with extensive and proper training on all records management and registry procedures coupled with 1-2 years working experience within the Records Management/Registry field. **Competencies:** sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA's); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organizational skills; analytical and problem solving skills; personal & interpersonal skills; effective time management; organizational skills; document and content management will be an added advantage.

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

Enquiries: Tel no 043 708 1700.

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/MH/APL/45/06/2023

SALARY: R294 321- R343 815 per annum (Level 7)

CENTRE: Chris Hani, Molteno Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 interpersonal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

**DUTIES:** To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. 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: Dr A Tongo Tel no: 045 967 0089

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/STLC/APL/46/06/2023

SALARY: R294 321- R343 815 per annum (Level 7)

CENTRE: OR Tambo, Lucy's Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 interpersonal, 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 analyzing 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 Mayikana, Tel: 047 532 6259

**POST:** FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/BBH/APL/47/06/2023

**SALARY:** R294 321- R343 815 per annum (Level 7)

**CENTRE:** Centre: OR Tambo, Bambisana Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management/ Accounting/ Cost and Management Accounting or equivalent relevant qualification coupled with 1-2 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS/LOGIS. A valid driver's license.

**DUTIES:** Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on LOGIS/ BAS. Record unauthorized, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms. Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District Hospital. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Responsible for Revenue collections and reports. Maintain budget analyses, reports and related duties.

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

**POST:** FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/BBH/APL/48/06/2023

**SALARY:** R294 321- R343 815 per annum (Level 7)

**CENTRE:** Centre: OR Tambo, Isilimela Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management/ Accounting/ Cost and Management Accounting or equivalent relevant qualification coupled with 1-2 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS/LOGIS. A valid driver's license.

**DUTIES:** Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on LOGIS/ BAS. Record unauthorized, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms. Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District Hospital. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Responsible for Revenue collections and reports. Maintain budget analyses, reports and related duties.

Enquiries: Ms. N Gwiji, Tel: 047 564 2805/2/2

**FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/NKH/APL/49/06/2023**

**SALARY:** R294 321- R343 815 per annum (Level 7)

**CENTRE:** Centre: OR Tambo, Nessie Knight Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management/ Accounting/ Cost and Management Accounting or equivalent relevant qualification coupled with 1-2 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS/LOGIS. A valid driver's license.

**DUTIES:** Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on LOGIS/ BAS. Record unauthorized, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms. Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District Hospital. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Responsible for Revenue collections and reports. Maintain budget analyses, reports and related duties.

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

**FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/CVH/APL/50/06/2023**

**SALARY:** R294 321- R343 815 per annum (Level 7)

**CENTRE:** Chris Hani, Cofimvaba Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management/ Accounting/ Cost and Management Accounting or equivalent relevant qualification coupled with 1-2 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS/LOGIS. A valid driver's license.

**DUTIES:** Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on LOGIS/ BAS. Record unauthorized, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and

services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms. Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District Hospital. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Responsible for Revenue collections and reports. Maintain budget analyses, reports and related duties.

Enquiries: Ms N Somlota –Tel No 047 874 0111.

FINANCIAL PRACTITIONER: SALARIES REF NO. ECHEALTH/FP/ORDO/APL/51/06/2023

SALARY: R294 321- R343 815 per annum (Level 7)

CENTRE: Centre: OR Tambo, District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management coupled with 1- 2 years' experience in the field of finance or salaries. Basic knowledge of public Service Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration, Knowledge of PERSAL and BAS system. Knowledge of Batho –Pele Principles Computer literacy. Knowledge of procedures relating specific working environment including norms and standards. Good Communication (verbal and written) and report writing skills. Interpersonal relationship. A valid driver's license will serve as an added advantage

DUTIES: To verify, capture, update and resolve Salary transactions accurately and timeously. To deal with Salary enquiries. To provide information to employees. Authorize all Salary related transaction on BAS and PERSAL. Ensure that claims and allowances are paid within the prescribed period. Verification and authorization of benefit to be paid to officials and beneficiaries of deceased. Provide support to management by assisting with audit queries. Manage PMDS and ensure staff development training needs. Payroll Management. Preparation of monthly reports. Supervise of section Check and accurately of documents from HR Section.

Enquiries: Ms X Mtimba Tel 047 502 9000.

POST: FINANCIAL PRACTITIONER: SALARIES REF NO. ECHEALTH/FP/CHDO/APL/52/06/2023

SALARY: R294 321- R343 815 per annum (Level 7)

CENTRE: Centre: Chris Hani, District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management coupled with 1-2 years' experience in the field of finance or salaries. Basic knowledge of public Service Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration, Knowledge of PERSAL and BAS system. Knowledge of Batho –Pele Principles Computer literacy. Knowledge of procedures relating specific working environment including norms and standards. Good Communication (verbal and written) and report writing skills. Interpersonal relationship. A valid driver's license will serve as an added advantage

DUTIES: To verify, capture, update and resolve Salary transactions accurately and timeously. To deal with Salary enquiries. To provide information to employees. Authorize all Salary related transaction on BAS and PERSAL. Ensure that claims and allowances are paid within the prescribed period. Verification and authorization of benefit to be paid to officials and beneficiaries of deceased. Provide support to management by assisting with audit queries. Manage PMDS and ensure staff development training needs. Payroll Management. Preparation of monthly reports. Supervise of section Check and accurately of documents from HR Section.

Enquiries: Mr S Tshabalala Tel no 045 8071110/1101.

POST: FINANCIAL PRACTITIONER: PRE-AUDIT REF NO. ECHEALTH/FP/ORDO/APL/53/06/2023

SALARY: R294 321- R343 815 per annum (Level 7)

CENTRE: Centre: OR Tambo, District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized in Commerce or Internal Audit or Accounting or Cost & Management Accountant or Financial Management or SCM or other relevant qualifications coupled with 1 - 2 years' experience within the public sector internal control / pre-audit unit. Knowledge

of financial systems (PERSAL & LOGIS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA), Tender Board Regulation, Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy. Good communication skills. Sound organizational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. Finance, HR and SCM prescripts. A valid driver's license.

**DUTIES:** Check compliance of goods and services in line with procurement procedures and financial delegations. Check compliance with prescripts and pre-audit checklist. Pre-audit the authenticity of commitments & ensure completeness and accuracy. Receiving and checking of salary related payments. Pre-audit the validity, accuracy & completeness of S&T claims. Check correctness and the authenticity of payment batches to ensure their validity, completeness, accuracy & ensure that they have been authorized by appropriate officials as per the delegations. Analyze batches submitted to check adherence with PFMA, treasury regulations, HR Policies and other prescripts. Verify correctness and compliance of calculations of commitments and payments and issue payment certificates. Reporting on unauthorized, irregular and fruitless expenditure. Perform administrative duties for the unit.  
**Enquiries:** Ms X Mtimba Tel 047 502 9000.

**REGISTRY CLERK REF NO. ECHEALTH/RC/AD/APL/54/06/2023 (2 POSTS)**

**SALARY:** R202 233 – R235 611 per annum (Level 5)

**CENTRE:** Amathole, District Office

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

**DUTIES:** Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine register. Frank Post record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record (Reference number in register). Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.  
**Enquiries:** Ms N Nene Tel no: 043 707 6748.

**POST: FINANCE CLERK REF NO. ECHEALTH/FC/STPH/APL/55/06/2023**

**SALARY:** R202 233 – R235 611 per annum (Level 5)

**CENTRE:** Alfred Nzo, St Patrick's 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 Gxaweni; Tel No. 039 251 0236.

POST: FINANCE CLERK REF NO. ECHEALTH/FC/FEPH/APL/56/03/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Sarah Baartman, Fort England Psychiatric Hospital

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

**DUTIES:** Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.  
Enquiries: Ms X Nazo Tel no: 046 602 2336

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/FRH/APL/57/09/2023 (2 POSTS)

SALARY: R202 233- R235 611 per annum (Level 5)

CENTRE: Chris Hani, Frontier Regional Hospital

**REQUIREMENTS:** National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service internship program experience will be given preference.

**DUTIES:** Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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 Marongo, Tel: 045 808 4272.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/ISH/APL/58/06/2022 (2 POSTS)

SALARY: R202 233- R235 611 per annum (Level 5)

CENTRE: OR Tambo, Isilimela Hospital

**REQUIREMENTS:** National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service internship program experience will be given preference.

**DUTIES:** Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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 Gwiji – Tel no 047 564 2805/2/3

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/HCH/APL/59/06/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: OR Tambo, Holy Cross Hospital

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

DUTIES: Compliance with Financial Regulations. Process creditor payments / departmental liabilities i.e. of supplier's service providers within 30 days as per the PFMA and Treasury Regulations. Compile batches on Creditors Payment before submission for checking and verification. Ensure that allocations used in payment vouchers are correct according to documentations. Ensure that all invoices are received, captured and updated on Payment Monitoring Tool. Verify bank account details before capturing invoices, adding invoices and capturing creditor payment on LOGIS. Reconcile supplier monthly statements to ensure that all outstanding invoices are paid. Do payment enquiry on BAS and write disbursement details on Creditor Payment Advice. Handle queries concerning outstanding creditor payments. Follow up on failed creditor payments ensuring creditor payment is done in specified time. File Creditor Payment voucher in BAS payment number sequence and capture payment voucher on PVRems. Ensure safekeeping of all financial documents. Prepare Payment Monitoring Tool (PMT). Reports to Supervisor.

Enquiries: Ms. Mbutye, Tel no 039 252 2026

POST: ADMINISTRATION CLERK (2 POSTS)

SALARY: R202 233- R235 611 per annum (Level 5)

CENTRE: Lilitha Nursing College, Dora Nginza Sub-Campus x1 REF NO. ECHEALTH/AC/LILITH-DORA/APL/60/06/2023, All Saints Sub-Campus x1 REF NO. ECHEALTH/AC/LILITH-ALS/APL/60/06/2022

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. Sound knowledge of government Prescript E.g. Constitution, Labour Relations, Promotion of Access to Information, Public Service Act. Problem-solving skills and good analytic skills. General computer skills such as MS Word, Excel, MS Office suite and Outlook. Demonstrable competency, Professionally, Accountable and with Credibility Ability to work independently. One (1) year Public Service internship program experience will be given preference.

DUTIES: Provide high level administration support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to the line functionaries. Draft correspondence to members of the public, other organization state Departments. Liase with corporate with all matters pertaining to the administrative functioning of the office. Provide administrative support to staff in human resource, deliver mails and faxes within the office and render general administrative support such as filling, photocopying, receiving and dispatching documents.

Enquiries: Ms PN Mene Tel No: 043 700 7917/24/28

POST: ADMINISTRATION CLERK (PROUREMENT) REF NO. ECHEALTH/AC/LILITH-PE/APL/61/06/2023

SALARY: R202 233- R235 611 per annum (Level 5)

CENTRE: Lilitha Nursing College, Port Elizabeth Campus

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. Sound knowledge of government Prescript E.g. Constitution, Labour Relations, Promotion of Access to Information, Public Service Act. Problem-solving skills and good analytic skills. General computer skills such as MS Word, Excel, MS Office suite and Outlook. Demonstrable competency, Professionally, Accountable and with Credibility Ability to work independently. One (1) year Public Service internship program experience will be given preference.

DUTIES: Obtain written quotes from suppliers. Complete the requisition form (VA2), sign it and have it approved by an authorized signatory in terms of departmental delegations? Commit the expenditure on BECS. Submit all documents to Budget Section to confirm availability of funds and have expenditure approved on-line. (BECS) by the relevant person. Record documents in the VA register. (Req date, Demand number, supplier, amount, date of submission to stores, order number). Submit documents to stores to generate an order. NB copies of the VA2 and quote must be retained. On receipt of the order, fax a copy to the supplier.

Enquiries: Ms PN Mene Tel No: 043 700 7917/24/28

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/STUT/APL/62/06/2023

SALARY: R202 233- R235 611 per annum (Level 5)

CENTRE: Amathole, Sutterheim Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service internship program experience will be given preference.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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. Boo PP Tel No: 043 683 1313

POST: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ADO/APL/63/06/2023(2 POSTS)

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Amathole, District Office

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service internship program experience will be given preference.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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 Nene Tel no: 043 707 6748.

POST: ADMINISTRATION CLERK (HOSPITAL & PATIENT ADMIN) REF NO. ECHEALTH/AC/ANDRIS/APL/64/06/2023

SALARY: R202 233- R235 611 per annum (Level 5)

CENTRE: Sarah Baartman, Andries Vooslo Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service internship program 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 M Plaatjies Tel No: 042 243 1313

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/CZH/APL/65/06/2023,  
SALARY: R202 233 – R235 611 per annum (Level 5)  
CENTE: OR Tambo District, Canzibe 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 Solwandle – Tel No: 047568 8291/2/3

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/STBH/APL/66/06/2023  
SALARY: R202 233 – R235 611 per annum (Level 5)  
CENTRE: OR Tambo, St Barnabas 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 Ndamase –Tel no 047 555 5300

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MAH/APL/67/06/2023  
SALARY: R202 233 – R235 611 per annum (Level 5)  
CENTRE: Alfred Nzo, Mount Ayliff Hospital

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

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

Enquiries: Mrs O Joka Tel No: 039 254 0236

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/STPH/APL/68/03/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Alfred Nzo, St Patrick's 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 Gxaweni Tel No: 039 251 0236

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/STLH/APL/69/06/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: OR Tambo, St Lucy's 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 Mayikana Tel No: 047 532 6259

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MRH/APL/70/06/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: OR Tambo, Mthatha Regional hospital

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

DUTIES: Provide 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 Mkhosi Tel No: 047 502 4143/4008

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/HH/APL/71/06/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Chris Hani, Hewu hospital

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

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

Enquiries: Mr U Malwana Tel no 040 841 0133

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/SSGH/APL/72/06/2023 (5 POSTS)

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Amathole, 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: Tel no 040 658 0043.

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/ZH/APL/73/06/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: OR Tambo, Zithulele hospital

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

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

Enquiries: Mr K Sobetwa, Tel: 047 573 8936

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/DRH/APL/74/06/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

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

**POST: HUMAN RESOURCE DEVELOPMENT CLERK REF NO. ECHEALTH/HRD/SBDO/APL/75/06/2023**

**SALARY:** R202 233 – R235 611 per annum (Level 5)

**CENTRE:** Sarah Baartman, District Office

**REQUIREMENTS:** National Senior Certificate/ NQF level 4 with no experience. National Diploma (NQF Level 6) in Human Resources Management /Human Resource Development/ Management of Training will serve as an added advantage. Knowledge of Skills Development Act and PSR, PSA and Framework. One (1) year Public service internship programme experience, within Human Resources Development/Training & Development, will be given preference. Good communication skills (verbal and written). Ability to work in a team and independently and maintain confidentiality. Computer literate in Microsoft Office Applications.

**DUTIES:** Assist in conducting training needs analysis and development of the Department's Workplace Skills Plan (WSP). Provide logistic arrangement of the Training and Development programmes. Assist in the administration of the Bursary Scheme. Provide administration support in the placement of youth in workplaces to enable them to gain experiential learning. Assist on logistics during the boarding and Orientation Programmes as well as the Internship and Learnership Programmes. Administer the implementation and facilitate compulsory induction programme to new entrants into public service. Assist in the management of performance agreement for employees. Assist in the implementation of personnel development plans of employees. Assist in the coordination of moderating committees, Performance Assessment Appeal Panel. Administration of PMDS database submissions. Manage the compilation of Quarterly and compliance reports on the status of PMDS. Manage the maintenance of accurate records of PMDS. Ensure that the assessments are correctly done and assist managers with this. Ensure that assessments are done bi-annually and annually. Perform budget calculations for performance. Assist in ensuring the implementation of the identified trainings according to Performance Agreements/Assessments and serve as scribe during skills development meetings. Ensure that the Performance agreements and work plans are aligned through the various levels and submitted. Monitor probations, capture PMDS related transactions or activities on PERSAL and the submission of quarterly and annual reports.

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

**POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/STLC/APL/76/06/2023**

**SALARY:** R202 233 – R235 611 per annum (Level 5)

**CENTRE:** OR Tambo, St Lucy's hospital

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

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

Enquiries: Ms Mayikana Tel no 047 532 6259.

**POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/UPH/APL/77/06/2023 (2 POSTS)**

**SALARY:** R202 233 – R235 611 per annum (Level 5)

**CENTRE:** Nelson Mandela Metro, Uitenhage Provincial Hospital

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

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

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

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/FEPH/APL/78/06/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Buffalo City Metro, Frere Tertiary 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 Mthitshana Tel no: 043 709 2487/2532

HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/STB/APL/79/06/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Or Tambo, St Barnabas 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 Ndamase Tel no 047 555 5300

HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/MH/APL/81/06/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Sarah Baartman, Midlands 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 M.Human Tel no 049 807 7739

WARD ADMINISTRATION CLERK REF NO. ECHEALTH/WC/MTRH/APL/82/06/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: OR Tambo, Mthatha Regional Hospital

**REQUIREMENTS:** National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.

**DUTIES:** Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty roosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

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

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/SERH/APL/83/06/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

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

Enquiries: Mrs T Duntsula – Tel no: 039 253 5012

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/FTH/APL/84/06/2023

SALARY: R202 233 – R235 611 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 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 Mthitshana Tel no: 043 709 2487/2532

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MDZ/APL/85/06/2023 (2 POSTS)

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Alfred Nzo, Madzikane KaZulu Memorial Hospital

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

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

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

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/KPH/APL/86/06/2023 (2 POSTS)

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Chris Hani, Komani 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 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. A Sokutu Tel No: 045 858 8400

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/IH/APL/87/06/2023 (2 POSTS)

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: OR Tambo, Isilimela 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 Gwiji, Tel: 047 564 2805/2/3

POST: WARD ADMINISTRATION CLERK REF NO. ECHEALTH/WC/STBH/APL/88/06/2023

SALARY: R202 233 – R235 611 per annum (Level 5)  
CENTRE: OR Tambo District, St Barnabas 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 Ndamase Tel No: 047 555 5300

POST: LOGISTIC SUPPORT CLERK REF NO. ECHEALTH/LSC/CH/APL/89/06/2023  
SALARY: R202 233 – R235 611 per annum (Level 5)  
CENTRE: Chris Hani, Cala Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES: Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).  
Enquiries: Ms S Ziselo – Tel no: 047 874 8000

POST: LOGISTIC SUPPORT CLERK REF NO. ECHEALTH/LSC/IH/APL/90/06/2023  
SALARY: R202 233 – R235 611 per annum (Level 5)  
CENTRE: OR Tambo, Isilimela Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES: Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).  
Enquiries: Ms N Gwiji Tel: 047 564 2805/2/3

LAUNDRY SUPERVISOR REF NO: ECHEALTH/LS/NKH/APL/91/06/2023  
SALARY: R171 537 – R199 461 per annum (Level 4)  
CENTRE: OR Tambo, Nessie Knight Hospital



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

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

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

**LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/NKH/APL/92/06/2023 (2 POSTS)**

**SALARY:** R171 537 – R199 461 per annum (Level 4)

**CENTRE:** Nelson Mandela Metro, Livingstone Tertiary Hospital

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

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

**Enquiries:** Ms L Mabanga, Tel: 041 402 2348

**POST: LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/TBH/APL/93/06/2023**

**SALARY:** R171 537 – R199 461 per annum (Level 4)

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

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

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

**Enquiries:** Mr. Kholiso Tel no 039 737 3107

**POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/FRG/APL/94/06/2023,**

**SALARY:** R171 537 – R199 461 per annum (Level 4)

**CENRE:** Chris Hani, Frontier Regional Hospital

**REQUIREMENTS:** ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

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

equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.  
Enquiries Ms P Marongo Tel No: 045 808 4272.

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/STBH/APL/95/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: OR Tambo District, St Barbnabas Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES: Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.  
Enquiries: Ms Ndamase –Tel no 047 555 5300

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/SPH/APL/96/05/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENRE: Alfred Nzo, Sipetu Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES: Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.  
Enquiries: Mr. EF Madaka Tel: 039 255 0077.

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/JH/APL/97/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: Sarah Baartman, Janesville Hospital

**REQUIREMENTS:** ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

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

Enquiries: Mr T Marenene Tel No: 049 836 0086

POST: DRIVER (HEAVY DUTY) REF NO: ECHEALTH/DRV/STHH/APL/98/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: OR Tambo, St Elizabeth Regional Hospital

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

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

Enquiries: Mrs T Duntsula – Tel no: 039 253 5012

POST: FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/FSS/ETBH/APL/99/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: Nelson Mandela Metro, Empilweni TB Hospital

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

**DUTIES:** Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety

measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.  
Enquiries: Ms K Sinyahla Tel no: 041 406 7627

POST: FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/FSS/ETBH/APL/100/06/2023  
SALARY: R171 537 – R199 461 per annum (Level 4)  
CENTRE: Sarah Baartman, Midlands Hospital

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

DUTIES: Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.  
Enquiries: Ms M. Human Tel no: 049 807 7739

POST: CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/MPD/APL/101/06/2023  
SALARY: R171 537 – R199 461 per annum (Level 4)  
CENTRE: OR Tambo, Mthatha Pharmaceutical Depot

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

DUTIES: Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.  
Enquiries: Mr Diko: 047 531 1076/047532 2779

POST: CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/FTH/APL/102/06/2023  
SALARY: R171 537 – R199 461 per annum (Level 4)  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures,

Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.

DUTIES: Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.

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

POST: CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/BTWH/APL/103/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: Amathole, Butterworth Hospital

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

DUTIES: Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.

Enquiries: Ms P Mtshemla Tel no 047 401 9000

POST: CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/DRM/APL/104/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: OR Tambo, Dr Malizo Mpehle Memorial Hospital

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

DUTIES: Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.

Enquiries: Ms Makalima Tel no 047 542 6300

POST: DATA CAPTURER REF NO. ECHEALTH/DC/UPH/APL/105/06/2023 (2 POSTS)

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: Nelson Mandela Metro, Uitenhage Provincial Hospital

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

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

Enquiries: Mr P Oosthuizen Tel no: 041 995 1129

POST: DATA CAPTURER (3 POSTS)

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE Lilitha Nursing College, East London Central Office x1 REF NO. ECHEALTH/DC/LILTH-EL/APL/106/06/2023, All Saints Sub-Campus x1 REF NO. ECHEALTH/DC/LILTH-ALS/APL/107/06/2023, Madwaleni Sub-Campus x1 REF NO. ECHEALTH/DC/LILTH-MAD/APL/107/06/2023

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy (Microsoft Word & Excel) and ability to draw data. Self-propelled. Responsive person with positive attitude. Sound Knowledge of government prescripts e.g. Constitution, Labour Relations Act, Promotion of Access to information Act, Public Service Act. Planning and Organizing, optimal computer operation (hard and soft ware) Reporting and writing and presentation skills. Ability to work under pressure.

DUTIES: Organize and sort unprocessed, data capturing documentation for processing. Capture data and check for accuracy and amend where necessary, Safe, store and maintain captured data, Design data capturing templates, Input information on applicate databases. Deal with telephonic queries. Maintaining good filling systems. Recognise and identify problems and report to the supervisor, keep data capturing equipment in good working order by ensuring regular services and also report defects, Ensure proper safekeeping of confidential information. Shortlisted candidates will be required to undergo typing test. Capture routine transactions on computer such as transfer information from manual records to electronic documents. Provides routine and administrative maintenance services. Update and file records. Continuous updating of information on computer for reporting purposes. Maintain database. Retrieve information required.

Enquiries: Ms PN Mene Tel No: 043 700 7917/24/28

POST: DATA CAPTURER REF NO. ECHEALTH/DC/LTH/APL/108/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

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

DUTIES Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such

as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

Enquiries: Ms L Mabanga, Tel: 041 402 2348

POST: DATA CAPTURER REF NO. ECHEALTH/DC/STEH/APL/109/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: OR Tambo, St Elizabeth Regional Hospital

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

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

Enquiries: Mrs T Duntsula – Tel no: 039 253 5012

POST: DATA CAPTURER REF NO. ECHEALTH/DC/STBH/APL/110/06/2023 (2 POSTS)

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: OR Tambo, St Barnabas Hospital

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

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

Enquiries: Ms Ndamase –Tel no 047 555 5300

POST: AUXILLARY WORKER REF NO. ECHEALTH/AW/STEL/APL/111/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTER: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Senior Certificate. Previous experience working in CSSD is an added advantage. Good communication skills and knowledge of Batho Pele principles.

DUTIES: Ensure effective and efficient control of infection, receive equipment from wards and theatres, Disinfect and arrange equipment. Ensure quality packaging, ensure adequate sterility, check steam sterilizer gauges for electrical power and steam apply Run an empty cycle, Bowie dick test and do biological test daily and keep Record. Make use of documentation system Label all packs with tracking labels and keep records, ensure self-development, conduct in-service training and Problem solving skills

Enquiries: Ms B Bomela Tel no 041 406 4421

POST: AUXILLARY WORKER REF NO. ECHEALTH/AW/FTH/APL/112/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Senior Certificate. Previous experience working in CSSD is an added advantage. Good communication skills and knowledge of Batho Pele principles.

DUTIES: Ensure effective and efficient control of infection, receive equipment from wards and theatres, Disinfect and arrange equipment. Ensure quality packaging, ensure adequate sterility, check steam sterilizer gauges for electrical power and steam apply Run an empty cycle, Bowie dick test and do biological test daily and keep Record. Make use of documentation system Label all packs with tracking labels and keep records, ensure self-development, conduct in-service training and Problem solving skills

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

POST: MORTUARY ATTENDANT REF NO: ECHEALTH/MRT/FTH/APL/113/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: Buffalo City Metro, Frere 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.

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

POST: MORTUARY ATTENDANT REF NO. ECHEALTH/MRT//DRMAPL/114/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: OR Tambo, Dr Malizo Memorial 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.

Enquiries: Ms Makalima Tel no 047 542 6300

POST: MORTUARY ATTENDANT REF NO. ECHEALTH/MRT/STEH/APL/115/06/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: OR Tambo, St Elizabeth 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.  
Enquiries: Mrs T Duntsula – Tel No: 039 253 5012

POST: DRIVER REF NO. ECHEALTH/DRV/CH/APL/116/06/2023  
SALARY: R147 036 – R170 598 per annum (Level 3)  
CENTRE: Chris Hani District, Cofimvaba hospital

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

DUTIES: To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.  
Enquiries: Ms N Somlota –Tel No 047 874 0111

POST: DRIVER REF NO. ECHEALTH/DRV/FEPH/APL/117/06/2023  
SALARY: R147 036 – R170 598 per annum (Level 3)  
CENTRE: Sarah Baartman, Fort England Psychiatric

REQUIREMENTS: National Senior Certificate/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 X Nazo Tel No: 042 602 2300

POST: DRIVER REF NO. ECHEALTH/DRV/LILTH-ALS/APL/118/06/2023  
SALARY: R147 036 – R170 598 per annum (Level 3)  
CENTRE: Lilitha College, All Saints Sub-Campus

REQUIREMENTS: National Senior Certificate/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.

DUTIES: To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness

to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.  
Enquiries: Ms PN Mene Tel No: 043 700 7917/24/28

POST: DRIVER REF NO. ECHEALTH/DRV/JGDO/APL/119/06/2023,  
SALARY: R147 036 – R170 598 per annum (Level 3)  
CENTRE: Joe Gqabi, District Office

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

DUTIES: To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.  
Enquiries: Mr J.S Ndzinde Tel: 051 633 9631

POST: DRIVER REF NO. ECHEALTH/DRV/TBH/APL/120/06/2023  
SALARY: R147 036 – R170 598 per annum (Level 3)  
CENTRE: Alfred Nzo, Taylor Bequest Hospital(Matatiele)

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

DUTIES: To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.  
Enquiries: Mr. Kholiso Tel no 039 737 3107

POST: DRIVER REF NO. ECHEALTH/DRV/KBT/APL/121/06/2023  
SALARY: R147 036 – R170 598 per annum (Level 3)  
CENTRE: Alfred Nzo, Khotsong TB 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. A Lebata 039 737 3801.

POST: STORES ASSISTANT REF NO. ECHEALTH/SA/STLAPL/122/06/2023

SALARY: R147 036 – R170 598 per annum (Level 3)

CENTRE: OR Tambo, St Lucy's Hospital

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

DUTIES: Maintaining a clean, Hygienic and clean environment. Controlling stock levels. Counting stock quarterly during stock taking. Receiving stock from suppliers in the absence of the Supervisor. Signing invoices, count if the stock supplies corresponds with the invoice and delivery note. Removal medical waste bags from wards to temporary storage area on a daily basis. Attending Compass Waste. Updating Bin card, Tally card availability. Capturing on LOGIS. Enquiries: Ms Mayikana Tel no 047 532 6259.

POST: CHIEF PORTER REF NO. ECHEALTH/PORC/DRH/APL/123/06/2023 (2 POSTS)

SALARY: R147 036 – R170 598 per annum (Level 3)

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: CHIEF PORTER REF NO. ECHEALTH/PORC/STH/APL/124/06/2023

SALARY: R147 036 – R170 598 per annum (Level 3)

CENTRE: Sarah Baartman, Settlers 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 S Diva Tel No: 046 602 5046

POST: PORTER REF NO: ECHEALTH/POR/SSGH/APL/125/06/2023 (9 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Amathole District, SS Gida 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: Tel no 040 658 0043

POST: PORTER REF NO. ECHEALTH/POR/CH/APL/126/06/2023 (2 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, 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 S Ziselo – Tel no: 047 874 8000

POST: PORTER REF NO. ECHEALTH/POR/STEH/APL/127/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: OR Tambo, St Elizabeth 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: Mrs T Duntsula – Tel no: 039 253 5012

POST: PORTER REF NO. ECHEALTH/POR/BUTH/APL/128/06/2023 (2 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Amathole, Butterworth 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 P Mtshemla Tel: 047 401 9000.

POST: PORTER REF NO. ECHEALTH/POR/KPH/APL/129/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, Komani Psychiatric 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: Mrs. A Sokutu Tel No: 045 858 8400

POST: PORTER REF NO. ECHEALTH/PORT/NH/APL/130/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Amathole, Nompumelelo 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 Mlotana, Tel: 040 673 3321

POST: PORTER REF NO. ECHEALTH/PORT/HWP/APL/131/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, Hewu Hospital

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

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

Enquiries: Mr U Malawana 040410133

POST: PORTER REF NO. ECHEALTH/POR/ASH/APL/132/06/2023,

SALARY: R125 373 – R145 077 per annum (Level 2)

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

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ASH/APL/133/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, All Saints Hospital

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

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

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

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SPTH/APL/134/06/2023 (3 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Alfred Nzo, Khotsong TB Hospital

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

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

Enquiries: Ms. A Lebata 039 737 3801.

**POST:** GENERAL WORKER REF NO. ECHEALTH/GW/GGH/APL/135/06/2023

**SALARY:** R125 373 – R145 077 per annum (Level 2)

**CENTRE:** Chris Hani, Glen Grey Hospital

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

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

Enquiries: Mr A Sontamo Tel no: 047 878 2800.

**POST:** GENERAL WORKER REF NO. ECHEALTH/GW/FPS/APL/136/06/2023

**SALARY:** R125 373 – R145 077 per annum (Level 2)

**CENTRE:** Nelson Mandela Metro, Forensic Pathology Services

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

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

Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.  
Enquiries: Mr J Jenniker Tel No: 041 373 1525

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NMDO/APL/137/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro, District Office

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.  
Enquiries: Ms. P Makuluma Tel No: 041 391 8164.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SPTH/APL/138/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Amathole, Butterworth Hospital (Forensic Pathology Services Satellite Office)

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.  
Enquiries: Ms P Mtshemla Tel: 047 401 9000

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EDH/APL/139/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro District, Elizabeth Donkin Psychiatric Hospital

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support



services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.  
Enquiries: Mr E Felkers Tel no 041 585 2323

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SPTH/APL/140/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Alfred Nzo, 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 Gxaweni Tel No. 039 251 0236

POST: GENERAL WORKER REF NO. ECHEALTH/GW/GNH/APL/141/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Alfred Nzo District, Greenville Hospital

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.  
Enquiries: Mr. Bango– Tel no: 039 251 3009.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MTD/APL/142/06/2023 (2 POSTS)

SALARY : R125 373 – R145 077 per annum (Level 2)

CENTRE: OR Tambo, Mthatha Pharmaceutical Depot

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

**DUTIES:** Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas. Enquiries: Mr Diko: 047 531 1076/047532 2779

**POST:** GENERAL WORKER REF NO. ECHEALTH/GW/ZH/APL/143/06/2023 (3 POSTS)

**SALARY:** R125 373 – R145 077 per annum (Level 2)

**CENTRE:** OR Tambo District, Zithulele Hospital

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

**DUTIES:** Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas. Enquiries: Mr. K Sobetwa Tel no: 047 573 8936/073 200 0217

**POST:** GENERAL WORKER REF NO. ECHEALTH/GW/CZH/APL/144/06/2023

**SALARY:** R125 373 – R145 077 per annum (Level 2)

**CENTRE:** OR Tambo District, Canzibe Hospital

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

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

Enquiries: Ms Solwandle – Tel: 047 568 8291/2/3

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SPTH/APL/145/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Empilweni TB Hospital

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

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

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

POST: GENERAL WORKER REF NO. ECHEALTH/GW/KPH/APL/146/06/2023 (2 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, Komani Psychiatric Hospital

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

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

Enquiries: Mrs A Sokutu Tel No: 045 588 8400

POST: GENERAL WORKER REF NO. ECHEALTH/GW/LILTH/APL/147/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Lilitha Nursing College, Queenstown Campus

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas.

Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.  
Enquiries: Ms PN Mene Tel No: 043 700 7917/24/28

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FTH/APL/148/06/2023  
SALARY: R125 373 – R145 077 per annum (Level 2)  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQRMENTS: **ABET** Grade 10 or equivalent 0-2 years cleaning experience, Occupational Health & Safety. Poses good communication skill. Honest and reliable, poses physical strength and cope with physical demands of the position. Be able to work as a team.

DUTIES: Clean and take proper care if cleaning equipment and machinery used in daily activities. Clean work areas such as floors, walls, windows, furniture and equipment according to a cleaning schedule. Sweep and wash floors with disinfectant regularly so as to be clean of scuffs and marks, litter, dust and contaminants so as to further proper health care in a clean environment. Empty and clean waste paper baskets and refuse bins. Store and safeguard cleaning materials and equipment. Clean and disinfect toilets more regularly to prevent contamination of nearby health facilities. Identify problems in the work environment and report these to the relevant service area manager. Perform routine tasks relating to the maintenance of the institution  
Enquiries: Ms N Mthitshana Tel No: 043 708 2121

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/FRH/APL/149/06/2023  
SALARY: R125 373 – 145 077 per annum (Level 2)  
CENTRE: Chris Hani, Frontier Regional Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.  
Enquiries Ms P Marongo Tel No: 045 808 4272.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/CH/APL/150/06/2023  
SALARY: R125 373 – R145 077 per annum (Level 2)  
CENTRE: Chris Hani District Office, Cofimvaba Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

**DUTIES:** Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Ms N Somlota –Tel no 047 874 0111.

**POST:** LAUNDRY WORKER REF NO. ECHEALTH/LAUW/GGH/APL/151/06/2023

**SALARY:** R125 373 – 145 077 per annum (Level 2)

**CENTRE:** Chris Hani, Glen Grey Hospital

**REQUIREMENTS:** ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

**DUTIES:** Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Mr A Sontamo Tel no: 047 878 2800

**POST:** LAUNDRY WORKER REF NO. ECHEALTH/LAUW/SPH/APL/152/06/2023

**SALARY:** R125 373 – 145 077 per annum (Level 2)

**CENTRE:** Alfred Nzo, Sipetu Hospital

**REQUIREMENTS:** ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

**DUTIES:** Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Mr. EF Madaka Tel: 039 255 0077

**POST:** LAUNDRY WORKER REF NO. ECHEALTH/LAUW/NKH/APL/153/06/2023

**SALARY:** R125 373 – R145 077 per annum (Level 2)

**CENTRE:** OR Tambo, Nessie Knight 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 O.N Sotsako- Tel No: 047 553 6007/8/9

**POST:** LAUNDRY WORKER REF NO. ECHEALTH/LAUW/JPTH/APL/154/06/2023 (2 POSTS)

**SALARY:** R125 373 – R145 077 per annum (Level 2)

**CENTRE:** Nelson Mandela Metro, Jose Pearson Hospital

**REQUIREMENTS:** ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

**DUTIES:** Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Ms N Klaasen Tel No: 041 372 8000.

**POST:** LAUNDRY WORKER REF NO. ECHEALTH/LAUW/CH/APL/155/06/2023

**SALARY:** R125 373 – R145 077 per annum (Level 2)

**CENTRE:** Chris Hani, Cofimvaba Hospital

**REQUIREMENTS:** ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

**DUTIES:** Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry

equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.  
Enquiries: Ms N Somlota –Tel No 047 874 0111.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/GGH/APL/156/06/2023

SALARY: R125 373 – 145 077 per annum (Level 2)

CENTRE: Chris Hani, Glen Grey Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Mr A Sontamo Tel no: 047 878 2800

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/STBH/APL/157/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: OR Tambo District, St Barnabas hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

Enquiries: Ms Ndamase Tel No: 047 555 5300.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/ASH/APL/158/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, 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: FOOD SERVICE AID REF NO. ECHEALTH/FSA/FEPH/APL/159/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Sarah Baartman, Fort England 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: Ms X Nazo Tel no: 046 602 2336

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/COFIH/APL/160/06/2023 (2 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani District, Cofimvaba Hospital

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

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

Enquiries: Ms N Somlota –Tel no 047 874 0111.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/SPH/APL/161/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Alfred Nzo District, Sipetu Hospital

**REQUIREMENTS:** ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene



& bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

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

Enquiries: Mr. EF Madaka Tel: 039 255 0077

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/NKH/APL/162/06/2023

SALARY: R125 373 – R147 077 per annum (Level 2)

CENTRE: OR Tambo, Nessie Knight 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 O.N Sotsako- Tel No: 047 553 6007/8/9.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/ELTH/APL/163/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, 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/FRH/APL/164/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, Frontier Regional Hospital

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

**DUTIES:** Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.  
Enquiries: Ms P Marongo Tel No: 045 808 4272

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/FTH/APL/165/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

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

**DUTIES:** Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.  
Enquiries: Ms N Mthitshana Tel No: 043 708 2121

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/ETBH/APL/166/06/2023,

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Empilweni TB Hospital

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

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

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

**POST:** FOOD SERVICE AID REF NO. ECHEALTH/FSA/STBH/APL/167/06/2023 (2 POSTS)

**SALARY:** R125 373 – R145 077 per annum (Level 2)

**CENTRE:** OR Tambo District, St Barnabas Hospital

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

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

Enquiries: Ms Ndamase –Tel no 047 555 5300

**POST:** HOUSEHOLD WORKER REF NO. ECHEALTH/HHW/STUTH/APL/168/10/2023

**SALARY:** R125 373 – 145 077 per annum (Level 2)

**CENTRE:** Amathole, Sutterheim 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 area

as 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 treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

Enquiries: Mrs. Booi PP Tel 043 683 1313

POST: CLEANER REF NO. ECHEALTH/STUTTH//APL/169/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Amathole, Stutterheim Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shift 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: Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, bins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the Institution. Provide routine general work and compliance services: Open windows every day 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 list in the line with set hygienic standards. Request and replace toilet papers/towels and hazardous threats 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 Mrs. Booie PP Tel 043 683 1313

POST: CLEANER REF NO. ECHEALTH/CL/KBH/APL/170/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Alfred Nzo, Khotsoho TB Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shift 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: Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, bins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the Institution. Provide routine general work and compliance services: Open windows every day 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 list in the line with set hygienic standards. Request and replace toilet papers/towels and hazardous threats 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. A Lebata 039 737 3801.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PTC/MDZK/APL/171/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Alfred Nzo District, Madzikane KaZulu Memorial Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various weather condition. Preferable garden experience, formal cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

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

POST: OPERATOR REF NO. ECHEALTH/OP/CH/APL/172/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, Cala Hospital

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

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

Enquiries: Ms S Ziselo – Tel no: 047 874 8000

POST: OPERATOR REF NO. ECHEALTH/OP/MDZK/APL/173/06/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Alfred Nzo, Madzikane KaZulu Memorial Hospital

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

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

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

POST: OPERATOR REF NO. ECHEALTH/OP/STPH/APL/174/06/2023

SALARY: R125 373 – R145 077 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. Certificate in either plumbing, carpentry or electrical. Must have completed Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.

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

Enquiries: Ms Gxaweni Tel No. 039 251 0236

POST: OPERATOR REF NO. ECHEALTH/OP/DRH/APL/175/06/2023

SALARY: R125 373 – R145 077 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. Certificate in either plumbing, carpentry or electrical. Must have completed Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.

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

Enquiries: Ms B Bomela Tel no 041 406 4421

**POST:** MESSANGER REF NO. ECHEALTH/MES/ANDRI/APL/176/06/2023

**SALARY:** R125 373 – R145 077 per annum (Level 2)

**CENTRE:** Sarah Baartman, Andries Vosloo 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, Organizing.

**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 M Plaatjies Tel No: 042 243 1313

**POST:** TRADE LABOURER REF NO. ECHEALTH/TRL/ASH/APL/177/06/2023

**SALARY:** R125 373 – R145 077 per annum (Level 2)

**CENTRE:** Chris Hani, 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:** TRADE LABOURER REF NO. ECHEALTH/TRL/DRH/APL/01/178/06//2023 (2 POSTS)

**SALARY:** R125 373 – R145 077 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. 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 B Bomela Tel no 041 406 4421.