

DEPARTMENT OF HEALTH

DEPUTY DIRECTOR: HEAD OFFICE: SALARY ADMINISTRATION

Salary Range: An all-inclusive remuneration R657 558.00– R774 576.00 (Level 11)

(Ref. ECHEALTH/DDSAS/BHO/01/04/2017) – Head Office Bhisho

Minimum Requirements: Three-year Degree/National Diploma with 5 years' salary administration experience with 10 years' salary administration supervisory experience. Computer literacy and knowledge of government accounting systems and software. (BAS & PERSAL). Extensive knowledge of or experience in PFMA, Treasury Regulations and other legislation. A valid driver's license.

KPA's: PERSAL Salary Controller. PERSAL deductions pay-over reconciliation. PERSAL Ledger Suspense Accounts reconciliation and clearance. Distribution services. Tax Administration.

ASSISTANT DIRECTOR: OFFICE MANAGEMENT (HEALTH SERVICES MANAGEMENT):

Salary Range: An all-inclusive remuneration R334 545 – R404 121(Level 9) - Head Office. Bhisho

(Ref. ECHEALTH/ADOM/BHO/02/04/2017)

Minimum Requirements: A B degree/ National Diploma in office management or in the related field with three to five years' experience at supervisory level. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's license.

KPA's: Provide strategic leadership and plays an oversight role in the activities of the Chief Director's Office. Manage and coordinate clinical administrative activities or tasks. Manage the Manager's diary. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured confidential documentation. Respond to correspondence/invitation on behalf of the manager. Monitor effective utilization human, financial and physical resource in the Chief Director's office. Coordinate performance and audit reporting for Health Services Management.

ASSISTANT DIRECTOR: GENDER AFFAIRS:

Salary Range: An all-inclusive remuneration R334 545 – R404 121.00 (level 9)

(Ref. ECHEALTH/ADGFP/BHO/03/04/2017) Head Office. Bhisho

Minimum Requirements: Degree in Social Sciences or equivalent qualification at NQF Level 7. Training in gender mainstreaming will be an added advantage. 3 – 5 years' experience in the relevant field. Report writing skills, good verbal and written communications skills, interpersonal relations and strong research skills. Knowledge of the following conventions and instruments which South Africa has acceded to; Beijing Declaration and Platform for Action (BPA) 1995; The SADC Protocol on Gender and Development, 2008; CEDAW commitments. Valid Code 8 driver's license is compulsory.

KPA's: Assist in facilitating departmental inputs into provincial reports. Facilitate mainstreaming with program managers from provincial, district and institutional offices for inclusion of gender issues into departmental standards. Formulate, coordinate and monitor implementation of gender policies and women empowerment programs in the department. Conduct gender responsive research and capacity building.

Liaise with partners and stakeholders including office on the status of women in Office of the Premier, Legislature, women's organizations, religious organizations, private sector, institutions of higher learning etc. Coordinate awareness programmes on behalf of the department, including women's month and 16 days of activism. Compile reports on progress made by the department on gender mainstreaming.

PERSONAL ASSISTANT: GENERAL MANAGER IHRM

Salary Range: An all-inclusive remuneration R226 611.00 – R266 943.00 (Level 7)

(Ref. ECHEALTH/PA GM: IHRM/BHO/04/04/2017) Head Office. Bhisho

Minimum Requirements: National Diploma in Office Administration/ Public Management. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.

KPA's: Provide secretarial services, make transport and accommodation arrangements. Manage the Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT

Salary Range: An all-inclusive remuneration R334 545 – R404 121.00 (Level 9)

(Ref. ECHEALTH/AD/BHO/05/04/2017) Head Office. Bhisho

Minimum Requirements: A Bachelor's Degree or equivalent qualification with Accounting or Auditing/Internal Auditing or Risk Management as a major subject. 3 - 5 years' experience in a Risk Management and/or auditing environment. Computer literacy, report writing skills, strong technical and people management skills. A valid driver's License and willingness to travel extensively. Understanding of COSO framework, PFMA and Treasury Regulations.

KPA's: Update the Strategic and operational risk registers. Assessment of Portfolio of Evidence on control improvements. Assist with Risk management training to all levels of management. Provide risk management information reports and secretariat services to the Risk Management Committee. Co-ordination of risk management at District office level. Updating of Risk Methodology and relevant documents. Valid driver's license and be willing to travel extensively.

LILITHA COLLEGE OF NURSING

ASSISTANT MANAGER: HUMAN RESOURCE MANAGEMENT

Salary Range: An all-inclusive remuneration R334 545 – R404 121.00 (Level 9)

(Ref. ECHEALTH/ADHR/LILITC/06/04/2017) Central Administration Office

Minimum Requirements: A Bachelor's Degree / National Diploma in Human Resource Management or equivalent qualification at least 3-5 years' experience at supervisory level. Extensive knowledge of Persal. Ability to do presentations, interpretation of reports and policies. Knowledge of PFMA and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.

KPA's: Manage Human Resource Management and Administration, Persal Management, Facilitate implementation of Employment Equity Act. Ensure and monitor implementation of HR Policies in the hospital.

SENIOR ADMINISTRATION OFFICER

Salary Range: An all-inclusive remuneration R281 418.00 – R331 497.00 (Level 8)

(Ref. ECHEALTH/SAO/LUSC/07/04/2017) Lusikisiki Campus

Minimum Requirements: National Diploma /Degree in Public Administration/ Human Resource Management with 3-5 years relevant supervisory experience or Grade 12 plus 8 years relevant experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's License.

KPA's: Responsible for the effective control of the institution's administrative and support functions, including HR, Student Support, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

DATA CAPTURER

*Salary Range: An all-inclusive remuneration R127 851.00 – R150 606.00 (Level 4)
(Ref. ECHEALTH/DC/LILITC/08/04/2017) Lusikisiki Campus*

Minimum Requirements: Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

KPA's: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. 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.

EXAMINATION TYPIST : LILITHA CAMPUS

*Salary Range: An all-inclusive remuneration: R152 862.00 – R180 063.00 (Level 5)
(Ref. ECHEALTH/ET/LILITC/09/04/2017)*

Minimum Requirements: Grade 12 or equivalent qualification and one year of general office experience. Knowledge of business English, spelling, punctuation, grammar and office procedures. Ability to prepare and type correspondence and reports. Ability to verify information. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

KPA's: Type letters, memos and exam papers. Duplicate and collates. Perform other administrative duties.

BUFFALO CITY METRO HEALTH DISTRICT

PERSONAL ASSISTANT: FINANCE & SUPPLY CHAIN MANAGEMENT SERVICES

*Salary Range: An all-inclusive remuneration: R226 611.00 – R266 943.00 (Level 7)
(Ref. ECHEALTH/PA/BCMHD/10/04/2017) Buffalo City Metro Health District*

Minimum Requirements: National Diploma in Office Administration/ Public Management. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.

KPA's: Provide secretarial services, make transport and accommodation arrangements. Manage the Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

DATA CAPTURER :BUFFALO CITY METRO HEALTH DISTRICT

Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00 p.a. (Level 4)
(Ref. ECHEALTH/DC/BCMHD/11/04/2017)

Minimum Requirements: Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

KPA's: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. 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.

NKQUBELA TB HOSPITAL

SENIOR INFORMATION OFFICER

Salary Range: An all-inclusive remuneration: R281 418.00 – R331 497.00 (Level 8)
(Ref. ECHEALTH/SIO/NKQTBH/12/04/2017) Nkqubela TB. Hospital

Minimum Requirements: Degree or National Diploma in Statistics, Information Management or equivalent qualification plus 3-5 years relevant experience OR grade 12 plus seven (7) years' experience in supervisory level. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory.

KPA's: Analyse health information and data. Management of health information and statistics. Compile quarterly reports on drug resistant TB case findings. Compile reports on six monthly interim outcome assessments for drug resistant TB. Compile annual reports on treatment outcomes on MDR/XDR TB. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

DRIVER (LIGHT DUTY):

Salary Range: An all-inclusive remuneration: R107 886.00 – R127 086.00 (Level 03)
(Ref. ECHEALTH/DR/NKQTBH/13/04/2017) Nkqubela TB. Hospital

Minimum Requirements: Grade 10/ standard 8 certificates. Relevant experience in Driving /Code B with 3 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

KPA's: Provide 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 from point A to point B and re-collect. **Render vehicle Maintenance functions:** Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

FOOD SERVICE MANAGER:

Salary Range: An all-inclusive remuneration: R226 611.00 – R266 943.00 p.a. (Level 7)
(Ref. ECHEALTH/NKQTBH/FSM/14/2017) Nkqubela Hospital

Minimum Requirements: Degree/ National Diploma in Food Service Management or relevant field. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other

relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labor Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

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

FINANCIAL CLERK

Salary Range: An all-inclusive remuneration: R226 611.00 – R266 943.00 (Level 7)

Ref. ECHEALTH/FC/NKQTBH/15/2017) Nkqubela TB. Hospital

Minimum Requirements: Grade 12 plus 3-5 years' experience and additional tertiary qualification will be an advantage. Basic knowledge and insight of the Public Service Financial Legislations, procedures and Treasury Regulations (PFMA,DORA, PSR,PSA, PPPFA and Financial manual) Knowledge of basic Financial operating systems (PERSAL, BAS, LOGIS). Good verbal and written communication skills, problem solving and analysis, report writing and good supervisory skills. Computer literacy is mandatory.

KPA's: Supervise and render financial accounting transactions: Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash. **Supervise and perform salary administration support services:** Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices) for correctness, capture salaries, bonuses, salary adjustments and capture all deductions. Supervise the filing of all documents. **Supervise and perform bookkeeping support services:** Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. **Render a budget support services:** Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. **Supervise human and physical resources.**

FOOD SERVICE AID X 2

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)

(Ref. ECHEALTH/FSA/NKQTBH/16/04/2017) Nkqubela TB. Hospital

Minimum Requirements: Grade 10 or ABET. 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.

KPA's: 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.

CLEANER X 2

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)

(Ref. ECHEALTH/NKQTBH/17/04/2017) Nkqubela TB. Hospital

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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, basins, 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 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 and utensils. Report safety 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.

LAUNDRY WORKER X1

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)

(Ref. ECHEALTH/LW/NKQTBH/18/04/2017) Nkqubela Hospital

Minimum Requirements: Minimum requirement, Abet or grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. 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.

KPA's: 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. Do all laundry duties as directed by the supervisor. **Maintain laundry equipment/machines:** Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

CECILIA MAKIWANE HOSPITAL

HOUSEKEEPING SUPERVISOR X2:

Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00 (Level 04)

(Ref. ECHEALTH/HCS/CMH/19/04/2017) Cecilia Makiwane Hospital

Minimum Requirements: Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

KPA's: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctors room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, 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 ward. 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.

AMATHOLE DISTRICT HEALTH OFFICE

MIDDLE MANAGER ADMINISTRATION:

*Salary Range: An all-inclusive remuneration: R334 545 – R404 121 (Level 9)
(Ref. ECHEALTH/VICH/MMA/21/04/2017) Victoria Hospital*

Minimum Requirements: National Diploma /Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, PERSAL, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of Persal system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

KPA's: Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, 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 CEO. 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.

GENERAL WORKER X 7

*Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref.ECHEALTH/GW/CATH/22/04/2017; ECHEALTH/GW/MNQSD/22/04/2017;
ECHEALTH/GW/NOMPH/22/04/2017;ECHEALTH/GW/SSGH/22/04/2017*

CATHCART HOSPITAL X1; MNQUMA SUB DISTRICT X 2; NOMPUMELELO HOSPITALX1 S.S GIDA HOSPITAL X1; THAFALOFEFE HOSPITAL X2
ECHEALTH/GW/THAFH/22/2017)

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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.

DRIVER (LIGHT VEHICLE) X3

*Salary Range: An all-inclusive remuneration: R107 886.00 – R127 086.00 (Level 03)
(Ref. ECHEALTH/DR/KOMGH/24/2017; ECHEALTH/DR/AMAHSD/23/04/2017;
ECHEALTH/DR/MNQSD/23/04/2017)*

KOMGA HOSPITAL X1; AMAHLATHI SUB-DISTRICT- PEDDIE CHC X1;MNQUMA SUB DISTRICT X1

Minimum Requirements: Grade 10/ standard 8 certificates. Relevant experience in Driving /Code B with 3 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

KPA's: Provide 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 from point A to point B and re-collect. **Render vehicle Maintenance functions:** Check and verify the vehicle condition. Check fuel, water and oil

levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

FOOD SERVICE SUPERVISOR X5

FORT BEAUFORT HOSPITALX1;TOWER HOSPITAL X 2;NKQUBELA TB HOSPITALX2

Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00(Level 04)

(Ref. ECHEALTH/FSS/FBH/24/04/2017; ECHEALTH/FSS/TH/24/04/2017; ECHEALTH/FSS/NKQ/24/04/2017)

Minimum Requirements: National Diploma in food service management with 3-5 years applicable Public hospital experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

KPA's: Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

FOOD SERVICE AID

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)

(Ref. ECHEALTH/FSA/MNQH/25/04/2017) Mnquma Sub District.

Minimum Requirements: Grade 10 or ABET. 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. Ability to perform routine / structured tasks.

KPA's: 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.

PORTER X2

CATHCART HOSPITAL; NOMPUMELELO HOSPITAL

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 p.a. (Level 02)

(Ref. ECHEALTH/ POR/CARTH/26/04/2017; ECHEALTH/POR/NOMPH/26/04/2017)

Minimum Requirements: Grade10/abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

KPA's: 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.

PROPERTY CARE TAKER X 73

NOMPUMELELO HOSPITAL X1; NKONKOBE SUB DISTRICT- ZIGODLO CLINIC X1; NKONKOBE SUB DISTRICT-GILTON CLINIC X1; NKONKOBE SUB DISTRICT-MIDDLEDRIFT CLINIC X1; NKONKOBE SUB DISTRICT-QIBIRA CLINIC X1; MBASHE SUB DISTRICT- NQABARA-WILLOWVALLE CLINIC X1; TOWER HOSPITAL X1; AMAHLATHI SUB DISTRICT X43; MBASHE SUB DISTRICT X23

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)

(Ref. ECHEALTH/PCT/NOMPH/27/04/2017; ECHEALTH/PCT/NKSDZICLIN/27/04/2017; ECHEALTH/PCT/NKSDGILCLIN/27/04/2017; ECHEALTH/PCT/NKMIDDCLIN/27/04/2017 ECHEALTH/PCT/QIBCLIN/27/04/2017; ECHEALTH/PCT/NKNQABWILLCLIN/27/04/2017 ECHEALTH/PCT/TOWHOSP/27/04/2017; ECHEALTH/PCT/ASD/27/04/2017 ECHEALTH/PCT/MSD/27/04/2017)

Minimum Requirements: ABET. Ethical and moral person, energetic and hard working person.

KPA's: Provide effective property care services in the institution: Control the access of institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas of responsibility. Take care of organizations fixed and moveable assets.

SENIOR ADMINISTRATION OFFICER (EMPLOYEE RELATIONS):

Salary Range: An all-inclusive remuneration: R281 418.00- R331 497.00 (Level 08)

(Ref. ECHEALTH/SAO/AMDHO/28/04/2017) Amathole District Health Office

Minimum Requirements: National Diploma /Degree in Human Resource Management with labour relations' modules/ Labour Law or an equivalent qualification in the related field. Minimum of 3-5 years' experience in Labour Relations environment. Sound knowledge and understanding in the application of Labour Law Legislation, understanding of relevant Legal and Public service legislative or policy prescripts. Good verbal and written communication with strong presentation skills. Proven investigative, analytical, computer literacy and good report writing skills, ability to work in a high pressured environment. A valid driver's License is essential.

KPA's: Perform administrative functions. Receive notices from bargaining council. Represent employer in conciliation. Act as an interpreter during hearing. Conduct disciplinary investigations. Receive grievances from employees and refer to designated employee. Provide technical support during disciplinary hearings. Monitor compliance and adherence to Labour Relations practices and standards.

SENIOR ADMINISTRATION OFFICER:

Salary Range: An all-inclusive remuneration: R281 418.00- R331 497.00 (Level 08)

(Ref. ECHEALTH/SAO/NKOSD/29/04/2017) Nkonkobe Sub-District

Minimum Requirements: A recognised 3 year National Diploma /Degree in Public Administration/ Human Resource Management with 3-5 years relevant supervisory experience or Grade 12 plus 8 years relevant experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's License.

KPA's: Responsible for the effective control of the institution's administrative and support functions, including HR, Student Support, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

SENIOR INFORMATION OFFICER

Salary Range: An all-inclusive remuneration: R281 418.00- R331 497.00 (Level 08)

(Ref. ECHEALTH/SIO/BWH/30/04/2017) Butterworth Hospital

Minimum Requirements: Degree or National Diploma in Information Management or equivalent qualification plus 3-5 years relevant experience OR grade 12 plus seven (7) years' experience in supervisory level. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory.

KPA's: Co-ordinate all capturing of statistics. Analyse health information data. Management of health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

HUMAN RESOURCE CLERK (SUPERVISORY)

Salary Range: An all-inclusive remuneration: R 226 611.00 – R266 943.00 P.A (Level 07)

(Ref. ECHEALTH/HRC/TWH/31/04/2017) Tower Hospital

Minimum Requirements: Grade 12 plus 3-5 years' experience in Human Resource or Degree/National Diploma. Knowledge of PERSAL system. Knowledge and understanding of the legislative framework governing the Public Service.

KPA's: Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, 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. **Handle human resource administration enquiries. Supervise human resources/staff:** Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

DATA CAPTURER :

Salary Range: An all-inclusive remuneration: R127 851 – R150 606 p.a. (Level 04)

(Ref. ECHEALTH/DC/MSD/32/04/2017) Mngquma Sub District (CHC)

Minimum Requirements: Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

KPA's: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. 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.

ACCOUNTING CLERK (PAYMENT):

Salary Range: An all-inclusive remuneration: R152 862-R180 063 p.a. (Level 05)

(Ref. ECHEALTH/AC/TOWH/33/04/2017) Tower Hospital

Minimum Requirements: Grade 12 with 3 years' experience in Finance/ National Diploma in Finance with 2 years. Relevant Experience. Knowledge of payment administration and BAS System and Persal System. Good Communication skills. Knowledge of public sector regulations and policies, PFMA, Treasury regulations and other relevant prescripts.

KPA's: Render financial accounting transactions: Receives invoices. Check invoices for correctness, verification and approval (internal control). Process invoices e.g. capture payments. Filing of all documents. Collection of cash. **Render budget support services:** collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.

ASSISTANT MANAGER: HUMAN RESOURCE MANAGEMENT:

Salary Range: An all-inclusive remuneration: R334 545 – R404 121 (Level 09)

(Ref. ECHEALTH/ADHRM/TOWH/34/04/2017) Tower Hospital

Minimum Requirements: A Bachelor's Degree / National Diploma in Human Resource Management or equivalent qualification with 3-5 years' experience at supervisor level. Extensive knowledge of Persal. Ability to do presentations, interpretation of reports and policies. Knowledge of PFMA, PSA, PSR and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.

KPA's: Manage Human Resource Management and Administration, Persal Management, Facilitate implementation of Employment Equity Act. Ensure and monitor implementation of HR policies in the hospital. **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. **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.

ASSISTANT DIRECTOR – OPERATIONS:

Salary Range: An all-inclusive remuneration: R334 545 – R404 121 (Level 09)

(Ref. ECHEALTH/ADOP/TOWH/35/04/2017) Tower Hospital

Minimum Requirements: National Diploma / Degree in facilities /Operations or equivalent qualification, 3-5 years' experience in Operations and Auxiliary services. A valid driver's license. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994), PFMA, OHSA and National Building Regulations. Skills and competencies: Project Management skills. Good financial management skills, planning and organising. Strong communication skills, strategic and conceptual orientation. People management skills and computer literacy.

KPA's: Supervise general operations in the hospital. Monitor compliance with necessary statutory requirements for facility, building maintenance and related work. Provide support to Housekeeping, horticulture, pest control and landscape. Compile business report for facility maintenance. Provide technical inputs in drawing up specifications and monitor compliance by service providers regarding health and safety matters. Implement regular compliance inspections and audits. Report emergency cases affecting Land and Buildings i.e., interruptions to power supply, water supply and sewage system. Provide security services for buildings and assets. Supervise and train subordinates in Facility Management Unit (FMU). Monitor construction projects and identify areas that need urgent and on-going attention. Validate recommendations on payment for work completed. **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 sub-ordinates (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.

SENIOR INFORMATION OFFICER:

*Salary Range: An all-inclusive remuneration: R226 611.00 – R266 943.00 (Level 07)
(Ref. ECHEALTH/SIO/TOWH/36/04/2017) Tower Hospital*

Minimum Requirements: Degree or National Diploma in Information Management or equivalent qualification plus 3-5 years relevant experience OR grade 12 plus seven (7) years' experience in supervisory level. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory.

KPA's: Co-ordinate all capturing of statistics. Analyse health information data. Manage health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

ADMIN CLERK (PERSONAL ASSISTANT):

*Salary Range: An all-inclusive remuneration: R152 862.00- R180 063.00 (Level 05)
(Ref. ECHEALTH/AC/TOWH/37/04/2017) Tower Hospital*

Minimum Requirements: National Diploma in Office Administration/ Public Management. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.

KPA's: Provide secretarial services, make transport and accommodation arrangements. Manage the Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

CLIENT INFORMATION CLERK :

*Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00 (Level 04)
(Ref. ECHEALTH/TOWH/CIC/38/04/2017) Tower Hospital*

Minimum Requirements: Grade 12 with 0-2 years' experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

KPA's: Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

LOGISTIC SUPPORT OFFICER:

*Salary Range: An all-inclusive remuneration: R226 611.00 – R266 943.00 (Level 07)
(Ref. ECHEALTH/TOWH/LSO/39/04/2017) Tower Hospital*

Minimum Requirements: National Diploma / Degree with 3 – 5 years' experience or Grade12 with 8 years' experience in supervisory level. Knowledge and understanding of the relevant Acts/prescripts and legislation. Ability to collect and collate data.

KPA's: Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescripts. Monitor inventory level. Maintain stock levels.

SENIOR HUMAN RESOURCE PRACTITIONER:

*Salary Range: An all-inclusive remuneration: R281 418.00– R 331 497.00 (Level 08)
(Ref. ECHEALTH/SHRP/TOWH/40/04/2017) Tower Hospital*

Minimum Requirements: Degree/ National Diploma in Human Resource Management/ Administration or Public Administration with 5 years' experience in Human Resource Management field or Grade 12 with 7 years' experience in Human Resource Management field. NB: Shortlisted candidates will be tested on Persal. Valid driver's license will serve as added advantage and as a recommendation. Knowledge and experience of the Persal systems. Knowledge of Public Service Act, Public Service Regulations. Basic conditions of Employment Act, Skills Development Act, Performance Management and Development System and relevant policies and resolutions related to HRM. Computer Literacy and skills in MS package (MSW word, Excel and PowerPoint and Access).

KPA's: Supervise human resources to ensure efficient and quality service to client. Supervise effective capturing of Persal data. Implement the Human Resources and Management policies related to the conditions of service. Manage termination of services. Represent the recruitment section in selection committees and provide HR advisory and secretarial support services. Administer conditions of service, including appointments, transfers and post establishment. Facilitate for timeous processing of all employee benefits including exit benefits and leave gratuities. Compile reports and provide statistics. Supervise, develop and quality control work. Provide guidance to supervisors and managers on relevant policies and related matters.

PROVISIONING ADMIN CLERK:

*Salary Range: An all-inclusive remuneration: R152 862.00- R180 063.00 (Level 05)
(Ref. ECHEALTH/TOWH/PAC/41/04/2017) Tower Hospital*

Minimum Requirements: Grade 10/12 or equivalent qualification. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.

KPA's: Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. **Provide guidance on asset management:** Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. **Facilitate evaluation and depreciation of assets:** Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

CHRIS HANI HEALTH DISTRICT

ASSISTANT DIRECTOR - QUALITY ASSURANCE:

*Salary Range: An all-inclusive remuneration: R334 545 – R404 121 (Level 09)
(Ref. ECHEALTH/ALLSH/ADQA/42/04/2017) All Saints Hospital*

Minimum Requirements: Degree/ National Diploma in Health related field or equivalent qualification in Quality Assurance. A minimum of 3-5 years' experience in the relevant field at a supervisory level. Experience in Health Sector will be essential. A valid driver's License will be an added advantage. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data.

KPA's: Implement and maintain Quality Assurance policies and procedures, team formation at institution level. Report to Quality Health Assurance when required to do so. Co-ordinate infection control; and clinical audit activities. Manage complaint system and monitor adverse events. Assessing customer satisfaction surveys. Monitor adherence to norms and standards, National Core Standards and Six most Critical Areas. Identify areas for training and ensure that training takes place. Independent Practice.

GENERAL WOKERS X9

CRADOCK HOSPITAL X1; COFIMVABA X3; ELLIOT HOSPITAL x5
Salary Range: An all-inclusive remuneration: R90 234.00 – R106 290.00 (Level 02)

(Ref. ECHEALTH/CRA/GA/43/04/2017;ECHEALTH/COF/GA/43/04/2017;ECHEALTH/ELL/GA/43/04/2017)

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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.

ARTISAN FOREMAN A, B:

Salary Range: An all-inclusive remuneration: R 267 756.00– R301 629.00(OSD)

(Ref. ECHEALTH/CALAH/AF/44/04/2017) Cala Hospital

Minimum Requirements: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.

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

LAUNDRY WORKER X2

CRADOCK HOSPITAL X1;FRONTIER HOSPITAL X1

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 p.a. (Level 02)

(Ref. ECHEALTH/CRAD/LW/45/04/2017; ECHEALTH/FRONH/LW/45/04/2017)

Minimum Requirements: Abet or grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. 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.

KPA's: 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. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ARTISAN GR A, B, C :

Salary Range: An all-inclusive remuneration: R167 778 – R186 207 OSD)

(Ref. ECHEALTH/ART/COFH/46/04/2017)Cofimvaba Hospital

Minimum Requirements: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.

KPA's: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. **Electrical:** Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. **Plumbing:** Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. **Carpentry:** Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. **Bricklaying:** Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. **Fitter and Turner:** Strip and assemble machinery and equipment. Lead and guide on all technical activities. **Provide maintenance of technical services:** Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

FOOD SERVICE SUPERVISOR:

Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00(Level 04)
(Ref. ECHEALTH/COF/FSAS/47/04/2017) Cofimvaba Hospital

Minimum Requirements: National Diploma in food service management with 3-5 years applicable Public hospital experience. Poses good communication skills. Be able to work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

KPA's: Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

HOUSEHOLD WORKER:

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref. ECHEALTH/ELLIH/HW/48/04/2017) Elliot Hospital

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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, basins, 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 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 and utensils. Report safety 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.

CLEANER X1 :

INXUBA YETHEMBA SUB-DISTRICT

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 p.a. (Level 02)

(Ref. ECHEALTH/INX-SUB/CL/49/04/2017)

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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, basins, 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 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 and utensils. Report safety 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.

LAUNDRY SUPERVISOR X1:

Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00p.a (Level 04)

(Ref. ECHEALTH/INTSIKA-SUB/50/04/2017) Intsika Yethu Sub-District

Minimum Requirements: Grade 12 certificate plus 3-5 years' experience in laundry. Computer literate. Ability to operate machines. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable Poses physical strength and to cope with physical demands of position.

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

FOOD SERVICE AID:

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 p.a. (Level 02)

(Ref. ECHEALTH/GGH/FSA/51/04/2017) Glen Grey Hospital

Minimum Requirements: Grade 10 or ABET. 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.

KPA's: 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.

DRIVER (LIGHT VEHICLE) X2

INTSIKA YETHU SUB-DISTRICTX1;NGCOBO SUB DISTRICTS X1

Salary Range: An all-inclusive remuneration: R107 886.00 – R127 086.00 (Level 03)

(Ref. ECHEALTH/INTSI/DR/52/04/2017; ECHEALTH/NGC/DR/52/04/2017)

Minimum Requirements: Grade 10/ standard 8 certificates. Relevant experience in Driving /Code B with 3 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

KPA's: Provide 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 from point A to point B and re-collect. Render vehicle **Maintenance functions:** Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

ADMINISTRATIVE CLERK X 6

CHRIS HANI DISTRICT OFFICE X1; COFIMVABA HOSPITAL X1;ELLIOT HOSPITAL X1

EMALAHLENI SUB-DISTRICT X1;KOMANI HOSPITAL X2

Salary Range: An all-inclusive remuneration: R152 862.00- R180 063.00 (Level 05)

(Ref. ECHEALTH/DISTO/AC/53/04/2017; ECHEALTH/COF/AC/53/04/2017; ECHEALTH/ELL/AC/53/04/2017;

ECHEALTH/EMSD/AC/53/04/2017; ECHEALTH/KOMH/AC/53/04/2017)

Minimum Requirements: National Diploma in Human Resource Management or equivalent with minimum of 0-2 year's relevant experience. Grade 12 with 4-6 years relevant administrative experience. Good interpersonal and communication skills. Computer literacy and knowledge of Patient's right charter. Must be a committed and hard working person. Ability to work under pressure.

KPA's: 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.

OPERATOR :

*Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref. ECHEALTH/GLENGH/OP/54/04/2017) Grey Hospital*

Minimum Requirements: ABET / Level 4, Grade 10 / Standard 8 and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.

KPA's: 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.

CLIENT INFORMATION CLERK :

*Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00 (Level 04)
(Ref. ECHEALTH/FRONH/CIC/55/04/2017) Frontier Hospital*

Minimum Requirements: Grade 12 with 0-2 years' experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

KPA's: Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

PROPERTY CARE TAKER X10

CALA HOSPITAL X1; ELLIOT HOSPITAL X2; LUKHANJI SUB-DISTRICT- GATEWAY CLINIC X1; HUKUWA CLINIC X1; LAHLANGUBO CLINIC X1; NOMONDE CLINIC X1
ENGCOCO SUB-DISTRICT X4

*Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref. ECHEALTH/CALH/PCT/56/04/2017; ECHEALTH/ELL/PCT/56/04/2017 ; ECHEALTH/FRONH/PCT/56/04/2017
ECHEALTH/LKGC/PCT/56/04/2017; ECHEALTH/LKHC/PCT/56/04/2017; ECHEALTH/NOMC/PCT/56/04/2017
ECHEALTH/ENGCSUB/PCT/56/04/2017)*

Minimum Requirements: ABET. Ethical and moral person, energetic and hard working person

KPA's: Provide effective property care services in the institution: Control the access of institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas of responsibility. Take care of organizations fixed and moveable assets.

PORTER X2

COFIMVABA HOSPITAL X1; FRONTIER HOSPITAL X1
*Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref. ECHEALTH/COF/P/57/04/2017; ECHEALTH/FRONH/P/57/04/2017)*

Minimum Requirements: Minimum Grade10/Abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

KPA's: 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.

SENIOR ADMINISTRATION OFFICER (ER):

Salary Range: An all-inclusive remuneration: R281 418.00- R331 497.00 (Level 08)

(Ref. ECHEALTH/SAO/AMDO/58/04/2017)Chris Hani District Office.

Minimum Requirements: National Diploma /Degree in Human Resource Management with labour relations' modules/ Labour Law or an equivalent qualification in the related field. Minimum of 3-5 years' experience in Labour Relations environment. Sound knowledge and understanding in the application of Labour Law Legislation, understanding of relevant Legal and Public service legislative or policy prescripts. Good verbal and written communication with strong presentation skills. Proven investigative, analytical, computer literacy and good report writing skills, ability to work in a high pressured environment. A valid driver's License is essential

KPA's: Perform administrative functions. Receive notices from bargaining council. Represent employer in conciliation. Act as an interpreter during hearing. Conduct disciplinary investigations. Receive grievances from employees and refer to designated employee. Provide technical support during disciplinary hearings. Monitor compliance and adherence to Labour Relations practices and standards.

SENIOR INFORMATION OFFICER:

Salary Range: An all-inclusive remuneration: R281 418.00- R331 497.00 (Level 08)

(Ref. ECHEALTH/COF/SIO/59/04/2017) Cofimvaba Hospital

Minimum Requirements: Degree or National Diploma in Information Management or equivalent qualification plus 3-5 years relevant experience OR grade 12 plus seven (7) years' experience in supervisory level. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory.

KPA's: Co-ordinate all capturing of statistics. Analyse health information data. Manage health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

OCCUPATIONAL HEALTH & SAFETY OFFICER

All SAINTS HOSPITALX1; ELLIOT HOSPITAL X1

Salary Range: An all-inclusive remuneration: R281 418.00- R331 497.00 p.a. (Level 08)

(Ref. ECHEALTH/ASH/SO/60/04/2017;ECHEALTH/SO/ELLH/60/04/2017)

Minimum Requirements: Degree/National Diploma in the relevant field with 3-5 years' experience required, training in ethics. Continuous professional and ethical behavior. Knowledge of Public Health Management and Public

Service Legislation, Regulations and Policies. Good communication, Report writing; Facilitation skills; Co-ordination skills; Liaison; Decision making, Analytical thinking.

KPA's: Establish and administer Safety Committees. Audit all workplaces in order to ensure compliance with the Occupational Health and Safety Act and regulations under this Act. Report all deviations to the Manager. Identify and co-ordinate the training and activities of First Aiders. Receive process and submit all injury reports. Obtain Claim numbers for the injured, receive and submit all medical reports for processing. Make follow ups on all outstanding claims, keep a record of all claims and a filing system pertaining to each claim.

FOOD SERVICE MANAGER:

Salary Range: An all-inclusive remuneration: R226 611.00- R266 943.00 (Level 07)
(Ref. ECHEALTH/MOL/FSM/61/04/2017) Molteno Hospital

Minimum Requirements: Degree/ National Diploma in Food Service Management or relevant field. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

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

HOUSEKEEPING SUPERVISOR:

Salary Range: An all-inclusive remuneration: R127 851.00 –R 150 606.00 (Level 04)
(Ref. ECHEALTH/ELL/HSW/62/04/2017) Elliot Hospital

Minimum Requirements: Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

KPA's: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty roster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctors room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, 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 ward. 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.

MORTUARY ATTENDANT:

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref. ECHEALTH/GGH/MA/63/04/2017) Glen Grey Hospital

Minimum Requirements: Minimum Grade10/abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

KPA's: 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.

DATA CAPTURER X 9

CHRIS HANI DISTRICT OFFICE X 8; FORENSIC PATHOLOGY SERVICES X1

Salary Range: An all-inclusive remuneration: R127 851.00 –R 150 606.00 (Level 04)

(Ref. ECHEALTH/DISTO/DC/64/04/2017; ECHEALTH/FPS/DC/64/04/2017)

Minimum Requirements: Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

KPA's: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. 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.

TRADE LABOURER:

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)

(Ref. ECHEALTH/FRONH/AS/65/04/2017) Frontier Hospital

Minimum Requirements: ABET Level 4. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

KPA's: Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such as painting, 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.

LOGISTIC SUPPORT OFFICER:

Salary Range: An all-inclusive remuneration: R 226 611.00- R266 943.00 (Level 07)

(Ref. ECHEALTH/FRT/LSO/66/04/2017) Frontier Hospital

Minimum Requirements: National Diploma / Degree with 3 – 5 years' experience or Grade12 with 7 years' experience in supervisory level. Knowledge and understanding of the relevant Acts/prescripts and legislation. Ability to collect and collate data.

KPA's: Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescripts. Monitor inventory level. Maintain stock levels.

ARTISAN FOREMAN A, B:

Salary Range: An all-inclusive remuneration: R 267 756 – R301 629 p.a. (OSD)
(Ref. ECHEALTH/KOM/AF/67/04/2017)Komani Hospital

Minimum Requirements: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.

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

TRANSPORT OFFICER:

Salary Range: An all-inclusive remuneration: R R226 611.00- R266 943.00 (Level 07)
(Ref. ECHEALTH/KOM/TO/68/04/2017)Komani Hospital

Minimum Requirements: National Diploma in Transport management or related field and with 3-5 years' experience in transport section. Grade 12 plus 7 years relevant experience. Valid driver's license is compulsory.

KPA's: Check filling in log sheets before and after trips. Do transport returns. Delegate work and supervise section. Receive work instructions and respond. Manage transport office. Control government fleet Book service and maintain government vehicles. Receive and record documents. Monitor loading and dispatching of items. Check and verify the vehicle condition. Check lights, windscreen, wipers, hooter, and tyre condition and check vehicle license Check dates for vehicle service and report. Check road worthiness of vehicles.

MIDDLE MANAGER ADMINISTRATION:

Salary Range: An all-inclusive remuneration: R334 545 – R404 121 p.a. (Level 09)
(Ref. ECHEALTH/COF/MMA/69/04/2017)Cofimvaba Hospital

Minimum Requirements: National Diploma /Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, PERSAL, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of Persal system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

KPA's: 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 CEO. 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.

GENERAL WORKER X 1:

*Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref. ECHEALTH/GW/FRH/70/04/2017) Frontier Hospital*

Minimum Requirements: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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.

CLINICAL ASSOCIATE:

*Salary Range: An all-inclusive remuneration: R 226 611.00- R266 943.00 P.A. (Level 07)
(Ref. ECHEALTH / COF/CA/71/04/2017) Cofimvaba Hospital*

Minimum Requirements: Bachelor of Clinical Medical Practice (BCMP). Current registration with HPSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

KPA's: Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counseling. Integrate understanding of family, community and health system in practice.

SARAH BAARTMAN HEALTH DISTRICT

FOOD SERVICE AID X2:

*Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref. ECHEALTH/FSAID/72/04/2017)Andries Vosloo Hospital*

Minimum Requirements: Grade 10 or ABET. 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.

KPA's: 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.

HUMAN RESOURCE CLERK:

*Salary Range: An all-inclusive remuneration: R 152 862.00 – R 180 063.00 (Level 05)
(Ref. ECHEALTH/HRC/AVH/73/04/2017) Andries Vosloo Hospital*

Minimum Requirements: Grade 12 plus 2-5 years' experience in Human Resource or Degree/National Diploma in Human Resource Management with 0-2 years' experience in Human Resources environment. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

KPA's: Capture information from input forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain organisational charts and records.

HUMAN RESOURCE PRACTITIONER:

*Salary Range: An all-inclusive remuneration: R R226 611.00- R266 943.00 (Level 07)
(Ref. ECHEALTH/HRP/AVH/74/04/2017) Andries Vosloo Hospital*

Minimum Requirements: Bachelor's Degree/National Diploma in Human Resource Management/Public Management or equivalent qualification. A minimum of 3 years relevant experience in Human Resource Administration environment or Grade 12 with 7 years' experience in Human Resource Administration environment. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.

KPA's: The incumbent will be responsible to perform and administer all functions related to recruitment and selection, PMDS and leave management. Implement/manage PERSAL transactions. Provide human resource management information support i.e. implementing policies, maintaining discipline, motivating and exercising control of subordinates.

LAUNDRY WORKER X2

ANDRIES VOSLOO HOSPITAL X1; FORT ENGLAND HOSPITAL X1
*Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref. ECHEALTH/LW/AVH/75/04/2017); ECHEALTH/LW/FEH/75/04/2017)*

Minimum Requirements: Minimum requirement, Abet or grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. 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.

KPA's: 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. Do all laundry duties as directed by the supervisor. **Maintain laundry equipment/machines:** Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

GENERAL WORKER X 22

FORT ENGLAND HOSPITAL X3, LIVINGSTONE HOSPITAL X11, DORA NGINZA HOSPITAL X5, ANDRIES VOSLOO HOSPITAL X1, KOUGA SUB DISTRICT X1, MARJORIE PARRISH TB HOSPITAL X1

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref.ECHEALTH/GW/FEH/76/04/2017;ECHEALTH/GW/LVH/76/04/2017;ECHEALTH/GW/DNH/76/04/2017
ECHEALTH/GW/AVH/76/04/2017;ECHEALTH/GW/KSD/76/04/2017; ECHEALTH/GW/MPTH/76/04/2017)

Minimum Requirements: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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.

STORE ASSISTANT:

Salary Range: An all-inclusive remuneration: R107 886.00 – R 127 086.00 (Level 03)
(Ref. ECHEALTH/SA/AH/77/04/2017)Aberdeen Hospital

Minimum Requirements: Grade 10 certificate .Knowledge of provisioning administration. Good communication skills. Honesty assertiveness.

KPA's: Execute stores administrative service (receipt, storage, issue etc). Deal with hospital matters pertaining to stores. Apply best practice procurement standards for goods and services. Maintain stock levels. Implement and guide the application of prescribed provisioning and procurement policy.

FINANCE CLERK X2

MIDLANDS HOSPITALX1; PE PHARMACEAUTICAL DEPOTX1
Salary Range: An all-inclusive remuneration: R 152 862.00 – R 180 063.00 (Level 05)
(Ref.ECHEALTH/FC/MH/78/2017; ECHEALTH/FC/PPD/78/2017)

Minimum Requirements: Degree/ National Diploma in a relevant field with 0-2 years' experience. Grade 12 with 7 years' experience in relevant field. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills.

KPA's: 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.

STATE ACCOUNTANT:

*Salary Range: An all-inclusive remuneration: R 226 611.00- R266 943.00 p.a. (Level 07)
(Ref. ECHEALTH/STATEAC/ABERDH/79/2017) Aberdeen Hospital*

Minimum Requirements: Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 2-5 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.

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

PROPERTY CARETAKER x 4

KOUGA SUB DISTRICT OFFICE X2, FORT ENGLAND HOSPITAL X1, SUNDAYS VALLEY HOSPITAL X1

*Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref.ECHEALTH/ CT/KSD/80/04/2017; ECHEALTH/CT/FEH/80/04/2017;ECHEALTH/CT/SVH/80/04/2017)*

Minimum Requirements: ABET. Ethical and moral person. Energetic and hard working person

KPA's: Provide effective property care services in the institution: Control the access of institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas of responsibility. Take care of organizations fixed and moveable assets.

HOUSEKEEPING SUPERVISORY:

*Salary Range: An all-inclusive remuneration: R127 851– R150 606.00 p.a. (Level 04)
(Ref. ECHEALTH/HKS/MPTBH/81/04/2017)Marjorie Parrish TB. Hospital*

Minimum Requirements: Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

KPA's: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision 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 monitoring, 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 ward. 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.

SENIOR ADMINISTRATION OFFICER:

Salary Range: An all-inclusive remuneration: R281 418.00– R331 497.00 (08)

(Ref. ECHEALTH/SA/MPTBH/82/04/2017) Marjorie Parrish TB. Hospital

Minimum Requirements: A recognised 3 year National Diploma /Degree in Public Administration/ Human Resource Management with 3-5 years relevant supervisory experience or Grade 12 plus 8 years relevant experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's License.

KPA's: Responsible for the effective control of the institution's administrative and support functions, including HR, Student Support, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

ARTISAN FOREMAN:

Salary Range: An all-inclusive remuneration: R 267 756.00 – R301 629.00 (OSD)

(Ref. ECHEALTH/ARTF/MPTBH/83/04/2017) Marjorie Parrish TB. Hospital

Minimum Requirements: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.

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

CLEANER X 2

SUNDAYS VALLEY HOSPITAL X1;CAMDEBOO SUB DISTRICT X1

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 p.a. (Level 02)

(Ref. ECHEALTH/CLN/SVH/84/04/2017, ECHEALTH/CLN/CBD/84/04/2017)

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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, basins, 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 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 and utensils. Report safety 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.

CLIENT INFORMATION CLERK:

Salary Range: An all-inclusive remuneration: R127 851– R150 606.00 p.a. (Level 04)
(Ref. ECHEALTH/ CIC/MH/85/04/2017)Midlands Hospital

Minimum Requirements: Grade 10 certificate or equivalent with 0-2 years' experience. Grade 12 certificate with 3-5 years' experience. Ability to exchange information in the polite and helpful manner. Good communication skills and interpersonal skills. Telephonic etiquette.

KPA's: Receive and refer telephone calls to the relevant staff. Record and deliver message to the relevant staff. Provide general information and manage internal and external calls. Arrange new internal telephone extensions. Report faults of the equipment to the service provider.

FOOD SERVICE MANAGER:

Salary Range: An all-inclusive remuneration: R 226 611.00- R266 943.00 (07)
(Ref. ECHEALTH/FSM/MH/86/04/2017) Midlands Hospital

Minimum Requirements: Degree/ National Diploma in the relevant field. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

KPA's: Manage food services, facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources, ensure healthy and hygienic environment. Compile cycle menus and recipes monitor stock levels, order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Coach and mentor subordinates, compile job profiles, develop work plans, conduct performance reviews and identify training needs.

CHIEF ARTISAN GR A, B:

Salary Range: An all-inclusive remuneration: R343 329.00 – R392 547.00 (OSD)
(Ref. ECHEALTH/CA/MH/87/04/2017) Midlands Hospital

Minimum Requirements: Grade 10 plus Appropriate Trade Test Certificate. Five years relevant experience as an in the Public-sector. Experience in Safety Health related environment. Knowledge of a limited range of work procedures. Basic health and safety measures. Quality workmanship. Relevant Artisans regulations. Valid driver's license. Computer literacy will be an added advantage.

KPA's: Carry out maintenance, repairs, installations and upgrade of hospital facilities, equipment and services and to ensure compliance with the OHS Act. Assisting in the unit's budgeting and expenditure control. Controlling over tools, parts, materials and equipment. Identify training needs for staff. Assisting in the management of workshop attendance, time keeping and leave. Do maintenance and repairs to plant services and equipment. Attend to emergency breakdowns 24 Hrs a day. Ensure that all equipment is in good working condition. Plan and implement minor installations and alterations. Deal with administrative related issues. Process and return completed work requisitions. Ordering and control maintenance materials. Prepare reports on incidents, equipment and staff.

TRADE LABOUR:

*Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref. ECHEALTH/TL/MPTBH/88/04/2017) Marjorie Parrish TB. Hospital*

Minimum Requirements: ABET Level 4. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

KPA's: Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such as painting, 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 is 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 walkways. 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.

FOOD SERVICE SUPERVISOR:

*Salary Range: An all-inclusive remuneration: R127 851– R150 606.00 p.a. (Level 04)
(Ref. ECHEALTH/TL/MPTBH/89/04/2017) Marjorie Parrish TB. Hospital*

Minimum Requirements: Grade 10 or equivalent with 2-5 years relevant experience in the field. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

KPA's: Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

NELSON MANDELA METRO DISTRICT

ADMINISTRATIVE CLERK: NMBHD

*Salary Range: An all-inclusive remuneration: R 152 862.00 – R 180 063.00 (Level 05)
(Ref. ECHEALTH/AC/NMBHD/90/04/2017)*

Minimum Requirements: National Diploma /Degree in Public Management or equivalent with minimum of 2-3 years relevant experience. Grade 12 with 4-6 years relevant administrative experience. Good interpersonal and communication skills. Computer literacy and knowledge of Patient's right charter. Must be a committed and hard working person. Ability to work under pressure.

KPA's: 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.

PORTER:

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref. ECHEALTH/PTR/JPTBH/91/04/2017) Jose Pearson TB. Hospital

Minimum Requirements: Minimum Grade 10/abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

KPA's: 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.

MORTUARY ATTENDANT:

Salary Range: An all-inclusive remuneration: R90 234.00- R106 290.00 (Level 02)
(Ref. ECHEALTH/MA/JPTBH/92/04/2017) Jose Pearson TB. Hospital

Minimum Requirements: ABET or Grade 10. Good interpersonal and communication skills. Relevant experience will be added as an advantage. Ability to perform routine tasks and to operate relevant machines

KPA's: 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.

SENIOR HUMAN RESOURCE PRACTITIONER:

Salary Range: An all-inclusive remuneration: R281 418.00 – R 331 497.00 (Level 08)
(Ref. ECHEALTH/SHRP/LVH/93/04/2017) Livingstone Hospital

Minimum Requirements: Degree/ National Diploma in Human Resource Management/ Administration or Public Administration with 5 years' experience in Human Resource Management field or Grade 12 with 7 years' experience in Human Resource Management field. NB: Shortlisted candidates will be tested on Persal. Valid driver's license will serve as added advantage and as a recommendation. Knowledge and experience of the Persal systems. Knowledge of Public Service Act, Public Service Regulations. Basic conditions of Employment Act, Skills Development Act, Performance Management and Development System and relevant policies and resolutions related to HRM. Computer Literacy and skills in MS package (MS Word, Excel and PowerPoint and Access).

KPA's: Supervise human resources to ensure efficient and quality service to client. Supervise effective capturing of Persal data. Implement the Human Resources and Management policies related to the conditions of service. Manage termination of services. Represent the recruitment section in selection committees and provide HR advisory and secretarial support services. Administer conditions of service, including appointments, transfers and post establishment. Facilitate for timeous processing of all employee benefits including exit benefits and leave gratuities.

Compile reports and provide statistics. Supervise, develop and quality control work. Provide guidance to supervisors and managers on relevant policies and related matters.

ASSISTANT DIRECTOR: HRM:

Salary Range: An all-inclusive remuneration: R334 545 – R404 121 (Level 09)
(Ref. ECHEALTH/ADHRM/OTBH/94/04/2017) Orsmond TB. Hospital

Minimum Requirements: A Bachelor's Degree / National Diploma in Human Resource Management or equivalent qualification with 3-5 years' experience at supervisor level. Extensive knowledge of Persal. Ability to do presentations, interpretation of reports and policies. Knowledge of PFMA, PSA, PSR and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.

KPA's: Manage Human Resource Management and Administration, Persal Management, Facilitate implementation of Employment Equity Act. Ensure and monitor implementation of HR policies in the hospital. **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. **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.

ASSISTANT DIRECTOR - OPERATIONS:

Salary Range: An all-inclusive remuneration: R334 545 – R404 121 p.a. (Level 09)
(Ref. ECHEALTH/ASO/OTBH/95/04/2017) Orsmond TB. Hospital

Minimum Requirements: An appropriate three years qualification (National Diploma / Degree) in facilities /Operations or equivalent qualification, 5 – 10 years' experience in Operations and Auxiliary services. A valid driver's License. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994), PFMA, OHSA and National Building Regulations. **Skills and competencies:** Project Management skills. Good financial management skills, planning and organising. Strong communication skills, strategic and conceptual orientation. People management skills and computer literacy.

KPA's: Supervise general operations in the hospital. Monitor compliance with necessary statutory requirements for facility, building maintenance and related work. Provide support to Housekeeping, horticulture, pest control and landscape. Compile business report for facility maintenance. Provide technical inputs in drawing up specifications and monitor compliance by service providers regarding health and safety matters. Implement regular compliance inspections and audits. Report emergency cases affecting Land and Buildings i.e, interruptions to power supply, water supply and sewage system. Provide security services for buildings and assets. Supervise and train sub-ordinates in Facility Management Unit (FMU). Monitor construction projects and identify areas that need urgent and on-going attention. Validate recommendations on payment for work completed. **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 sub-ordinates (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.

ASSISTANT DIRECTOR - QUALITY ASSURANCE:

Salary Range: An all-inclusive remuneration: R334 545 – R404 121 p.a. (Level 09)
(Ref. ECHEALTH/ADQA/PAH/96/04/2017) Port Alfred Hospital

Minimum Requirements: Degree/ National Diploma in Health related field or equivalent qualification in Quality Assurance. A minimum of 3-5 years' experience in the relevant field at a supervisory level. Experience in Health Sector will be essential. A valid driver's License will be an added advantage. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels

of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data.

KPA's: Implement and maintain Quality Assurance policies and procedures. Establish team at institution level. Report to Quality Health Assurance when required to do so. Co-ordinate infection control; and clinical audit activities. Manage complaint system and monitor adverse events. Assess customer satisfaction surveys. Monitor adherence to norms and standards, National Core Standards and Six most Critical Areas. Identify areas for training and ensure that training takes place.

PATIENT ADMIN CLERK X2:

*Salary Range: An all-inclusive remuneration: R 152 862.00 – R 180 063.00 (Level 05)
(Ref. ECHEALTH/ PAC/PAH/97/04/2017) Port Alfred Hospital*

Minimum Requirements: Grade 12 with 3-5 years' experience with strong administration skills. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Driver's license will be added advantage.

KPA's: Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). 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. Filing 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.

OR. TAMBO DISTRICT

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT:

*Salary Range: An all-inclusive remuneration: R 657 558.00 – R774 576. 00 (Level 11)
(Ref. ECHEALTH/ORTDO/DDSCM/98/04/2017)OR. Tambo District Office*

Minimum Requirements: Degree/ National Diploma in Financial Management or equivalent qualification in the related field. A minimum of 3-5 years' experience in supervisory level. A valid driver's License will be an added advantage. Sound knowledge Computer literacy and knowledge of government accounting systems and software(e.g BAS & PERSAL etc). Extensive knowledge of or experience in PFMA, Treasury Regulations and other legislation. A valid driver's license. Strategic Planning. Ability to work under pressure. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data.

KPA's: Provision of generic management services. Guide and supervise the implementation of Supply Chain Management related policies and programmes. Planning and compilation of operations' baseline plans. Co-ordination of unit operations or programme. Coordinate related work committees to advance hospital interests. **Manage provision of Sub-Directorate programs and projects:** Guide execution and maintenance of the following activities:-Demand, Acquisition, Contract, Asset and Logistics. **Manage utilization of physical, financial and human resource in the Sub- Directorate:** Compile budget proposal of the Sub-Directorate. Table budget proposal to the finance structure for consideration. Monitor budget spending and make budget reviews for the Directorate and report deviations to the Director. Recommend/approve basic financial transactions of the Sub-Directorate Assign work programs and projects to relevant Assistant Managers of the Directorate. Develop and review performance work plans and the related job profiles. **Management of information, records and knowledge in the Directorate:** Support and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the Sub-Directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Sub-Directorate.

ASSISTANT DIRECTOR: PAYMENT ADMINISTRATION:

Salary Range: An all-inclusive remuneration: R334 545 – R404 121 p.a. (Level 09)
(Ref. ECHEALTH/ADPA/ORTDO/99/04/2017) OR. Tambo District Office

Minimum Requirements: National Diploma /Degree in Financial Management/Accounting or equivalent with 3-5 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.

KPA's: Guide execution and rendering of the following activities:- salary administration and supply payments. Ensure and monitor implementation of Financial Administration policies in the district. **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. **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.

ADMINISTRATION CLERK (PATIENT ADMINISTRATION) X2:

Salary Range: An all-inclusive remuneration: R152 862.00 – R 180 063.00 (Level 05)
(Ref. ECHEALTH/AC/STEH/100/04/2017)St. Elizabeth Hospital

Minimum Requirements: Grade 12 with 3-5 Years' experience with strong administration skills. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Driver's license will be added advantage.

KPA's: Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). 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.

ADMINISTRATION CLERK (OPD) X2

CANZIBE HOSPITAL X1; ISILIMELA HOSPITAL X1

Salary Range: An all-inclusive remuneration: R152 862.00 – R 180 063.00 p.a. (Level 05)
(Ref. ECHEALTH/AC/CANH/102/04/2017; ECHEALTH/AC/ISIH/102/04/2017)

Minimum Requirements: Grade 12 or equivalent qualification or National Diploma in Public Administration or equivalent with 0-2 year's administrative experience in the Public sector. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

KPA's: Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). 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.

CLEANER X 6

CANZIBE HOSPITAL X3; BAMBISANA HOSPITAL X3

Salary Range: An all-inclusive remuneration: R 90 234.00 – R 106 290.00 (Level 02)
(Ref. ECHEALTH/CL/CANH/103/2017; ECHEALTH/CL/BAMBH/103/04/2017)

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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, basins, 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 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 and utensils. Report safety 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.

GENERAL WORKER X 12

ZITULELE HOSPITAL X2, NGQUNGU CLINIC X1, BAMBISANA HOSPITAL X2,
KSD SUB-DISTRICT X1, MHLONTLO SUB-DISTRICT X1, NYANDENI SUB-DISTRICT X1,
QAUKENI SUB-DISTRICT X1;CANZIBE X3

Salary Range: An all-inclusive remuneration: R 90 234.00 – R 106 290.00 (Level 02)

(Ref.ECHEALTH/GW/ZITH/104/04/2017;

CHEALTH/GW/NGQUCLN/104/04/2017;ECHEALTH/GW/BAMBH/104/04/2017;ECHEALTH/GW/KSDSD/104/04/2017; ECHEALTH/GW/MHLSD/104/04/2017;

ECHEALTH/GW/NYANSD/104/04/2017;ECHEALTH/GW/QAUSD/104/04/2017;

ECHEALTH/GW/CANZH/104/04/2017)

Minimum Requirements: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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.

OPERATOR X2 :

Salary Range: An all-inclusive remuneration: R 90 234.00 – R 106 290.00 (Level 02)

Ref. ECHEALTH/OP/ BAMBH/105/04/2017)Bambisana Hospital

Minimum Requirements: ABET / Level 4, Grade 10 / Standard 8 and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Must have 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. A driver's license will be an added advantage.

KPA's: 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 ensure that fuel is always filled. Ensure that machinery used in daily activities and also perform any other related job allocation.

PROPERTY CARE TAKER X 7

MQEKEZWENI CLINIC X1, NCAMBELE CLINIC X 1;KSD SUB-DISTRICT X4
MBEKWENIX1

*Salary Range: An all-inclusive remuneration: R 90 234.00 – R 106 290.00 (Level 02)
(Ref.ECHEALTH/PCT/KSDSD/106/04/2017;ECHEALTH/PCT/MQEKLIN/106/04/2017;
ECHEALTH/PCT/NCAMBCLN/106/04/2017; ECHEALTH/PCT/MBEK/106/04/2017)*

Minimum Requirements: ABET. Ethical and moral person, energetic and hard working person

KPA's: Provide effective property care services in the institution: Control the access of institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas of responsibility. Take care of organizations fixed and moveable assets.

ADMINISTRATIVE OFFICER:

*Salary Range: An all-inclusive remuneration: R 226 611.00– R 266 943.00 (Level 07)
(Ref. ECHEALTH/AO/KSDSD/107/04/2017)KSD Sub-District*

Minimum Requirements: National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.

KPA's: Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.

ADMINISTRATION CLERK – ADMINISTRATION SUPPORT:

*Salary Range: An all-inclusive remuneration: R152 862-R180 063.00 (Level 05)
(Ref. ECHEALTH/AC/KSDSD/108/04/2017) KSD Sub-District*

Minimum Requirements: Grade 12 or equivalent qualification with 3-5 years' experience/National Diploma in Public Administration or equivalent with 0-2 year's administrative experience in the Public sector. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

KPA's: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. **Provide routine and administrative maintenance service:** Update and file

records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ARTISAN FOREMAN A, B X2

Dr MALIZO MPEHLE HOSPITALX1; BAMBISANA HOSPITAL X1

Salary Range: An all-inclusive remuneration: R 267 756.00 – R301 629.00 (OSD)

(Ref. ECHEALTH/DrMALIZH/AF/109/04/2017; ECHEALTH/BAMB/AF/109/04/2017)

Minimum Requirements: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.

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

ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT:

Salary Range: An all-inclusive remuneration: R 334 545.00 – R 404 121.00 (Level 09)

(Ref. ECHEALTH/AD/ORTDO/110/04/2017)OR. Tambo District Office

Minimum Requirements: Bachelor's Degree/National Diploma in Finance or equivalent. Minimum of 3-5 years' experience in Finance (Acquisition Management). Extensive knowledge of public sector expenditure processes, rules and regulations. Sound understanding of PFMA, treasury regulations and other related prescripts. Ability to work under pressure and delivery according to tight deadlines. Must have a valid driver's License.

KPA's: Manage the procurement of goods and services by means of quotations and bids. Ensure that the Department maintains effective systems and procedures of goods and services. Establish and monitor supplier database, bid specification and bid advice centre. Ensure that the policies procedures and regulations are adhered to. **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. **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

STATE ACCOUNTANT (Payment Administration):

Salary Range: An all-inclusive remuneration: R 226 611.00– R 266 943.00 (Level 07)

(Ref. ECHEALTH/FP/ORTDO/111/04/2017) OR. Tambo District Office

Minimum Requirements: Grade 12 with 7 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 2-5 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.

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

ASSISTANT DIRECTOR: PAYMENT ADMINISTRATION:

Salary Range: An all-inclusive remuneration: R 334 545.00 – R 404 121.00 (Level 09)
(Ref. ECHEALTH/ADPA/ORTDO/112/04/2017) OR. Tambo District Office

Minimum Requirements: Grade 12 plus (7) years' experience in Human Resource or Degree/National Diploma in Human Resource Management with 0-2 years' experience in Human Resources environment. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

KPA's: Guide execution and provision of the following activities:- recruitment, selection and appointment. HR registry services. Implement and manage PERSAL transactions. **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. **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.

SEAMSTRESS: ISILIMELA HOSPITAL

Salary Range: An all-inclusive remuneration: R107 886.00 – R127 086.00 (Level 03)
(Ref. ECHEALTH/SEAM/ISILH/113/04/2017)

Minimum Requirements: ABET/ Grade 8 with 2 years of training in sewing. Two years and more of sewing experience. Apprenticeship will be an advantage.

KPA's: Sew garments, using needles and threads or sewing machines: Sew clothing or other articles. Operate sewing equipment. **Measure parts such as sleeves or pant legs, and mark or pin-fold alteration lines.** Measure materials to mark reference points, cutting lines or other indicators. **Assemble garment parts and join parts with basting stitches, using needles and threads or sewing machines. Repair or replace defective garment parts such as pockets, zippers, snaps, buttons and linings.**

LAUNDRY WORKER X3

MBEKWENI CHC X1; ZITHULELE HOSPITAL X1; BAMBISANA HOSPITAL X1

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)
(Ref. ECHEALTH/LWMBECLN/114/04/2017; CHEALTH/LWZITUH/114/04/2017; ECHEALTH/BAMBH/114/04/2017)

Minimum Requirements: Abet or grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. 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.

KPA's: 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. Do all laundry duties as directed by the supervisor. **Maintain laundry equipment/machines:** Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

HUMAN RESOURCE CLERK:

Salary Range: An all-inclusive remuneration: R152 862-R180 063.00 (Level 05)

(Ref. ECHEALTH/HRC/STLH/115/04/2017)St. Lucy`s Hospital

Minimum Requirements: Grade 12 plus 2-5 years' experience in Human Resource or Degree/National Diploma in Human Resource Management with 0-2 years' experience in Human Resources environment. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

KPA's: Capture information from input forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain Organisational charts and records.

HOUSEHOLD WORKER:

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)

(Ref. ECHEALTH/HHW/ZITUH/116/04/2017)Zithulele Hospital

Minimum Requirements: ABET/Grade 10 with 0-2 years' work experience. Knowledge of general work and cleaning services. Communication skills (read and write).Team player.

KPA's: 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, basins, 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 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 and utensils. Report safety 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.

PERSONAL ASSISTANT:

Salary Range: An all-inclusive remuneration: R 226 611.00– R 266 943.00 (Level 07)

(Ref. ECHEALTH/PA/MTHAPHARMD/117/2017)Mtata Pharmaceutical Depot

Minimum Requirements: Diploma in Office Administration/ Public Management. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.

KPA's: Provide secretarial services, make transport and accommodation arrangements. Manage the Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

HUMAN RESOURCE PRACTITIONER:

Salary Range: An all-inclusive remuneration: R 226 611.00– R 266 943.00 (Level 07)
(Ref. ECHEALTH/HRP/MTHAPHARMD/118/2017) Mtata Pharmaceutical Depot

Minimum Requirements: B Degree/National Diploma in Human Resource Management/Public Management or equivalent qualification. A minimum of 3 years relevant experience in Human Resource Administration environment or Grade 12 with 5-6 years' experience in Human Resource Administration environment. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.

KPA's: The incumbent will be responsible to perform and administer all functions related to recruitment and selection, PMDS, leave management and service benefits. Implement/manage PERSAL transactions. Provide human resource management information support i.e. implementing policies, maintaining discipline, motivating and exercising control of subordinates. Allocate, supervise and manage day to day Human Resource functions in the institution.

CLIENT INFORMATION CLERK:

Salary Range: An all-inclusive remuneration: R127 851.00 – R 150 606.00 (Level 04)
(Ref. ECHEALTH/CIC/119/04/2017) Nelson Mandela Academic Hospital

Minimum Requirements: Grade 12 with 3-5 years' experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

KPA's: Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

PORTER:

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)
(Ref. ECHEALTH/POR/NMAH/120/04/2017) Nelson Mandela Academic Hospital

Minimum Requirements: Grade 10/abet level 4. Good verbal and written communication skills. Must Be willing to work shifts and under pressure. Sound knowledge of Customer care.

KPA's: 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.

TRADE LABOURER :

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)

(Ref. ECHEALTH/TL/121/04/2017) Nelson Mandela Academic Hospital

Minimum Requirements: ABET Level 4. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude

KPA's: Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such as painting, 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 walkways. 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.

JOE GQABI HEALTH DISTRICT

HUMAN RESOURCE CLERK:

Salary Range: An all-inclusive remuneration: R152 862-R180 063.00 P.A (Level 05)

(Ref. ECHEALTH/HRC/JOEDO/122/04/2017) Joe Gqabi District Office

Minimum Requirements: Grade 12 plus 2-5 years' experience in Human Resource or Degree/National Diploma in Human Resource Management with 0-2 years' experience in Human Resources environment. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

KPA's: Capture information from input forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain organisational charts and records.

GENERAL WORKER X 40

STEYNSBURG HOSPITAL X2; SENQU SUB-DISTRICT X12; MALETSWAI SUB-DISTRICT X9; ELUNDINI SUB-DISTRICT X14; ALIWAL NORTH HOSPITAL X1; BURGERSDORP HOSPITAL X2

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)

(Ref. ECHEALTH/GWSTEYH/123/04/2017; ECHEALTH/GWSENSD/123/04/2017;

ECHEALTH/GWMALESD/123/04/2017; ECHEALTH/GWELUNSD/123/04/2017; ECHEALTH/GWALIH/123/04/2017; ECHEALTH/GWBURGH/123/04/2017).

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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.

FOOD SERVICE SUPERVISOR X3

CLOETE JOUBERT HOSPITAL X1;ALIWAL NORTH HOSPITAL X1
MACLEAR HOSPITAL X1

Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00 (Level 04)

(Ref.ECHEALTH/FSASCJH/124/04/2017;ECHEALTH/FSASALIH/124/04/2017; CHEALTH/FSASMACH/124/04/2017)

Minimum Requirements: National Diploma in food service management with 2-3 years applicable Public hospital experience. 2 years' experience in food service will be Advantageous. Poses good communication skills, be able to work shifts including weekends and public holidays. To attend daily production meetings as well as departmental meetings every 2nd week of the month. Be able to work as a team. Provide leadership.

KPA's: Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

ADMINISTRATION CLERK X1:

Salary Range: An all-inclusive remuneration: R152 862.00 -R180 063.00 (Level 05)

(Ref. ECHEALTH/ACMALESD/125/04/2017) Maletswai Sub-District

Minimum Requirements: Grade 12 or equivalent qualification with 3-5 years' experience/National Diploma in Public Administration or equivalent with 0-2 year's administrative experience in the Public sector. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

KPA's: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. **Provide routine and administrative maintenance service:** Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

FOOD SERVICE AID X1:

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)

(Ref. ECHEALTH/FSALIH/126/04/2017) Aliwali North Hospital

Minimum Requirements: Grade 10 or ABET. 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. Ability to perform routine / structured tasks.

KPA's: 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.

ARTISAN GR A, B, C :

Salary Range: An all-inclusive remuneration: R167 778 .00 – R186 207.00 (OSD)
(Ref. ECHEALTH/TAYLH/ART/127/04/2017)Taylor Bequest Hospital

Minimum Requirements: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.

KPA's: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. **Plumbing:** Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. **Provide maintenance of technical services:** Servicing of all makes of technical equipment. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

CLEANER X 7

LADY GREY HOSPITAL X1;BUGERSDORP HOSPITAL X1;ALIWAL NORTH HOSPITAL X1;ST FRANCIS HOSPITAL X1;STEYNSBURG HOSPITAL X1; TAYLOR BEQUEST HOSPITAL X1; UMLAMLI HOSPITAL X1

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)
(Ref. ECHEALTH/CLLGH/128/04/2017;ECHEALTH/CLBURGH/128/04/2017; ECHEALTH/CLALIH/128/04/2017 ECHEALTH/CLSTFH/128/04/2017; ECHEALTH/CLSTEYH/128/04/2017; ECHEALTH/CLTBH/128/04/2017 ECHEALTH/CLUMLH/128/04/2017)

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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, basins, 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 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 and utensils. Report safety 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.

PROPERTY CARE TAKER X1:

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02))
(Ref. ECHEALTH/PCTSENSD/129/04/2017) Senqu Sub-District

Minimum Requirements: ABET. Ethical and moral person, energetic and hard working person.

KPA's: **Provide effective property care services in the institution:** Control the access of institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas of responsibility. Take care of organizations fixed and moveable assets.

SENIOR ADMINISTRATION OFFICER X1 :

Salary Range: An all-inclusive remuneration: R281 418.00 – R331 497.00 (Level 08)
(Ref. ECHEALTH/SAOBURGH/130/04/2017) Burgersdorp Hospital

Minimum Requirements: A recognised 3 year National Diploma /Degree in Public Administration/ Human Resource Management with 3-5 years relevant supervisory experience or Grade 12 plus 8 years relevant experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's License.

KPA's: Responsible for the effective control of the institution's administrative and support functions, including HR, Student Support, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

DRIVER (LIGHT VEHICLE) X1:

Salary Range: An all-inclusive remuneration: R107 886.00 – R127 086.00 (LEVEL 03)
(Ref. ECHEALTH/DLVTBH/131/04/2017) Taylor Bequest Hospital

Minimum Requirements: Grade 10/ standard 8 certificates. Relevant experience in Driving /Code B with 3 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

KPA's: Provide 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 from point A to point B and re-collect. **Render vehicle Maintenance functions:** Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

HR REGISTRY CLERK X2:

Salary Range: An all-inclusive remuneration: R152 862.00 -R180 063.00 p.a. (Level 05)
(Ref. ECHEALTH/HRCSTPH/132/04/2017)St. Patricks Hospital

Minimum Requirements: Grade 12/ National Diploma in Human Resource/ Public Management with 0-2 years' experience. Knowledge of Batho Pele Principles, Public Service Act.

KPA's: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. **Render an effective filing and record 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 function:** 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.

HOUSE KEEPING SUPERVISOR:

Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00 (Level 04)
(Ref. ECHEALTH/HCS/STPATR/133/04/2017) Patricks Hospital

Minimum Requirements: Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

KPA's: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty roster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctors room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, 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 ward. 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.

SENIOR INFORMATION OFFICER X1:

Salary Range: An all-inclusive remuneration: R281 418.00 – R331 497.00 (Level 08)
(Ref. ECHEALTH/SIOTBH/134/04/2017) Taylor Bequest Hospital

Minimum Requirements: Degree or National Diploma in Information Management or equivalent qualification plus 3-5 years relevant experience OR grade 12 plus seven (7) years' experience in supervisory level. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory.

KPA's: Co-ordinate all capturing of statistics. Analyse health information data. Management of health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

DATA CAPTURER X1:

Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00 (Level 04)
(Ref. ECHEALTH/DCMALDS/135/04/2017) Maletswai Sub-District

Minimum Requirements: Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

KPA's: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. 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.

TRADE LABOUR X2:

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)

(Ref. ECHEALTH/TLSTBYH/136/04/2017) Taylor Bequest Hospital

Minimum Requirements: ABET Level 4. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

KPA's: Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such as painting, 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.

LAUNDRY SUPERVISOR X1:

Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00 p.a (Level 04)

(Ref. ECHEALTH/LSMACH/137/2017) Maclear Hospital

Minimum Requirements: Grade 12 certificate plus 3-5 years' experience in laundry. Computer literate. Ability to operate machines. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable Poses physical strength and to cope with physical demands of position.

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

CHIEF ARTISAN GR A, B :

Salary Range: An all-inclusive remuneration: R343 329.00 – R392 547.00 (OSD)

(Ref. ECHEALTH/CACJH/138/04/2017) Cloete Joubert Hospital

Minimum Requirements: Grade 10 plus Appropriate Trade Test Certificate. Five years relevant experience as an Artisan in the Public Sector. Experience in Safety Health related environment. Knowledge of a limited range of work procedures. Basic health and safety measures. Quality workmanship. Relevant Artisans regulations. Valid driver's license. Computer literacy will be an added advantage.

RECOGNITION OF EXPERIENCE:

GR A (R301 470)
GRB (R319 971)

KPA's: Carry out maintenance, repairs, and installations and upgrade of hospital facilities, equipment and services and to ensure compliance with the OHS Act. Assisting in the unit's budgeting and expenditure control. Controlling over tools, parts, materials and equipment. Identify training needs for staff. Assisting in the management of workshop attendance, time keeping and leave. Do maintenance and repairs to plant services and equipment. Attend to emergency breakdowns 24 Hrs a day. Ensure that all equipment is in good working condition. Plan and implement minor installations and alterations. Deal with administrative related issues. Process and return completed work requisitions. Ordering and control maintenance materials. Prepare reports on incidents, equipment and staff.

CLEANER X13

ALIWAL NORTH HOSPITAL;BURGERSDORP HOSPITAL; CLOETE JOURBERT HOSPITAL, EMPILISWENI HOSPITAL,JAMESTOWN HOSPITAL,MACLEAR HOSPITAL, LADY GREY HOSPITAL, STEYNSBURG HOSPITALX2, TAYLER BEQUEST HOSPITALX2; UMLAMLI HOSPITALX2

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 p.a. (Level 02)

(Ref. ECHEALTH/CL/ALWH/139/04/2017; ECHEALTH/CL/BURDH/139/04/2017; ECHEALTH/CL/CJH/139/04/2017 ECHEALTH/CL/EMPH/139/04/2017; ECHEALTH/CL/JBH/139/04/2017; ECHEALTH/MCRH/139/04/2017; ECHEALTH/LGH/139/04/2017; ECHEALTH/STEYBH/139/04/2017; ECHEALTH/TBH/139/04/2017 ECHEALTH/UML/139/04/2017)

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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, basins, 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 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 and utensils. Report safety 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.

CLEANER X 46

BENSONVALE CLINIC, BETHANIA CLINIC, BLOCK H CLINIC,BLUE GUMS CLINIC, BURGERSDORP TOWN CLINIC, EMPILISWENI CLINIC, EURAKA CLINIC, KATKOP CLINIC,KHAYAMANDI CLINIC, KHUNGISIZWE CLINIC, MALETSWAI CLINIC, MANGOLOANENG CLINIC, MQOKOLWENI CLINIC, MUSONG CLINIC, MZAMOMHLE CLINIC, SONWABILE ZANDILE CLINIC, SUNDUZA CLINIC,THEMBISA CLINIC, TYWENKA CLINIC,MLAMLI GATEWAY CLINIC, UPPERTELLE CLINIC, WITTERBERGENB CLINIC, ZANETHEMBA CLINIC, HERCHEL CLINIC, HILLSIDE CLINIC,HILTON CLINIC, HLANGALANE CLINIC, HLANKOMO CLINIC,HLOMENDLINI CLINIC, JAMESTOWN CLINIC, NCEMBU CLINIC, NDOFELE CLINIC, NGXAZA CLINIC, PALMIET CLINIC, PELANDABA CLINIC, POLY CLINIC, ROBERT MJOBO CLINIC, MACLEAR CLINIC, SEQHOBONG CLINIC, SONWABILE CLINIC, ST MICHAEL CLINIC, TAYLOR BEQUEST CLINIC, TSITSANA CLINIC, UGIE CLINIC, UMNGA FLATS CLINIC, VENTERSTAD CLINIC, St AUGUSTINES CLINIC.

Salary Range: An all-inclusive remuneration R90 234.00 – R 106 290.00 (Level 02)

(Ref. ECHEALTH/BENSLI/140/2017; ECHEALTH/BETHCLI/140/2017; ECHEALTH/BHCL/140/2017 ECHEALTH/BGCL/140/04/2017; ECHEALTH/BUDCL/140/04/2017; ECHEALTH/EMLPCL/139/04/2017; ECHEALTH/EUCL/140/04/2017; ECHEALTH/KTPCL/140/04/2017; ECHEALTH/KHMCL/140/04/2017;

*ECHEALTH/NCECL/140/04/2017; ECHEALTH/KNGCL/140/04/2017; ECHEALTH/MCRCL/140/04/2017;
ECHEALTH/MLTCL/140/04/2017; ECHEALTH/MLGCL/140/04/2017; ECHEALTH/MQKCL/140/04/2017;
ECHEALTH/RMCL/140/04/2017; ECHEALTH/HLCL/140/04/201 ECHEALTH/SNWCL/140/04/2017;
ECHEALTH/HS/140/04/2017; ECHEALTH/HLTCL/140/04/2017; ECHEALTH/HLCL/140/04/2017
ECHEALTH/HLNCL/140/04/2017; ECHEALTH/HLCL/140/04/2017; ECHEALTH/JSTCL/140/04/2017
ECHEALTH/NDFCL/140/04/2017; ECHEALTH/NGXCL/140/04/2017; ECHEALTH/PMCL/140/04/2017
ECHEALTH/PCL/140/04/2017*

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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, basins, 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 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 and utensils. Report safety 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.

SENIOR ADMIN OFFICER: EMPLOYEE RELATIONS:X1

*Salary Range: An all-inclusive remuneration: R281 418.00 - R331 497.00 (Level 08)
(Ref. ECHEALTH/SAO/BURH/141/04/2017)Burgerdorp Hospital*

Minimum Requirements: National Diploma /Degree in Human Resource Management with labour relations' modules/Labour Law or an equivalent qualification in the related field. Minimum of 3-5 years' experience in Labour Relations environment. Sound knowledge and understanding in the application of Labour Law Legislation, understanding of relevant Legal and Public service legislative or policy prescripts. Good verbal and written communication with strong presentation skills. Proven investigative, analytical, computer literacy and good report writing skills, ability to work in a high pressured environment. A valid driver's License is essential.

KPA's: Perform administrative functions. Receive notices from bargaining council. Represent employer in conciliation. Act as an interpreter during hearing. Conduct disciplinary investigations. Receive grievances from employees and refer to designated employee. Provide technical support during disciplinary hearings. Monitor compliance and adherence to Labour Relations practices and standards.

ARTISAN GR A, B, C:

*Salary Range: An all-inclusive remuneration: R167 778.00 – R186 207 .00(OSD)
(Ref. ECHEALTH/ATBH/TBH/142/04/2017)Taylor Bequest Hospital*

Minimum Requirements: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.

KPA's: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. **Electrical:**

Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. **Plumbing:** Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. **Carpentry:** Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. **Bricklaying:** Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. **Fitter and Turner:** Strip and assemble machinery and equipment. Lead and guide on all technical activities. **Provide maintenance of technical services:** Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

FOOD SERVICE SUPERVISOR:

Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00 (Level 04)
(Ref. ECHEALTH/TL/MPTBH/143/04/2017)Marjorie Parrish TB. Hospital

Minimum Requirements: Grade 10 or equivalent with 2-5 years relevant experience in the field. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

KPA's: Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

ALFRED NZO DISTRICT

DEPUTY DIRECTOR: QUALITY ASSURANCE:

Salary Range: An all-inclusive remuneration: R 657 558.00 – R774 576.00 (Level 11)
(Ref. ECHEALTH/ALFNDO/DDQA/144/04/2017)Alfred Nzo Health Office

Minimum Requirements: Degree/ National Diploma in Health related field or equivalent qualification in the related field. A minimum of 3-5 years' experience in supervisory level. Experience in Health Sector will be essential. A valid driver's License will be an added advantage. Sound knowledge of PFMA, Public Service Act, PSR,LRA, etc. Health related policies, prescripts. Strategic Planning. Ability to work under pressure. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data.

KPA's: Provision of generic management services. Facilitate implementation of Employment Equity Act and related legislations. Ensure and monitor implementation of HR Policies in the District. **Manage provision of Sub-Directorate programs and projects:** Manage implementation and maintenance of Quality Assurance policies and procedures. Manage and monitor QA teams at institution level. Co-ordinate infection control; and clinical audit activities. Manage complaint system and monitor adverse events. Assess customer satisfaction surveys. Monitor adherence to norms and standards, National Core Standards and Six most Critical Areas. **Manage utilization of physical, financial and human resource in the Sub- Directorate:** Compile budget proposal of the Sub-Directorate. Table budget proposal to the finance structure for consideration. Monitor budget spending and make budget reviews

for the Directorate and report deviations to the Director. Recommend/approve basic financial transactions of the Sub-Directorate Assign work programs and projects to relevant Assistant Managers of the Directorate. Develop and review performance work plans and the related job profiles. **Manage of information, records and knowledge in the Directorate:** Support and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the Sub-Directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Sub-Directorate.

DEPUTY DIRECTOR: PLANNING, MONITORING & EVALUATION:

Salary Range: An all-inclusive remuneration: R 657 558.00 – R774 576.00 (Level 11)

(Ref. ECHEALTH/ALFRNDO/PM&E/145/04/2017) Alfred Nzo Health Office

Minimum Requirements: Degree/ National Diploma in Human Resource Management or equivalent qualification in the related field. A minimum of 3-5 years' experience in supervisory level. A valid driver's License will be an added advantage. Sound knowledge of PFMA, Public Service Act, LRA, EEA, BCEA, etc., regulations, policies, prescripts and practices and monitoring and evaluation policies and prescripts. Strategic Planning. Ability to work under pressure. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data.

KPA's: Provision of generic management services. Guide and supervise the implementation of human resource management & development related policies and programmes. Planning and compilation of operations' baseline plans. Co-ordination of unit operations or programme. Coordinate related work committees to advance hospital interests. **Manage provision of Sub-Directorate programs and projects:** Guide execution and maintenance of the following activities:-Human Resource Administration, Employment Relations, Employee Wellness and Human Resource Development. **Manage utilization of physical, financial and human resource in the Sub- Directorate:** Compile budget proposal of the Sub-Directorate. Table budget proposal to the finance structure for consideration. Monitor budget spending and make budget reviews for the Directorate and report deviations to the Director. Recommend/approve basic financial transactions of the Sub-Directorate Assign work programs and projects to relevant Assistant Managers of the Directorate. Develop and review performance work plans and the related job profiles. **Manage of information, records and knowledge in the Directorate:** Support and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the Sub-Directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Sub-Directorate.

GENERAL WORKER X 24

ST PATRICKS HOSPITAL X17;MADZIKANE KAZULU HOSPITAL X 3; GREENVILLE HOSPITAL X 2;MOUNT AYLIFF HOSPITAL X1; MALUTI SUB-DISTRICT X1

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)

(Ref.ECHEALTH/GWSTPH/146/04/2017;ECHEALTH/GWMADKH/146/04/2017;ECHEALTH/GWGRVILLH/146/04/2017; ECHEALTH/GWMAYH/146/04/2017; ECHEALTH/GWMSD/146/04/2017)

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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.

FOOD SERVICE SUPERVISOR X1 :

Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00 (Level 04)
(Ref. ECHEALTH/FSASMADKH/147/04/2017)Madzikane Ka Zulu Hospital

Minimum Requirements: National Diploma in food service management with 2-3 years applicable Public hospital experience. 2 years' experience in food service will be Advantageous. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

KPA's: Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

FOOD SERVICE AID X12

ST PATRICKS HOSPITAL X8; KHOTSONG TB HOSPITAL X2; GREENVILLE HOSPITAL X1; MOUNT AYLIFF HOSPITAL X1

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)
(Ref. ECHEALTH/FSASTPH/148/04/2017; ECHEALTH/FSAKTBH/148/04/2017; ECHEALTH/FSAGRVIILLH/148/04/2017 ; ECHEALTH/FSAMAYH/148/04/2017)

Minimum Requirements: Grade 10 or ABET. 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. Ability to perform routine / structured tasks.

KPA's: 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.

PROPERTY CARE TAKER X4

UMZIMVUBU SUB-DISTRICT DUNDEE CLINIC X1; MALUTI SUB-DISTRICT X3

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)
(Ref: ECHEALTH/PCTUMSDDCLIN/149/04/2017; ECHEALTH/PCTMALUSD/149/04/2017)

Minimum Requirements: ABET. Ethical and moral person, energetic and hard working person.

KPA's: **Provide effective property care services in the institution:** Control the access of institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas of responsibility. Take care of organizations fixed and moveable assets.

PORTER X1:

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)
(Ref. ECHEALTH/PORGRVILLH/150/04/04/2017)Greenville Hospital

Minimum Requirements: Minimum Grade10/Abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

KPA's: **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.

CHIEF PORTER X2

GREENVILLE HOSPITAL X1; MOUNT AYLIFF HOSPITAL X1
Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00 (Level 04)
(Ref. ECHEALTH/SRPORGRVILLH/151/04/2017; ECHEALTH/SRPOMAYH/151/2017)

Minimum Requirements: ABET/ Grade 10, plus 2-3 years relevant experience. Good communication skills and good interpersonal relations. Must be committed and hard working person. Ability to work under pressure.

KPA's: Wheel patients to and from the wards. Transport patients to various service areas i.e. Operating theatre, Pharmacy, X-Ray and Physiotherapy units. Transport patients to vehicles or other transportation. Transfer of corpses to the mortuary. Deliver equipment or documentation to wards and other departments. Required to assist at the information desk, responsible for delivery and distribution of documentation / equipment to various wards. Responsible for supervision of subordinates.

DRIVER (LIGHT VEHICLE):X1

Salary Range: An all-inclusive remuneration: R107 886.00 – R127 086.00 (Level 03)
(Ref. ECHEALTH/DLVTBH/152/04/2017)Taylor Bequest Hospital

Minimum Requirements: Grade 10/ standard 8 certificates. Relevant experience in Driving /Code B with 3 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

KPA's: **Provide 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 from point A to point B and re-collect. **Render vehicle Maintenance functions:** Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

DRIVER (HEAVY VEHICLE) X1:

Salary Range: An all-inclusive remuneration: R127 851.00 – R150 606.00 (Level 04)
(Ref. ECHEALTH/DRHVSPH/153/04/2017)St. Patricks Hospital

Minimum Requirements: Grade 10/ standard 8 certificates plus 3 years' experience as a driver. Valid Code 10 driver's license with PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

KPA's: 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.

CLEANER X 2:

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)
(Ref. ECHEALTH/CLRKTBH/154/04/2017) Khotsong TB. Hospital

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: **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, basins, 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 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 and utensils. Report safety 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.

ADMINISTRATION CLERK X3

UMZIMVUBU SUB-DISTRICT: QWIDLANA CLINIC X1; ST PATRICKS HOSPITAL X1
ISIPETU HOSPITAL X1

Salary Range: An all-inclusive remuneration: R152 862.00 -R180 063.00 (Level 05)
(Ref.ECHEALTH/ACUMSDQDCLIN/155/04/2017;ECHEALTH/ACSTPH/155/04/2017;ECHEALTH/ACISIPH/155/04/2017)

Minimum Requirements: Grade 12 with 3-5 Years' experience with strong administration skills. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS word & MS excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to work shifts, weekends & public holidays. Excellent verbal and written communication skills. Driver's license will be added advantage.

KPA's: Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). 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. Filing 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.

REGISTRY CLERK X3

ST. PATRICK'S HOSPITAL X2; TAYLOR BEQUEST HOSPITAL X1

Salary Range: An all-inclusive remuneration: R152 862.00 -R180 063.00 (Level 05)

(Ref. ECHEALTH/RCSPPH/156/04/2017; ECHEALTH/RCTBH/156/04/2017)

Minimum Requirements: Grade 12/ National Diploma in Human Resource/ Public Management with 0-2 years' experience. Knowledge of Batho Pele Principles, Public Service Act.

KPA's: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mail/files. **Handle incoming and outgoing correspondence:** Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. **Render an effective filing and record 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 function:** 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.

ASSISTANT DIRECTOR: QUALITY ASSURANCE:

Salary Range: An all-inclusive remuneration: R 334 545.00 – R 404 121.00 (Level 09)

(Ref. ECHEALTH/KTBH/157/04/2017) Khotsong TB. Hospital

Minimum Requirements: Degree/ National Diploma in Health related field or equivalent qualification in Quality Assurance. A minimum of 3-5 years' experience in the relevant field at a supervisory level. Experience in Health Sector will be essential. A valid driver's License will be an added advantage. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data.

KPA's: Implement and maintain Quality Assurance policies and procedures. Establish team at institution level. Report to Quality Health Assurance when required to do so. Co-ordinate infection control; and clinical audit activities. Manage complaint system and monitor adverse events. Assessing customer satisfaction surveys. Monitor adherence to norms and standards, National Core Standards and Six most Critical Areas. Identify areas for training and ensure that training takes place.

PROVISIONING ADMIN CLERK X2 :

Salary Range: An all-inclusive remuneration: R152 862.00 -R180 063.00 (Level 05)

(Ref. ECHEALTH/SPCKTBH/158/04/2017) Khotsong TB. Hospital

Minimum Requirements: Grade 10/12 or equivalent qualification. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.

KPA's: Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. **Provide guidance on asset management:** Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. **Facilitate evaluation and depreciation of assets:** Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

MORTUARY ATTENDANT X1:

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)
(Ref. ECHEALTH/MAGRVLH/159/04/2017)Greenville Hospital

Minimum Requirements: Grade10/abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

KPA's: 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.

ADMIN OFFICER X1:

Salary Range: An all-inclusive remuneration: R226 611.00 - R 266 943.00 (Level 07)
(Ref. ECHEALTH/AOMADH/160/04/2017)Madzikane Ka-Zulu Hospital

Minimum Requirements: An appropriate tertiary qualification with 3 years qualification in Hospital administration or Grade 12 with at least 7 years' experience, computer literacy in office programme skills and interpersonal relations, proven organizational skills.

KPA's: Manage provision of registry administrative services: Monitor flow of record correspondence and mail. Proper handling of routine oncoming and outgoing correspondence. Routine check and tracking of files in the registry. Draft routine correspondence (type documents). Open new files/volumes and update through recording on the filing system. Maintain distribution list of general correspondence. Continuous updating of the filing system. Retrieve and store institutional data and correspondence. Store master copies of circulars and internal communication. Archive closed volumes of files. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. **Provide office automation and reprographic services.** Allocate telephones, faxes, and photocopiers to all users according to needs. Attend to queries from users and suppliers with regard to application of various equipment, operational problems and render advice. Arrange for the replacement and upgrading of telephone infrastructure. Process telephone billings. **Provide an effective and efficient transport management service:** Allocate vehicles to drivers and departmental officials. Monitor utilization of drivers. Make and confirm vehicle bookings for hospital officials attending meetings, conferences and workshops Control usage of official vehicles. Investigate accidents, abuse and misuse of official vehicles. Maintain hospital official transport services. **Supervise human and physical resources.**

OPERATOR X2

KHOTSONG TB HOSPITAL X1: GREENVILLE HOSPITAL X1
Salary Range: An all-inclusive remuneration:R R90 234.00 – R 106 290.00 (Level 02)
(Ref. ECHEALTH/OPKTBH/161/2017; ECHEALTH/OPGRVLH/161/04/2017)

Minimum Requirements: ABET / Level 4, Grade 10 / Standard 8 and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Must have 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. A driver's license will be an added advantage.

KPA's: 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 ensure that fuel is always filled. Ensure that machinery used in daily activities and also perform any other related job allocation.

HOUSEHOLD WORKERX1:

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)
(Ref. ECHEALTH/HWKTBH/162/04/2017) Khotsong TB. Hospital

Minimum Requirements: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning 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.

KPA's: 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, basins, 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 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 and utensils. Report safety 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.

LAUNDRY WORKER:

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)
(Ref. ECHEALTH/LWGRH/163/04/2017) Greenville Hospital

Minimum Requirements: Minimum requirement, Abet or Grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. 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.

KPA's: 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. Do all laundry duties as directed by the supervisor. **Maintain laundry equipment/machines:** Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment services.

WARD ADMINISTRATION CLERK X2:

Salary Range: An all-inclusive remuneration: R152 862.00– R 180 063.00 (Level 05)

(Ref. ECHEALTH/WAC/FEH/164/04/2017)Fort England Hospital

Minimum Requirements: Grade 12 or equivalent. Between 0-2 years' experience in the public sector administrative environment. Computer literacy in MS Office suit especial Word & Excel. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management.

KPA's: 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.

HANDYMAN:

Salary Range: An all-inclusive remuneration: R90 234.00 – R 106 290.00 (Level 02)
(Ref. ECHEALTH/HM/MPTBH/165/04/2017)Majorie Parrish TB. Hospital

Minimum Requirements: ABET Level 4. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

KPA's: Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such painting, 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 (Buildings and equipment):** 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 walkways. 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.

POSTED DATE: 24 APRIL 2017

CLOSING DATE: 19 MAY 2017

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit

www.ecprov.gov.za or www.echealth.gov.za or www.dpsa.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF HEALTH

Post to: HEAD OFFICE: BHISHO Registry Office, Dukumbana Building Private Bag x 0038, Bhisho , 5605, Eastern Cape or Hand Delivered to Recruitment Office, Shop I, Dukumbana Building, Bhisho

Post to: Human Resources Office, Lilitha College of Nursing Central Administration Office, Private Bag X0028, Bhisho OR Hand Delivered to No. 40 Lennox Road, Amalinda, East London,
Enquiries: Ms Y Malgas @ (040) 608 9723

Post to: Human Resource Office, Buffalo City Metro Health District, Private Bag x 9015, Main Post Office, East London, 5200, OR Hand Delivered to Human Resource Office, No. 9 Vincent Road, Vincent Billie Road, Eastern Cape.

Post to: Human Resource Office, Nkqubela TB Hospital, P.O. Box 12239, Amalinda, 5247, OR Hand Delivered to Human Resource Office, Nkqubela TB Hospital, 1124 N.U. 9 Billie Road, Mdantsane, 5219.
Enquiries: Ms N Mgatyelwa @ (043) 7612131

Post to: Human Resource Office, Cecilia Makiwane Hospital, Private Bag x 001, Mdantsane, 5225, OR Hand Delivered to Human Resource Office, Cecilia Makiwane Hospital, and Billie Road, Eastern Cape.
Enquiries: Ms P Mncontso @ (043) 708 2118

Post to: Alfred Nzo District, Human Resources Section, Private Bag X3515, KOKSTAD, 4700
Telephone: **Enquiries:** Mr K Praim 039-797-6070

Post to: Human Resources, Private bag X1005, ALIWAL NORTH, 9750/ or hand delivered to room 36, ground floor, WILLIAM'S COURT, DEN PINAAR STREET, ALIWAL NORTH, 9750 **Enquiries:** MR J. NZINDE @ 051 633 9629

Post to: Human Resources, Nompumelelo hospital: Private bag X 13, PEDDIE 5640, **Enquiries:** MS. NG TSAKO @040- 6733321

Post to: Human Resources, Thafalofefe hospital: Private bag X 3024, **Enquiries:** MS V. MOTEBELE @ 047- 498 0026

Post to: Human Resources, Mnquma Sub-District: 15 Old Hospital Road EXT. 7 BUTTERWORTH 4960, **Enquiries** MS. N. TENGWA @ 047- 491 0740

Post to: Human Resources, Cathcart Hospital: Private bag X 10, CATHCART 5310, **Enquiries:** MS B. SOYAMBA @ 045- 843 1029

Post to: Human Resources, S.S. Gida Hospital: Private bag X 12 KEISKAMMAHOEK, 5670:
Enquiries: N. E FUMANISA @ 040- 658 0043

Post to: Human Resources, Amathole Health District: private bag x 002, Southernwood, EAST LONDON or hand delivered 19 St James Road, Medical Centre Building Southernwood, EAST LONDON 5200: **Enquiries:** MS. BONASE / MS. N. NENE @ 043 -707 6748 / 49

Post to: Human Resources Butterworth Hospital: Private bag X3051, BUTTERWORTH 4960:
Enquiries: MS P.MTSHEMLA @ 047-491 4161

Post to: Human Resources, Tower Hospital: Private bag X 238, FORT BEAUFORT 5720:
Enquiries: H. POTGIETER @046- 645 1122

Post to: Human Resources, Nkonkobe Sub – District, P. O. BOX 967, FORT BEAUFORT 5720,
Enquiries MRS VAN DER MERVE NA @ 046- 645 1892

Post to: Human Resources, Komga Hospital: P.O. BOX 33 KOMGA 4950 OR Victoria Road, KOMGA 4950: **Enquiries:** MS T. LALI @ 043- 831 1013

Post to: Human Resources, Mbhashe Sub-District: Private bag X 1212, DUTYWA 5000:
Enquiries: MS X.O BUSHULA @ 047- 489 2416

Post to: Human Resources, Amahlathi Sub District: Private Bag X 425 KING WILLIAMS TOWN 5600, or hand delivery to, 1 BRIDGE STREET, WES BANK KING WILLIAMS TOWN:
Enquiries: MS B MNGXE @ 043- 643 4775/ 6

Post to: Human Resource, Nkonkobe Sub District: ROOM 8 FIRST FLOOR HEALD ROAD, FORT BEAUFORT 5720 **Enquiries:** MS NA MCETYWA @ 046- 645 2695

Post to: Human Resources, Victoria Hospital: Private bag X 1300, ALICE 5700 or hand delivery to old lovedale road, VICTORIA HOSPITAL: **Enquiries:** MR XD MARELE @ 040- 653 1141

Post to: Human Resources, CHRIS HANI DISTRICT, PO BOX 1661, QUEENSTOWN, 5320.
Enquiries: MR M. NDYALVANE TEL NO: 045 807 1181

Post to: Human Resource, Cala Hospital, Private bag X 516 CALA, 5455 or hand and deliver to Drully Lane street, CALA 5455. **Enquiries:** MS Z SENTILE TEL NO: 047 8748000

Post to: Human Resource Office, Cofimvaba Hospital, Private bag X 1207 COFIMVABA, 5380 or hand and deliver to Cofimvaba Hospital, 5380.

Post to: Human Resource Office, Cradock Hospital, Private bag X or hand and deliver to Cradock Hospital, 5880 **Enquiries:** MS DANSTER F TEL NO: 048 881 2123

Post to: Human Resource Office, Lukhanji Sub District, Private bag X 1, KOMANI HOSPITAL QUEENSTOWN 5320 **Enquiries:** MS M TWENI TEL NO: 045 807 8908

Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142 LADY FRERE, 5410 or hand and deliver to Glen Grey Hospital, 5410. **Enquiries:** MS N RALUSHE TEL NO: 047 878 2800

Post to: Human Resource Office, All Saints Hospital, Private bag X 215 ALL ENGCOBO, 5605 or hand and deliver to All Saints Hospital, ENGCOBO. **Enquiries:** MS NP GCAZA TEL NO: 047 548 4104

Post to: Human Resource Recruitment Office, Ngcobo Sub-District P.O Box X 215, NGCOBO 5050 or hand delivered to All Saints Hospital NGCOBO (OLD MATERNITY WARD) **Enquiries:** MSS N. MATALA TEL NO: 047 5480022

Post to: Human Resource, Recruitment office, Intsika Yethu Sub-District, P/BAG X1250, COFIMVABA, 5380 **Enquiries:** MS. A. MABENTSELA TEL NO: 047 874 0079

Post to: Human Resource Office, Frontier Hospital Private bag X 7063, QUEENSTOWN 5320. **Enquiries:** Mrs P MARONGO TEL NO: 045 8084 272

Post to: EMALAHLENI SUB DISTRICT, LADY FRERE 5410. **Enquiries:** MTSHABE NP TEL NO: 047 878 4300

Post to: Human Resource Office, Komani Hospital, PO BOX 1661, QUEENSTOWN, 5320. **Enquiries:** P.P. MANDINDI TEL. NO: 045 858 8400.

Post to: Human Resource Office, Elliot Hospital, P.O BOX 523, ELLIOT, 5460. **Enquiries:** N.B PUZA TEL. NO: 045 931 1321

Post to: Human Resource Office, Molteno Hospital, P.O Box 132, Molteno, 5500 or hand delivery Molteno Hospital, Steuart Street. **Enquiries:** L STIER TEL NO: (045) 967 0089

Post to: Human Resource Office, Forensic Pathology Services, P.O.Box 1024, QUEENSTOWN 5320 or hand delivered to CSSD Building Komani Psychiatric Hospital next to Recreation Hall. **Enquiries:** D. ZANTSI TEL NO: (045) 858 8112

Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag x 27667, Port Elizabeth 6057 , OR Hand Delivered to Human Resource Office, Room 505 5th Floor Golden Mile Building Govan Mbeki Road Port Elizabeth 6057. **Enquiries** Ms C.Z Zozo @ (042) 243 1313

Post to: Human Resource Office, Fort England Hospital, Private Bag x 1002, Grahamstown 6139 , OR Hand Delivered to Fort England Hospital York Road Grahamstown 6139 FORT ENGLAND HOSPITAL: **Enquiries:**Ms X Nazo @ (046) 602 2300

Post to: Human Resource Office, Livingstone Tertiary Hospital, Private Bag x , Korsten, Port Elizabeth 6014 , OR Hand Delivered to the Nurses Home 2nd Floor, Stanford Road Korsten PE 6014. **Enquiries:** Mr M Mjindi @ (041) 405 2121

Post to: Human Resource Office, Kouga Sub District, PO. Box 154 Humansdorp 6300 or Hand delivered to Room 38 Ground Floor, Kouga Sub District Office Humansdorp 6300. **Enquiries:** Mr D Ntuli @ (042) 200 4214

Post to: Human Resource Office, Marjorie Parrish TB Hospital, Private Bag x 154 , Port Alfred 6170 , OR Hand Delivered to 43 Old Air School, Bathurst Road Port Alfred. **Enquiries:** Mrs NA Ngxata @ (046) 4624 5306

Post to: Human Resource Office, Midlands Hospital, Private Bag x 696, Graaff Reineit 6280 or Hand Delivered to Albertynn Straat, Graaf Reinet. **Enquiries:** Mr A Mabombo @ (049) 807 7737

Post to: Human Resource Office, Nelson Mandela Bay Health District, Private Bag x 28000, Greenacres PORT ELIZABETH 6057. **Enquiries:** Mrs NA Ngxata @ (046) 4624 5306

Post to: Depot Manager, Private Bag X 52988, MTHATHA or hand delivered to Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Nelson Mandela Academic Hospital, MTHATHA, 5099. **Enquiries:** Mr M Diko, TEL NO: 047 532 5536

Post to: Human Resource Office, Jose Pearson TB Hospital, PO Box 10692, Port Elizabeth 6015, OR Hand Delivered to Human Resource Office, Mission Road, Bethelsdorp Linton Grange PE 6015. **Enquiries:** Mrs L Jacobs @ (041) 372 1011

Post to: Human Resource Office, Orsmond TB Hospital PO Box 246, Uitenhage, 6230 or Hand Delivered to Human Resource Office, 1 John Dissel Drive, Allanridge, Uitenhage PORT ALFRED HOSPITAL. **Enquiries:** Mrs C Bekker @ (041) 988 1111

Post to: Human Resource Office, Port Alfred Hospital Private Bag x 153 Port Alfred 6170 or Hand Delivered to Human Resource Office, Southwell Road Port Alfred. **Enquiries:** Ms T Funo @ (046) 604 4000

Post to: District Manager, OR Tambo Health District Officer, Private Bag X 5005, MTHATHA, 5099. **Enquiries:** Ms U.N Bomela. TEL NO.: 047 502 9016/083 378 1278

Post to: Human Resources, Dora Nginza Regional Hospital, Spondo Street, Zwive, PORT ELIZABETH. **Enquiries:** Ms Constance Ngeni @ (041) 406 4416

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competency assessments. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.