

## ERRATUM

- 1. The Department has recently issued circular 01 of August 2023 (Departmental Website, DPSA and OTP Website) Advertisement of Non-Clinical posts for various health institutions.**

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 The following posts have been withdrawn from the advert:**

- 1.1 POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/NTBH/APL/20/08/2023  
SALARY: R294 321 – R345 815 per annum (Level 7) CENTRE: Buffalo City Metro, Nkqubela TB Hospital
  - 1.2 POST: LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSC/LTH/APL/41/08/2023 SALARY: R 294 321 – R343 815 per annum (Level 7) CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital
  - 1.3 POST: FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/FSS/AVH/APL/86/08/2023 SALARY: R171 537 – R199 461 per annum (Level 4) CENTRE: Sarah Baartman, Andries Vosloo Hospital

- 2. The following posts have been advertised erroneously:**

- 2.1 POST: ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/AD-GA/HUMNS/APL/05/08/2023  
SALARY: R424 104 – R508 692 per annum (Level 9)  
CENTRE: Sarah Baartman Humansdorp Hospital

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Administration /National Diploma (NQF Level 6) in Public Administration /Business Management coupled with Five (5) years' experience in Administration of which Three (3) years is at a supervisory level (SL 7/8). Understanding of administration with specific reference to Human Resources, Finance, Supply Chain Management, both Outpatients and in Patient Management, Registry, Mortuary, Messengers and Potting Services and other areas of importance within Patient Administration. Knowledge of public administrative systems and processes. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's license. Be computer literate, good report writing skills and ability to make decisions and act on them. Ability to work independently in a multidisciplinary team. Work optimally as part of a dynamic team. Ability to develop and implement monitoring and evaluation tool. Good interpersonal relation, honest and reliable and be able to uphold high ethical conduct. Good understanding of Public Service Legislation and Prescripts applicable to government including systems and procedures

DUTIES: To manage Human Resource Services: Provide front-line human resources administration services. Manage conditions of services. Manage recruitment and appointments services. Administer employment relations services. Provide human resource development services. To manage Financial Management Services: Provide financial resource services. Facilitate and co-ordinate audit queries and responses. Provide provisioning administration services. To manage Hospital and Patient administration services: Provide patient administration and provide office administration. To manage operational support services: Manage catering service. Manage general housekeeping services. Manage hospital buildings and grounds. Manage security services. Manage render waste management services.

Enquires: Ms G Kivedo Tel no 042 200 4279/236.

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/ADO/AD/AH/APL/15/08/2023  
SALARY: R294 321 – R343 815 per annum (Level 7)  
CENTRE: Sarah Baartman, Abeerden hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Understanding of administration with specific reference to Human Resources, Finance, Supply Chain Management, Registry, and other areas of importance within patient administration. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

DUTIES: To provide Human Resource services: Provide personnel administration support. Administer conditions of services. Provide personnel salary administration. Administer recruitment and appointments services. Administer employment relations services. Administer human resource development services. To provide Financial Resource services: Determine financial resource needs. Supervise accounts payable. Monitor recurrent expenditure. Supervise revenue collection (accounts receivable). Maintain general ledger. Do costing of activities. To provide office administration: Provide mailing services. Provide registry and filing services. To provide Patient administration: Provide ward administration. Provide portering services. Provide telecommunication services. Administer patient records and attend to patient queries. To provide provisioning administration: Do supply needs assessment. Arrange and coordinate repair of equipment and furniture. Disposal of surplus broken or worn-out equipment and furniture. Do inventory control. Ordering receiving storage control and issuing of supplies.

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

**Closing date remains: 01 September 2023**