

CLOSING DATE: 29 September 2023

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

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

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

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

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

Mthatha Regional Hospital - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4800 Enquiries: Mr. Magadla Tel no 039 727 2090.

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

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

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

Sipetu Hospital - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Ms L Mahlati Tel: 039 255 0077.

Amathole District Office - Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.

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

Komga Hospital - Post to: Human Resource Office, Komga Hospital, P.O Box 33, Komga, 4950 or hand deliver to: Komga Hospital Victoria Road, Komga, 4950, Enquiries: Ms T Lali – Tel no: 043 831 1013

Frontier Regional Hospital – Post to: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, Enquiries: Ms P Marongo Tel No. 045 808 4272.

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

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

Elizabeth Donkin Psychiatric Hospital - Post to: HR Office, Elizabeth Donkin Hospital, Private Bag X6024, Port Elizabeth, 6000 or hand deliver to: HR Office, 1 La Roche Drive, Elizabeth Donkin Hospital, Walmer, Port Elizabeth, 6001. Enquiries: Mr. E Felkers Tel no 041 585 2323

PE Depot- Post to HR Office, PE Depot, Private Bag X6033 Pharmaceutical Port Elizabeth 6000 or Hand delivery to: 1104 Stranuway Port Elizabeth 6000. Enquiries: Ms U Xwayi Tel no: 041 406 9831

Mthatha Pharmaceutical Depot: Postal Address: P.O Box 52899 Mthatha 5099 or hand deliver to Human Resource Office, Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital Mthatha. Enquiries: Mr M Diko Tel No: 047 532 5536.

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

Chris Hani - Post to: HR Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel no 045 807 1110/1101.

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

Sarah Baartman - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043 708 2121.

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

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

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

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

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

Sunday's Valley Hospital - Post to: Human Resource Office, Sunday's Valley Hospital, P.O. Box 68. Kirkwood. 6120 or Hand deliver at Sunday's Valley Hospital, Kirkwood. Enquiries: Ms T. Fekema Tel: 042 2300 406/432/567.

Temba TB Hospital - Post to: The Human Resource Office, Temba TB Hospital, P.O. Box 20, Grahamstown, 6140. Or Hand deliver at: 36 A Street, Fingo Village, Grahamstown. Enquiries: Mr. Ntsepe Tel: 046 622 3524

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

Komani Psychiatric Hospital - Post to: Human Resource Office, Komani Psychiatric Hospital Private Bag x 7074, Queenstown 5320 or Hand deliver to Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Mrs. N Mzola Tel 045-8588 400.

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

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

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

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

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

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

Nyandeni Sub District - Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms S Nxalase – Tel no 047 555 0151

**Client Information Clerk (Call Centre Agent)-Emergency Medical Services must be submitted at District Offices**

POST: DIRECTOR: (INFORMATION COMMUNICATION TECHNOLOGY) REF NO. ECHEALTH/DIR-ICT/HO/ARP/01/09/2023  
SALARY: R1 162 200 - R1 365 441 per annum (Level 13) An all -inclusive package  
CENTRE: Bhisho, Head Office

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

**REQUIREMENTS:** National Senior Certificate. An appropriate Bachelor's Degree (NQF Level 7) Technology/ Computer Science/ Information Systems or equivalent as recognized by SAQA. coupled with 5(Five) years' experience IT operations on an MMS level(L11). Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems. Strong critical thinking and decision-making skills. Excellent project management skills and strong ability to prioritise. Firm grasp on IT Infrastructure and Operational best practices. Excellent knowledge of technical management, information analysis and computer hardware/software systems. **Skills and competencies:** Excellent knowledge of IT systems and infrastructure. Background in designing/developing IT systems and planning IT implementation. Solid understanding of data analysis, budgeting and business operations. Superior analytical and problem-solving capabilities. A strong strategic and business mind-set, Excellent organisational and leadership skills. Outstanding communication and interpersonal abilities. Strong in IT governance and compliance. Must be able to operate both strategically and be hands on (technical support and guidance). Negotiating with vendors, contractors, and others. Budget preparation and monitoring. Planning and organising. Management and leadership. Passion for technical innovation. Excellent knowledge of technical management, information analysis and computer hardware/software systems. IT Security. Windows Server 2012/2016/2019 and Windows 10/11. Microsoft 365 as a suite (Office, SharePoint, Teams etc.). Excellent knowledge of technical management, information analysis and computer hardware/software systems.

**DUTIES:** Assist and involved in IT strategy development. Actively implement IT strategy Architecture. Ensure alignment with the overall IT strategy. Manage the environmental changes. Own the IT architecture: Application, Infrastructure, and Information Governance. ITIL and best-practice alignment. SLA Management: Performance, Availability and Capacity Planning. Attend and participate in user forums for Infrastructure and Operations. Assists in the planning and implementation of additions, deletions, and major modifications to the supporting infrastructure department-wide. Implement network security as established by corporate Security Specialist. Implement and Manage Printer and Telephony Services. Service Desk - Coordinates the resolution of all help desk activities. SLA monitoring for all Service Providers. Oversees IT-related asset purchases on a department-wide basis. Manages software licenses on a department -wide basis. Business case development for all new projects. Staying abreast of technology and technology development applicable to the department. Manage the Audit process

Enquiries: Ms N Gumede Tel No: 040 608 1198.

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: CHIEF MECHANICAL ENGINEER (PLANNING) REF NO. ECHEALTH/CME/HO/ARP/02/09/2023  
SALARY: R 1146 540- R1 308 036 per annum (OSD)  
CENTRE: Bhisho, Head Office

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

**REQUIREMENTS:** National Senior Certificate. An appropriate Bachelor's Degree (NQF Level 7) in Engineering/Bachelor of Science in Engineering (NQF Level 7) or relevant qualification as recognized by SAQA. Registered as a Professional Engineer with ECSA. Six (6) years' experience post qualification. Valid Driver's licence. Computer literate.

**DUTIES:** To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan. Investigate

mechanical engineering installations and oversee commissioning of mechanical engineering installations. Manage people. Undertake research.

Enquiries: Ms N. Gwarube Tel No: 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CHIEF CONSTRUCTION PROJECT MANAGER (INFRASTRUCTURE DELIVERY) REF NO. ECHEALTH/CPM/HO/ARP/03/09/2023

SALARY: R 1 146 540- R1 308 036 per annum (OSD)

CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate. An appropriate Bachelor's Degree (NQF Level 7) in Built Environment/Bachelor of Technology (NQF Level 7) in Built Environment field/Honours Degree in Built Environment (NQF Level 8) as recognized by SAQA. Registered as a Professional Construction Project Manager with SACPSMP. Six (6) years' experience post qualification. Valid Driver's Licence. Computer literate.

DUTIES: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS). Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/ Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and implementing agent(s). Manage people and budget.

Enquiries: Ms N. Gwarube Tel No: 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CHIEF QUANTITY SURVEYOR (INFRASTRUCTURE DELIVERY) REF NO. ECHEALTH/CQS/HO/ARP/04/09/2023

SALARY: R 990 747-R 1 129 889 per annum(OSD)

CENTRE: Bhisho, Head Office

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

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

REQUIREMENTS: National Senior Certificate. An appropriate Bachelor's Degree (NQF Level 7) in Quantity Surveying and/or equivalent qualification as recognized by SAQA coupled with Six (6) years' work experience post qualification as a Quantity Surveyor. Registration as Professional Quantity Surveyor with SACQSP. Valid driver's licence. Computer literacy.

DUTIES: To prepare the procurement strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the Infrastructure budget and final project list. Prepare the packages/ individual project briefs; presenting these to the Implementing Agents (IA) – referred to as project execution plan v1 with all the inputs obtained from the Director Infrastructure Planning. Participate in the procurement of professional service providers and contractors, including the preparation and approval of Bid specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and / or relevant SCM committees of alternatives IAs and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance Standards. Monitor the Implementation of programmes and projects by Implementing Agents (IA) and adherence to the Service Delivery Agreement. Review and sign off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agents (IA). Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the directorate infrastructure planning.

Enquiries: Ms N. Gwarube Tel No 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CHIEF ARCHITECT (INFRASTRUCTURE DELIVERY) REF NO. ECHEALTH/CART/HO/ARP/05/09/2023

SALARY: R 990 747-R 1 129 889 per annum(OSD)

CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate. An appropriate Bachelor of Architect (NQF Level 7) as recognized by SAQA. Registration with SACAP as a Professional Architect. Six(6) years' experience post qualification. Valid Driver's license. Computer literate.

DUTIES: To manage the delivery of the infrastructure built environment programmes and projects in line with Provincial Infrastructure Delivery Management System (IDMS). Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and /or approve Packages/individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the Implementation of Programmes/Projects. Approve Project Stage reports and designs. Manage the interface between the end-use/community structures and implementing Agents. Manage people and budgets.

Enquiries: Ms N. Gwarube Tel No:040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: DEPUTY DIRECTOR: HEALTH FACILITY PLANNER REF NO. ECHEALTH/DDHFP/HO/ARP/06/09/2023

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

CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate. An appropriate Bachelor's Degree (NQF Level 7) in Health Sciences as recognized by SAQA coupled Five (5) Years appropriate experience in health planning from infrastructure perspective post qualification. Valid Driver's licence. Computer literate.

DUTIES: To provide health planning support and expert health design guidance for the preparation of Business Cases and Project Strategies Briefs. Prepare Strategic Project Briefs for Capex and Maintenance Projects. Assist with preparation and review of Business Cases in consultation with Health Facilities. Support built environment staff and end users with the development of skills to prepare business cases. Provide health specific inputs to Infrastructure Plans, Norms and Standards. Make inputs from health perspective to all capex and maintenance projects.

Enquiries: Ms N. Gwarube Tel No: 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: DEPUTY DIRECTOR: SOFT SERVICES REF NO. ECHEALTH/DDHFP/FTH/ARP/07/09/2023

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

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Senior Certificate. An appropriate Bachelor's Degree (NQF level 7) in Public Management/ Administration Management/ Business Management/ Hospitality Management or equivalent coupled with 5 years' experience of which 3 years is at Assistant Director in any of four Soft Services units (Laundry, Cleaning/Housekeeping, Food Services, Waste & Horticultural Management) in Public/Private Hospitality environment. Computer literate. A valid driver's license. Competencies: Knowledge, understanding and implementation of methods, practices, policies regulations and acts that governs Soft Services. Ability to develop policies and Standard Operation Procedures. Strong leadership skills. Client and Customer orientation, Time management skills, Financial skills, Supply Chain Management Framework, Coaching and mentoring. Ability to multi-task.

DUTIES: To ensure effective and efficient Soft Services management, including laundry, food services, housekeeping, waste & horticultural services, Security services. Control and monitor human, financial and other resources. Develop strategies, programs and projects to improve service provisions. Produce timeous management reports. Supervise the budget expenditure of Soft Services. Participate in Procurement and Bid Committees, Skills and Development Committees and other hospital Committees relevant to Soft Services. Ensure that the Soft Services sub-directorate is compliant to National Core standards, Occupational Health and Safety

Acts, regulations and Policies. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turnaround plans.  
Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

POST: MECHANICAL ENGINEER REF NO. ECHEALTH/ME/HO/ARP/08/09/2023(2 POSTS)

SALARY: R795 147 – R847 221 per annum (OSD)

CENTRE: Bhisho, Head Office (*candidates should be prepared to be placed at any Facility within the province*)

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

REQUIREMENTS: National Senior Certificate. An appropriate Bachelor's Degree (NQF Level 7) in Engineering as recognized by SAQA coupled with Three (3) years' experience post qualification. Registered as a Professional Engineer with ECSA. Valid Driver's licence. Computer literate.

DUTIES: To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.

Enquiries: Ms N. Gwarube Tel No: 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CONSTRUCTION PROJECT MANAGER (INFRASTRUCTURE DELIVERY) REF NO. ECHEALTH/CPM/HO/ARP/09/09/2023

SALARY: R 795 147 – R 847 221 per annum(OSD)

CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate. An appropriate National Diploma (NQF Level 6) as recognized by SAQA coupled with four (4) years and Six (6) month certified experience/Bachelor of Technology (NQF Level 7) in Built Environment Field as recognized by SAQA coupled with Four (4) years managerial experience/ A Honours Degree (NQF Level 8) in Built Environment Field as recognized by SAQA coupled with Three (3) years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager Computer Literate.

DUTIES: To manage and co-ordinate all aspects of projects. Guide the project planning implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope and effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management report project progress to the Chief Construction Project Manager and Manage project budget and resources; office administration. Provide inputs to other professionals with tender admiration. Liaise and interact with service providers, client and management contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and development. Keep up with new technologies and procedures; Research /literature on new developments on project management methodologies and liaise with relevant bodies/council on project management.

Enquiries: Ms N. Gwarube Tel No: 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: QUANTITY SURVEYOR (INFRASTRUCTURE DELIVERY) REF NO. ECHEALTH/QS/HO/10/09/2023

SALARY: R687 879 – R 739 509 per annum (OSD)  
CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate. An appropriate Bachelor Degree (NQF Level 7) in Quantity Surveying and/or equivalent qualification as recognized by SAQA coupled with Three (3) years' work experience post qualification as a Quantity Surveyor. Registration as Professional Quantity Surveyor with SACQSP. Valid driver's licence. Computer literacy.

DUTIES: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS). Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports and designs. Manage the interface between the end-user/community structures and implementing agent(s).

Enquiries: Ms N. Gwarube 0406081180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CANDIDATE CONSTRUCTION PROJECT MANAGER (INFRASTRUCTURE DELIVERY) REF NO.  
ECHEALTH/CCPM/HO/ARP/11/09/2023 - 5 YEAR CONTRACT  
SALARY: R 687 879-R 728 892 per annum(OSD)  
CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate. National Higher Diploma (NQF Level 6) in Built Environment as recognized by SAQA coupled with eighteen (18) months experience/National Diploma (NQF Level 6) in Built Environment as recognized by SAQA coupled with Two (2) years' experience. Bachelor of Technology in Built Environment as recognized by SAQA coupled with one (1) year experience/A Honours Degree (NQF Level 7) in Built in Environment as recognized by SAQA. Registered as a professional Construction Project Manager with SACPSMP. Valid Driver's licence. Computer literate.

DUTIES: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent(s).

Enquiries: Ms N. Gwarube Tel No: 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CANDIDATE ENGINEER (INFRASTRUCTURE DELIVERY) REF NO.  
ECHEALTH/CE/HO/ARP/12/09/2023(5 YEAR CONTRACT)  
SALARY: R 687 879-R 728 892 per annum(OSD)  
CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate. An appropriate Bachelor's Degree (NQF Level 7) in Engineering/Bachelor of Science in Engineering (NQF Level 7) or relevant qualification as recognized by SAQA. Registered as a candidate Engineer with ECSA. (Civil/structural engineer or Electrical or Mechanical Engineer) Valid Driver's licence. Computer literate.

DUTIES: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent(s).

Enquiries: Ms N. Gwarube Tel No: 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CANDIDATE QUANTITY SURVEYOR (INFRASTRUCTURE DELIVERY) REF NO.  
ECHEALTH/CQS/HO/ARP/07/13/2023(5 YEAR CONTRACT)

SALARY: R 598 062-R 633 570 per annum(OSD)

CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate. An appropriate Bachelor's Degree (NQF Level 7) in Quantity Surveying/Geomatics or relevant qualification as recognized by SAQA. Registered as a candidate Quantity Surveyor with SACQSP. Valid Driver's licence. Computer literate.

DUTIES: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent(s).

Enquiries: Ms N. Gwarube Tel No: 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CANDIDATE ARCHITECT (INFRASTRUCTURE DELIVERY) REF NO.  
ECHEALTH/CA/HO/ARP/14/09/2023(5 YEAR CONTRACT)

SALARY: R 598 062-R 633 570 per annum(OSD)

CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate. An appropriate Bachelor's Degree (NQF Level 7) in Architecture or relevant qualification as recognized by SAQA. Registration with the SACP as a Candidate Architect. Valid Driver's licence. Computer literate.

DUTIES: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent(s). Undertake research.

Enquiries: Ms N. Gwarube 0406081180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CONTROL ENGINEERING TECHNICIAN REF NO. ECHEALTH/CET/HO/ARP/15/09/2023

SALARY: R 499 275 – R 570 657 per annum(OSD)

CENTRE: Bhisho, Head Office

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

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

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 7) in Engineering or equivalent relevant qualification as recognized by SAQA. Registration with ECSA as Professional Engineering Technician. Six(6) years' experience post qualification technical(Engineering). Valid Driver's Licence. Computer Literate.

DUTIES: To render technical services and support in terms of the management of Service Providers responsible for the maintenance of lifts and manage the analysis of information on the use of utilities. Determines and maintain engineering norms and standards for lifts. Undertake inspections of lifts to validate quality of performance of Service Providers in terms of maintenance contracts. Make recommendations related to non-performance in terms of maintenance contracts for lifts. Investigate all new lifts installations and equipment to validate compliance with the Occupational Health and Safety Act and the Engineering Regulations issued in terms of the Act. Manage the design and establishment of a system to a system to collect credible data on the use of utilities by Health Facilities. Undertake research. Manage people. Manage Budget.

Enquiries: Ms N. Gwarube 0406081180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO. ECHEALTH/AD-LR/JGDO/APL/16/09/2023  
SALARY: R424 104 – R508 692 per annum (Level 9)  
CENTRE: Joe Gqabi, District Office

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

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

Enquiries: Mr. J.S Ndzinde – Tel no: 051 633 9631

POST: ASSISTANT DIRECTOR: BIDS AND CONTRACTS REF NO. ECHEALTH/AD-BC/FTH/APL/17/09/2023  
SALARY: R424 104 – R508 692 per annum (Level 9)  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Senior Certificate. An appropriate National Diploma (NQF Level 6) as recognised by SAQA in Supply Chain Management/Public Administration or relevant qualification coupled with Five (5) years' experience of which Three (3) years' experience at supervisory level (SL7/8). Good understanding of Public Financial Management Act, Treasury Regulations, and any other relevant prescripts. Knowledge of the Public Promotion of Access to Information Act (PAIA). Good Knowledge of Contracts Management. Must be Computer Literate. Good understanding of LOGIS for Contract Management. Good understanding of REMS – i.e., creation of Project/Contract Reference Numbers. Communication Skills (Verbal and Written). Attributes: The incumbent must be able to demonstrable competency in acting independently, professionally and be solution driven. A valid driver's licence.

**DUTIES:** Participate in the implementation of supply chain management related Policies, Treasury Regulations, and execution of Department of Health and the Institutional Sourcing Strategy. Facilitate development and execution of Annual Procurement Plans and monitor their progress. Establish Budget aligned comprehensive Contracts Register – Transactions above R30 000.00 including R1m and above R1m. Manage performance of Suppliers. Administer reconciliation of records for contracts. Build an alerting strategy to prevent irregular expenditure on all contracts – avoid expiry and use thereof above the awarded value. Assign work activities to subordinates. Develop and review performance work plans and the related job profiles for subordinates. Periodically assess and review personnel performance. Facilitate training and development of subordinates. Consolidate Departmental expenditures on contracted goods and services. Monitor general performance of the unit and make relevant changes or reviews/suggested to relevant officials. Responsible for the development of personnel job profiles, work plans and conducting personnel performance reviews. Responsible for coaching and mentoring of personnel. Institute disciplinary actions where necessary to correct unwarranted behaviour /conduct in the workplace. Set operational standards with a view to having realistic performance turn-around times. Participate in in ad hoc activities meant for service delivery in the Finance Section and the Institution at large. Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

**POST:** ASSISTANT DIRECTOR: SOFT SERVICES REF NO. ECHEALTH/AD-SS/CMRH/APL/18/09/2023  
**SALARY:** R424 104 – R508 692 per annum (Level 9)  
**CENTRE:** Buffalo City Metro, Cecilia Makhivane Regional Hospital

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

**DUTIES:** Oversee all programmes; Catering, Laundry, Security, Waste Management, Cleaning and Landscaping Services for the institution. Control service programmes of external companies in Housekeeping Services for the institution. Support the institution in its strategic goals and objectives. Liaise with Senior Management and colleagues of different ranks with regard to required support from the sub-directorate. Administer all budget and Financial Management matters of the sub-directorate. Manage staff on direct and indirect levels in the sub directorate. Allocate, control and monitor the resources within the sub-directorate. Develop and maintain policies, methods, practices and standards on quality services and legislation. Overall Quality Control of work in line with Batho Pele principles. Plan, programme and execute a Preventative and Reactive programme within the sub directorate. Ensure that all purchases and acquisitions of material and/or goods are done in accordance with SCM prescripts. Liaise with SCM to ensure minimum stock levels are available for operational needs. To solve problems of an operational nature. Assist management with advice relating to Housekeeping services. Enquiries: Ms N. Matshaya Tel no 043 708 2121

**POST:** ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: ECHEALTH/ASD-HRD/TH/APL/19/09/2023  
**SALARY:** R424 104 – R496 467 per annum (Level 9)  
**CENTRE:** Amathole, District Office

**REQUIREMENTS:** National Senior Certificate, an appropriate National Diploma (NQF Level 6) in Human Resource Management/Human Resource Development/Training and Development or equivalent in the Field of Human Resource Management/Development Environment coupled with of 5(Five) years' experience in the Human Resource Development/ Training/Performance Environment experience of which 3 (Three) years is at supervisory(SL7/8) experience. A valid driver's license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act and Resolution, All Labour Legislations, Code of Good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele Principles, Skills: Management, Financial Management, Computer literacy, Innovative,

Analytical, Problem solving, Communication, Time Management, Team building, Training, mentoring and coaching, Diversity management, Technical(Project Management, Quality Management).

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

Enquiries: Ms N Nene Tel no: 043 707 6748

POST: ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO: ECHEALTH/ASD  
GA/TH/APL/20/09/2023

SALARY: R424 104 – R496 467 per annum (Level 9)

CENTRE: Amathole, District Office

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 and Registry. 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 office administration. To manage operational support services.

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

POST: ASSISTANT DIRECTOR: FINANCE(INFRASTRUCTURE) REF NO.  
ECHEALTH/ADF/HO/ARP/21/09/2023

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

CENTRE: Bhisho, Head Office

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

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

REQUIREMENTS: National Senior Certificate. An appropriate National Diploma (NQF Level 7) in Commerce/ Accounting/Economics as recognized by SAQA coupled Five (5) years' experience in the relevant of which Three (3) years is at a supervisory level (SL 7/8). Understanding of financial management as implemented in government and within the context of infrastructure / construction budgeting and spending. Computer literacy. Valid driver's license

DUTIES: To extract relevant infrastructure project data from BAS and other relevant systems. Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Deputy Director Finance. Make recommendations on rollovers of infrastructure projects to the Deputy Director. Update and manage financial commitments in line with the approved budgets and cash flow projections and the B5 project list. Validate that the service provider's data base is updated correctly by the finance section. Report on deviations to the Deputy Director. Prepare the issuing of work orders or task orders after SCM processes have been completed. Make inputs to Deputy Director Finance in terms of the budgets and financial annual statements for infrastructure projects / programmes prepared in line with GRAP and within time frames of PFMA. Update the

register of contract while projects are implemented. Provide all financial documents requested by Auditor General and / or finance section. Undertake human resources and other related administrative functions. Plan and allocate work. Implement quality control of work delivered by employees.

Enquiries: Ms N. Gwarube Tel No: 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: ASSISTANT DIRECTOR: FINANCE REF NO. ECHEALTH/ASD-FIN/FH/ARP/22/09/2023

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

CENTRE: Chris Hani, Frontier Hospital

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

**DUTIES:** Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions within the component.

Enquiries: Ms P Marongo Tel No. 045 808 4272.

POST: ASSISTANT DIRECTOR: FINANCE & SCM REF NO. ECHEALTH/ASD-FIN/PED/ARP/23/09/2023

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

CENTRE: Nelson Mandela Metro, Pharmaceutical Depot

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

**DUTIES:** Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyze, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions within the component.

Enquiries: Ms U Xwayi Tel no: 041 406 9831

POST: ASSISTANT DIRECTOR: HUMAN RESOURCE POLICIES REF NO. ECHEALTH/ASD-P/HOB/APL/24/09/2023

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

CENTRE: Head Office, Bhisho

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

REQUIREMENTS: National Senior Certificate, an appropriate National Diploma (NQF Level 6) in Human Resource Management/Public Administration as recognized coupled with Five (5) years relevant experience in Human Resource Management (Policies Section of which Three (3) years is at be on supervisory capacity (level 7/8). Must have a valid Driver's license. Knowledge and understanding of Public Service Legislative collective agreements and prescripts that govern Human Resource, Public Service Act, Public Finance Management Act etc., and other prescripts that govern Human Resource Management in the Public Service. Computer literacy (MS Word, MS Excel and PowerPoint). Good writing and communication skills, leadership skills, Planning skills, organizing skills, controlling skills, problem solving and communication skills (verbal and written). Presentation skills and interpersonal skills. Must have the ability to interact with diverse stakeholders. Must have good interpersonal relation. Ability to work under pressure. Good understanding of PSCBC resolutions. Financial management skills. Ability to work under pressure. Adhere to timelines. Knowledge of Auditor General processes. Ability to interact at strategic level and implement turn-around strategies. Proven project management skills.

DUTIES: Responsible for development of departmental HR Policies in line with public service prescripts, collective agreements, and best practices. Responsible for development of standard operating procedures, process flows and guidelines in line with approved HR Policies and general public service prescripts. Strengthen capacity of districts, institutions on HR Policies, practices and other related aspects. Provide support and guidance to Districts, Institutions and departmental employees on the implementation of HR Policies, practices and other related aspects. Enquiries: Ms N Gaba Tel No: 040 608 1601.

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CHIEF WORKS INSPECTOR (ENGINEERING AND TECHNICAL SERVICES) REF NO. ECHEALTH/CWI/HO/ARP/25/09/2023

SALARY: R 359 517-R 420 402 per annum (Level 8)

CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) in Building/Mechanical/Engineering/Electrical or N3 with passed Trade Test with Three (3) years' experience post qualification. Valid Driver's Licence. Computer literate.

DUTIES: To manage the design and implementation of inspections of buildings and machinery to validate compliance with Occupational Health and Safety Requirements. Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters. Implement regular compliance inspections and audits at Health Facilities (regular safety audits). Conduct investigations into accidents and make recommendations. Manage the analysis of technical data. Make recommendations in terms of intervention required of buildings and machinery that are compromising adherence with occupational health and safety requirements. Manage the development of plans to address shortcomings in terms Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards. Manage people and budget.

Enquiries: Ms N. Gwarube Tel No: 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: GISc TECHNICIAN (INFRASTRUCTURE PLANNING) REF NO. ECHEALTH/GTIP/HO/ARP/26/09/2023

SALARY: R353 013- R376 806 per annum(OSD)

CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized as SAQA in GISc/Cartography or relevant qualification coupled Three (3) post qualification Technical (GISc) experience with Registration with PLATO GISc Technician. Valid driver's license. Computer literacy.

DUTIES: To develop and maintain a provincial integrated GIS system, support to Head Office within the department and its stakeholders. Develop and maintain spatial and related data. Promote and ensure integration with other information systems. Administer and manage the provincial web map server/ service, Internet Map Server (Arci MS), Develop and co-ordinate the implementation of GIS standards, Manage GIS software and licences, Provide GIS support to departments, head office and other stakeholders within the provincial administration.

Enquiries: Ms N. Gwarube Tel No: 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: WORKS INSPECTOR (ENGINEERING AND TECHNICAL SERVICES) REF NO. ECHEALTH/WI/HO/ARP/27/09/2023 (2 POSTS)

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

CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. OHS qualifications will be an added advantage. One-year experience post qualification. Valid Driver's Licence. Computer literate.

DUTIES: To implement inspections on compliance with the OHS legislation in terms of machinery or buildings at all Health Facilities and assist with the development and implementation of remedial plans. Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters. Implement regular compliance inspections and audits at Health Facilities (regular safety audits). Conduct investigations into accidents. Collect and analyse technical data. Make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are compromising adherence with occupational health and safety requirements.

Enquiries: Ms N. Gwarube Tel No: 040 608 1180

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: FOOD SERVICE MANAGER REF NO: ECHEALTH/FSM/ANDRI/APL/28/09/2023

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

CENTRE: Sarah Baartman, Andries Vooslos Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Food Service Management or relevant field with 1 -2 years' experience. 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 principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

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

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

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/MDT/ARP/29/09/2023

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

CENTRE: OR Tambo Mthatha Pharmaceutical Depot

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation,

procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.

**DUTIES:** Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews and implementation of confirmed probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Mr Diko Tel No: 047 531 1076.

**POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/PSJC/30/09/2023**

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

**CENTRE: Nyandeni Sub District, Port St Johns Clinic**

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

**DUTIES:** Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Ms S Nxalase – Tel no 047 555 0151.

**POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/ADO/EDH/ARP/31/09/2023**

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

**CENTRE: Nelson Mandela Metro, Elizabeth Donkin Hospital**

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

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

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

**POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/ADO/MRH/APL/32/09/2023**

SALARY: R294 321 – R343 815 per annum (Level 7)  
CENTRE: OR Tambo, Mthatha Regional Hospital

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

DUTIES: To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.  
Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

POST: INFORMATION OFFICER REF NO. ECHEALTH/I-O/EDH/ARPL/33/09/2023  
SALARY: R294 321 R343 815 per annum (Level 7)  
CENTRE: Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital

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

DUTIES: Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.  
Enquiries: Mr. E Felkers Tel no 041 585 2323.

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/ADO/SH/APL/34/09/2023  
SALARY: R294 321 – R343 815 per annum (Level 7)  
CENTRE: Amathole, Sutterheim Hospital

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

DUTIES: To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health

institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

Enquiries: Ms P Booi Tel no 043 683 1313

POST: FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/FH/ARP/35/09/2023

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

CENTRE: Chris Hani, Frontier Hospital

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

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

Enquiries: Ms P Marongo Tel No. 045 808 4272.

POST: FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/MH/APL/36/09/2023

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

CENTRE: Sarah Baartman, Midlands Hospital

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

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

Enquiries: Ms M. Human Tel no 049 807 7739

POST: FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/TPH/ARP/37/09/2023

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

CENTRE: Alfred Nzo District, Tower Psychiatric Hospital

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Accounting / Finance or related coupled with 1-2 years' experience in payroll administration / financial accounting. Willing to adapt work schedule in accordance with professional requirements. HR Related policies and prescripts, Salary Administration, PERSAL, BAS. A successful completion of PERSAL Introduction and PERSAL Salary administration courses. Knowledge: General knowledge of HR related standards, practices, processes and procedures, knowledge and understanding of the PFMA and Treasury Regulations, knowledge and understanding of the Basic Accounting System (BAS), Functioning of PERSAL, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Codes of Remuneration, Basic knowledge of Income Tax Act. Skills: Good communication (verbal and written) skills; computer literacy; problem-solving skills, planning and organizing skills, Basic numeracy, Interpersonal skills, Ability to work with confidential information, Ability to work within specific timeframes, Ability to undertake basic research/gather information and Interpretation of policies. Personal Attribute: Innovative, Resourceful, Analytical Thinking, People oriented, Trustworthy, Assertiveness, Hard-working, Self-motivated, Ability to work in a team and independently. A valid driver's licence.

**DUTIES :** Provide assistance in processing monthly salaries: salary recalls, reversal and clearing of suspense file; payment of supplementary claims such as overtime, sessional allowances and advance payment of transfer and relocation costs of employees; Liaise with conditions of service regarding benefits payable to employees, handle departmental salary claims, handle queries relating to earnings of personnel , assist in filing information related to salaries, handle, monitor and follow up on service termination processes, sort , distribute, record and reconcile payroll certificates, assist in monitoring the process of prompt payment to personnel , assist in acquiring information related to deductions and earnings of personnel, implement maintenance order as per court order; capture salary related transactions on PERSAL. Capture and file S&T claims. The provision of administration support of the Section-respond to salaries and audit related queries; Ensure accuracy of salary related information on the PERSAL systems.

Enquiries: Mrs. V Whitecross Tel no 046 645 5008

**POST:** HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/TH/APL/38/09/2023

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

**CENTRE:** Amathole, Tafalofefe Hospital

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

**DUTIES:** Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning: Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Ms V. Motebele Tel no 047 498 0026.

**POST:** HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/TH/APL/39/09/2023

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

**CENTRE:** Amathole, Bedford hospital

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

**DUTIES:** Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning: Implement conditions of service and service benefits. Termination of

service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.  
Enquiries: Mr S Matandela Tel no 046 685 0043/0361

POST: CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC/AMDO/APL/40/09/2023  
SALARY: R294 321 – R345 815 per annum (Level 7)  
CENTRE: Amathole, District Office

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

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

Enquiries: Ms N Nene Tel no: 043 707 6748

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/ADO/EDH/ARP/41/09/2023  
SALARY: R294 321 – R343 815 per annum (Level 7)  
CENTRE: Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital

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

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

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

POST: FINANCIAL PRACTITIONER: BUDGET PLANNING REF NO. ECHEALTH/FP-BP/PED/ARP/42/09/2023  
SALARY: R294 321 – R343 815 per annum (Level 7) (2 POSTS)  
CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 7) or equivalent appropriate qualification as recognized by SAQA in Financial Management/Accounting/Commerce and Auditing coupled 1 – 2

years' experience in a Financial environment. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Public Financial Management Act, Treasury Regulations and prescripts. Problem solving skills and analysis, listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel, Word and PowerPoint) Understand the PFMA and Treasury Regulations. Understanding of all relevant safety requirements for staff in a manufacturing environment. Ability to communicate with all levels of management.

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

Enquiries: Ms U Xwayi Tel no: 041 406 9831.

**POST: FINANCIAL PRACTITIONER: SALARIES REF NO. ECHEALTH/FP/PED/ARP/43/09/2023**

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

**CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot**

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

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

Enquiries: Ms U Xwayi Tel no: 041 406 9831.

**POST: FINANCIAL PRACTITIONER: PAYMENTS REF NO. ECHEALTH/FP/PED/ARP/44/09/2023 (2 POSTS)**

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

**CENTRE: Amathole, District Office**

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6)/ Bachelor's Degree (NQF Level 7) in BCom Finance/ BCom Accounting / BCompt / Cost and Management Accounting. 1-2 years' relevant experience in the environment Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS and LOGIS. Knowledge of Batho –Pele Principles Computer literacy. Knowledge of procedures relating specific working environment including norms and standards. Good Communication (verbal and written) and report writing skills. Interpersonal relationship. A valid driver's license will serve as an added advantage

**DUTIES:** Process Payments in respect of suppliers and service providers. Ensure all invoices received from SCM Registry are captured and updates on reconciliation spreadsheet. Prepare monthly reconciliation report. Ensure that quarterly supplier confirmations are prepared. Pre-authorize Payments on LOGIS. Supervise subordinates.

Enquiries: Ms N Nene Tel no: 043 707 6748

**POST: FINANCIAL PRACTITIONER: PRE-AUDIT REF NO. ECHEALTH/FP-PA/AD/APL/01/09/2023 (2 POSTS)**

SALARY: R294 321- R343 815 per annum (Level 7)  
CENTRE: Amathole, District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized in Commerce or Internal Audit or Accounting or Cost & Management Accountant or Financial Management or SCM or other relevant qualifications coupled with 1 - 2 years' experience within the public sector internal control / pre-audit unit. Knowledge of financial systems (PERSAL & LOGIS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA), Tender Board Regulation, Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy. Good communication skills. Sound organizational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. Finance, HR and SCM prescripts. A valid driver's license.

DUTIES: Check compliance of goods and services in line with procurement procedures and financial delegations. Check compliance with prescripts and pre-audit checklist. Pre-audit the authenticity of commitments & ensure completeness and accuracy. Receiving and checking of salary related payments. Pre-audit the validity, accuracy & completeness of S&T claims. Check correctness and the authenticity of payment batches to ensure their validity, completeness, accuracy & ensure that they have been authorized by appropriate officials as per the delegations. Analyze batches submitted to check adherence with PFMA, treasury regulations, HR Policies and other prescripts. Verify correctness and compliance of calculations of commitments and payments and issue payment certificates. Reporting on unauthorized, irregular and fruitless expenditure. Perform administrative duties for the unit.  
Enquiries: Ms N Nene Tel no: 043 707 6748

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/FPH/ARP/45/09/2023  
SALARY: R294 321 – R343 815 per annum (Level 7)  
CENTRE: Amathole, Tower Psychiatric Hospital

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

DUTIES: Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.  
Enquiries: Mrs. V Whitecross Tel no 046 645 5008

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/AD/APL/46/09/2023  
(2POSTS)  
SALARY: R294 321 – R343 815 per annum (Level 7)  
CENTRE: Amathole, District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory,

Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

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

Enquiries: Ms N Nene Tel no: 043 707 6748

POST: PERSONAL ASSISTANT: OFFICE OF GENERAL MANAGER: MEDICAL SERVICES REF NO. ECHEALTH/PA-FM/CMRH/APL/47/09/2023

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

CENTRE: Buffalo City Metro, Cecilia Makhiwane Regional Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.

DUTIES: To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.

Enquiries: Ms N. Matshaya Tel no 043 708 2121

POST: LOGISTIC SUPPORT OFFICER: ACQUISITION REF NO. ECHEALTH/LSOA/PEPD/ARP/48/09/2023

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

CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot

Requirements: National Senior Certificate, an appropriate National Diploma (NQF level 6) in Supply Chain Management or relevant qualification within the relevant field coupled with of 1-2 years' experience in a Supply Chain Management or related field, Knowledge and understanding of administrative and procurement procedures. Knowledge of financial and contract management. Ability to interpret and apply SCM Policies, strategies, and legislation. Knowledge of Public Service legislative framework, Preferential Procurement Policy Framework and Treasury Regulations. Computer literacy, Analytical thinking, Negotiation, Verbal and written communication, Sound organizing and planning. Ability to work under pressure and long hours voluntarily, Ability to gather and analyse information, Ability to work individually and in team, Good interpersonal relations skill. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty, Initiative, and creativity.

Duties: Allocate bid number and closing date for bids to be advertised ensure that the bid register is updated continuously, compile bid documents to be advertised. Advertise bids on Departmental website and on the etender website. Open bid box on closing date and time, Open and mark all bids received, Stamp and record bids in bids received register, publish all bids received on the Departmental website and on the website, arrange for bid valuation meetings with project managers, ensure that all BEC members are appointed in writing. Facilitate bid evaluation meetings, liaise with members in time regarding any changes, Prepare and distribute the agenda and the bid submissions documents, prepare scoresheets to be used during the bid evaluation meeting.

Enquiries: Ms U Xwayi Tel no: 041 406 9831.

POST: LOGISTIC SUPPORT OFFICER PROCUREMENT REF NO. ECHEALTH/LSOA/PEPD/ARP/49/09/2023

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

CENTRE: Nelson Mandela metro, PE Pharmaceutical Depot

REQUIREMENTS National Senior Certificate, an appropriate National Diploma (NQF level 6) in Public Management and Administration, Supply Chain Management, Logistics or equivalent coupled with of 1-2 years' experience in a Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations, Supervisory, Computer literacy, Administration, Financial and Reconciliation skills. Good communication (verbal and writing) and interpersonal skills. Willing to adapt to work schedule in accordance with various requirements of the unit. Ability to perform under pressure and work overtime. Knowledge of financial systems (LOGIS, BAS) and REMS system will be an added advantage.

DUTIES: The successful candidate will be required to provide the following services, provide effective administrative support to the Provisioning and LOGIS queries. Assist with monthly, quarterly and annual financial LOGIS Reports. Assist with monthly reconciliation of accounts, ensure updating of commitment register, assist with administration and management of transversal and term contract accounts. Provide compliance and quality checks on all procurement requests before issuing purchase order. Liaising with internal and external clients regarding procurement and payment issues. Receive, record and verify compliance of all orders with PFMA, Treasury Regulations and PPR 2022 for Pre-Audit purposes. •Assist with supervision of staff and Perform any other work schedule in accordance with the various requirements of the unit.

Enquiries: Ms U Xwayi Tel no: 041 406 9831.

POST: LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/HO/LSC/ARP/50/09/2023

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

CENTRE: Head Office, Bhisho

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

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

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

recommendations to improve the efficiency and effectiveness. Report on the work area's information as required by internal and external stakeholders.

Enquiries: Ms B Mtshawulana Tel no: 040 608 9520.

For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/SEH/APL/51/09/2023

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

CENTRE: OR Tambo, St Lucy's Hospital

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

DUTIES: Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning: Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Ms Mayikana Tel no 047 532 6259.

POST: HUMAN RESOURCE PRACTITIONER: SERVICE BENEFITS REF NO:  
ECHEALTH/HRP/AD/APL/52/09/2023

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

CENTRE: Amathole, District Office

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

DUTIES: Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning: Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Ms N Nene Tel no: 043 707 6748

POST: HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION REF NO:  
ECHEALTH/HRP/AD/APL/52/09/2023

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

CENTRE: Amathole, District Office

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

DUTIES: Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning: Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle

human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.  
Enquiries: Ms N Nene Tel no: 043 707 6748

POST: LOGISTIC SUPPORT CLERK REF NO. ECHEALTH/LSC/ORTMD/ARP/54/09/2023 (2 POSTS)  
SALARY: R202 233 – R235 611 per annum (Level 5)  
CENTRE: OR Tambo, Mthatha Pharmaceutical Depot

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts.

DUTIES: Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).  
Enquiries: Mr Diko 047 531 1076.

POST: LOGISTIC SUPPORT CLERK REF NO. ECHEALTH/LSC/HO/APL/55/09/2023 (2 POSTS)  
SALARY: R202 233 – R235 611 per annum (Level 5)  
CENTRE: Head Office, Bhisho

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

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. Computer Skills, Planning and organisation, Interpersonal relations, Language, Flexibility, Good verbal and written communication skills, Teamwork

DUTIES: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register.  
Enquiries: Ms B Mtshawulana Tel No: 040 608 9520  
For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/OTDO/APL/56/09/2023  
SALARY: R202 233- R235 611 per annum (Level 5)  
CENTRE: OR Tambo, District Office

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.  
Enquiries: Ms X Mtimba Tel 047 502 9000

POST: ADMINISTRATION CLERK (PATIENT REGISTRATION) REF NO.  
ECHEALTH/OPDAC/MRH/APL/57/010/2023  
SALARY: R181 599 – R213 912 per annum (Level 5)  
CENTRE: OR Tambo District Office, Mthatha Regional Hospital

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

**DUTIES:** Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Do patient registration on entry points. Compile patient folders that contain the relevant documentation. Maintain files neat and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. 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.

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

**POST:** LOGISTIC SUPPORT CLERK REF NO. ECHEALTH/LSC/PEPD/ARP/58/09/2023

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

**CENTRE:** Nelson Mandela Metro, PE Pharmaceutical Depot

**REQUIREMENTS:** Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts.

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

Enquiries: Ms U Xwayi Tel no: 041 406 9831

**POST:** ADMINISTRATION CLERK 9 POSTS

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

**CENTRE:** Nyandeni Sub-District, Port St Johns CHC (2 POSTS) REF NO. ECHEALTH/AC/PSJC/APL/59/09/2023, Mantusini Clinic REF NO. ECHEALTH/AC/MC/APL/60/09/2023, Lujizweni Clinic REF NO. ECHEALTH/AC/LC/APL/61/09/2023, Philani Clinic REF NO. ECHEALTH/AC/PC/APL/62/09/2023, Makotyana CHC REF NO. ECHEALTH/AC/MCHC/APL/63/09/2023(2 POSTS), REF NO Mankosi Clinic ECHEALTH/AC/MC/APL/64/09/2023, Nyandeni Clinic REF NO. ECHEALTH/AC/NC/APL/65/09/2023, Double Falls Clinic REF NO. ECHEALTH/AC/DFC/APL/66/09/2023

**REQUIREMENTS:** National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

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

Enquiries: Ms S Nxalase – Tel no 047 555 0151.

**POST:** ADMINISTRATION CLERK REF NO. ECHEALTH/AC/EDH/ARP/67/09/2023

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

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

**REQUIREMENTS:** National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

**DUTIES:** Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.  
**Enquiries:** Mr. E Felkers Tel no 041 585 2323

**POST:** LOGISTIC SUPPORT CLERK REF NO. ECHEALTH/LSC/PED/ARP/68/09/2023  
**SALARY:** R202 233 – R235 611 per annum (Level 5)  
**CENTRE:** Nelson Mandela Metro, PE Pharmaceutical Depot

**REQUIREMENTS:** Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts.

**DUTIES:** Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).  
**Enquiries:** Ms U Xwayi Tel no: 041 406 9831.

**POST:** FINANCE CLERK REF NO. ECHEALTH/FC/PEDARP/69/09/2023  
**SALARY:** R202 233 – R235 611 per annum (Level 5)  
**CENTRE:** Nelson Mandela Metro, PE Pharmaceutical Depot

**REQUIREMENTS:** National Senior Certificate/ NQF level 4 with no experience. Knowledge of Finance and Supply Chain Management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

**DUTIES:** Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.  
**Enquiries:** Ms U Xwayi Tel no: 041 406 9831.

**POST:** ADMINISTRATION CLERK REF NO. ECHEALTH/AC/KPH/ARP/70/09/2023 (2 POSTS)  
**SALARY:** R202 233- R235 611 per annum (Level 5)  
**CENTRE:** Chris Hani, Komani Psychiatric Hospital

**REQUIREMENTS:** National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

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

administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.  
Enquiries: Mrs. N Mzola Tel 045-8588 400

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/TPH/ARP/71/09/2023 (2 POSTS)  
SALARY: R202 233- R235 611 per annum (level 5)  
CENTRE: Amathole, Tower Psychiatric Hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES: Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.  
Enquiries: Mrs. V Whitecross Tel no 046 645 5008

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/HO/APL/72/09/2023  
SALARY: R202 233- R235 611 per annum (level 5)  
CENTRE: Bhisho, Head Office

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

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES: Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.  
Enquiries: Ms N Khumalo Tel No: 040 608 1365  
For e-Recruitment Enquiries, email to: [RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/AM/APL/73/09/2023 (6 POSTS)  
SALARY: R202 233- R235 611 per annum (level 5)  
CENTRE: Amathole, District Office

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES: Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.  
Enquiries: Ms N Nene Tel no: 043 707 6748

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/SH/APL/74/09/2023  
SALARY: R202 233- R235 611 per annum (level 5)  
CENTRE: Amathole, Sutterheim Hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

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

Enquiries: Ms P Booi Tel no 043 683 1313

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/KH/APL/75/09/2023

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

CENTRE: Amathole, Komga hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

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

Enquiries: Ms T Lali – Tel no: 043 831 1013

POST: HUMAN RESOURCE DEVELOPMENT CLERK REF NO. ECHEALTH/HRDC/HO/APL/76/09/2023

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

CENTRE: Bhisho, Head Office

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

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

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

Enquiries: Ms V Makonco Tel No: 040 608 1523

POST: WARD CLERK REF NO. ECHEALTH/WC/SH/APL/77/09/2023

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

CENTRE Amathole, Sutterheim Hospital

**REQUIREMENTS:** National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel.

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

Enquiries: Ms P Booi Tel no 043 683 1313

**POST:** CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/KH/APL/78/09/2023

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

**CENTRE:** Amathole, Komga Hospital

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

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

Enquiries: Ms T Lali – Tel no: 043 831 1013

**POST:** CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO. ECHEALTH/CLC/EMSSB/ARP/79/09/2023 (4 POSTS)

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

**CENTRE:** Sarah Baartman, Emergency Medical Services(EMS)

**REQUIREMENTS:** National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.

**DUTIES:** Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and

retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

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

POST: CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO.  
ECHEALTH/CLC/EMSORT/ARP/80/09/2023 (4 POSTS)  
SALARY: R171 537 – R199 461 per annum (Level 4)  
CENTRE: OR Tambo, Emergency Medical Services(EMS)

REQUIREMENTS: National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.

DUTIES: Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

Enquiries: Ms Z Mtimba Tel 047 502 9000

POST: CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO.  
ECHEALTH/CLC/EMSCH/ARP/81/09/2023 (4 POSTS)  
SALARY: R171 537 – R199 461 per annum (Level 4)  
CENTRE: Chris Hani, Emergency Medical Services(EMS)

REQUIREMENTS: National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.

DUTIES: Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

Enquiries: Ms Nyoka Tel no 045 8071110/1101.

POST: CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO.  
ECHEALTH/CLC/EMSBCM/ARP/82/09/2023 (5 POSTS)  
SALARY: R171 537 – R199 461 per annum (Level 4)  
CENTRE: Buffalo City Metro, Emergency Medical Services(EMS)

REQUIREMENTS: National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information

management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.

**DUTIES:** Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

Enquiries: Ms Jaceni Tel no 043 708 1700

**POST:** FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/FSS/TPH/ARP/83/09/2023  
**SALARY:** R171 537 – R199 461 per annum (Level 4)  
**CENTRE:** Amathole, Tower Psychiatric Hospital

**REQUIREMENTS:** NQF Level 3(Grade 10)/ABET level 4 with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

**DUTIES:** Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as schedule

Enquiries: Mrs. V Whitecross Tel no 046 645 5008

**POST:** HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/SH/APL/84/09/2023  
**SALARY:** R171 537 – R199 461 per annum (Level 4)  
**CENTRE:** Alfred Nzo, Sipetu Hospital

**REQUIREMENTS:** NQF Level 3(Grade 10)/ABET level 4 with 3-5 year years' experience. Knowledge of general work, housekeeping and cleaning services. Good communication and report writing skills. Problem solving skills. Flexibility and team work. Ability to manage interpersonal conflicts, resolve problem. Planning, organizing and team leadership skills. Client orientation and customer focus. Knowledge of occupational Health and safety policies.

**DUTIES:** Supervise and provide cleaning services: Develop work schedules and allocation lists. (Duty roster). Guide the provision of general work in the all designated areas in the ward such as ward bed-side, doctor's room, change rooms, toilets. 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. 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 safeguard of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

Enquiries: Ms L Mahlati Tel No: 039 255 0077

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/KPH/ARP/85/09/2023

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

CENTRE: Chris Hani, Komani Psychiatric Hospital

REQUIREMENTS: NQF Level 3(Grade 10)/ABET level 4 with 3-5 year years' experience. Knowledge of general work, housekeeping and cleaning services. Good communication and report writing skills. Problem solving skills. Flexibility and team work. Ability to manage interpersonal conflicts, resolve problem. Planning, organizing and team leadership skills. Client orientation and customer focus. Knowledge of occupational Health and safety policies.

DUTIES: Supervise and provide cleaning services: Develop work schedules and allocation lists. (Duty rooster). Guide the provision of general work in the all designated areas in the ward such as ward bed-side, doctor's room, change rooms, toilets. 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. 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 safeguard of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

Enquiries: Ms. N Mzola Tel 045-8588 400

LAUNDRY SUPERVISOR REF NO: ECHEALTH/LS/EDH/ARP/86/09/2023

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

CENTRE: Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital

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

DUTIES: Conduct stock counts and keep records. Compile monthly reports and submit to Laundry manager. Compile duty rosters for night and day shifts for laundry staff. Keep accurate records of soiled linen, laundered linen, patient clothing and circulation. Supervise attendance registers and leaves. Responsible for stock control of laundry consumables. Supervise day to day operation of laundry services. Attend to operational meetings. Enquiries: Mr. E Felkers Tel no 041 585 2323

POST: LAUNDRY WORKER SUPERVISOR REF NO: ECHEALTH/LWS/MH/87/09/2023

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

CENTRE: Sarah Baartman, Midlands Hospital

REQUIREMENTS: National Senior Certificate with 3 - 5 years' experience in 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.

DUTIES: 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.

Enquiries: Ms M. Human Tel no 049 807 7739.

POST: DRIVER REF NO. ECHEALTH/DRV/PEPD/ARP/88/09/2023

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

CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot

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

**DUTIES:** To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.  
Enquiries: Ms U Xwayi Tel no: 041 406 9831.

**POST:** DRIVER REFNO. ECHEALTH/DRV/FH/ARP/89/09/2023

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

**CENTRE:** Chris Hani, Frontier Hospital

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

**DUTIES:** To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.  
Enquiries: Ms P Marongo Tel No. 045 808 4272.

**POST:** DRIVER REF NO: ECHEALTH/DRV/TPH/ARP/90/09/2023

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

**CENTRE:** Amathole, Tower Psychiatric Hospital

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

**DUTIES:** Provide transport services: fill log sheets before and after trips. Receive Work instructions and respond. Receive and record documents. Load and dispatch items. Transport office from point A to Point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipes, hooter, tyre condition and check vehicle licence. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties allocated by the Supervisor.  
Enquiries: Mrs. V Whitecross Tel no 046 645 5008

**POST:** DRIVER REF NO. ECHEALTH/DRV/EDH/ARP/91/09/2023

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

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

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

**DUTIES:** To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates

for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.

Enquiries: Mr. E Felkers Tel no 041 585 2323

POST: DRIVER REF NO. ECHEALTH/DRV/ADO/APL/92/09/2023

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

CENTRE: Amathole, District Office

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

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

Enquiries: Ms N Nene Tel no: 043 707 6748

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/PZMTBH/APL/93/09/2023

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

CENTRE: Sarah Baartman, PZ Meyer TB Hospital

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

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

Enquiries: Dr Mboya Majola Tel no – 042 291 2072.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PTC/MKMH/APL/94/09/2023

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

CENTRE: Alfred Nzo, Madzikane KaZulu Memorial Hospital

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

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

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

POST: PROPERTY CARETAKER (7 POSTS)

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

CENTRE: Alfred Nzo, Umzimvubu Sub District, Ntabankulu CHC REF NO. ECHEALTH/PCT/NCHC/APL/95/09/2023, Mntwana Clinic REF NO. ECHEALTH/PCT/MCHC/APL/96/09/2023, Mhotsheni Clinic REF NO. ECHEALTH/PCT/MC/APL/97/09/2023, Amadiba Clinic REF NO. ECHEALTH/PCT/AC/APL/98/09/2023, Imizizi Clinic REF NO. ECHEALTH/PCT/IC/APL/99/09/2023, Makwantini Clinic REF NO. ECHEALTH/PCT/MC/APL/100/09/2023, Mpetsheni Clinic REF NO. ECHEALTH/PCT/MC/APL/101/09/2023

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

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor. Enquiries: Mr. Magadla Tel no 039 727 2090.

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/SPCHAPL/102/09/2023

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

CENTRE: Alfred Nzo, St Patricks Hospital

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

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor. Enquiries: Ms Gxaweni; Tel No. 039 251 0236.

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/FH/ARP/103/09/2023(2 POSTS)

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

CENTRE: Chris Hani, Frontier Hospital

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

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor. Enquiries: Ms P Marongo Tel No. 045 808 4272

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/TC/ARP/104/09/2023

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

CENTRE: Amathole, Tower Psychiatric Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal

cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

Enquiries: Mrs. V Whitecross Tel no 046 645 5008

**POST:** PROPERTY CARETAKER REF NO. ECHEALTH/PCT/MC/APL/105/09/2023

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

**CENTRE:** Nyandeni Sub-District, Mtambalala Clinic

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

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

Enquiries: Ms S Nxlase – Tel no 047 555 0151.

**POST:** TRADE LABOURER REF NO. ECHEALTH/TRL/TH/ARP/106/09/2023 (2 POSTS)

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

**CENTRE:** Amathole, Tower Psychiatric Hospital

**REQUIREMENTS:** ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

**DUTIES:** Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and 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.

Enquiries: Mrs. V Whitecross Tel no 046 645 5008

**POST:** TRADE LABOURER REF NO. ECHEALTH/TRL/SERH/APL/107/09/2023

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

**CENTRE:** Nelson Mandela Metro District, St Elizabeth Regional Hospital

**REQUIREMENTS:** ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

**DUTIES:** Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage

system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and 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.

Enquiries Mr. M Nozaza – Tel no: 039 253 5012.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/MH/APL/108/09/2023 (3 POSTS)

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

CENTRE: Sarah Baartman, Midlands Hospital

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

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

Enquiries: Ms M. Human Tel no 049 807 7739

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/KPH/ARP/109/09/2023 (3 POSTS)

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

CENTRE: Chris Hani, Komani Psychiatric Hospital

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

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

Enquiries: Ms. N Mzola Tel 045-8588 400

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/KPH/ARP/110/09/2023 (2POSTS)

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

CENTRE: Amathole, Tower Psychiatric Hospital

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

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

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

Enquiries: Mrs. V Whitecross Tel no 046 645 5008

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SBH/APL/111/09/2023

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

CENTRE: OR Tambo, St Barnabas Hospital

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

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

Enquiries: Ms Ndamase – Tel no 047 555 5300

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FTH/APL/112/09/2023

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

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

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

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

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

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NMMD/APL/113/09/2023

SALARY: R125 373 – R145 077 per annum (Level 2)  
CENTRE: Nelson Mandela Metro, District Office

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

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

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

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SBH/APL/114/09/2023  
SALARY: R125 373 – R145 077 per annum (Level 2)  
CENTRE: OR Tambo District, St Barnabas Hospital

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

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

Enquiries: Ms Ndamase – Tel no 047 555 5300

POST: GENERAL WORKER REF NO. ECHEALTH/GW/KPH/ARP/115/09/2023 (10 POSTS)  
SALARY: R125 373 – R145 077 per annum (Level 2)  
CENTRE: Chris Hani, Komani Psychiatric Hospital

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

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

Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

Enquiries: Ms. N Mzola Tel 045-8588 400

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MH/APL/116/09/2023

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

CENTRE: Sarah Bartman, Midlands Hospital

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

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

Enquiries: Ms M. Human Tel no 049 807 7739

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ASH/APL/117/09/2023

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

CENTRE: Sarah Baartman, Sunday Valley Hospital

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

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

Enquiries: Ms T. Fekema Tel: 042 2300 406/432/567.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/PEPD/ARP/118/09/2023

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

CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot

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

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

office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

Enquiries: Ms U Xwayi Tel no: 041 406 9831.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ASH/APL/119/09/2023

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

CENTRE: Chris Hani, All Saints Hospital

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

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

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

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ASH/APL/120/09/2023

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

CENTRE: Sarah Baartman, Temba TB Hospital

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

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

Enquiries: Mr. Ntsepe Tel: 046 622 3524

POST: GENERAL WORKER REF NO. ECHEALTH/GW/KPH/ARP/121/09/2023

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

CENTRE: Amathole, Tower Psychiatric Hospital

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

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

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

Enquiries: Mrs. V Whitecross Tel no 046 645 5008

POST: GENERAL WORKER REF NO. ECHEALTH/GW/TH/APL/122/09/2023

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

CENTRE: Amathole, Tafalofefe Hospital

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

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

Enquiries: Ms V. Motebele Tel no 047 498 0026.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EH/APL/123/09/2023

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

CENTRE: Joe Gqabi District Office, Empilisweni Hospital

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

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

Enquiries: Mr. S.L Bosholo – Tel no: 051 611 0259/078 530 7136.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SERH/APL/124/09/2023

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

CENTRE: OR Tambo District, St. Elizabeth's Regional Hospital

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

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

Enquiries: Mr. M Nozaza – Tel no: 039 253 5012.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SH/APL/125/09/2023 (2 POSTS)

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

CENTRE: Sarah Baartman, Settlers Hospital

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

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

Enquiries: Ms S Diva Tel no 046 602 5046.

POST: GENERAL WORKER (3 POSTS)

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

CENTRE: Nyandeni Sub-District, Mangcwanguleni Clinic REF NO. ECHEALTH/GW/MC/APL/126/09/2023, Mankosi Clinic REF NO. ECHEALTH/GW/MC/APL/127/09/2023, Caguba Clinic REF NO. ECHEALTH/GW/CC/APL/128/09/2023

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

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

Enquiries: Ms S Nxlase – Tel no 047 555 0151.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FRH/APL/129/09/2023  
SALARY: R125 373 – R145 077 per annum (Level 2)  
CENTRE: Chris Hani District, Frontier Regional Hospital

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

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

Enquiries: Ms P Marongo Tel No. 045 808 4272

POST: GENERAL WORKER REF NO. ECHEALTH/GW/PAH/APL/130/09/2023  
SALARY: R125 373 – R145 077 per annum (Level 2)  
CENTRE: Sarah Baartman, Port Alfred Hospital

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

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

Enquiries: Ms N Raco Tel no 046 604 4000

POST: PORTER REF NO: ECHEALTH/POR/FH/ARP/131/09/2023 (2 POSTS)  
SALARY: R125 373 – R145 077 per annum (Level 2)  
CENTRE: Chris Hani, Frontier Hospital

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

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

Enquiries: Ms P Marongo Tel No. 045 808 4272.

POST: PORTER REF NO: ECHEALTH/POR/NMAH/APL/132/09/2023

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

CENTRE: OR Tambo, Nelson Mandela Academic Hospital

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

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

Enquiries Ms Calaza Tel no: 047 502 4469

POST: PORTER REF NO: ECHEALTH/POR/WTBH/APL/133/09/2023

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

CENTRE: Amathole, Winterberg Tb Hospital

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

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

Enquiries: Ms Z Maneli Tel no 046 645 1142.