



CLOSING DATE: 17 NOVEMBER 2017

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified in the past 03 months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the dept. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

APPLICATIONS: Bisho Head Office: Post to: Private Bag X0038, Bisho, 5605 or hand deliver to: Department of Health Room 411, 4th. Dukumbana, Phalo Avenue, Bisho, 5605. Enquiries: Ms S Lamani 040 068 1275. Post to: Human Resources Office, Livingstone Tertiary Hospital Private Bag Private Bag X60572, Greenacres, Port Elizabeth 6057 or Hand Delivery to : Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001. Enquiries: Ms Du Preez Tel no: 041 405 2647.

POST: CALL CENTRE AGENTS REF NO: ECHEALTH/CCA/SCC/02/10/2017 (4 POSTS)

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Head Office, Shared Contact Centre

REQUIREMENTS: Post Matric qualification/ Public relations/ contact centre certificate with 1-2 years as a contact centre agent. Proof of competency in handling different customers online. Must be able to be competent and understand CRM and CCC (Contact Centre Client). Must be computer literate with proof of competency. Must be fluent in languages spoken in Eastern Cape.

DUTIES: Support and provide superior services via phones, e-mails, faxes, face to face and written as a receiver and caller. Use questioning and listening skills that support effective telephone communication and use effective approach to handle special telephone task like call transfers, taking messages, call backs, holds, interruptions, and unintentional disconnects. Understand the impact of attitude in handling calls professionally. Effectively deal with job stress, angry callers, and upset customers. Use the most appropriate to communicate with appropriate behaviour types on the telephone. Apply the elements of building positive rapport with different types of customers over the phone. Apply the proper telephone etiquette to satisfy various customer situations. Apply appropriate actions to effectively control a telephone call. Identify voice skills and how to enhance a good telephone presentation. Meets commitments to customers and be able to work shifts in 24 hour contact centre.

Enquiries: Ms S Lamani 040 068 1275

POST: SUPPLY CHAIN CLERK - REF NO: ECHEALTH/SCMC/LIVH/02/10/2017 (2 POSTS)

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

This is a re-advertisement. (Those who had applied before are welcome to apply again)

REQUIREMENTS: Grade 12 or equivalent qualification with 1 -3 years' experience /National Diploma in SCM or related qualification with minimum of 1-2 years appropriate experience. Knowledge and understanding of PFMA, Treasury Regulations and LOGIS system. Must be computer literate and have good communication and interpersonal skills. Must be committed and hardworking and have the ability to work under pressure. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.

DUTIES: Issuing of store stock for wards and departments. Receiving of goods for the stores. Liaise with internal and external clients. Weekly and monthly stock takes. Maintain minimum and maximum stock levels. Ensuring correctness of documentation received from end user. Follow ups on out of stock items. Provide general office administration for the SCMU-warehouse. Spot checks in the departments. Alert the Transit in and transit out clerk of any discrepancies. Maintenance of bin cards and all stock related reports.

Enquiries: Ms Du Preez Tel no: 041 405 2647

POST: FINANCIAL CLERK - REF NO: ECHEALTH/FINC/LIVH/02/07/2017 (3 Posts)

SALARY: R152 862 – R180 063 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

This is a re-advertisement. (Those who had applied before are welcome to apply again)

REQUIREMENTS: Grade 12 or equivalent qualification plus 0- 1 year experience/ national diploma in accounting/ financial or related qualification with minimum of 1-2 years appropriate experience. Computer literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). Knowledge of Public Finance Management Act and Treasury regulations. Knowledge of Delta 9 billing system. Knowledge of uniform patient fees structure and ICD 10 coding.

DUTIES: Billing and submission of patient accounts. Follow-up of outstanding accounts general office duties. Cashier Duties. Reconciliation of payments and accounts. BAS capturing of receipts.

Enquiries: Ms Du Preez Tel no: 041 405 2647

POST: PORTER - REF NO: ECHEALTH/POR/LIVH/02/10/2017 (3 POSTS)

SALARY: R90 234-R106 290 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

This is a re-advertisement. (Those who had applied before are welcome to apply again)

REQUIREMENTS: Grade10/ABET level 4 with 0 – 1 years' experience. Grade 12 Certificate and 1 year experience in hospital environment will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. 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. Perform any duties allocated by supervisor.

Enquiries: Ms Du Preez Tel no: 041 405 2647

