

CLOSING DATE: 16 FEBRUARY 2018

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past three 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 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. 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 directed to the addresses as indicated below or Hand Delivered as indicated below:

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. Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, BEDFORD, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms L H Slatsha Tel no: 046 685 0046. Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel no: 047 401 9000. Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr Fenguza Tel no: 047 573 8900/1/2. Post to: Human Resource Section, to Mphashe Sub District, Private Bag X1232, Dutywa, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula Tel no 047 489 2417/16. Post to: HR Office, Mquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa –TEL NO: 047 491 0740. Post to: Human Resource Office, Nkonkobe Sub-District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, OR P.O. Box 967, FORT BEAUFORT, 5720: Enquiries : Ms NA Mcetywa Tel no 046 645 2695. Post to: Nompumelelo Hospital, Private Bag X 13, PEDDIE 5640. Enquiries: Ms NG Tsako Tel no: 040 673 3321. Post: SS Gida Hospital, Private Bag x12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel no: 040 658 0043. Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms H Potgieter – Tel no: 046 645 1122. Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141. Post to: Winterberg Hospital PO Box 69, Fort Beaufort, 5720 or hand deliver 905 Alice Road Winterberg Hospital Fort Beaufort 5720. Enquires: Ms Z Maneli Tel: 046 645 1142. Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane: Enquiries: Ms V. Motabele –Tel no 047 498 0026. Post to: Cecilia Makhiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makhiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel: 0437082118. Post to: Human Resource Office, Frere Hospital, Private bag X 9047, EAST LONDON, 5200 OR Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms. N. Mthitshana TEL NO: 043 709 2487/2532. Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, KING WILLIAMS TOWN 5600 OR hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel no: 043 643 3304. Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township.

Enquires: Ms Langeni 043 761 2131. . Post to HR Office, Lilitha College of Nursing, Central Administration Office, 40 Lennox Road Amalinda, East London 5200 or Private Bag X 0028 Bhisho 5608. Enquiries: Ms. N Links: Principal Tel: 049 700 9704 or Ms. Y. Malgas: Tel: 040 608 9723. Post to: Human Resource Office, Nessie Knight Hospital, P/bag X420, QUMBU, 5180 or hand delivery to Sulekama Admin Area - Nessie Knight Hospital - QUMBU . Enquiries: Ms. O.N Sotsaka - TEL NO: 047 553 6007/8/9. Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, MOUNT FLETCHER, 4770, Enquiries: Ms Ngwebeni – Tel no: 039 257 0099. Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, Enquires: Ms Fourie - Tel no: 051 633 7700. Post to: Human Resource Office, Burgersdorp Hospital, Daantjie Van Den Heever street, Burgersdorp, 9744 or Hand deliver to: HR Office, Burgersdorp Hospital, Enquiries: Ms N Zondi - Tel no: 051 653 1881. Post to: Human Resource Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750 or Hand deliver to: HR Office, Joe Gqabi District Office. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629. Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037. Post to: Human Resource Office, Maclear Hospital, PO Box 93, No 1 Fourie Street, Maclear, 5480 or Hand deliver to: HR Office, No 1 Fourie Street Maclear Hospital, Enquiries: Ms N Zuza - Tel no: 045 932 1203. Post to: HR Office PE Pharmaceutical Depot Private Bag x6033 Struandale Port Elizabeth 6000 or Hand deliver to: HR Office PE Pharmaceutical Depot 1104 Struandale Port Elizabeth 6000. Enquiries: Ms U Xwayi Tel 041 406 9831. Post to: Human Resource Office Empilweni TB Hospital, Private bag X6060, PORT ELIZABETH, 6200 or hand delivery to 1 Mati Road, New Brighton, PORT ELIZABETH, 6200. Enquires: Ms B Bomela TEL NO: 041 406 7606/36. Post to: Human Resources Office, Livingstone Tertiary Hospital Private Bag Private Bag X60572, Greenacres, Port Elizabeth 6057. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001. Enquiries: Ms Du Preez Tel no: 041 405 2647. Post to: Elizabeth Donkin Hospital, Private Bag x6024 Port Elizabeth, 6000 or hand deliver to: Elizabeth Donkin Hospital, La Roche Drive, Forest Hill, Port Elizabeth 6000 Enquiries: Ms J Hill Tel no: 041 506 6213. Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, CALA 5455 Enquiries: Ms B Mtsi – TEL NO: 047-8770931. Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District, Private bag X 1250, COFIMVABA, 5380. Enquiries: Ms A Mabentsela - TEL NO: 047 874 0079 Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142, LADY FRERE, 5410 or hand delivery to Glen Grey Hospital, 5410. Enquiries: Mr S Khumalo - TEL NO: 083 585 7576. Post to: Human Resource Office, Cala Hospital, Private bag X 516, CALA, 5455 or hand delivery to Drully Lane Street, CALA, 5455. Enquires: Ms Z Sentile - TEL NO: 047 874 8000. Post to: Human Resource Office, Inxuba Yethemba Sub-District, Private bag X90, CRADOCK, 5880. Enquires: Ms G.O Van Heerdin Tel no 048 881 2921 Posted to Human Resource Office, All Saints Hospital, Private Bag X 215 All Engcobo, 5605 or Hand Delivered to All Saints Hospital, Engcobo. Enquiries: Ms N. Matala Tel No: 047 5480022. Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, IDUTYWA, 5000. Enquiries SS Naku Tel.047-874 8000. Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, QUEENSTOWN, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo - TEL NO: 045 8084 272. Post to: Human Resource Office, Lukhanji Sub District (Ilange), Private bag x 1, Queenstown, 5320. Enquiries: Ms M Tweni – TEL NO: 045 807 8908. Post to: Human Resource Office, Komani Hospital, Private Bag x 4043. QUEENSTOWN.5320. Enquiries: Mrs A Sokutu TEL NO: 045-858 8400. Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba.5380. or Hand deliver to Cofimvaba Hospital. 5380. Enquiries: Ms A Mbana - TEL NO: 047-874 0111. Post to: Human Resource Office, Elliot Hospital, P.O. Box 523. Elliot, 5460 or Hand deliver to Elliot Hospital, Maclear road, Elliot, 5460. Enquiries: Ms NB Puza Tel no 045 9311321. Post to: Human Resource Office No 4 Ndarhala road, Emalahleni SUB District, Lady Frere, 5410. Enquiries: Ms Mtshabe MTSHABE NP TEL NO: 047 878 4300. Post to: Human Resource Office, Forensic Pathology Services, P.O.Box 1024, QUEENSTOWN 5320 or hand delivered to CSSD Building Komani Psychiatric Hospital next to Recreation Hall. Enquiries: Ms D Zantsi TEL NO: (045) 858 8112. 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 N / Mr Gazi S. - Tel. 045-8071110/1101. Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, NGCOBO 5050 or hand delivered to All Saints Hospital NGCOBO (OLD MATERNITY WARD) Enquiries: Ms N Matala TEL NO: 047 5480022. 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, 5 Downing Street, Port Elizabeth 6001. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509. Post: Human Resource Office, Fort England Hospital, Private bag X 1002, GRAHAMSTOWN, 6139 or hand delivery to Fort England Hospital York Road, GRAHAMSTOWN, 6139. Enquires: Ms X Nazo – Tel no 046 602 2300. Post to: The Human Resource Office, Kouga Sub District, P.O. Box 154, Humansdorp, or Hand Deliver to Room 38 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquires Mr D Ntuli Tel no 042 200 4214. Post

to: The Human Resource Office, PZ Mayer TB Hospital P.O. Box 479 Johnson Street, Graslaagte, Humansdorp, 6300. Enquiries: Ms N Sompontsha Tel no 042 291 2064. Post to: The Human Resource Office, Makana Sub District, Private Bag X1023, Grahamstown, 6140 or Hand Deliver at Makana Sub- District, 49 Beaufort Street, Grahamstown, 6140. Enquires: Mr Qalani Tel: 046 622 4901. Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms N Sompontsha Tel no 042 291 2064. Post to: Human Resource Office, St Lucy's Hospital, PO Box 4, TSOLO, 5170 or hand deliver to: HR Office, St Lucy's Hospital, St Cuthbert's Mission, TSOLO, 5170, Enquiries: Ms Mayikana – Tel no: 047 532 6259. Post to: Human Resource Office, Nelson Mandela Academic Hospital, Private Bag X5014 Mthatha, 5099 or hand deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha, 5099. Enquiries: Ms Calaza - Tel no: 047 502 4320. Post to: Human Resource Office, St Elizabeth Hospital, Private Bag x1007, Lusikisiki 4820. Enquiries: Mr M Nozaza - Tel no: 039 253 5012. Post to: Human Resource Office, Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 Enquiries: Ms Solwandle – Tel no: 0824207172. Post to: OR Tambo Health District, Private Bag X5005, Mthatha 5099 or Hand deliver to: Human Resource Office, OR Tambo Health District, 9th Floor Botha Sigcau Buidling, Mthatha. 5099, Enquiries: Mr S Stuma - Tel no: 047 502 9016. Post to: District Manager, OR Tambo Health District Office, Private Bag X5005, MTHATHA 5099 or Hand Deliver to: 8th Floor Room 19, Botha Sigcau Building, Mthatha, 5099, Enquiries: Ms O Gcagca – Tel no: 047 531 0823. Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, FLAGSTAFF, 4810 Enquiries: Ms Z Nomwandana - TEL NO:039 252 2026/8. Post to: Human Resource Office, Zithulele Hospital, Private Bag X504, Mqanduli, 5080 Enquires: Mr Sobethwa - Tel no: 047 573 8953/6/7. Post to: Human Resource Office, Dr Malizo Mphehle Hospital, Main Road, TSOLO, 5170 or hand deliver to: HR Office, Dr Malizo Mphehle Hospital, Private Bag x1004. TSOLO, 5170 Enquiries: Ms Makalima - Tel no: 047 542 6300. Post to: Human Resource Office, Mthatha Regional Hospital, Private Bag X5014, Mthatha, 5099 or hand deliver to: HR Office, Mthatha Regional Hospital, 71 Nelson Mandela Hospital, Enquiries: Ms Mkhosi - Tel no: 047 502 4143/4008. Post to: Human Resource Office, Nessie Knight Hospital, P/bag X420, QUMBU, 5180 or hand deliver to: Sulenkama Admin Area, Nessie Knight Hospital, QUMBU, Enquiries: Ms O.N Sotsaka – Tel no: 047 553 6007/8/9. 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: Mr Makhohliso – Tel no: 072 327 9029. Post to: Mhlontlo Sub-District, P/bag X421, Qumbu, 5180 or Hand deliver to: 80 Main Street opposite Traffic department. Enquiries: Ms N Tlali - Tel no: 047 553 0585/078 722 8301. Post to: Human Resource Office, College of Education P/ Bag X1058 Lusikisiki 4820. Post to: Recruitment & Selection Office, Department of Health (Head Office) Private Bag X0038 Bhisho 5605 or hand deliver to: Recruitment & Selection Room 310 3rd Floor Dukumbana Building Independence Avenue Bhisho 5605. Post to: HR Office, Mthatha Pharmaceutical P O BOX 52998 Mthatha 5099 Enquiries: Mr M Diko Tel no 047 532 5536. Post to: HR Office, Zitulele Hospital Private Bag x504 Mqanduli 5080 Enquires: Mr Sobethwa Tel no: 047 573 8953/6/7. Post to: HR Office, Dordrecht Hospital PO Box 80 Dordrecht 5435 or hand deliver to: HR Office, 1 Grey Street, Dordrecht Hospital, Dordrecht 5435 Enquiries Ms Mandla Tel no 045 943 1019. Post to: HR Office Komani Hospital Private Bag x7074 Queenstown 5320 or Hand deliver to: HR Office Komani Hospital 1883 National Road Queenstown 5320 Enquiries: Ms Mandindi Tel no 045 858 8400. Post to: HR Office, Wilhem Stahl Hospital Private Bag x518 Middelburg 5900 or hand deliver to: HR Office Wilhem Stahl Hospital 1 Du Plessis Street Middelburg 5900 Enquiries Mr Mbalula Tel no 049 842 1111. Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Mr J Johaar Tel no 041 406 4435.

POST: ASSISTANT DIRECTOR: ICT- REF NO. ECHEALTH/AD/ICT/HO/02/01/2018

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate Bachelor's Degree/ Diploma in Information Systems. Experience in the management of large and complex contracts will be essential. 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. ITIL Certification will be an added advantage. Must be in possession of a valid driver's license. Leadership and Management skills. Project Management understanding. People and customer service skills. Aware of tactical and strategic business decision/ business needs. Articulating skills, both written, verbal and presentation. Organizing documents and prioritizing work. Negotiation skills. Account management skills. Analytical and statistical skills.

DUTIES: Development and Implementation of Office Automation policies, systems and procedures, Management of office Automation projects, Management of office automation and cellular communications infrastructure, procurement

of such systems and services strictly according to government legislation, Co-ordination of training on Office Automation and capacity building, Management of Service Level Agreements, Resource Management, Asset Management etc. Management of payments, procurements of services and systems. Liaise and co-ordination between Customer and IT delivery and development groups, providing general advice, assistance, escalation and consultancy, maintaining a high level of awareness of market developments. Provide regular input to IT and line management on IT Customers requirements in order to achieve an efficient allocation and prioritization of IT resources. Contribute to the development and planning of the IT strategy in collaboration with the IT Customers and IT management by articulating the IT Customer's business requirements and possible impact to IT. Prepare monthly and quarterly reports. Managing improvements to IT process and IT services. Continually measure the performance of the service provider and design improvements to process, services and infrastructure in order to increase efficiency, effectiveness, and cost effectiveness.

Enquiries: Ms Gumede Tel no 040 608 1197

POST: ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: ECHEALTH/AD/INTERC/HO/02/01/2018 (2 Posts)

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate Bachelor's Degree or National Diploma majoring in financial accounting and auditing preferably with Commercial/Business law and Labour Law as subjects. Three (3) years' experience as an Admin officer in a government department working in the environment of labour relations and/or dealing with financial misconduct. Knowledge of government financial legislation is key for the posts that is the PFMA, 1999 and Treasury Regulations, etc. AND appreciation of other financial prescripts like, Supply Chain Management legislation and policies. Knowledge of Irregular, Unauthorised, Fruitless and wasteful expenditure and how these should be prevented. Knowledge of Risk and Risk management and internal controls in the government financial environment. Management and supervision of staff. Business report writing and computer skills in Microsoft applications are essential for this post.

DUTIES: The incumbent will be responsible for the investigation of alleged financial misconduct cases in the department in line with Chapter 4 of the Treasury Regulations .Investigate and act on allegations of unauthorised, fruitless and wasteful and irregular expenditure. Coordinate hearings for financial misconduct. Maintain a financial misconduct register for the department. Report on compliance with the PFMA and financial regulations to the Provincial Treasury. Prepare and submit reports to Oversight Institutions namely, PSC, AGSA and SCOPA.

Enquiries: Mr Ngaba Tel no 040 608 1558 / 1560

POST: ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO. ECHEALTH/AD/CONT/HO/02/01/2018

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate recognized degree/diploma in Law. Sound Knowledge of the principles of administrative and Constitutional Law. In addition an accounting or commercial background will be an added advantage. Experience/exposure in management of contracts and Agreements will serve as an added advantage. Computer skills required, must have ability to write quality reports, communication and presentation skills. Understanding and exposure to procurement legislation will be a strong recommendation. A good understanding of the Public Finance Management Act, Treasury Regulations and relevant prescripts. Must have good interpersonal and negotiation and analytical skills. Must have a minimum of three (3) years post graduate legal or accounting experience. A valid driver's license will be an added advantage. Ability to work under pressure with minimum supervision and to work for long hours. Willingness to travel extensively.

DUTIES: Management of Departmental contract and Agreements. Ensuring implementation of contract management policy, procedures and systems. Ensure best practice Supply Chain Management standards for goods and services. Ensure compliance with PFMA, Treasury Regulations and all relevant legislation. Provide support and professional legal advice on Supply Chain Management matters in particular and related legal issues to the Department.

Enquiries: Mr Mashumi Tel no 040 608 9517

POST: OFFICE MANAGER: GM HUMAN RESOURCES DEVELOPMENT REF NO.
ECHEALTH/OM/GMHRD/HO/02/01/2018
SALARY: R334 545 – R404 121 per annum (Level 9)
CENTRE: Bhsiho, Head Office

REQUIREMENTS: A B degree/ National Diploma in office management or relevant qualification O Grade 12 with three to five years' experience in the related field at a supervisory level. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Understanding of the Mandate of the Chief Directorate, Coordination, organising and Project Management skills. Good people relations or public relations skills. Good understanding of the Budgetary processes, SCM processes and Finance related processes. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's license.

DUTIES: Provide strategic leadership and plays an oversight role in the activities of the Chief Director's Office. Manage and coordinate administrative activities or tasks. Manage the Manager's and that of the chief directorate diary and year planner. Manage, organise, distribute and track correspondence of the chief directorate. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured confidential documentation. Respond to and manage correspondence/invitations on behalf of the chief directorate. Monitor effective utilization of human, financial and physical resource in the Chief Director's office. Manage and Coordinate procurement, tracking of payments, budgetary processes and consolidation of the IYM variance reporting of the chief directorate. Coordinate Planning process, leave management and general office administration of the Chief Directorate. Coordinate and consolidate all reporting requirements of the Chief Directorates. Participation and assist in the organization of the chief directorate's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the Chief Director.

Enquiries: Mr M Pinca Tel no 040 608 1445

POST: ASSISTANT DIRECTOR: BURSARIES- REF NO: ECHEALTH/AD/BURS/HO/02/01/2018
SALARY: R334 545 – R404 121 per annum (Level 9)
CENTRE: Bhisho, Head Office

REQUIREMENTS: Degree/National Diploma/ NQF Level 6 in Human Resource Management, HR Development or Management of Training. Minimum of 6 years' experience in Human Resource Development Environment, of which 3 should be at a Supervisory Level. Computer Literacy. Knowledge and understanding of HRD Regulatory Framework including PSCBC Resolutions, Public Service Act, Public Service Regulations as well as knowledge of HRD Prescripts. Good presentation and facilitation skills. Excellent written and verbal communication skills. Planning, Organising and Leadership skills. Analytical thinking. Resourcefulness. Time Management. Excellent Budget Management and Report Writing skills. A valid Drivers' License and willingness to travel.

DUTIES: Manage the overall functioning of Bursaries Sub Directorate. Administer daily operations within the Section to ensure efficiency. Ensure accurate record Management including updated student database and filing system. Oversees the Management, administration and tracing of Bursary Defaulters. Manage the Payment of student Fees in Universities. Plan, organise and implement the marketing of Bursaries and Health Related Careers to the public. Manage the administration of Recruitment of potential bursary beneficiaries. Manage Personnel in the section. Monitor the KRA's and ensure the development of Sub ordinates. Attend meetings, compile reports, and make presentation to higher authority when required. Compile the MTEF budget and monitor expenditure as per PFMA provision. Oversee the procurement process including record keeping. Implement measure to ensure risk management and prevention of corruption. Administer and assist in the management of the Cuban Medical Scholarship Programme.

Enquiries: Mr Mbata Tel no 040 608 9670

POST: ASSISTANT DIRECTOR GENERIC TRAINING AND DEVELOPMENT REF NO.
ECHEALTH/AD/TRAIN/HO/02/01/2018
SALARY: R334 545 – R404 121 per annum (Level 9)
CENTRE: Bhisho, Head Office

REQUIREMENTS: National Diploma/Degree in Human Resource Management/Public Management & Administration or 3-5 years' experience at supervisory level in HRD/HRM environment. Registration with relevant professional body, such as SABPP, Assessor, Moderator courses would be an added advantage. Working knowledge of Government policies and regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislation and policies governing HRD. Understanding of the Planning Process of the HRD Training Unit including the WSP Formulation processes. Report writing and presentation skills. Effective communication at all levels. Project management skills. Policy Formulation, change and diversity management skills. The ability to conduct skills audit, present a report and a skills development plan. The ability to work under pressure and flexible hours. Willingness to undertake extensive travelling throughout the province. Good administrative and organisational skills. Computer literacy. Valid driver's license.

DUTIES: Coordinate and implement Generic Training and Development initiatives across the province. Initiate in line with the strategic objective of the department a comprehensive departmental training plan. Coordinate and monitor training and development programmes across the province. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses processes across the province. Assist in the compilation and the implementation of the WSP/ATR processes across the province. Assist in the implementation and monitoring of the career development and succession planning policy of the department. Communicate information on skills development plan to relevant stakeholders. Assist in organising and convening of provincial and head office training Committee Meetings. Assist with the preparation and monitoring of the training budget. Supervise the training unit. Coordinate the consolidation and compilation of statutory reports of the HRD Chief Directorate. Manage and coordinate all the HRD activities of the allocated Streams within the province. Assist in the management of the Skills Levy budget allocated to cost centres. Coordinate and consolidate financial reports in preparation for IYM. Any other duties as may be assigned by the Departmental SDF.

Enquiries: Mr M Pinca Tel no 040 608 1445

POST: ASSISTANT DIRECTOR: PAYMENT MANAGEMENT (RECORDS)

REF NO: ECHEALTH/AD/PAR/HO/02/01/2018

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: Bhisho, Head Office

REQUIREMENTS: Three year Diploma/Degree with Accounting/ Financial Management plus 5 years' relevant experience and a strong background in payment administration. 2 years' experience at supervisory level Computer literacy is essential especially Excel. Extensive knowledge of PFMA, BAS and LOGIS is also important. Knowledge of archiving and records management will be an added advantage. A valid code 8 driver's license.

DUTIES: Implementation of internal control policies. . Ensure that payments are processed within 30 days as per PMFA and Treasury Regulations. Manage available resources effectively and efficiently. Manage cash flow projection in relation to expenditure of Head Office and Institutions. Review invoices on payment monitoring tool and preparation of Head Office Monthly accruals. Check & verify batches on creditor payment advice and authorisation of payments on both BAS & LOGIS system. Ensure that credit transfers are prepared and submitted to bank. Ensure that paid batches are captured on PVREMS and acting as controller by resetting users throughout the province. Ensure archiving or payments records. Supervision of subordinates and preparation of reports thereof. Attend to all payment enquiries including NGO's.

Enquiries: Ms Mjiwu Tel no 040 608 1253

POST: ASSISTANT DIRECTOR: PAYMENT- REF NO. ECHEALTH/AD/PAY/HO/02/01/2018

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: Bhisho, Head Office

REQUIREMENTS: Three year Diploma/Degree with Accounting/ Financial Management plus 5 years' relevant experience and a strong background in payment administration. 2 years' experience at supervisory level. Computer

literacy is essential especially Excel. Extensive knowledge of PFMA, BAS and LOGIS is also important. A valid code 8 driver's license.

DUTIES: Implementation of internal control policies. Ensure that payments are processed within 30 days as per PMFA and Treasury Regulations. Manage available resources effectively and efficiently. Ensuring smooth process flow of invoices from Service Providers and batches from Supply Chain Management. Preparation of Head Office Monthly accruals. Reconcile creditor's accounts. Monitor Municipality accounts payments and attending bi-monthly meetings organized by COGTA. Supervision of subordinates and preparation of reports thereof. Attend to all payment enquiries including Municipalities.

Enquiries: Ms Mjiwu Tel no 040 608 1253

POST: ASSISTANT DIRECTOR: JOB EVALUATION- REF NO: ECHEALTH/AD/JE/HO/02/01/2018

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: Bhisho, Head Office

REQUIREMENTS: A three year National Diploma/Bachelor's degree at NQF level 7 as recognized by SAQA, in Work study/Organizational Development, Management Services or equivalent qualification in the related field. A minimum of five years as a Senior Work study Officer with relevant work-study or OD experience. Practical understanding of or OD strategy. Extensive and in-depth knowledge and understanding of policies and regulatory framework governing Organizational Development/Work-study field in the Public Service. Knowledge of Organizational Design, Human Resource Planning and change management functions and processes as well as understanding of the Web-enabled or Evaluate Job Evaluation System as prescribed by MPSA is required. Strong and proven skills in organizational design, People management, Project management, Financial Management ,Change management and Service Delivery Innovation; Presentation; Analytical, diagnostic and investigative capabilities; Interpersonal and communication (verbal and written) skills; Computer literacy and report writing skills; Valid driver's license.

DUTIES: Facilitate and supervise development and maintenance of organizational design processes and systems, Support and facilitate determination and alignment of organizational structures with departmental strategy to improve efficiency and effectiveness, Supervise development and implementation of relevant OD interventions such as development of organizational structures, undertaking of business process mapping, organizational functionality assessment examinations, facilitate and supervise processes of job grading, change management processes, guide and direct implementation of OD policies and guidelines. Provide overall utilization and supervision of human resources. Enquiries: Dr S Ngantweni Tel no 040 608 1490

POST: SENIOR LEGAL ADMIN OFFICER (MR6) - REF NO. ECHEALTH/SLAO/HO/02/01/2018 (3 Posts)

SALARY: R420 909 – R1 023 054 per annum (OSD)

CENTRE: Bhisho, Head Office

REQUIREMENTS: A LLB or 4 year recognised qualification. At least 8 years appropriate Post qualification legal experience of which 3 years should be at a Managerial level. Experience in and knowledge of legislation drafting, Management of litigations, conducting research and provision of legal opinions, meeting the above requirements, fair knowledge or vast practice experience in clinical background, medical malpractices will be an added advantage, strong understanding and knowledge of South African Legal System including Legislation of the Public Service and strong knowledge and understanding of Health related Legislation Framework. Good communication (written and verbal) skills, good office administration, planning, organisation and supervisory skills, Computer literate (MS Word, Excel, Power Point etc.). A valid driver's license, problem solving, interpersonal skills, strategic capabilities, leadership, project management, dispute resolution skills will be an added advantage.

DUTIES: Develop and improve existing Departmental plans and strategic intervention related to implementation of relevant legislation, provide support services to the unit in relation to all performance improvement initiatives, draft and amend legislation administered by the Department and make necessary legislation inputs where necessary in line with instructions, drafting, editing and amending of regulations in the Department, ensuring that Department's Legislative process and Regulations development process are finalised within relevant time frames, provide advices on legal compliance and legal risks inherent, coordinate and liaise with relevant stakeholders on the effective implementation

of Legal framework related to the Department. Develop legal documents, memoranda, reports, government notices, monitor and evaluate reports and related implementation of relevant legislation and draft legal research and ensure submission of strategic recommendation on appropriate intervention or relevant stakeholders for effective implementation of relevant legislation, compile and provide various reports, opinions and guidelines relevant to facilitate implementation of the relevant legislation, coordinate legal representation of the Department in litigation management, dispute resolution forums and internal appeals, assist the Senior Manager in coaching and mentoring junior colleagues and in scrutinising legal opinion, bills, regulations and legal research documents.

Enquiries: Mr Mlambo Tel no 040 608 1529

POST: LEGAL ADMIN OFFICER (MR1- MR5) - REF NO: ECHEALTH/LAO/MR1-MR5/HO/02/01/2018 (2 Posts)

SALARY: R331 692 – R433 632 per annum (OSD)

CENTRE: Bhisho, Head Office

REQUIREMENTS: A LLB or 4 year recognised qualification. At least 4 years appropriate Post qualification legal experience. Experience in and knowledge of Legislation drafting, management of litigations, conducting research And provision of legal opinions, meeting the above requirements, Fair knowledge of vast practice experience in clinical background, Medical malpractices will be an added advantage. Strong understanding And knowledge of South African Legal System, including Legislation Of the Public Service and strong knowledge and understanding of Health related Legislation Framework. Good communication (written and verbal) skills, good office administration, planning, organisation and supervisory skills, computer literate (MS word, Excel, Power Point etc). Valid driver's license, problem solving, interpersonal skills, Strategic capabilities, leadership, project management, dispute resolution Skills will be an added advantage.

DUTIES: Develop and improve existing Departmental plans and strategic Intervention related to implementation of relevant legislation, provide Support services to the unit in relation to all performance improvement Initiatives, draft and amend legislation administered by the Department and Make necessary legislation inputs where necessary in line with the Instructions, drafting, editing and amending of regulations in the Department, ensuring that Department's Legislative process and Regulation development process are finalised within relevant time frames, Provide advices on legal compliance and legal risks inherent, coordinate and Liaise with relevant stakeholders on the effective implementation of legal Framework related to the Department. Develop legal documents, Memoranda, reports, government notices, monitor and evaluate reports Related implementation of relevant legislation and draft legal research And ensure submission of strategic recommendation on appropriate Intervention or relevant stakeholders for effective implementation of Relevant legislation, compile and provide various reports, opinions And guidelines relevant to facilitate implementation of the relevant Legislation. Coordinate legal representation of the Department in litigation management, dispute resolution forums and internal appeals. Assist the Senior Manager in scrutinizing legal opinion, bills, regulations and legal research documents.

Enquiries: Mr Mlambo Tel no 040 608 1529

POST: ADMINISTRATION OFFICER (TRAINING AND DEVELOPMENT) REF NO: ECHEALTH/AO/HRTD/HO/02/01/2018 (2 Posts)

SALARY: R226 611- R266 943 per annum (Level 7)

CENTRE: Bhisho, Head Office

REQUIREMENTS: Degree/National Diploma in Management of Training, HRD/HRM or relevant qualification OR Grade 12 with 3-5 years' experience in Human Resource Development environment. Knowledge and understanding of operational issues affecting the administration of Human Resource Management and Development practices within the health service delivery environment. Ability to prioritise issues and other work related matter and to comply with time frames set. Good communication skills, both written and verbal. Report writing Skills. Computer Literate Skills. Planning and organisational skills. Presentation & facilitation skills. The ability to work under pressure and flexible hours. Willingness to undertake extensive travelling throughout the province. Valid driver's license.

DUTIES: Implement career management policies. Implement and provide assistance to all relevant stakeholders with regards to the application and administration of the training and development initiatives. Manage, coordinate and

consolidate the skills audit outcomes for head office and designated cost centres. Ensure the effective and efficient utilisation of resources allocated to the component, including the development of the staff. Attending meetings of the directorate/statutory bodies and provide feedback. Attend to general enquires and queries related to training and development by the employees. Facilitate and administer approved training programmes. Assist in the compilation and consolidation of statutory reports and skills levy expenditure. Provide secretarial support to all HRD structures including the Skills Development Committee, Forums and Seminars/Indaba. Responsible for procurement, asset management and tracking of payments for the Directorate. Assist in the coordination of compulsory Induction Programmes for all levels of employees. Any other duties as may be assigned from time to time by the supervisor.
Enquiries: Mr Pinca Tel no 040 608 1545

POST: PERSONAL ASSISTANT: GM HUMAN RESOURCES DEVELOPMENT REF NO: ECHEALTH/PA/GMHRD/HO/02/01/2018

SALARY: R226 611- R266 943 per annum (Level 7)

CENTRE: Bhisho, Head Office

REQUIREMENTS: A B degree/ National Diploma in office management or relevant qualification OR Grade 12 with 3-5 years' experience in the related field. Understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of working independently. Coordination, organising and office administration skills. Good people relations and public relations skills. Good understanding of the Budgetary processes, SCM processes and Finance related processes. Good communication skills, Ability to write reports and keep records, computer skills. A driver's license will be an added advantage.

DUTIES: Provide support and general office administration to the office of the Chief Director. Organize and coordinate all administrative activities or tasks of the CD Office. Manage the Chief Director's diary. Manage, receive, distribute and track correspondence of the chief directorate. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured confidential documentation. Coordinate procurement, tracking of payments, budgetary processes of the Chief Directorate. Provide secretarial support to the chief directorate meetings. Assist in the coordination and consolidation of all reporting requirements of the Chief Directorates. Receive and provide for necessary reception related activities for the visitors of the chief director. Any other duties as may be assigned from time to time by the Supervisors.

Enquiries: Mr Pinca Tel no 040 608 1545

POST: ADMINISTRATIVE OFFICER: HR PLANNING & EMPLOYMENT EQUITY REF NO: ECHEALTH/AO/HRP/HO/02/01/2018

SALARY: R226 611- R266 943 per annum (Level 7)

CENTRE: Bhisho, Head Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or An appropriate recognized three-year Degree / National Diploma in HRM / Administration plus at least two (2) years administrative / support experience. Functional experience in HR Planning and Employment Equity Environment. The candidate must be able to draw HR information reports. Capable of analysing statistical data. Knowledge of Public Service Legislative and regulatory framework. Good written & verbal communication skills. Good administration and record keeping skills. Ability to liaise and co-operate with key stakeholders. Good Planning and organizing skills. Report writing. Ability to work under pressure and meet strict deadlines. A valid code 08 (Code EB) drivers' license would be an added advantage.

DUTIES: Assist in the implementation, monitoring and review of the Departmental Human Resource Plan and Employment Equity Plan. Conduct administrative duties with regards to placement of Internships, Community Service and Post community Service Health Professionals. Draw staff reports from Persal and compile HR Planning and EE status. Develop and maintain statistical database of all Placed Internships and Comm Serves. Facilitate and Liaise with HR appointments on appointment of Internships and Comm Serves. Prepare and compile reports on Placement of the new internships and Comm Serves. Communicate/update all stake holders with regards to HR Planning, Employment equity and Placement of New Internships, Comm Serves and post comm serves. Facilitate procurement of goods and services for the Sub-component.

Enquiries: Mr Mpinga Tel no 040 608 1447

POST: PROVISIONING ADMIN OFFICER: CONTRACT - REF NO.ECHEALTH/PAO/CONT/HO/02/01/2018

SALARY: R226 611- R266 943 per annum (Level 7)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate tertiary qualification an / or post Matric qualification. Must have at least 5 years office experience of which three (3) must be relevant experience. Computer skills essential, ability to type not less than 45 wpm, interpersonal relations, customer care, communication and report writing skills. Project management skills recommended. Strong knowledge of office administration. Must have ability to type legal documents, take minutes and arrange meetings. Must have ability to read legal documents and to attend to various queries. Ability to work under pressure and long hours. Valid driver's license essential. Supervisory skills. NB. Candidates may be tested their typing skills.

DUTIES: Type legal documents. Ensure quality of all typed documents emanating from Contract Management Office. Take minutes and type hand written documents. Produce report for the Senior Manager, Contracts. Manage the flow of documents in the office. Organise the office of the Senior Manager, Contract Management. Provide help desk services to the suppliers. Compile monthly reports and quarterly reports. Maintain and update registers. Supervision of allocated staff.

Enquiries: Mr Mashumi Tel no 040 608 9517

POST: PERSONAL ASSISTANT: CONTRACT MANAGEMENT REF NO: ECHEALTH/PA/CONT/HO/02/01/2018

SALARY: R226 611- R266 943 per annum (Level 7)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate recognized Diploma or an equivalent in professional secretariat service and general office administration with at least five (5) years' experience. Must be able to type at least 45 wpm (candidates will be required to undergo a test for computer literacy). Excellent writing and communication skills are essential. Must have excellent computer skills particularly power point, excel, word. Must be courteous and have excellent writing and communication skills. Must be able to arrange and co-ordinate meetings and take minutes both writing and mechanically. Must be able to manage the diary of the Senior Manager. Manage the flow of correspondence. Maintain certain registers. Must be very organized.

DUTIES: To arrange and co-ordinate meetings and take minutes both in writing and mechanically. Manage the diary and the office of the Senior Manager. To keep and maintain a proper filing system. To keep and maintain registers of the Contract Management office. Receive correspondence and distribute same. Receive walk in and telephone enquiries and direct same to relevant people. Manage records and provide all office support / or general office administration. To do a lot of typing, producing spread sheets, tables and graphs.

Enquiries: Mr Mashumi Tel no 040 608 9517

POST: LOGISTIC SUPPORT OFFICER (RECORDS) - REF NO. ECHEALTH/LSO/REC/HO/02/01/2018

SALARY: R226 611- R266 943 per annum (Level 7)

CENTRE: Bhisho, Head Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or An appropriate three year Bachelor's degree/ diploma in Public Management/ Supply Chain Management/ Logistic/ Document Management or equivalent qualifications. Computer Literacy. Knowledge of Supply Chain Legislations and SCM Records Management. At least 2 years' experience in document management in SCM is required. Certificate of Electronic Filing Systems / Archives / Records Management will be an added advantage. Valid driver's license .Additional Competencies: Presentation, report writing and Communication skills are needed. Must be able to communicate on all levels. Be able to take initiative to solve problems.

DUTIES: Ensure that proper filing is maintained system Physical file reference and document storage in bulk filers for easy access and auditing. Capturing all bid projects allocated to her on Electronic Filing System and transfer Lever Arch files to Z20 in line with File Plan Training SCM Officials on Electronic Filing System & manual filing throughout

Eastern Cape Department of Health. Printing reports on Performance of System users. Checking status of bid projects on Electronic Filing system. Taking minutes during staff meetings. Procuring goods necessary for office operations. Enquiries:

POST: LOGISTIC SUPPORT OFFICER (LOGIS) - REF NO. ECHEALTH/LSO/LOG/HO/02/01/2018

SALARY: R226 611- R266 943 per annum (Level 7)

CENTRE: Bhisho, Head Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or An appropriate three year Bachelor's degree/diploma in Public Management/ Supply Chain Management/ Logistics/ or equivalent qualifications. At least 2 years' experience obtain as a LOGIS system controller in the field (experience in LOGIS processes, Asset and Inventory management will be an added advantage). Prove of passed System controller's course, (implementation accreditation and Trainer accreditation will be an added advantage) Computer Literacy. Knowledge of PMFA, Treasury Regulations and SCM frame work. Presentation skills and Communication skills are needed. Ability to work under pressure and meet deadlines. A valid driver's license. Additional Competencies: Effective written and verbal communication skills and the ability to communication at all levels. Ability to train and maintain LOGIS system. Ability to generate reports, analyse and monitor it pertaining to Procurement, Inventory and Assets. Effective filing skills and document control. Ability to take initiative and work under pressure. Ability to interpret and execute instruction from National Treasury regarding the LOGIS system.

DUTIES: To render support to all LOGIS users in the department on LOGIS. To perform the duties of a system controller for the department. To project management implementation of LOGIS in districts and institutions. To ensure that all users are trained on LOGIS. To log calls from the districts and to escalate calls to LOGIS. To ensure full utilization of LOGIS in all institutions. Must be in a position to monitor user account management compliance. To implement any new enhancement and improvements on LOGIS. Liaison with BAS system controller with regards to LOGIS Procurement integration.

Enquiries: Ms Buza Tel no 040 608 9634

POST: ASSISTANT DIRECTOR: ADMINISTRATION REF NO.ECHEALTH/EMS/AD-ADMIN/01/01/2018

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: Amathole EMS

REQUIREMENTS: National Diploma/Degree in Human Resource Management/Public Administration with 3-5 years' experience in supervisory level. Knowledge of PERSAL, BAS and LOGIS. Knowledge of Public Service Act, Labour Relations Act and the Public Finance Management Act (PFMA). Must have a good knowledge of the OSD policy relating to emergency care Personnel. The candidate must have a good knowledge of Supply Chain Management processed policies and procedures. Good Communication and interpersonal skills. Knowledge of all Prescripts and/or policies relevant to the administration of EMS. Must be computer literate, especially in the use of Microsoft Office. Vaild driver's license.

DUTIES: Manage and administer staff records pertaining to attendances, leave, salaries and related PERSAL issues. Prepare annual budget and procurement plan in line with policies, i.e. EC 4.1, EC 5.1 and Procurement Plan. Monitor management of staff records, especially relating to PILLIR, LEAVE GRATUITIES, PENSIONS, ACCRUALS, PMDS, OVERTIME and other salary related issues. Manage and maintain a database of disciplinary matters and the outcomes thereof. Report on a monthly basis expenditure trends within the allocated budget. Manage the asset 14 register of the institution and report timeously to the EMS District Manager for submission to the Directorate: EMS. Ensure that stock taking reports are generated and forwarded to the District Manager for timeous submission to the Directorate: EMS Management of the District Stores and SCM Unit in line with policy and procedures. Assist with the enforcement of a fair labour environment. Management of district logistics and provide fleet support.

Enquiries: Mr AK Munilal Tel no 040 608 1693

POST: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/GREYH/01/01/2018

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: Amathole District, Grey Hospital

REQUIREMENTS: Public Admin / Human Resource Management Degree or Relevant Tertiary qualification. At least 3-5 years' supervisory level. Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, PERSAL, BCOEA, LRA, SDA and other Human Resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's licence. Computer literate.

DUTIES: Overall management of Human Resources and general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the institution: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the institution: Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the institution in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the institution. Facilities management.
Enquiries: Ms Phillip Tel no: 043 643 3304

POST: ASSISTANT DIRECTOR: ADMINISTRATION REF NO. ECHEALTH/ADA/SPH/02/01/2018

SALARY: R334 545 – R 404 121 per annum (Level 9)

CENTRE: Alfred Nzo District, St Patricks Hospital

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

DUTIES: Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.
Enquiries: Ms Jafta Tel No. 039 251 0236

POST: ASSISTANT DIRECTOR LABOUR RELATIONS & PRACTICES REF NO: ECHEALTH/AD-LAB/ANDO/02/01/2018

SALARY: R 334 454 – R404 121 per annum (Level 9)

CENTRE: Alfred Nzo District Office

REQUIREMENTS: Degree / diploma in Human resource Management / Labour Relations or related qualification with 3 – 5 years supervisory experience. Computer literacy and valid driver's license. Ability to interpret and apply policies. Sound knowledge of the Public Service Act, Labour Relations Act, EEA, BCEA, Public Service Regulations. Diversity and conflict management, must be able to work under pressure, be a team player, communicate well (written and verbal), good supervisory and leadership skills. Good knowledge of PERSAL.

DUTIES: Supervise the HR Practices and Labour Relations division. Ensure Labour reports are consolidated and forwarded to Head Office timeously. Investigate and preside over cases within the District. Provide training and development on labour relations matters. Represent the employer at Conciliations and Arbitrations. Implement quality improvement initiatives. Ensure functional ITUs. Conflict management resolution / Grievance resolutions.
Enquiries: Mr K Praim Tel no 039 797 6070

POST: ASSISTANT DIRECTOR: TRAINING – CO ORDINATOR & EMPLOYEE RELATIONS REF NO. ECHEALTH/ADT/LC/02/01/2018

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: Liliitha College (Central Office)

REQUIREMENTS: National Diploma/Degree in Human Resource Development & Training or equivalent qualification with 3- 5 year experience at supervisory level. Good understanding of the Public Service Regulations and legislative mandates relevant to Human Resource Development and Training e.g. Skills Development Act, South African Qualification Authority Act, and National Qualification Framework. Experience in drawing up organizational training plans (Workplace Skills Plan- WSP), producing training material, and in delivering training when the need arise, learnership and internship programmes in Public Service, Public Service Performance Management and Development System, excellent communication and report writing ability. Computer literacy. A valid driver's licence. Experience in managing disciplines, grievances and appeals.

DUTIES: Promote effective implementation of the training programmes as per WSP and overseeing the development of careers for the employees, and Performance Management and Development System (PMDS) in the nursing college. Supervise technical training of college personnel, conduct induction sessions for newly appointed personnel. Prepare training plans and budget implementation. Evaluate training needs of the college and develop workplace training plan programmes accordingly. Manage and coordinate college personnel performance evaluations. Develop and maintain a database for the administration of all PMDS documents. Set organizational performance metrics. Facilitate the effective and efficient administration of disciplinary and appeals. Facilitate the effective handling of grievances and disputes. Monitor compliance in the implementation of collective agreements, policies including strike management.

POST: ASSISTANT DIRECTOR: LOGISTIC SUPPORT MANAGEMENT REF NO: ECHEALTH/LSO/FEH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 9)

CENTRE: Sarah Baartman District Office

REQUIREMENTS: National Diploma/ Degree in Accounting/Management or relevant qualification 3 - 5 years' experience at supervisory level and SCM or procurement environment. Extensive knowledge of the SCM legislation, which includes PFMA, PPPFA, treasury regulation, and practise notes. Computer literacy. Knowledge of SCM transversal system will be an added advantage .Valid driver's license is essential.

DUTIES: Provide procurement services including inventory services and management for the district. Ensure compliance with policies, guidelines and monitoring tools for procurement system and procedure. Monitor and manage the goods received from suppliers and resolve queries and product complaints, provide feedback on the performance of the suppliers. To submit management report on procurement issues. Ensure an efficient and effective transit and controls over warehouse stocks. Assist in the timeous payment of creditor's .Assist in the compilation of the AFS report. Management of staff discipline and performance.

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

POST: HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/ BUTTH/01/01/2018 (2 Posts)

SALARY: R 226 611 – R 266 943 per annum (Level 7)

CENTRE: Amathole District, Butterworth Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.

DUTIES: Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, 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. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
Enquires: Ms P Mtshemla Tel no: 047 401 9000

POST: EMPLOYEE WELLNESS PRACTITIONER REF NO. ECHEALTH/EWP/JGD/02/01/2018

SALARY: R 226 611 – R 266 943 per annum (Level 7)

CENTRE: Joe Gqabi District Office

REQUIREMENTS: Grade 12, three year degree / national diploma in Social /Behavioural Science /Psychology /Social Work or relevant qualification. (1 – 3 years) supervisory level experience in Employee Wellness Programmes. A valid driver's license and must be willing to travel. Skills in depth knowledge of the public service prescripts, employee health and wellness frame work. Proven computer literacy in Ms Word, MS Excel, and MS Outlook, ability to administer counsellor. Good communication (verbal and written). Ability to work under pressure for extended hours.

DUTIES: Responsible to develop, implement wellness programmes (HIV & TB management), Health and Productivity Management, wellness & SHEQ Management. Facilitate the functionality of Wellness Committee. Manage all resources of the section (physical, human and financial). Develop partnership and network with relevant stakeholders. Manage and analyse data and other wellness information for reporting purpose and produce reports thereof. Manage high level of confidentiality.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629.

POST: TRANSPORT OFFICER REF NO. ECHEALTH/TO/JGDO/02/01/2018

SALARY: R 226 611 – R 266 943 per annum (Level 7)

CENTRE: Joe Gqabi District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Transport Management or equivalent with 0-2 years' relevant experience. Valid driver's license is compulsory.

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

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629.

POST: HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/ALFD/02/01/2018

SALARY: R 226 611 – R 266 943 per annum (Level 7)

CENTRE: Alfred Nzo District, District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license.

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

Enquiries: Mr K Paim Tel no 039 797 6070

POST: HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/SPH/02/01/2018

SALARY: R 226 611 – R 266 943 per annum (Level 7)

CENTRE: Alfred Nzo District, Sipetu Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license.

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

Enquiries: Mr EF Madaka Tel no 039 255 0077

POST: FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/ SPH /02/01/2018

SALARY: R R226 611 - R266 943 per annum (Level 7)

CENTRE: Alfred Ndzo District, Sipetu Hospital

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

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

Enquiries: Mr EF Madaka Tel: 039 255 0077

POST: FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/GH/02/01/2018

SALARY: R226 611 - R266 943 per annum (Level 7)

CENTRE: Alfred Ndzo District, Greenville Hospital

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

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

Enquiries: Mr Bango – Tel no 039 251 3009

POST: LOGISTIC SUPPORT OFFICER (PHARMACEUTICAL) REF NO. ECHEALTH/LSO/PEDOT/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)
CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot

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

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management or Supply Chain Management or relevant qualification with 0-2 years' experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's license.

DUTIES: Manage pharmaceutical/non pharmaceutical store, do provisional advises to inform procurement projections. Receive bulk stock from the main receiving area, attend to all queries from demanders on items in the stores. Do cycling count and general stocktaking when required. Provide information for stock adjustment when required. Provide weekly reports for the prescriptions. Inventory Management. Stores supervision.
Enquiries: Ms U Xwayi Tel 041 406 9831

POST: PERSONAL ASSISTANT REF NO. ECHEALTH/PA/KH/02/01/2018

SALARY: R226 611-R266 943 per annum (Level 7)
CENTRE: Chris Hani, District, Komani Hospital

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

DUTIES: Provide secretarial services, make transport and accommodation arrangements. Manage the Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.
Enquiries: Mrs A Sokutu Tel no 045-858 8400.

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/GGH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)
CENTRE: Chris Hani District, Glen Grey Hospital

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

DUTIES: Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.
Enquiries: Mr S Khumalo – Tel no 083 585 7576

POST: PERSONAL ASSISTANT REF NO. ECHEALTH/PA/CHDO/02/01/2018 (2 Posts)

SALARY: R226 611-R266 943 per annum (Level 7)
CENTRE: Chris Hani District Office

REQUIREMENTS: National Diploma in Office Administration/ Public Management. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking,

storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.

DUTIES: Provide secretarial services, make transport and accommodation arrangements. Manage the Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager. Enquires: Ms Nyoka Tel 045-8071110/1101.

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/CMH/02/01/2018 (3 Posts)

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Buffalo City Metro, Cecilla Makiwane Hospital

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

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

Enquires: Ms Mncotso Tel no 043 708 2121

POST: FOOD SERVICE MANAGER REF NO. ECHEALTH/FSM/FTH/02/01/2018

SALARY: R266 611 – R266 943 per annum (Level 7)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Degree/ National Diploma in Food Service Management or relevant field. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho principles, Public Service Regulations, Labor 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. N. Mthitshana Tel: 043 709 2487/2532

POST: HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/LC/02/01/2018

SALARY: R 226 611 – R 266 943 per annum (Level 7)

CENTRE: Lilitha College (Central Office)

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource

prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.

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

Enquiries: Ms. Y. Malgas: Tel: 040 608 9723

POST: LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSO/FEH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Sarah Baartman District, Fort England Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience or National Diploma in SCM with 0-2 years' experience in SCM environment. Good management and communication skills. Practical knowledge of LOGIS, knowledge of Treasury Regulations, PFMA and all relevant prescripts. Computer literacy in MS office (Word and Excel). Possession of valid and endorsed code EB (code 8) driver's license. Good interpersonal relations; Hospital experience will be an advantage; Experience in Warehouse Management is required.

DUTIES: Compliance to Financial Regulations, Procurement Policies & Procedures; Management and control of stock and equipment; Assist with drafting of Specs for Stock Take items; Management and supervision duties; Performance Management (PMDS); Preparing required reporting schedules; Administer budgetary control; Attend meetings as directed; Be prepared to travel if and when required; Risk Management; Office Administrative duties; Ensure effective filing and retrieval practices; Implement the Inventory levels (min/max) to re-order; Enforce best practice procurement standards for Goods and Services; Ensure goods and services are obtained economically and efficiently and to the best advantage of the Department.

Enquiries: Ms X Nazo – Tel no 046 602 2300

POST: HUMAN RESOURCE PRACTITIONER RER NO. ECHEALTH/HRP/PAH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Sarah Baartman District, Port Alfred Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience or Degree/National Diploma in Human Resource Management/Public Administration or equivalent qualification with 0-2 years' experience in HRM field. Knowledge of PERSAL system. Knowledge and understanding of the legislative framework governing the Public Service.

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

Enquiries: Ms N Sompontsha Tel no 042 291 2064

POST: PATIENT ADMINISTRATION OFFICER REF NO. ECHEALTH/PAO/FEH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Sarah Baartman District, Fort England Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience or Degree/National Diploma in Public Administration with 0-2 years' experience in the public sector administrative environment. Computer literacy

in MS Office suite especially Word & Excel. Previous administration in a hospital environment will serve as an advantage. This position is based in a psychiatric hospital. Knowledge of government policies and prescripts. Service delivery and innovation. A good understanding of patient administration in a psychiatric institution. Knowledge of Mental Health Care Act 17 of 2002 and all appropriate Public Service Legislation. Policy formulation and editing. Managing interpersonal conflict and resolve problems. Applied strategic thinking and team leadership. Written and verbal communication. Computer literacy. Report writing skills.

DUTIES: Implement and give advice on government policies/legislations which are of an administrative nature. Interpretation 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 within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Supervise patient administration clerks and administrative personnel at lower levels. Identify and plan for training and development. Act as formal disciplinary authority. Collect and analyse work statistics. Ensure compliance with statutory obligations which may include specifications.

Enquires: Ms X Nazo – Tel no 046 602 2300

POST: TRANSPORT OFFICER REF NO. ECHEALTH/TO/FEH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Sarah Baartman District, Fort England Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience or Degree/National Diploma in Public Administration or equivalent qualification with 0-2 years' experience in the public sector administrative environment. Supervisory skills, Communication skills, Customer care, Listening skills, Sound organizational skills, Interpersonal skills, Time management skills, Good written and verbal skills and Computer Literacy. A valid driver's license with PDP. The following requirements will serve as an advantage: A good understanding of fleet management in a hospital environment. Knowledge appropriate Public Service Legislation. Policy formulation and editing. Managing interpersonal conflict and resolve problems. Applied strategic thinking and team leadership. Written and verbal communication. Computer literacy. Report writing skills.

DUTIES: Manage all support functions that relate to fleet management. Supervise drivers. Plan and organize vehicle inspection services for roadworthiness. Write reports re vehicle usage and weekly inspection reports. Provide transport services to the institution. Manage change and diversity. Solve problems by implementing innovative thinking. Respond promptly to the needs of the internal and external clients. Manage change and diversity so as to maximise teamwork and thus contributing to productivity improvement. Institute labour relations practices that are fair and transparent. Management of human and physical resources: Supervise employees for effective service delivery. Manage physical resources of the component. Function within the parameters of the Public Finance Management Act; Treasury Regulations and Fleet Management policies and procedures.

Enquires: Ms X Nazo – Tel no 046 602 2300

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/FEH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Sarah Baartman District, Fort England Hospital

REQUIREMENTS: Grade 12 or equivalent with 10 years relevant experience of which at least 5 years as a supervisor or National Diploma/Degree in Public Administration or General Management with 0-2 years' experience. Certificate in Housekeeping and/or Laundry will be an added advantage. Good Written and Verbal communication skills, ability to communicate at all levels. Computer Experience and proficiency is essential using Microsoft Office. All Experience must be verifiable through written references. Unendorsed Code EB Driver's License. Certificates or previous experience in supervising of cleaning/ housekeeping / hotel services will be an advantage.

DUTIES: Reporting to the Senior Assistant Director Operations the incumbent will take charge of the Housekeeping services which include Cleaning Services; Laundry Services and Waste Management. Ensure that all Wards and Departments receive full housekeeping services in line with the requisite health package. Ensure that all Wards and Departments participate and observe in infection control practices in collaboration with the Infection Control Manager. Ensure compliance to the National Core Standards and its requisite key indicators relevant to Housekeeping. Perform direct line supervisor functions relating staff under your control in respect of Performance Management; Leave

Management; Discipline, Employee Wellness. Monitor, control and report on consumables and stores, requisitioning. Able to work under pressure and according to deadlines both administratively and environmentally. Provide unit plans, reports and insights. Ensure optimal management of resources so as to achieve best results and meet service delivery requirements. Analyse needs so as to deliver a cost effective service. Use and care of cleaning machinery & equipment used in daily activities. Solve problems by applying standing instructions or procedures. Prepared to work weekends and public holidays if ever required. Attend meetings, forums and panels appointed to. Assist with any other general related duties as directed by Management.

Enquires: Ms X Nazo – Tel no 046 602 2300

POST: DEPUTY DIRECTOR: DISTRICT HEALTH INFO SYSTEMS REF NO.ECHEALTH/DD-DHIS/02/01/2018

SALARY: R 657 558 – R774 576 per annum (Level 11)

CENTRE: Amathole District Office

REQUIREMENTS: Appropriate Degree/ Diploma in Public Health or equivalent qualifications in Health Sciences with six years' experience in the field of Health. Extensive data management and packaging skills. Computer literacy. Valid code 8 driver's license. In depth knowledge and understanding of District Health Information Systems. Knowledge of TIER. Net, ETR. Net, DHMIS and GIS (Geographic Information System). Communication skills (report writing and facilitation skills) Strong Strategic and leadership skills.

DUTIES: Operate DHIS Software at an advanced user level including the full range of range of capture, validation, import and export. To implement national and provincial policies and legislative framework Including National Health Act, 61 of 2003 at District Level. Coordinate Collection and collation of data by Sub Districts on Monthly basis. Guide and assist program managers, sub districts managers and Hospital. CEO's in development of Quality Plans to address limitation in program. Performance to ensure that decisions are based on relevant and reliable Information at all times. Collaborate with Planning Manager in facilitation and Development of District strategic documents i.e. District Health Plan, Integrated Development Plan in alignment with Amathole District Municipality, District Implementation Plan, District Quarterly reports , District Operational Plans and District Health Review (DHER) and above all aligned with NDOH and ECDOH Strategic documents.

Enquiries: Ms N Nene Tel no: 043 707 6748

POST: GENERAL WORKER REF NO. ECHEALTH/GW/AMATHD/01/01/2018 (3 Posts)

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

CENTRE: Amathole District Office

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 Nene Tel no: 043 707 6748

POST: DATA CAPTURER REF NO. ECHEALTH/DC/BEDFH/01/01/2018 (3 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Amathole District, Bedford Hospital

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

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
Enquiries: Ms L H Slatsha Tel no: 046 685 0046

POST: GENERAL WORKER REF NO.ECHEALTH/GW/BEDFH/01/01/2018

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

CENTRE: Amathole District, Bedford Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 L H Slatsha Tel no: 046 685 0046

POST: FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/FSS/ BEDFH/01/01/2018

SALARY: R127 851 - R150 606 per annum (Level 4)

CENTRE: Amathole District, Bedford Hospital

REQUIREMENTS: Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 years' experience in a formal food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES: Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.
Enquiries: Ms L H Slatsha Tel no: 046 685 0046

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/BUTTH/01/01/2018 (4 Posts)

SALARY: R152 862-R180 315 per annum (Level 5)

CENTRE: Amathole District, Butterworth Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.
Enquires: Ms P Mtshemla Tel no: 047 401 9000

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSAID/MADWH/01/01/2018

SALARY: R90 234 - R106 290 (Level 2)

CENTRE: Amathole District, Madwaleni Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MADWH/01/01/2018

SALARY: R152 862-R180 315 per annum (Level 5)

CENTRE: Amathole District, Madwaleni Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

POST: LAUNDRY WORKER REF NO.ECHEALTH/LW/MADWH/01/01/2018 (2 Posts)

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

CENTRE: Amathole District, Madwaleni Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

POST: PORTER REF NO. ECEALTH/POR/ MADWH/01/01/2018

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

CENTRE: Amathole District, Madwaleni Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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.

POST: TRADE LABOURER REF NO. ECEALTH/PCT/ MADWH/01/01/2018

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

CENTRE: Amathole District, Madwaleni Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage

DUTIES: Take proper care of equipment and machinery used daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, and repair of broken windows and toilet flush systems. Unblock drains, basin and sinks to ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.

POST: GENERAL WORKER REF NO. ECEALTH/GW/MBHA-BC/01/01/2018

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

CENTRE: Mbhashe Sub-district, Badi Clinic

REQUIREMENTS: ABET/Grade 10 or equivalent. 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.

POST: PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/MBHA-LC/01/01/2018

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

CENTRE: Mbhashe Sub-district, Lota Clinic

REQUIREMENTS: ABET/ Grade 10 or equivalent qualification. 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.

POST: DATA CAPTURER REF NO. ECHEALTH/DC/MNQUSD-MQAC/01/01/2018

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Mquma Sub-District, Mqambeli Clinic

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

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
Enquiries Ms N Tengwa –Tel no 047 491 0740

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MNQUSD-NQC/01/01/2018 (2 Posts)

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

CENTRE: Mquma Sub-District, Nqamakwe CHC

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 Tengwa –Tel no 047 491 0740

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/MNQUSD-NDAC/01/01/2018

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

CENTRE: Mnquma Sub-District, Ndabakazi Clinic

REQUIREMENTS: ABET/ Grade 10 or equivalent qualification. 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 Ms N Tengwa –Tel no 047 491 0740

POST: TRADE LABOURER REF NO. ECHEALTH/PCT/MNQUSD-BCS/01/01/2018

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

CENTRE: Mnquma Sub-District, Butterworth Community Services

REQUIREMENTS: ABET/Grade 10 or equivalent. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage

DUTIES: Take proper care of equipment and machinery used daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, and repair of broken windows and toilet flush systems. Unblock drains, basin and sinks to ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.
Enquiries Ms N Tengwa –Tel no 047 491 0740

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NOMPUH/01/01/2018 (2 Posts)

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

CENTRE: Amathole District, Nompumelelo Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 NG Tsako Tel no: 040 673 3321

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/ NOMPUGH/01/01/2018

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

CENTRE: Amathole District, Nompumelelo Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Ms NG Tsako Tel no: 040 673 3321

POST: PORTER REF NO. ECHEALTH/POR/ NOMPUGH/01/01/2018 (3 Posts)

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

CENTRE: Amathole District, Nompumelelo Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 NG Tsako Tel no: 040 673 3321

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSAID/SSGH/01/01/2018

SALARY: R90 234 - R106 290 (Level 2)

CENTRE: Amathole District, S.S.Gida Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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 Fumanisa Tel no: 040 658 0043

POST: HOUSEHOLD WORKER REF NO: ECHEALTH/HW/SSGH/01/01/2018 (3 Posts)

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

CENTRE: Amathole District, S.S Gida Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

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

Enquiries: Ms Fumanisa Tel no: 040 658 0043

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/TAFAH/01/01/2018 (2 Posts)

SALARY: R152 862-R180 315 per annum (Level 5)

CENTRE: – Amathole District, Tafalofefe Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

Enquiries: Ms V. Motabele –Tel no 047- 498 0026

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ TAFAH/01/01/2018 (4 Posts)

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

CENTRE: Amathole District, Tafalofefe Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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. Motabele –Tel no 047- 498 0026

POST: PORTER REF NO. ECHEALTH/POR/ TAFAH/01/01/2018 (2 Posts)

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

CENTRE: Amathole District, Tafalofefe Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 V. Motabele –Tel no 047- 498 0026

POST: ADMINISTRATION CLERK REF NO.ECHEALTH/AC/TOWH/01/01/2018 (7 Posts)

SALARY: R152 862-R180 315 per annum (Level 5)

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.
Enquiries: Ms H Potgieter – Tel no: 046 645 1122

POST: ARTISAN FOREMAN REF NO. ECHEALTH/AF/TOWH/01/01/2018 (2 Posts)

SALARY: R 267 756 – R306 156 per annum (OSD)

CENTRE: Amathole District, Tower Hospital

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

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

Enquiries: Ms H Potgieter – Tel no: 046 645 1122

POST: GENERAL WORKER REF NO. ECHEALTH/GW/TOWH/01/01/2018 (4 Posts)

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

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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.

Enquiries: Ms H Potgieter – Tel no: 046 645 1122.

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HKS/TOWH/01/01/2018

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: Grade 12 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team.

DUTIES: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room , toilet. Physically leads and provide general work, housekeeping and cleaning service 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, and cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and relates services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Court, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place order for general, housekeeping and cleaning services in the ward.

Enquiries: Ms H Potgieter – Tel no: 046 645 1122

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/TOWH/01/01/2018 (2 Posts)

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

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/ TOWH/01/01/2018 (2 Posts)

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

CENTRE: - Amathole District, Tower Hospital

REQUIREMENTS: ABET/ Grade 10 or equivalent qualification. 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: Ms H Potgieter – Tel no: 046 645 1122

POST: GENERAL WORKER REF NO. ECHEALTH/GW/VICH/01/01/2018

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

CENTRE: Amathole District, Victoria Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 L Mangesi Tel no: 040 653 1141

POST: PORTER REF NO. ECHEALTH/POR/ VICH/01/01/2018

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

CENTRE: Amathole District, Victoria Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 L Mangesi Tel no: 040 653 1141

POST: REGISTRY CLERK REF NO. ECHEALTH/RC/TOWH/01/01/2018

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

CENTRE: Amathole District, Tower Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills.

DUTIES: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service: Opening and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function: Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
Enquiries: Ms H Potgieter – Tel no: 046 645 1122

POST: CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/VICH/01/01/2018

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Amathole District, Victoria Hospital

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

DUTIES: Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.
Enquiries: Ms L Mangesi Tel no: 040 653 1141

POST: ARTISAN FOREMAN REF NO. ECHEALTH/ART/BH/02/01/2018

SALARY: R 267 756 – R306 156 per annum (OSD)

CENTRE: Joe Gqabi District, Burgersdorp Hospital

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

DUTIES: Coordinate effective rendering of technical services: Lead and guide on all technical activities. Compile technical / inspection reports. Monitor adherence to safety standards. Ensure maintenance of technical services: Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor

quality of the technical work. Supervise human and physical resources: Coach and mentor subordinates: Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.
Enquiries: Ms N Zondi - Tel no: 051 653 1881.

POST: ADMINISTRATIVE CLERK REF NO. ECHEALTH/AC/EH/02/01/2018

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Joe Gqabi District, Empilisweni Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037.

POST: ADMINISTRATIVE CLERK REF NO. ECHEALTH/AC/BH/02/01/2018

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Joe Gqabi District, Burgersdorp Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

Enquiries: Ms N Zondi - Tel no: 051 653 1881

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/TBH/02/01/2018

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Joe Gqabi District, Tayler Bequest Hospital (Mount Fletcher)

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.
Enquiries: Ms Ngwebeni – Tel no: 039 257 0099.

POST: CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/EH/02/01/2018

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Joe Gqabi District, Empilisweni Hospital

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

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

Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037

POST: LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/TBH/02/01/2018

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Joe Gqabi District, Tayler Bequest Hospital (Mount Fletcher)

REQUIREMENTS: Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 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 Ngwebeni – Tel no: 039 257 0099.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ANH/02/01/2018

SALARY: R 90 234 – R 106 290 per annum (Level 2)

CENTRE: Joe Gqabi District, Aliwal North Hospital

REQUIREMENTS: ABET or Grade 10 or equivalent. 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 Fourie Tel no: 051 633 7700

POST: PORTER REF NO. ECHEALTH/POR/TBH/02/01/2018

SALARY: R90 234-R106 290 per annum (Level 2)
CENTRE: Joe Gqabi District, Tayler Bequest Hospital (Mount Fletcher)

REQUIREMENTS: ABET/Grade10 or equivalent with 0-2 years' experience. 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 Ngwebeni – Tel no: 039 257 0099

POST: TRADE LABOURER REF NO. ECHEALTH/TL/MH/02/01/2018

SALARY: R 90 234 – R 106 290 per annum (Level 2)
CENTRE: Joe Gqabi District, Maclear Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage

DUTIES: Take proper care of equipment and machinery used daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, and repair of broken windows and toilet flush systems. Unblock drains, basin and sinks to ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.
Enquiries: Ms N Zuza Tel no: 045 932 1203.

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/SPH/02/01/2018

SALARY: R152 862 – R180 063 per annum (Level 5)
CENTRE: Alfred Nzo District, St Patricks Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2 -5 years relevant experience. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Understanding of Batho Pele Principles. Knowledge of HR policies, procedures and prescripts. Good Interpersonal Skills. Good Verbal and Written communication skills

DUTIES: Perform all tasks allocated to Human Resource Section. Gather process and interpret information on HR matters. Implement employee performance management and development systems. Prepare HR reports weekly, monthly, quarterly and annually. Administer recruitment, selection, appointment, leave management and capture allowances. Implement conditions of services and employee benefits.
Enquiries: Ms Jafta Tel No. 039 251 0236

POST: FINANCIAL CLERK REF NO.ECHEALTH/FINC/SPH/02/01/2018

SALARY: R152 862 – R180 063 per annum (Level 5)
CENTRE: Alfred Nzo District, St Patricks Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience.. Basic knowledge of administrative processes. Record of service from previous or current employer endorsed and stamped by HR must be attached. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. Good knowledge of BAS and LOGIS System and RAF claims. Valid driver's license. Knowledge of PFMA, Treasury Regulations. Team building, conflict resolution and creative problem solving. Aptitude to work with figure.

DUTIES: Receive payment batches and tax invoices and check correctness. Compile payment batch and process it within 30 days. Submit to pre-audit and respond to queries. Request expenditure and detailed reports on BAS weekly and prepare for budget re Prepare monthly payment monitoring tool, reconciliations, EC4.1 for budget itemization and in year monitoring tools. Capture on LOGIS, recommendation of statements, do budget analysis and shifting of funds when necessary. Views on monthly basic

Enquiries: Ms Jafta Tel No. 039 251 0236

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/USD-MC/02/01/2018

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Umzimvubu Sub District, Mpoza Clinic

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Enquiries: Ms D.N Mdanyana Tel no 039 727 2090

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/USDAC/02/01/2018

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Umzimvubu Sub District, Amantshangase Clinic

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

Enquiries: Ms D.N Mdanyana Tel no 039 727 2090

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/KH/02/01/2018

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

CENTRE: Alfred Nzo District, Khotsong TB Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Ms A Lebata Tel no 039 737 3801

POST: GENERAL WORKER REF NO. ECHEALTH/GW/KH/02/01/2018 (2 Posts)

SALARY: R90 234-R106 290 p.a. (Level 2)

CENTRE: Alfred Nzo District, Khotso Song TB Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

Enquiries: Ms A Lebata Tel no 039 737 3801

POST: GENERAL WORKER REF NO. ECHEALTH/GW/TBH/02/01/2018

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

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

REQUIREMENTS: ABET/Grade 10 or equivalent. 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.M Khohliso 039 737 3107

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/USDCC/02/01/2018

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

CENTRE: Umzimvubu Sub District, Cancele Clinic

REQUIREMENTS: ABET/ Grade 10 or equivalent qualification. 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: Ms D.N Mdanyana Tel no 039 727 2090

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/USDIC/02/01/2018

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

CENTRE: Umzimvubu Sub District, Isikelo Clinic

REQUIREMENTS: ABET/ Grade 10 or equivalent qualification. 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: Ms D.N Mdanyana Tel no 039 727 2090

POST: GENERAL WORKER REF NO. ECHEALTH/GW-MEDI/LIVH/02/01/2018 (9 Posts)

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

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
Enquiries: Mr J Johaar Tel no 041 406 4435

POST: FINANCIAL CLERK REF NO. ECHEALTH/FC/EDH/02/01/2018

SALARY: R152 862 – R 180 063 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Elizabeth Donkin Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills.

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 J Hill Tel: 041 506 6213

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/EDH/02/01/2018 (2 Posts)

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Elizabeth Donkin Hospital

Requirements: Grade 12 or equivalent qualification with 2-5 years' experience in HRM. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

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

Enquiries: Ms J Hill Tel: 041 506 6213

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/EH/02/01/2018

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

CENTRE: Nelson Mandela Metro, Empilweni TB Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Good interpersonal and communication skills. Computer literacy and knowledge of Patient's right charter. Must be a committed and hard working person. Ability to work under pressure.

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 B Bomela Tel no: 041 406 7606/36.

POST: ARTISAN FOREMAN REF NO. ECHEALTH/AF/EH/02/01/2018

SALARY: R 267 756 – R306 156 per annum (OSD)

CENTRE: Nelson Mandela Metro, Empilweni Hospital

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

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

Enquiries: Ms B Bomela Tel no: 041 406 7606/36.

POST: LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/EH/02/01/2018

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Nelson Mandela Metro, Empilweni TB Hospital

REQUIREMENTS: Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 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.

Enquires: Ms B Bomela Tel no: 041 406 7606/36

POST: LAUNDRY WORKER REF NO. ECHEALTH/EW/EH/02/01/2018 (2 Posts)

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

CENTRE: Nelson Mandela Metro, Empilweni TB Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquires: Ms B Bomela Tel no: 041 406 7606/36

POST: PORTER REF NO. ECHEALTH/P/LH/02/01/2018

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

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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 Du Preez Tel no: 041 405 2647

POST: ADMINISTRATION CLERK (OPD) REF NO. ECHEALTH/AC/LH/02/01/2018

SALARY: R152 862 – R 180 063 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' 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). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

Enquiries: Ms Du Preez Tel no: 041 405 2647

POST: ADMINISTRATION CLERK (OPD) REF NO. ECHEALTH/AC-MEDI/LH/02/01/2018 (2 Posts)

SALARY: R152 862 – R 180 063 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' 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). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

Enquiries: Ms Du Preez Tel no: 041 405 2647

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HKS-MEDI/LTH/02/01/2018 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 12 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team.

DUTIES: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically leads and provide general work, housekeeping and cleaning service 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, and cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and relates services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Court, record, pack and store ward linen.

Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place order for general, housekeeping and cleaning services in the ward.

Enquiries: Ms Du Preez Tel no: 041 405 2647

POST: GENERAL WORKER REF NO. ECHEALTH/GW/PEDOT/02/01/2018

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

CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 041 406 9831

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HCS/LH/02/01/2018

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

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

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

Enquiries: Ms Du Preez Tel no: 041 405 2647

POST: ARTISAN FOREMAN REF NO. ECHEALTH/AF/KH/02/01/2018

SALARY: R267 756 - R306 156 per annum (OSD)

CENTRE: Chris Hani District, Komani Hospital

REQUIREMENTS: An applicant must be in possession of trade test certificate in mechanical or electrical and with 2-3 years' experience in supervisory level. Valid driver's license is required

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

Enquiries: Mrs A Sokutu Tel no 045 858 8400

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/DH /02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: Chris Hani, Dordrecht Hospital

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

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

Enquiries: Ms Mandla Tel no 045 943 1019

POST: FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/FSS/ KOMH/02/01/2018

SALARY: R127 851 - R150 606 per annum (Level 4)

CENTRE: Chris Hani District, Komani Hospital

REQUIREMENTS: Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 years' experience in a formal food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

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

Enquiries: Mrs A Sokutu Tel no 045-858 8400.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/ELLH/02/01/2018

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

CENTRE: Chris Hani District, Elliot Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

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

Enquiries: Ms NB Puza – Tel no 045 931 1321

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HKS/WS/02/01/2018

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Chris Hani, Wilhem Stahl Hospital

REQUIREMENTS: Grade 12 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team.

DUTIES: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically leads and provide general work, housekeeping and cleaning service 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, and cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and relates services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Court, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place order for general, housekeeping and cleaning services in the ward.

Enquiries: Mr Mbalula Tel no 049 842 1111

POST: SENIOR TRADE LABOURER REF NO. ECHEALTH/STL/KOMH/02/01/2018

SALARY: R107 886 - R127 086 per annum (Level 3)

CENTRE: Chris Hani District, Komani Hospital

REQUIREMENTS: ABET/ Grade 10 or equivalent. 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 carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such as painting, repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution.

Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

Enquiries: Mrs A Sokutu Tel no 045-858 8400.

POST: PROVISIONING ADMIN CLERK REF NO: ECHEALTH/PAC/CAH/02/01/2018

SALARY: R152 862 - R180 06 per annum (Level 05)

CENTRE: Chris Hani, Cala Hospital

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

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

Enquires: Ms Z Sentile – Tel no 047 874 8000

POST: ADMINISTRATOR CLERK REF NO.ECHEALTH/AC/FRNP/02/01/2018

SALARY: R152 862-R180 315 per annum (Level 5)

CENTRE: Chris Hani, Forensic Pathology Services

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

Enquiries: Ms D. Zantsi Tel no 045 858 8112

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/FRNH/02/01/2018

SALARY: R152 862 - R180 315 per annum (Level 5)

CENTRE: Chris Hani District, Frontier Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

Enquiries: Mrs P Marongo – Tel no 045 808 4272

POST: SENIOR CLIENT INFORMATION CLERK REF NO. ECHEALTH/SCIC/FRNH/02/01/2018

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

CENTRE: Chris Hani District, Frontier Hospital

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

Duties: Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the service providers.

Enquiries: Mrs P Marongo – Tel no 045 808 4272

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/KOMH/02/01/2018

SALARY: R152 862 - R180 315 per annum (Level 5)

CENTRE: Chris Hani District, Komani Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

Enquiries: Mrs A Sokutu Tel no 045 858 8400

POST: ADMINISTRATION CLERK (PATIENT ADMINISTRATION) REF NO. ECHEALTH/ACPA/GGH/02/01/2018

SALARY: R152 862 -R180 315 per annum (Level 5)

CENTRE: Chris Hani District, Glen Grey Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes, Batho Pele principal and Patients Right Charter. Good communication skills and computer Literacy.

DUTIES: Register new patients into administration book. Compile patients folder that contain the relevant documentations. Keeping and filling patients file. Compile daily/weekly wards intake report. Maintaining the list of ward patient, addresses and contact numbers. Recording and reconciling midnight census whilst accounting for admissions, discharge and transfers. Capturing data registers, statistics and summaries. Ordering and receiving ward consumable stock. Filling of correspondence and tracing of files-archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process map. Compile routine administrative work statistics. Provide routine and administrative service: Update and file records. Continuous updating of information on computer for reporting purposes. Report to supervisor and attend other related work requested by supervisor.

Enquiries: Mr S Khumalo – Tel no 083 585 7576

POST: ADMINISTRATION CLERK (PATIENT ADMINISTRATION) REF NO. ECHEALTH/ACPA/GGH/02/01/2018

SALARY: R152 862 -R180 315 per annum (Level 5)

CENTRE: Chris Hani District, Glen Grey Hospital

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

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience.. Basic knowledge of administrative processes, Batho Pele principal and Patients Right Charter. Good communication skills and computer Literacy.

DUTIES: Register new patients into administration book. Compile patients folder that contain the relevant documentations. Keeping and filling patients file. Compile daily/weekly wards intake report. Maintaining the list of ward patient, addresses and contact numbers. Recording and reconciling midnight census whilst accounting for admissions, discharge and transfers. Capturing data registers, statistics and summaries. Ordering and receiving ward consumable stock. Filling of correspondence and tracing of files-archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process map. Compile routine administrative work statistics. Provide routine and administrative service: Update and file records. Continuous updating of information on computer for reporting purposes. Report to supervisor and attend other related work requested by supervisor.

Enquiries: Mr S Khumalo – Tel no 083 585 7576

POST: LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/GGH/02/01/2018 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: Chris Hani District, Glen Grey Hospital

REQUIREMENTS: Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 years' experience in laundry. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

DUTIES: To manage laundry services and laundry related work in a health institution hereby contributing towards optimal health care. Plan and organise housekeeping operations. Set and record performance measures and standards for the unit functions. Identify training shortcoming of subordinates and arrange necessary skills development. Monitor and manage financial expenditure relating to services rendered by housekeeping. Develop and maintain an inventory control system. Evaluate levels of service delivery and institute corrective action where required. Provide regular feedback to health institution management. Identify alternative methods of service delivery and continuously stimulate the minds of subordinates to innovation and creativity.

Enquiries: Mr S Khumalo – Tel no 083 585 7576.

POST: DRIVER REF NO. ECHEALTH/DRIV/COFH/02/01/2018

SALRY: R107 886 – R127 086 per annum (Level 3)

CENTRE: Chris Hani District, Cofimvaba Hospital

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

DUTIES: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

Enquiries: Ms A Mbana – Tel no 047 874 0111

POST: GENERAL WORKER REF NO. ECHEALTH/GW/CAH/02/01/2018

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

CENTRE: Chris Hani District, Cala Hospital

REQUIREMENTS: Abet or Grade 10 or equivalent. 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 Z Sentile – Tel no 047 874 8000.

POST: PORTER REF NO. ECHEALTH/POR/COFH/02/01/2018 (2 Posts)

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

CENTRE: Chris Hani District, Cofimvaba Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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 A Mbana – Tel no 047 874 0111

POST: OPERATOR REF NO. ECHEALTH/OP/ELLH/02/01/2018

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

CENTRE: Chris Hani District, Elliot Hospital

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

DUTIES: Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.
Enquiries: Ms NB Puza Tel no 045-9311321.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/ESD/02/01/2018

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

CENTRE: Emalahleni Sub-District, Thembeni Clinic

REQUIREMENTS: ABET/ Grade 10 or equivalent qualification. 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: Ms Mtshabe Tel no 047 878 4300.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FRNH/02/01/2018 (4 Posts)

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

CENTRE: Chris Hani District, Frontier Hospital

REQUIREMENTS: Abet or Grade 10 or equivalent. 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 P Marongo - TEL NO: 045 8084 272.

POST: PORTER REF NO. ECHEALTH/POR/FRNH/02/01/2018 (2 Posts)

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

CENTRE: Chris Hani District, Frontier Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. 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: Mrs P Marongo Tel no 045 8084 272.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/GGH/02/01/2018 (2 Posts)

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

CENTRE: Chris Hani District, Glen Grey Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned

to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

Enquiries: Mr S Khumalo – Tel no 083 585 7576

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/IYSD/02/01/2018 (5 Posts)

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

CENTRE: Intsika Yethu Sub-District, Ntshingeni Clinic **REF NO. ECHEALTH/PCT/IYSD/02/01/2018**, Sikhoba Clinic **REF NO. ECHEALTH/PCT/IYSD/02/01/2018**, Mahlubini Clinic **REF NO. ECHEALTH/PCT/IYSD/02/01/2018**, Ngxabangu Clinic **REF NO. ECHEALTH/PCT/IYSD/02/01/2018**, St Marks Clinic **REF NO. ECHEALTH/PCT/IYSD/02/01/2018**

REQUIREMENTS: ABET/ Grade 10 or equivalent qualification. 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: Ms A Mabentsela – Tel no 047 874 0079

POST: GENERAL WORKER REF NO. ECHEALTH/GW/KOMH/02/01/2018

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

CENTRE: Chris Hani District, Komani Hospital

REQUIREMENTS: Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

Enquiries: Mrs A Sokutu Tel no 045 858 8400

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/LUKSD/02/01/2018 (2 Posts)

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

CENTRE: Lukhanji Sub-District, Engojini Clinic **REF NO. ECHEALTH/PCT/LUKSD/02/01/2018**, New Rest Clinic **REF NO. ECHEALTH/PCT/LUKSD/02/01/2018**

REQUIREMENTS: ABET/ Grade 10 or equivalent qualification. 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: Ms M Tweni – Tel no 045 807 8908.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/MJH/02/01/2018

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

CENTRE: Chris Hani District, Mjanyana Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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 SS Naku Tel no.047 874 8000

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MJH/02/01/2018

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

CENTRE: Chris Hani, Mjanyana Hospital

REQUIREMENTS: Abet or Grade 10 or equivalent. 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 SS Naku Tel no 047 874 8000.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/MJH/02/01/2018

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

CENTRE: Chris Hani District, Mjanyana Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

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. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
Enquiries: Ms SS Naku Tel no .047 874 8000

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NGSD-CBC/02/01/2018 (2 Posts)

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

CENTRE: Ngcobo Sub-District, Clarkbury Clinic

REQUIREMENTS: ABET/Grade 10 or equivalent. 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 Matala Tel no 047 5480022

POST: PORTER REF NO. ECHEALTH/POR/CMH/02/01/2018 (4 Posts)

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

CENTRE: Buffalo City Metro, Cecilla Makiwane Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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.
Enquires: Ms. P. Mncotsho Tel no 043 708 2118

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/CMH/02/01/2018 (4 Posts)

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

CENTRE: Buffalo City Metro, Cecilla Makiwane Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy.

Advanced MS word & MS excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to work shifts, weekends & public holidays. Excellent verbal and written communication skills. Driver's license will be added advantage.

DUTIES: Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

Enquiries: Ms. P. Mncotsho Tel no 043 708 2118

POST: GENERAL WORKER REF NO. ECHEALTH/GA/CMH/02/01/2018

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

CENTRE: Buffalo City Metro, Cecilla Makiwane Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent qualification. 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. Mncotsho Tel: 0437082118

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/CMH/02/01/2018 (2 Posts)

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

CENTRE: Buffalo City Metro, Cecilla Makiwane Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. Knowledge of Food service & food preparation. Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic illiteracy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering service: 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 delivered trolley 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 numbers of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform regular checks to establish whether safety and sanitation standards are being adhere to. Report unhygienic and unsafe situation to the supervisor

Enquiries: Ms. P. Mncotsho Tel no 0437082118

POST: MORTUARY ATTENDANT REF NO. ECHEALTH/MA/CMH/02/01/2018 (3 Posts)

SALARY: R127 851- R150 606 per annum (Level 4)

CENTRE: Buffalo City Metro, Cecilla Makiwane Hospital

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

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. Mncotsho Tel no 0437082118

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/FTH/02/01/2018

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

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS word & MS excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to work shifts, weekends & public holidays. Excellent verbal and written communication skills. Driver's license will be added advantage.

DUTIES: Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filing of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

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

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/FTH/02/01/2018 (2 Posts)

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

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. Knowledge of Food service & food preparation. Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic illiteracy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering service: 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 delivered trolley 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 numbers of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform regular checks to establish whether safety and sanitation standards are being adhere to. Report unhygienic and unsafe situation to the supervisor

Enquiries: Ms. N. Mthitshana Tel: 043 709 2487/2532.

POST: FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/FSS/FTH/02/01/2018 (2 Posts)

SALARY: R127 851 - R150 606 per annum (Level 4)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 years' experience in a formal food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

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

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

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FTH/02/01/2018 (2 Posts)

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

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent qualification. 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: 043 709 2487/2532

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/FTH/02/01/2018 (2 Posts)

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

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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 client. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Ms. N. Mthitshana Tel: 043 709 2487/2532.

POST: OPD CLERK REF NO. ECHEALTH/OPDC/FTH/02/01/2018 (2 Posts)

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

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Numeracy, Planning & Organizing, Computer literacy. Good communication, verbal and writing Skills. Interpersonal skills and the ability to function well within a team. Problem solving skills. Decision making skills.

DUTIES: Perform frontline functions such as admitting, making appointments and redirecting of patients. Promote communication with patients in the execution of the functions described. Provide general management of general office area also assist with management of ward budget, through processing accounts for payment, management of telephone system and accounts, controls expenditure and monitors budget level and keep unit Manager informed Opening and maintaining of necessary patient records for in patients. Filing of medical records, Provide secretarial functions for ward staff meetings, taking of minutes and disseminates minutes. Provide administration support service, verbal and written communication with all levels of medical personnel .Keeping accurate records for statistical data. Assist ward staff by sourcing relevant information.

Enquiries: Ms N. Mthitshana Tel: 043 709 2487/2532

POST: PORTER REF NO. ECHEALTH/POR/FTH/02/01/2018 (3 Posts)

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

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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.

Enquires: Ms. N. Mthitshana Tel: 043 709 2487/2532

POST: PROPERTY CARETAKER REF NO: ECHEALTH/PCT/FTH/02/012018

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

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Abet level / Grade 10. Grade 12 certificate is an advantage 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: Ms N. Mthitshana Tel: 043 709 2487/2532.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/GH/02/11/2017 (2 Posts)

SALARY: R152 862 – R180 063 per annum (Level 5)
CENTRE: Buffalo City Metro, Grey Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS word & MS excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to work shifts, weekends & public holidays. Excellent verbal and written communication skills. Driver's license will be added advantage.

DUTIES: Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filing of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

Enquiries: Ms Phillip Tel: 043 643 3304

POST: GENERAL WORKER REF NO. ECHEALTH/GW/GH/02/01/2018

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

CENTRE: Buffalo City Metro, Grey Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent qualification. 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 Phillip Tel: 043 643 3304.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/GH/02/01/2018

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

CENTRE: Buffalo City Metro, Grey Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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 client. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Ms Phillip Tel: 043 643 3304

POST: FINANCIAL CLERK REF NO. ECHEALTH/FINC/NQTBH/02/01/2018

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

CENTRE: Buffalo City Metro, Nkqubela TB Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of 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: Knowledge of LOGIS. Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

Enquiries: Ms K. Somana Tel No 043 761 2131

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NQTBH/02/01/2018

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

CENTRE: Buffalo City Metro, Nkqubela TB Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent qualification. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

Enquiries: Ms. K. Somana Tel No 043 761 2131

POST: PORTER REF NO. ECHEALTH/POR/NQTBH/02/01/2018

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

CENTRE: Buffalo City Metro, Nkqubela TB Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' 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. K. Somana Tel No 043 761 2131

POST: DRIVER REF NO. ECHEALTH/DR/LC/02/01/2018

SALARY: R107 886 – R127 086 per annum (Level 3)

CENTRE: Lillitha College (Central Office)

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

DUTIES: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, and tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

Enquiries: Ms. Y. Malgas: Tel: 040 608 9723.

POST: HANDYMAN REF NO. ECHEALTH/GW/NQTBH/02/01/2018

SALARY: R106 886 – R127 086 per annum (Level 3)

CENTRE: Lillitha College (Central Office)

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. Poses good communication skills. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Provide handyman services: Provide general maintenance and cleaning e.g. replacement of light bulbs, lighten cabinetry and appliances. Fixing and repairing door locks, broken cupboards, windows locks and minor building maintenance. Provide route maintenance services: Clean and take proper care of equipment. Store and safeguard material and equipment. Report electrical or mechanical malfunctioning of machines and other related equipment

Enquiries: Ms. Y. Malgas: Tel: 040 608 9723

POST: GENERAL WORKER REF NO: ECHEALTH/GW/LC/02/01/2018

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

CENTRE: Lillitha College (East London Campus)

REQUIREMENTS: ABET/Grade 10 or equivalent qualification. 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. Y. Malgas Tel no 040 608 9723.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/LC/02/01/2018

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

CENTRE: Lillitha College (Mthatha Campus)

REQUIREMENTS: ABET/Grade 10 or equivalent qualification. 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. Y. Malgas: Tel no 040 608 9723

POST: DRIVER REF NO. ECHEALTH/DR/NKH/02/01/2018

SALARY: R107 886 – R127 086 per annum (Level 3)

CENTRE: Lilitha College (Nessie Knight Campus)

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

DUTIES: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, and tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.
Enquiries: Ms. O.N Sotsaka – Tel: 047 553 6007/8/9.

POST: PROVISIONING ADMINISTRATION CLERK REF NO. ECHEALTH/PAC/PZMH/02/01/2018

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

CENTRE: Sarah Baartman District, PZ Meyer TB Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of supply chain management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure. Computer skills.

DUTIES: Render asset management clerical services: Compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Render demand and acquisition clerical services: Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain good registers. Update and ensure the maintenance of the register of suppliers. Receipt & capturing of invoices.
Enquiries: Ms N Sompontsha Tel no 042 291 2064

POST: PROCUREMENT CLERK REF NO. ECHEALTH/PC/FEH/02/01/2018

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

CENTRE: Sarah Baartman District, Fort England Hospital

REQUIREMENTS: Grade 12 plus 2-5 years relevant experience in SCM/Inventory & Procurement. SCM related certificates will serve as an advantage. Good management and communication skills; Practical knowledge of LOGIS; Knowledge of Treasury Regulations, PFMA and all relevant prescripts; Computer literacy in MS office (Word & Excel); Possession of a valid and endorsed code EB (code 8) driver's license; Good interpersonal relations; Hospital experience will be an advantage; Experience in Inventory Management is required. Experience in Inventory Management is required; Practical knowledge of LOGIS will serve as recommendation.

DUTIES: Compliance to Financial Regulations, Procurement Policies & Procedures; Participate in stock control and equipment; Preparing of required reporting schedules; Administer budgetary control; Attend meetings as directed; To be prepared to travel if required; Office Administrative duties; Ensure effective filing & retrieval practices. Capture requisitions - view suppliers both CSD and LOGIS; Enforce best practice procurement standards for Goods & Services; Execute monthly reports. Posting/Transit flow point for incoming & outgoing goods & services check quantity, quality and correctness; Receiving goods & services on the system; Compile part payments & recons; Capture extra ordinary receipts/returns e.g. returns to the store/donations; Capture extra ordinary issues e.g. strategic issues / donations; Capture requisitions per request received from Cost Centre; Create Bin numbers for specific items stored on the racks; Add new item records at store level; Item change for unit of issue, accountability etc.; Maintain information of batch items e.g. expiry dates.

Enquires: Ms X Nazo – Tel no 046 602 2300

POST: TRADE LABOURER REF NO. ECHEALTH/TL/FEH/02/01/2018 (2 Posts)

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

CENTRE: Sarah Baartman District, Fort England Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage

DUTIES: Take proper care of equipment and machinery used daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, and repair of broken windows and toilet flush systems. Unblock drains, basin and sinks to ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.

Enquires: Ms X Nazo – Tel no 046 602 2300

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FEH/02/01/2018 (19 Posts)

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

CENTRE: Sarah Baartman District, Fort England Hospital

REQUIREMENTS: Abet or Grade 10 or equivalent qualification. 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. 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.

Enquires: Ms X Nazo – Tel no 046 602 2300.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/PZMH/02/01/2018 (6 Posts)

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

CENTRE: Sarah Baartman District, PZ Meyer TB Hospital

REQUIREMENTS: ABET/ Grade 10 or equivalent qualification. 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. 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.

Enquires: Ms X Nazo – Tel no 046 602 2300

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SRC/02/01/2018

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

CENTRE: Kouga Sub-District, Stormsriver Clinic

REQUIREMENTS: ABET/ Grade 10 or equivalent qualification. 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. 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.

Enquires: Mr D Ntuli Tel no 042 200 4214

POST: GENERAL WORKER REF NO. ECHEALTH/GW/JCHC/02/01/2018

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

CENTRE: Kouga Sub-District, Joubertina CHC

REQUIREMENTS: ABET/ Grade 10 or equivalent qualification 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. 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.
Enquires Mr D Ntuli Tel no 042 200 4214

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/MSD/02/01/2018

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

CENTRE: Makana Sub-District

REQUIREMENTS: ABET/ Grade 10 or equivalent qualification. 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

Enquires: Mr Qalani Tel: 046 622 4901

POST: CHIEF ARTISAN: ELECTRICAL GRADE A-B REF NO. ECHEALTH/CAE/MRH/02/01/2018

SALARY: R 343 329- R552 876 per annum (OSD)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: A Electrical related qualification (N4 backed with a Trade Diploma or T3) in Electrical Environment with at least 3 years relevant experience on at least supervisory level (preferably Artisan Superintendent level). Computer Literacy. A valid Driver's License (Code EB). Display the willingness to work extended hours and perform stand-by duty and to travel. A sound knowledge of Preventative and Reactive maintenance programmes. Wireman's license. Experience in high voltage installations - transformers. Experience in serving a Health Institution in relevant field of work. In-depth knowledge of maintenance and repairs. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post. Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical-thinking & problem solving, skills. 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.

DUTIES: While reporting to the Manager: Electrical Engineering, the successful incumbent will: Manage the preventative/reactive maintenance programme for the institution. Conduct electrical administrative functions. Provide specialist advice, guidance and ensure policy implementation to comply with OHS Act and other relevant legislations. Manage the Electrical Maintenance budget allocations and expenditure at the cost centre level. Manage the Human Resources in terms of prescribed policies and procedures. Manage electrical related projects within the cost centre. Conduct conditional electrical surveys. Support the institution in its strategic goals and objectives. Manage the staff in the section. Assist in the development and maintenance of policies, methods, practices and standards on quality services and legislation. Overall Quality Control of work in line with Batho Pele principles. Ensure that all purchases and acquisitions of material and/or goods are done in accordance with SCM prescripts. Assist management with technical advice.

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

POST: CHIEF ARTISAN: BUILDING GRADE A-B REF NO. ECHEALTHCAB/MRH/02/01/2018

SALARY: R 343 329 – R 552 876 per annum (OSD)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: A Building related qualification (N4 backed with a Trade Diploma or T3) in Building Environment with at least 3 years relevant experience on at least supervisory level (preferably Artisan Superintendent level).

Computer Literacy. A valid Driver's License (Code EB). Display the willingness to work extended hours and perform stand-by duty and to travel. A sound knowledge of Preventative and Reactive maintenance programmes. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post. Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical-thinking & problem solving, skills. 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.

DUTIES: While reporting to the Manager: Projects and Engineering, the successful incumbent will: Manage the preventative/reactive maintenance programme for the institution. Conduct building administrative functions. Provide specialist advice, guidance and ensure policy implementation to comply with OHS Act and other relevant legislations. Manage the Building Maintenance budget allocations and expenditure at the cost centre level. Manage the Human Resources in terms of prescribed policies and procedures. Manage building related projects within the cost centre. Conduct conditional building surveys. Support the institution in its strategic goals and objectives. Manage the staff in the section. Assist in the development and maintenance of policies, methods, practices and standards on quality services and legislation. Overall Quality Control of work in line with Batho Pele principles. Ensure that all purchases and acquisitions of material and/or goods are done in accordance with SCM prescripts. Assist management with technical advice.

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

POST: CHIEF ARTISAN: MECHANICAL GRADE A –B REF NO. ECHEALTH/CAM/MRH/02/01/2018

SALARY: R 343 329- R 552 876 per annum (OSD)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: A Mechanical related qualification (N4 backed with a Trade Diploma or T3) in Mechanical Environment with at least 3 years relevant experience on at least supervisory level (preferably Artisan Superintendent level). Computer Literacy. A valid Driver's License (Code EB). Display the willingness to work extended hours and perform stand-by duty and to travel. A sound knowledge of Preventative and Reactive maintenance programmes. Experience in serving a Health Institution in relevant field of work. In-depth knowledge of maintenance and repairs. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post. Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical-thinking & problem solving, skills. 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.

DUTIES: While reporting to the Manager: Projects and Engineering, the successful incumbent will: Manage the preventative/reactive maintenance programme for the institution. Conduct mechanical administrative functions. Provide specialist advice, guidance and ensure policy implementation to comply with OHS Act and other relevant legislations. Manage the Mechanical Maintenance budget allocations and expenditure at the cost centre level. Manage the Human Resources in terms of prescribed policies and procedures. Manage mechanical related projects within the cost centre. Conduct conditional mechanical surveys. Support the institution in its strategic goals and objectives. Manage the staff in the section. Assist in the development and maintenance of policies, methods, practices and standards on quality services and legislation. Overall Quality Control of work in line with Batho Pele principles. Ensure that all purchases and acquisitions of material and/or goods are done in accordance with SCM prescripts. Assist management with technical advice.

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

POST: ASSISTANT DIRECTOR: ADMINISTRATION REF NO. ECHEALTH/ADA/HCH/02/01/2018

SALARY: R334 545 – R 404 121 per annum (Level 9)

CENTRE: OR Tambo District, Holy Cross Hospital

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

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

DUTIES: Provide Human Resources Management services. Provide General Administration services. Provide Operational services. Provide Financial Management services. Provide Supply Chain Management services.

POST: ASSISTANT DIRECTOR: HRD REF NO: ECHEALTH/AD/ORTD/02/01/2018

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: OR Tambo District, OR Tambo District Office

REQUIREMENTS: National Diploma or an Advanced Certificate in ODETDP or equivalent NQF6 qualification with 6 years' experience in HRD, of which 3 years must be on Supervisory level and in the HRD environment. A degree in the related field will be an advantage. Registration with 99 relevant professional body, such as SABPP being an Assessor/Moderator would be an added advantage. Working knowledge of Government policies and regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislation and policies in HRM/Development. Report writing and presentation skills. Effective communication at all level. Project management skills. Policy formulation, change and diversity management skills. The ability to conduct research and write proposals. The ability to work under pressure. Good administrative and organisational skills. Computer literacy.

DUTIES: Coordinate and implement Human Resource Development. Initiate in line with the strategic objective of the department. Coordinate and monitor training and development programmes. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses process and procedures. Administer the WSP/ATR processes, identify and implement career development and succession planning. Communicate information on skills development to stakeholders. Organise, guide and convene Training Committee Meetings. Assist with the preparation and monitoring of the training budget. Supervise the training unit.

Enquiries: Mr S Stuma - Tel no: 047 502 9016

POST: ASSISTANT DIRECTOR: (LABOUR RELATIONS) REF NO: ECHEALTH/ADHRM/MRH/02/01/2018

SALARY: R334 545–R404 121 per annum (Level 9)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: A bachelor's degree/National Diploma in Human Resource Management/ Public Management/ Management and/or equivalent (NQF level and Credits) with 1 year certificate in Labour Law. 3 years at labour relations -supervisory level. Knowledge of Labour Law, Departmental Policies on Labour Relations, Collective agreements and Dispute Resolutions and conflict management guidelines. Good Communication skills, problem Solving skills, Dispute Resolution, negotiations and report writing. Valid driver's license.

DUTIES: To assist the investigating officers/ employer representative in the management implementation of disciplinary process Ensure that cases of misconducts are investigated and finalised. To facilitate the appointment of Chairperson and employer representative for a disciplinary hearing. Assists in formulation of charge sheet. Advise employer representative and assists investigating officers give assistance to the procedure must be employee representative on procedures to be followed on hearings. To ensure facilitation between Management and stakeholders/ Labour organization in respect with sound labour. To Assists in the management of grievances within Livingstone hospital in order to resolved. To supervise staff and perform related administrative functions.

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

POST: ASSISTANT DIRECTOR: SALARIES & PAYMENTS REF NO: ECHEALTH/ADSP/MRH/02/01/2018

SALARY: R334 545 –R404 121 per annum (Level 9)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: A relevant three year National Diploma/Degree in Financial Management or equivalent qualification with 3 – 5 years' experience at supervisory level and functioning in salaries/supplier payments environment. Computer Literacy. Knowledge of PFMA, BAS, LOGIS, PERSAL, Treasury Regulations, HR Policies and other Government Prescripts will be an added advantage. Good reporting skills. Strong skills in monitoring and reporting of key performance indicators both Creditor Payments and Salary Administration within prescribed deadlines. Proven Strategic Planning and problem solving skills. Valid code 8 Drivers License. NB: Not Learner's License.

DUTIES: While reporting to the Deputy Director Finance and Supply Chain Management the candidate will administer these key performance areas for Mthatha Regional Hospital. Management of Creditor Payments. Reconciliation of supplier accounts, payment of suppliers within 30 days, Administration of payment Voucher Registration System, Authorization of payments on LOGIS/BAS, management of Accruals, Preparation of reports for Annual Financial Statement. Compilation of monthly management reports on outputs and compliance. Management of Salary Administration Services. Coordinate and supervise payment of all salary related allowances, management of Payrolls, management of Accruals, Authorization of payments on PERSAL, preparation of reports for Annual Financial Statements, Compilation of monthly management reports on out puts and compliance. Administration of payment Voucher Registration Systems. Administration of Salary Reversal Control Account.
Enquiries: Ms Mkhosi - Tel no: 047 502 4143/4008

POST: ASSISTANT DIRECTOR CORPORATE SERVICES REF NO. ECHEALTH/ADCS/MPD/02/01/2018

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: OR Tambo District, Mthatha Pharmaceutical Depot [Corporate Services]

REQUIREMENTS: Degree / National Diploma in Human Resource Management/ Public Management & Administration with 3-5 years' experience at Supervisory level. Knowledge and understanding of the Public Service Regulations, PSCBC Resolutions, BCOEA, LRA,SDA and other Human resources regulatory frameworks. Extensive knowledge of PERSAL System. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

DUTIES: Overall management of Human Resources general administration: Guide execution of service benefits, recruitment and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the department. Supervise utilization of Physical, financial and human resource in the section. Compile budget proposal of the Section. Monitor budget spending. Assign to relevant officers in the section. Develop and review performance work plans and related job profiles. Evaluate performance of Subordinates (PMDS). Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the SNR Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records information and knowledge in the section. Implement corporate service, supervision and ensure smooth functioning across the board at the depot in financial and administrative management.
Enquiries: Mr M Diko Tel no 047 532 5536

POST: ASSISTANT DIRECTOR: LOGISTICS, ASSETS AND INVENTORY SERVICES (WAREHOUSE) REF NO: AMLAI/NMAH/02/01/2018

SALARY: R 334 545 – R 404 121 per annum (Level 9)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Applicants must be in possession of a degree/National diploma/NQF LEVEL 6 certificate with 5 years' experience in Assets management, Logistics and Inventory services of which 2 years proven supervisory experience, or a senior certificate with more than 10 years' experience in Logistics and Inventory services and 5-7 years' proven supervisory experience. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts: Skills and Competencies: Inventory management, People management skills; Research and analytical skills;

Asset Management Framework, Reporting Framework for Financial Statements, Asset Management policies and prescripts; Management of Asset Registers and knowledge of BAS, LOGIS.; Project management skills; Financial management skills; Client orientation and customer focus skills; Communication (written and verbal) skills. Computer skills in MS Office software. Ability to motivate people. A valid driver's license.

DUTIES: Provide advice, guidance on inventory management and determine a strategy for safe keeping. Optimise the continuous availability of stock to meet demand. Define, set and monitor stock flow models and integrate with Supply Chain and cross-functional teams. Ensure proper record keep of stock by constant use of the relevant financial systems, e.g. LOGIS. Set, monitor and deliver inventory plans and achieve all inventory targets (service levels, stock, cover, focus accuracy, availability). Provide advice, guidance on asset management and determine a strategy for redundant, obsolete and unserviceable items; Provide asset management services & administer movable/ immovable assets; Develop/maintain/facilitate implementation of comprehensive Asset Management Strategy; Manage Losses and Disposal of redundant and obsolete assets as well as accounting of the asset management module; Reconcile Coordinate the administration of the asset management process. Conduct obsolescence planning of redundant inventories. Manage the performance of subordinates. Control procurement services of all stores related items. Ensure that records of stock purchased are kept in safe place. Ensure that the prescribed policies are correctly applied. Manage and monitor the transfer, movement, replacement, disposal and auction of assets. Maintain the hospital asset register. Enquiries: Ms Calaza - Tel no: 047 502 4320.

POST: ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO. ECHEALTH/NMAH/02/01/2018

SALARY: R 334 545 – R 404 121 per annum (Level 9)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Applicants must be in possession of Tertiary qualifications in Public Administration, Management Accounting, Purchasing Management, Logistics, Supply Chain and/or a Senior Certificate with 8 years extensive relevant experience in Demand/acquisition Management. People management skills; Research and analytical skills; Policy development and analysis skills; Project management skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills. Sound knowledge of Acquisition and Demand Management. Planning in accordance with strategies, policies and applicable legislation including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA). Sound knowledge of LOGIS system. Computer skills in MS Office software (Ms Word, Excel, Power Point). Ability to motivate people. Successful completion of Acquisition and Demand management related and/or Supply Chain Management courses. A valid driver's license.

DUTIES: The incumbent will be responsible to ensure that the quotation process is complied with, i.e. invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance of the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Ensure that optimal sourcing strategies and techniques are used. Establish and maintain a database of suppliers when obtaining quotations. Co-ordinate and facilitate Procurement Committee meetings Demand and Acquisition Management including overseeing secretariat function of Bid Committees i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee. Logistics Management i.e. monitoring of the ordering, receipt and storing of stationery and printing consumables. Advise and report to Head of Supply Management Unit (Deputy Director). Enquiries: Ms Calaza - Tel no: 047 502 4320.

POST: SENIOR FINANCIAL PRACTITIONER: SALARY PAYMENTS SECTION REF NO. ECHEALTH/SFP-SP/ORTDO/02/01/2018

SALARY: R281 418 – R331 497 per annum (Level 8)

CENTRE: OR Tambo District, District Office

REQUIREMENTS: Grade 12/Std 10 (Accounting as a major subject) with least 10 years' experience In Financial Management or B Degree/Diploma in Financial Management with At Least 3- 5 years' experience In Financial Environment. Extensive Knowledge and Understanding of Public Service legislations Frame Work. Computer Skills,

Presentation and Report Writing Skills. Knowledge and Application of PERSAL, Bas and LOGIS Systems, Public Legislative Acts and Its Related Policies and Treasury Regulations. Problem Solving Skills and Knowledge of Document Safe Keeping Will An. Valid Driver's License

DUTIES: Authorise All Salary Related Allowances, Deductions and Appointments. Knowledge of BAS and PERSAL Systems. To Ensure Effective Salary Administration Service Are Carried Out. Payroll Management. To Ensure Adherence To PFMA. Document Management. Must Be Able To Supervise Sub-Ordinates.

Enquiries:

POST: SENIOR PROVISIONNING ADMIN OFFICER: DEMAND MANAGEMENT REF NO. ECHEALTH/SPAOD/ORTD/02/01/2018

SALARY: R281 418–R331 497 per annum (Level 8)

CENTRE: OR Tambo District Office

REQUIREMENTS: Grade 12 with (Accounting as major) with 10 years' experience or B Degree /National Diploma in Financial Management/Supply Chain Management with 3 – 5 years' experience in Demand Management. Computer Skills, Presentation and writing skills. Sound knowledge of Demand Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Demand Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's license.

DUTIES: Monthly demand management reports. Establishment of need assessment profile. Ensure quantity required and the specification are correctly determined. Establish procurement plans for all OR Tambo institutions. Doing market analysis for bench marked price. Establish cross-functional committee at District Office and at institutional level. Provide specification secretarial services at district level.

Enquiries: Mr S Stuma - Tel no: 047 502 9016

POST: SENIOR PROVISIONING ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO. ECHEALTH/SPAOA/02/01/2018

SALARY: R226 611 - R266 943 per annum (Level 7)

CENTRE: OR Tambo District: District Office

REQUIREMENTS: Grade 12 with 10 years relevant experience in the Public Sector or B Degree/diploma in Financial Management /Supply chain Management/Public Management with 0-2 years' experience in Supply Chain Management. Communication skills ,Computer skills ,Presentation and report writing skills, Sound knowledge of procurement Policies and Processes, Tender procedures, Public finance Management act, Treasury Regulations. Experience in BAS & LOGIS will be an added advantage. Valid driver's license.

DUTIES: Monthly acquisition management reports. Assist in compilation of tender or bid documents and requests quotes. Place adverts for tenders or bid for all O.R Tambo institutions. Render guidance in crafting of specification. Respond to queries from the relevant stakeholders. Provide administrative support to procurement and bid evaluation committee. Assist on interpretation of bid documents/briefing sessions.

POST: FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/ZH/02/01/2018

SALARY: R226 611 - R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Zitulele Hospital

REQUIREMENTS: Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.

DUTIES: Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to

financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/MRH02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 with 10 years' work related experience or National Diploma/Degree in Management or related qualification. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

DUTIES: Supervise and provide cleaning services: develop work schedules and allocation lists (duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general worker and related work in all designated areas in ward such as ward bed side/, Doctors room, change room, toilets. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, moping, striping and polishing of floors of all the designated areas in the ward. Guide and clean all items such as windows, wall, basin, sink, locker and pan. Provide route general work, housekeeping, and cleaning compliance services: check compliance on Hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safe guarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical / mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

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

POST: CHIEF HUMAN RESOURCE REGISTRY CLERK REF NO. ECHEALTH/CHRC/MRH/02/01/2018

SALARY: R226 611-R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Std 10/Grade 12 with 10 year experience relevant experience or Degree/National Diploma in Public Administration or relevant qualification with 0-2 years' experience in Public Service. Experience in keeping of records. Excellent communication skills both verbal and written. Post-Matric qualification in Human Resources including short courses. Exposure to relevant Acts / policies / legislations. A team player. Observation of Batho Pele principles. Supervisory skills. Sound interpersonal skills. Good verbal and written communication skills. Computer literacy. The ability to write reports, memos and letters.

DUTIES: Ensure that personal files for each employee are created. Update personnel records in the Complex. Ensure the accuracy in the filing of documents received. Keep record of files taken out of Registry. Ensure timeous return of files to Registry. Ensure maintenance of all other human resources records as required. Ensure that NMIR are met regarding the employee files. Adhere to the filing regulations. Supervise Registry Clerks. Manage performance of supervisees. Ensure conformance to policies and procedures. Ensure response to queries emanating from institutions. Enquiries: Ms Mkhosi - Tel no: 047 502 4143/4008

POST: HUMAN RESOURCE OFFICER: EMPLOYEE ASSISTANCE PROGRAMMES (EAP) REF NO. ECHEALTH/HROEAP/MRH/02/01/2018

SALARY: R266 611-R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 with 10 years relevant experience or Degree/National Diploma in Social Science/Industrial Psychology or equivalent qualification with 0-2 years' experience in counselling and behaviour observation. Experience in the implementation of HR special programmes. Driver's license. Computer Literacy. Exposure in the implementation of Employee Assistance Programme (EAP). Exposure in Negotiation and Project management processes. Any

qualification in Human Resources, mentoring / coaching including short courses. Knowledge of relevant prescripts and legislations. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Good verbal and written communication skills. The ability to write reports, memos and letters.

DUTIES: While reporting to the Manager: Human Resource Management Services, the successful incumbent will: Provide in-service training to supervisees and mentor the activities to achieve the desired quality and speed in service delivery. Render direct EAP services to the Complex in a manner that ensures full confidentiality and strong code of ethics. Perform assessments, referrals and short term problem solving. Render counselling services. Implement the employee assistance programmes. Arrange counselling services for staff in the Complex. Implement the HIV/AIDS policy in the Complex. Establish and maintain partnership with relevant units and external organisations. Supervise employees in the unit.

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

POST: IT PRACTITIONER NETWORK CONTROLLER REF NO: ECHEALTH/ITP/MRH02/01/2018

SALARY: R226 611-R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: A relevant post-matric qualification in Information Technology such as A+, N+, MCSE, coupled with One to two years' experience in the field of Information Technology. Computer literacy which includes reporting software packages. Technical knowledge and experience of: Routers, hubs, switches, network protocols as well as knowledge and experience in supporting Novell/Microsoft networks. Driver's license (code EB). Applicants should possess the following competencies: Good interpersonal, organising and planning skills. Self-motivated and willing to work under pressure.

DUTIES: While reporting to the Manager: Information Technology, the successful incumbent will be responsible for: Installation, configuration and support of network equipment, computer and computer applications. Repair of computer equipment such as printers, Personal Computers, and servers. Rendering back-up services. Manage IT resources. Rendering support on office automation services such as telephone systems, copiers, faxes and cellular phones. Assist Manager: IT in compiling monthly, quarterly and annual reports of the sub-directorate.

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

POST: LABOUR RELATIONS PRACTITIONER REF NO: ECHEALTH/LRP/MRH/02/01/2018

SALARY: R226 611-R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 with 10 years relevant experience or Degree/National Diploma in Human Resource /Labour Relations/Legal with 0-2 years' experience in Labour Relations. Valid driver's license. Computer literacy which includes reporting software packages. Relevant short courses in Human Resources including Labour Relations fields. Knowledge of Human Resource prescripts and relevant legislations. Negotiation skills. Knowledge of Disciplinary Code and procedures for the Public Service, grievance procedures. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Good verbal and written communication skills. The ability to write reports, memos and letters.

DUTIES: While reporting to the Manager: Staff Relations, the successful incumbent will: Ensure application of best procedure and policies to ensure a healthy labour relations climate. Facilitate and handle disciplinary and grievance cases. Advise on policies matters with specific references to employee relations. Assist management and staff on dispute resolutions. Promote labour peace in the Complex. Train employees in the application of sound labour relations practices and participate in negotiations with the employee organisations. Take responsibility on correspondence and report writing.

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

POST: PERSONAL ASSISTANT TO THE CEO REF NO: ECHEALTH/PACEO/MRH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Diploma / Degree in Office Technology and Administration, Information Management Systems. Knowledge on Secretarial field with proven knowledge of Word processing and IT skills with good knowledge of a range of software packages (PowerPoint, Word, Excel, Publisher, Web browser etc.). Good Typing Skills 1-3-year experience in a relevant field. Display the willingness to work extended hours and perform under pressure and willingness to travel. Secretary and Office Administration experience. Knowledge of Procurement processes, Public Service Regulations, analytical-thinking & problem solving skills. Good verbal and written communication skills with respect to interacting with management, clients and co-workers in respect of procedural matters and the ability to write reports, minutes, memos and letter. Ability to work under pressure and tight deadlines. Good organisational and time management skills. Good presentation skills. Excellent interpersonal skills. Honest and reliable, flexibility and adaptability. A valid Driver's License (Code EB).

DUTIES: While reporting to the CEO, the successful incumbent will maintain office systems including data management, filling record keeping system in the office. Organise and maintain dairies making appointments. Arrange meetings, traveling and accommodation. Record incoming and outgoing documents in the office. Screen phone calls, enquiries, requests and other means of communication (email, faxes and posts). Type routine notes, minutes, memorandum, letters, reports and prepare circulars on behalf of the CEO. Arrange workshops within the Directorate, the Divisions and Department at all levels; Compile, manage and distribute and collect material on behalf of the office. Receive visitors for the office. Ensure the availability of stationery and aids for the office at all the times. Consolidate reports from sub-directorates. Render administrative activities relating to the management of the office.

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

POST: PERSONAL ASSISTANT TO MANAGER (CLINICAL) REF NO: ECHEALTH/PAMC/MRH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Diploma / Degree in Office Technology and Administration, Information Management Systems. Knowledge on Secretarial field with proven knowledge of Word processing, PowerPoint and Spread Sheet Computer Programmes. Good Typing Skills 1-3-year experience in a relevant field. Display the willingness to work extended hours and perform under pressure and willingness to travel. Secretary and Office Administration experience. Knowledge of Procurement processes, Public Service Regulations, analytical-thinking & problem solving skills. A valid Driver's License (Code EB). Good verbal and written communication skills with respect to interacting with management, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, minutes, memos and letter.

DUTIES: While reporting to the CEO, the successful incumbent will manage CEO's Dairy and schedule meetings, recording incoming and outgoing documents in the office of the CEO. Handle CEO's telephone and other means of communication. Type routine notes, minutes, memorandum, letters, reports and prepare circulars on behalf of the CEO. Arrange meetings / workshops within the Directorate, the Divisions and Department at all levels; Compile, manage and distribute and collect material on behalf of the office. Receive visitors for the office. Ensure the availability of stationery and aids for the office at all the times. Arrange travel and accommodation for the CEO. Maintain a good filling and record keeping system in the office. Consolidate reports from sub-directorates. Render administrative activities relating to the management of the office.

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

POST: ADMIN OFFICER SCM REF NO: ECHEALTH/AOSCM/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 with 10 years' experience or National Diploma in Supply Chain Management, Public Management / Financial Management or equivalent qualification with 0-2 Years' experience in Supply Chain Management. Extensive knowledge of Supply Chain Management in Public Sector. Good understanding and Sound knowledge LOGIS and BAS. Understanding of procurement processes, PFMA, Treasury Regulations, PPPFA Act, BBBEE Act and related Practice Notes. Must have knowledge of Management of resources, Communication, Problem

Solving, Computer, Numeracy and report writing skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership, Presentation skills, planning and organizing. With Valid RSA driver's license.

DUTIES: Manage stores administration in the institution. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Management report, verify and do stock takes reports. Monitor Logis report and verify and update con. Do Follow-ups on deliveries.

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

POST: ADMINISTRATION OFFICER: PATIENT ADMINISTRATION REF NO: ECHEALTH/AOPA/MRH/02/01/2018

SALARY: R226 611- R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 with 10 years relevant experience or Degree or Diploma in Public Administration/Management coupled with 0-2 year's relevant experience. Clear operational understanding of Delta 9 system. Supervisory skills. Computer literacy which includes reporting software packages. Valid code EB Driver's license. Relevant experience in Public Health Institution. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Good verbal and written communication skills. The ability to write reports, memos and letters.

DUTIES: While reporting to the Assistant Director: Patient Administration, the successful incumbent will: Be responsible for the management and delivery of the patient administration services in terms of:- Providing comprehensive patient registration services for outpatients, admissions, casualty and emergency procedures; Maintaining medical records in accordance with registry procedures; Providing for patient record filing and retrieval as well as file maintenance; Providing patient discharge and revenue collection procedures; Safekeeping of patients' money, valuables and clothes; Tracking patients' movements by up to date patients, ward and bed number registers; Providing efficient mortuary and Portering services; Providing ward administration through clerical assistance for clinical staff. Maintain service levels agreements concluded with the institutions. Provide continuous quality assurance improvement to ensure an acceptable standard of patient administration. Ensure maximum utilisation of available resources both human and material to achieve return on investment. Maintain information systems that comply with the needs of the working environment. Attend to own staff training needs. Mentor and motivate own supervisees. Manage performance of own staff. Review transactions, documents, records, reports and methods for accuracy and effectiveness. Conduct necessary investigations and compile reports thereon. Ensure adherence to all patient administration related service standards and prescripts to decrease disasters and risks. Observe the administrative processes and guiding prescripts. Advise supervisor/manager on irregularities noticed.

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

POST: STATE ACCOUNTANT- PRE-AUDIT REF NO: ECHEALTH/SAPA/MRH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 with 10 years relevant experience or A Diploma / Degree in Finance/ Accounting or Auditing or relevant 3 year Diploma with 0-2 years working in the section. Experience in the application of PFMA, Treasury Regulations and ability to use BAS. Computer literacy which includes reporting software packages. Knowledge and understanding of Division of Revenue Act (DORA), Generally Recognised Accounting Practices (GRAP) and Generally Accepted Accounting Principles (GAAP), BAS & LOGIS. Knowledge in Project Management. Ability to develop and implement turn-around strategies. Knowledge of computerised Public Service Financial Management Systems. Exposure to Persal and LOGIS. Excellent written and verbal communication skills. Self-motivated and willing to work under pressure. Good verbal and written communication skills with respect to interacting with co-workers and clients in respect of procedural matters and the ability to write reports, memos and letters. Experience working at Pre-Audit will be an added advantage.

DUTIES: While reporting to the Assistant Director Mthatha Regional Hospital, the successful incumbent will: ensure adherence and compliance to all applicable financial regulations and legislations. Liaise with internal and external audit

reports and address risks identified. Develop and maintain a Risk Management Framework/Plan. Provide effective and efficient support and advisory services to the Complex regarding internal controls. Ensure timeous closure of financial year on BAS. Manage accounts controlling. Report on progress on implementation of effective risk management. Promote communication of key stakeholders. Prepare inputs from the section for the compilation of monthly, quarterly and annual reports.

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

POST: SYSTEM CONTROLLER: IT REF NO: ECHEALTH/SCIT/MRH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: A relevant post-matric qualification in Information Technology/Systems Management or five (5) years' experience as an IT systems controller. Computer literacy which includes reporting software packages. Experience on the Delta 9 Patient Management System. Driver's license (code EB). Applicants should possess the following competencies: Good interpersonal, organising and planning skills. Self-motivated and willing to work under pressure.

DUTIES: While reporting to the Manager: Information Technology, the successful incumbent will be responsible for: Provision of system support. Management of user accounts. Rendering system back-ups. Support and capacitating system users on operation of systems. Generating system reports and performing data validation. Managing the interaction between system users and the supplier of the systems and represent the hospital on the Systems Users Forum. Assist Manager: IT in compiling monthly, quarterly and annual reports of the sub-directorate.

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

POST: COMMUNICATION OFFICER REF NO. ECHEALTH/AMCS/MRH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: A three-year tertiary qualification in Journalism, Communication or Marketing with 0-2 years' relevant experience in Public Service. Computer literacy. Valid code 8 driver's license. Knowledge in Project Management. Excellent written and verbal communication skills. Extensive and proven writing and editing skills on features and articles for publications. Proficiency in taking pictures. An understanding of the design and layout processes will be an added advantage. Applicants should possess the following competencies: Strategic capability and leadership, financial management, change management, problem solving and analysis, client orientation and customer focus. Knowledge of PSA, PSR, PFMA, SDA, LRA, BCEA and other relevant prescripts.

DUTIES: While reporting to the Deputy Director: Strategic Management, Monitoring and Evaluation, the successful incumbent will ensure: Gathering of relevant information for preparation of replies for parliamentary questions. Liaison with internal stakeholders to source articles for publications. Writing of articles and taking of pictures at events for the departmental and institutional newsletters. Dissemination of information to internal stakeholders. Support of internal communication plans. Implementation and adherence to all related policy requirements. Scanning daily newspapers for health related news. Maximum utilisation of available resources both human and material to achieve return on investment. Continuous quality assurance developments. Elementary research on matters relating to activities within the scope of work. Compilation of monthly, quarterly and annual reports for the HR & General Administration.

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

POST: WASTE MANAGEMENT SUPERVISOR REF NO: ECHEALTH/WMS/MRH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: An appropriate Diploma / Bachelor's Degree or equivalent qualification in Waste Management plus 1-3-year experience in a relevant field. Computer literacy. A Driver's license (code EB). Knowledge of PFMA, Procurement, Public Service Regulations, OHS Act and Waste Management and other legislation applicable to the

post. Strong leadership, negotiation, people management, presentation, policy implementation, analytical thinking and problem solving, contract administration skills. Good verbal and written communication skills with respect to interacting with peers. Subordinates, other employees, clients and co-workers in respect of procedural matters and ability to write reports. Proven ability to coordinate, comply and enforce the implementation of policies. Display the willingness to work extended hours. Experience in a Health/ Hospital environment (Medical Waste and domestic waste management).

DUTIES: Policy formulation and implementation, coordinate minor Waste Management Project. Conduct waste management impact assessment and inspections. Assist with waste management audits. Establish, maintain and interpret the waste management database. Provide office administration functions. Conduct and participate in meetings. Analyse information to compile reports according to stakeholder requirements. Oversee and programme Environmental Health Programme for the Institution, Control service programme of external companies in waste management for the institution. Support the institution in strategic goals and objectives. Liaise with colleagues of different ranks with regard to required support from the sub-directorate. Manage staff on the direct and indirect levels in the sub-directorate. Allocate, control and monitor the resources within the sub-directorate. Implement and maintain policies, methods, practices and standards on quality services and legislation. Overall quality control of work in line with Batho Pele Principles. To solve problems of an operational nature. Assist management with advice relating to waste Management Health Services.

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

POST: STATE ACCOUNTANT- PRE-AUDIT REF NO: ECHEALTH/SAPA/NMAH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 with 10 years relevant experience or Degree/National Diploma in Finance/ Accounting or Auditing with 0-2 years' experience. Experience in the application of PFMA, Treasury Regulations and ability to use BAS. Computer literacy which includes reporting software packages. Knowledge and understanding of Division of Revenue Act (DORA), Generally Recognised Accounting Practices (GRAP) and Generally Accepted Accounting Principles (GAAP), BAS & LOGIS. Knowledge in Project Management. Ability to develop and implement turn-around strategies. Knowledge of computerised Public Service Financial Management Systems. Exposure to Persal and LOGIS. Excellent written and verbal communication skills. Self-motivated and willing to work under pressure. Good verbal and written communication skills with respect to interacting with co-workers and clients in respect of procedural matters and the ability to write reports, memos and letters. Experience working at Pre-Audit will be an added advantage.

DUTIES: While reporting to the Assistant Director Nelson Mandela Academic Hospital, the successful incumbent will: ensure adherence and compliance to all applicable financial regulations and legislations. Liaise with internal and external audit reports and address risks identified. Develop and maintain a Risk Management Framework/Plan. Provide effective and efficient support and advisory services to the Complex regarding internal controls. Ensure timeous closure of financial year on BAS. Manage accounts controlling. Report on progress on implementation of effective risk management. Promote communication of key stakeholders. Prepare inputs from the section for the compilation of monthly, quarterly and annual reports.

Enquiries: Ms Calaza - Tel no: 047 502 4320.

POST: LOGISTIC SUPPORT OFFICER: ASSETS MANAGEMENT REF NO. ECHEALTH/LSOAM/NMAH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 with 10 years' experience or Degree/ National Diploma in SCM or relevant qualification with 0-2 years' experience in assets management. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. Sound knowledge of LOGIS system. Skills and Competencies: People management skills; Research and analytical skills; analysis skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills. Computer skills in MS Office software. Ability to motivate people. Drivers license will be an advantage.

DUTIES: Ensure implementation of the Asset Management strategy plans. * Manage resources allocated to Asset Unit. * Develop and monitor controls of assets safeguarding and maintain loss register. * Ensure effective integration and working procedures between asset management function and supply chain management. * Assist with effective management of assets within the institutions according to the Asset Management Strategy and the requirements of PFMA. * Adhere to asset management reporting requirements by preparing, analysis and submission of asset management report utilizing appropriate systems within the Department. Ensure monthly reconciliation of assets registers. * Conduct quarterly and annual asset verification. * Provide facilities and office management services in the Province. * Manage maintenance record of facilities equipment. Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorized, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Supervise subordinate staff and support GFMS planning processes.

Enquiries: Ms Calaza - Tel no: 047 502 4320.

POST: LOGISTIC SUPPORT OFFICER: WAREHOUSE MANAGEMENT REF NO. ECHEALTH/LSOW/NMAH/02/01/2018

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 with 10 years' experience or Degree/ National Diploma in SCM or relevant qualification with 0-2 years' experience in assets management. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. Sound knowledge of LOGIS system. Skills and Competencies: People management skills; Research and analytical skills; analysis skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills. Computer skills in MS Office software. Ability to motivate people. Drivers license will be an advantage.

DUTIES: Optimise the continuous availability of stock to meet demand. Define, set and monitor stock flow models and integrate with Supply Chain and cross-functional teams. Ensure proper record keep of stock by constant use of the relevant financial systems, e.g. LOGIS. Set, monitor and deliver inventory plans and achieve all inventory targets (service levels, stock, cover, focus accuracy, availability).

Enquiries: Ms Calaza - Tel no: 047 502 4320.

POST: PERSONAL ASSISTANT: CHIEF EXECUTIVE OFFICER REF NO. ECHEALTH/PA-CEO/NMAH/02/01/2018

SALARY: R 226 611- R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Diploma in Office Administration or relevant qualification with 1-2 years' experience. Excellent writing and reporting skills, Good communication verbal and non-verbal, organisational skills, Sound interpersonal skills and high levels of reliability, Knowledge and understanding of the PFMA, and other relevant legislation and regulations that govern Public Service, Ability to work under pressure and meet strict deadlines, Attention to details, Computer proficiency, Customer service, Planning, organizing and Control, Problem solving skill, Team work, Professional conduct, Stress tolerance, Self-management, Work ethics, Integrity and Honesty, A valid driver's license and willingness to travel. Applicant must be willing to work irregular hours.

DUTIES : Monitor and co-ordinate manager's diary, Screen all telephone calls, enquiries and requests for appointments, Make appointments and verify correctness of arrangements concerning venues, time, participants, Ensure manager has all relevant documentation and background information when attending meetings, workshop, conferences, and when travelling, Ensure that the manager's office is always staffed during office hours, telephones answered an enquiries dealt with expeditiously, Handle day to day tasks, as requested by the manager, Ensure effective liaison and good relationship between the manager's office and management, staff, other government department and the public, Project appropriate image of the manager's office, Plan, manage, implement, monitor and support the activities of the manager, Ensure success and timeous completion of all projects/tasks/activities, Take responsibility for

the smooth running of the office of the manager, Ensure accurate filing of all mail and documentation. Provide secretariat support to the management structures linked to the office.
Enquiries: Ms Calaza - Tel no: 047 502 4320.

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/ORTDO/02/01/2018

SALARY: R 226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, District Office

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

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

POST: STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO. ECHEALTH/SASA/NMAH/02/01//2018 (3 Posts)

SALARY: R226 611 – R266 943 per annum (Level 7)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 with 10 years relevant experience or Degree/National Diploma in Accounting/Financial management or relevant qualification with 0-2 years' experience. Computer literacy (MS Excel). Knowledge of and experience in PERSAL and a Government financial system. Sound interpersonal, communication and problem solving skills. Ability to meet deadlines and accept responsibility.

DUTIES : The incumbent will be responsible to capture PERSAL deductions, allowances and all salary related transactions. Administrate, reconcile and maintain salary ledger accounts. Distribute salary advices and salary reports as well as subsequent follow-up. Reconcile salary records and distribute monthly statements. Pay periodical workers and fuel claims pertaining to subsidised or privately owned vehicles. Administrate leave without pay, service terminations, and transfers to and from the Department and new appointments. Handle Tax related matters and salary related enquiries. NOTE Candidates will be tested on their knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999), Treasury Regulations, PERSAL and accounting principles. Competencies: A good understanding and application of National, Provincial and Departmental policies, prescripts and practices regarding financial matters, especially the PFMA; Working knowledge of Accounting Systems; Good communication (written and verbal) and report writing skills; Proven computer literacy in MS Office; Record keeping and report writing skills.

POST: ARTISAN GRADE A REF NO. ECHEALTH/ART/CH/02/01/2018 (3 Posts)

SALARY: R167 778 – R186 207 per annum OSD)

CENTRE: OR Tambo District, Canzibe Hospital

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

DUTIES: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing

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

Enquiries: Ms Solwandle – Tel: 0824207172.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/KSD -BC/02/01/2018

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

CENTRE: KSD Sub-district, Bumbane Clinic

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

Enquiries: Ms O Gcagca Tel no : 047 531 0823.

POST: FINANCIAL CLERK REF NO. ECHEALTH/FC/CH/02/01/2018

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

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years appropriate experience. Knowledge of 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: Knowledge of LOGIS. Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filing of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

Enquiries: Ms Solwandle – Tel: 0824207172.

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/CH/02/01/2018 (2 Posts)

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

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience in Human Resources environment. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

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

Enquiries: Ms Solwandle – Tel: 0824207172.

POST: ARTISAN FOREMAN REF NO: ECHEALTH/AF/CH/02/01/2018

SALARY: R267 756 - R306 156 per annum (Level 5)

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: An applicant must be in possession of trade test certificate in mechanical or electrical and with 2-3 years' experience in supervisory level. Valid driver's license is required

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

Enquiries: Ms Solwandle – Tel: 0824207172.

POST: ADMINISTRATION CLERK REF NO.ECHEALTH/AC/FC/02/01/2018

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

CENTRE: OR Tambo District, Flagstaff Clinic

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

POST: ADMINISTRATION CLERK REF NO.ECHEALTH/AC/GC/02/01/2018

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

CENTRE: OR Tambo District, Gengqe Clinic

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

POST: ADMINISTRATION CLERK REF NO.ECHEALTH/AC/HCH/02/01/2018 (2 Posts)

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

CENTRE: OR Tambo District, Holy Cross Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/LV/02/01/2018

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

CENTRE: OR Tambo District, Lusikisiki Village

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MLPC/02/01/2018

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

CENTRE: OR Tambo District, Malepelepe Clinic

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MRH/02/01/2018 (2 Posts)

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

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spread sheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Enquiries: Ms Mkhosi - Tel no: 047 502 4143/4008

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MVC/02/01/2018

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

CENTRE: OR Tambo District, Mvezo Clinic

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/SC/02/01/2018

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

CENTRE: OR Tambo District, Sakhele Clinic

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/TKTKC/02/01/2018

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

CENTRE: OR Tambo District, TikiTiki Clinic

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

POST: ADMIN CLERK HRD REF NO. ECHEALTH/ACHRD/MRH02/01/2018 (2 Posts)

SALARY: R152 862.-R 180 063 per annum (Level 5)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualifications with 2-3 years' experience. Computer Literacy. Post-Matric qualification in Human Resources including short courses. Knowledge of Persal. Knowledge of Skills Development Act and Skills Levies Act. A team player. Experience in training and development. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Good verbal and written communication skills. The ability to write reports, memos and letters. Valid driver's license.

DUTIES: Develop and implement Skills Development Programmes for the Institution. Ensure that skills development programmes comply with the Act. Ensure effective delivery on skills development programmes. Liaise with relevant stakeholders on the programme delivery and enhancement. Establish and maintain partnership with training institutions. Assist hospital staff in quality assurance and self-evaluation. Engage in skills development research. Enquiries: Ms Mkhosi - Tel no: 047 502 4143/4008

POST: ADMIN CLERK – NURSING MANAGER REF NO. ECHEALTH/ACN/MRH02/01/2018

SALARY: R152 862- R180 558 per annum (Level 5)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualifications with 2-5 years' experience .Computer literacy. Post-Matric qualification in Public Administration / Public Management including short courses. Knowledge of elementary clinical and data capturing. A team player. Observation of Batho Pele principles. Good verbal and written communication skills. Sound interpersonal skills

DUTIES: Deliver quality administration services in support of the line function in order to contribute to optimal health care. Render efficient administration services by providing clerical assistance. Maintain filing and keep them neat and updated. File all documents received in appropriate files timeously. Archive the files in accordance with their categories. Trace the required files. Observe the filing regulations. Order and receive stationery and other office items. Writing the memorandum and reports. Keep notice boards neat with relevant and current information. Make copies of documents. Answer telephone and take messages. Maintain the service level agreements between the office and the institutions. Ensure continuous quality assurance in the unit. Adhere to service delivery in line with Batho Pele principles. Enquiries: Ms Mkhosi - Tel no: 047 502 4143/4008

POST: ASSET CLERK REF NO. ECHEALTH/AC/MRH/02/01/2018 (3 Posts)

SALARY: R152 424 – R 180 063 per annum (Level 5)

CENTRE: OR Tambo, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2 -5 years' experience. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.

DUTIES: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Monitor and maintain asset registers. Follow-up on assets lost. Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

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

POST: OPD CLERK REF NO: ECHEALTH/OPDC/MRH/02/01/2018

SALARY: R152 862-R10 063 per annum (Level 5)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 or equivalent with 2-5 years' experience. Computer literacy. Recognised tertiary qualification in administration or management. Relevant short courses in patient records management. Knowledge of administrative prescripts and relevant processes. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Knowledge of DELTA 9 system. Good verbal and written communication skills.

DUTIES: While reporting to the Chief Administration Clerk: Patient Administration, the incumbent will: Be responsible for the delivery of the patient administration services. Maintain service levels agreements concluded with the institutions. Implement continuous quality assurance improvement plan to ensure an acceptable standard of patient administration. Provide maximum utilisation of available resources both human and material to achieve return on investment. Maintain information systems that comply with the needs of the working environment. Participate in performance management and reviews. Communicate continuously with the stakeholders of the institution. Review transactions, documents, records, reports and methods for accuracy and effectiveness. Observe the administrative processes, service standards and guiding prescripts to decrease disasters and risks. Assist manager in preparing reports when required. Advise supervisor/manager on irregularities noticed.

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

POST: PLANINNG, M&E ADMIN CLERK REF NO: ECHEALTH/PM&EAC/MRH/02/01/2018

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

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualifications with 2-5 years' experience. Computer Literacy and relevant experience. Have good communication skills both verbal and written. Knowledge of policies that guide Information Management Systems. Willingness and ability to work under pressure.

DUTIES: Are responsible for data collation, collection and capturing at facility level within agreed time frames with a high standard of accuracy. Identify, resolve or query missing data and errors observed during data entry, electronic checks or manual reviews. Report missing data and errors to the Information Manager. Ensure patients records and files are always properly kept and secured. Do regular back-ups. Distribute data collection tools. Collect input forms from reporting units. Create register for submissions. Do sorting for capturing. Check completeness of the input forms. Consult reporting units for corrections where necessary. Capture data into DHIS. Do data export and import on DHIS. Do filling and back-up.

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

POST: MEDICAL RECORDS CLERK REF NO: ECHEALTH/MRC/MRH/02/01/2018

SALARY: R152 862-R 180 063 per annum (Level 5)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualifications with 2-5 years' experience. Computer literacy. Recognised tertiary qualification in administration or management. Relevant short courses in records management. Knowledge of administrative prescripts and relevant processes. A team player. Service delivery innovation in line with Batho Pele

principles. Sound interpersonal skills. Knowledge of DELTA 9 system. Good verbal and written communication skills. Exposure to writing of reports, memos and letters.

DUTIES: While reporting to the Chief Administration Clerk: Patient Administration, the incumbent will: be responsible for the patient medical records administration services in terms of:- Providing comprehensive patient record filing procedures; filing and archiving patient's records according to registry procedures; ensure that Motor Vehicle Accidents (MVA/Injury on Duty(IOD) Medico legal records are filed in designated filing areas; Pre-booking and preparing patient's records for follow-up visits; Doing patient's records retrievals; Monitoring patient records movements; maintain files. Maintain service level agreements concluded with the institution. Implement continuous quality assurance improvement plan to ensure an acceptable standard of patient administration. Provide maximum utilisation of available resources both human and material to achieve return on investment. Maintain information systems that comply with the needs of the working environment. Participate in performance management and reviews. Attend training identified for staff. Review transactions, documents, records reports and methods for accuracy and effectiveness. Observe the administrative processes, service standard and guiding prescripts to decrease disasters and risks. Assist manager in preparing reports when required. Advise supervisor/ manager on irregularities noticed.

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

POST: WAREHOUSE CLERK REF NO: ECHEALTH/WC/MRH/02/01/2018 (2 Posts)

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

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualifications 2-5 years' experience. Training in LOGIS. Computer literacy which includes reporting software packages. Post-matric qualification. Any qualification in procurement or purchasing management. Relevant short courses in SCM. Knowledge of SCM prescripts and relevant legislations. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Good verbal and written communication skills.

DUTIES: While reporting to the Senior Admin Officer: Asset Management, the successful incumbent will: Ensure that best practice procurement standards for goods and services are obtained economically and efficiently to the best advantage of the department. Ensure adherence to financial delegations. Assist the supervisor in preparing relevant inputs towards monthly reports. Ensure adherence to financial delegations. Manage Inventory registers. Update Asset registers. Report on redundant, obsolete and losses of Inventory. Do stock count of Inventory. Do stock count of Inventory. Compile disposal register. Act as a secretariat of disposal and Loss Control Committee. Ensure that the prescribed provisioning and procurement policies are correctly applied. Observe policy changes from Logistics/Treasurer. Advise supervisor/manager on irregularities noticed.

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

POST: ADMINISTRATION CLERK REF NO.ECHEALTH/AC/BH/02/01/2018 (2 Posts)

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

CENTRE: OR Tambo District, Bambisana Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

update electronic files or information. Continuous updating of information on computer for reporting purposes.
Enquiries: Ms Mkhosi - Tel no: 047 502 4143/4008

POST: FINANCE CLERK: SALARY ADMINISTRATION REF NO. ECHEALTH/FC/SEH/02/01//2018

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: Grade 12 or equivalent qualifications with 2 -5 years' experience in salary administration. Knowledge and experience of the BAS system. Knowledge of departmental policies, knowledge of PFMA and other Financial Management and associated prescripts. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure.

DUTIES : Render financial accounting transactions, Perform salary administration Support Services, Capture all financial transactions (e.g. payments, S&T's, allowances and overtime salary, salary deductions, Garnishee). Check claims for correctness, verification. Compile daily, weekly and monthly statistics; Handle external and internal enquiries, Assist with general office duties. Capturing of all the hospital related allowances on the relevant financial systems (PERSAL and BAS). Recovery of Departmental debt. Distribution of IRP 5 certificates. Distribute pay slips ensure return of original signed payrolls to Head Office and the safekeeping of copies. Update registers for transactions captured on PERSAL and BAS and the filling of all documents. Assist with the audit sampling. Record document and be organized. Reproducing and making copies. Perform other duties as indicated by the manager.

Enquiries: Mr M Nozaza - Tel no: 039 253 5012

POST: FINANCIAL CLERK REF NO. ECHEALTH/FC/NMAH/02/01/2018 (6 Posts)

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

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years appropriate experience. Knowledge of 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: Knowledge of LOGIS. Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

Enquiries: Ms Calaza - Tel no: 047 502 4320.

POST: FINANCIAL CLERK (SALARY ADMINISTRATION) REF NO. ECHEALTH/ACSA/NMAH/02/01//2018 (6 Posts)

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 or equivalent qualifications with 2-5 years' experience in salary administration. Knowledge and experience of the PERSAL and BAS system. Knowledge of departmental policies, knowledge of PFMA and other Financial Management and associated prescripts. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure.

DUTIES : Render financial accounting transactions, Perform salary administration Support Services, Capture all financial transactions (e.g. payments, S&T's, allowances and overtime salary, salary deductions, Garnishee). Check claims for correctness, verification. Compile daily, weekly and monthly statistics; Handle external and internal enquiries, Assist with general office duties. Capturing of all the hospital related allowances on the relevant financial systems

(PERSAL and BAS). Recovery of Departmental debt. Distribution of IRP 5 certificates. Distribute pay slips ensure return of original signed payrolls to Head Office and the safekeeping of copies. Update registers for transactions captured on PERSAL and BAS and the filling of all documents. Assist with the audit sampling. Record document and be organized. Reproducing and making copies. Perform other duties as indicated by the manager.
Enquiries: Ms Calaza - Tel no: 047 502 4320.

POST: PROVISIONING ADMIN CLERK REF NO. ECHEALTH/PAC/MPD/02/01/2018

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

CENTRE: OR Tambo District, Mthatha Pharmaceutical Depot

REQUIREMENTS: Grade 12 or equivalent qualifications with 2-5 years' experience in Pharmacy Warehouse. Tertiary qualifications will be an added advantage. Knowledge of the Public Finance Management Act (PFMA), Medsas, SOP's. Knowledge of Good warehouse Pharmacy practice will be an added advantage, Computer Literacy (Proof must be attached), Communication Skills, Interpersonal Skills and numerical skills.

DUTIES: Issuing of stock for Institutions. Verify issued stock against the issue voucher. Receiving stock from supplies. Packing of stock according to stock management principles. Liaise with the warehousing in terms of any discrepancies or stock shortage. Filling of issue vouchers according to the dates and months. Participate on stock taking (Half and Yearly stock take).

Enquiries: Mr M Diko Tel no 047 532 5536

POST: REGISTRY CLERK SENIOR REF NO. ECHEALTH/RCS/MPD/02/01/2018

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

CENTRE: OR Tambo District, Mthatha Pharmaceutical Depot

REQUIREMENTS: Grade 12 or equivalent qualifications with 2 -5 years' experience. Knowledge of Batho Pele Principles, Public Service Act. Maintain human resources filling system as per the directives of the archives and management Prescripts. Maintain human resources file plan in line with NMIR. Sort and prepare documents for disposal processes in line with the relevant prescript. Perform administrative duties.

DUTIES: Provide Registry counter services. Render an effective filling and record management services. Operate office machines in relation to registry function. Capture information from forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain Organisational charts and records.

Enquiries: Mr M Diko Tel no 047 532 5536

POST: SUPPLY CHAIN CLERK REF NO.ECHEALTH/SCC/NMAH/02/01/2018 (3 Posts)

SALARY: R 152 862 – R 180 063 per annum (Level 5)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 or equivalent qualifications with 2-5 years' experience. Knowledge and experience of the BAS system. Knowledge of departmental policies, knowledge of PFMA and other Financial Management and associated prescripts. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure.

DUTIES : Update registers for transactions captured on BAS and the filling of all documents. Assist with the audit sampling. Record document and be organized. Reproducing and making copies. Perform other duties as indicated by the manager. Collection of revenue and billing of patients. Perform other duties as indicated by the manager. Assist the patient administration and case managers in revenue generation. Deal with cash.

Enquiries: Ms Calaza - Tel no: 047 502 4320.

POST: PROVISIONING ADMIN CLERK REF NO: ECHEALTH/SCC/FRONTH/02/01/2018

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

CENTRE: OR Tambo District, Canzibe Hospital

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

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

Enquiries: Ms Solwandle – Tel: 0824207172.

POST: PROVISIONING ADMIN CLERK REF NO: ECHEALTH/PAC/MPD/02/01/2018

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

CENTRE: OR Tambo District, Mthatha Pharmaceutical Depot

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.

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

Enquiries: Mr M Diko Tel no 047 532 5536

POST: DATA CAPTURER REF NO. ECHEALTH/DC/KSD-BC/02/01/2018 (2 Posts)

SALARY: R127 851 - R150 606 per annum (Level 4)

CENTRE: KSD Sub-District – Bumbane Clinic

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

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

Enquiries: Ms O Gcagca Tel no 047 531 0823.

POST: FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/FSS/HCH/02/01/2018

SALARY: R127 851 - R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: Grade 12 or equivalent with 0-2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

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

Enquiries: Ms Solwandle – Tel: 0824207172.

POST: HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/CH/02/01/2018

SALARY: R127 851– R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: Grade 12 or equivalent with 0-2 years' experience. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

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

Enquiries: Ms Solwandle – Tel: 0824207172.

POST: MORTUARY ATTENDANT REF NO: ECHEALTH/MA/CH/02/01/2018

SALARY: R127 851- R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: Grade 12 or equivalent. 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 Solwandle – Tel: 0824207172.

POST: LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/CH/02/01/2018

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: Grade 12 or equivalent with 0-2 years' experience. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

DUTIES: To manage laundry services and laundry related work in a health institution hereby contributing towards optimal health care. Plan and organise housekeeping operations. Set and record performance measures and standards for the unit functions. Identify training shortcoming of subordinates and arrange necessary skills development. Monitor and manage financial expenditure relating to services rendered by housekeeping. Develop and maintain an inventory control system. Evaluate levels of service delivery and institute corrective action where required. Provide regular feedback to health institution management. Identify alternative methods of service delivery and continuously stimulate the minds of subordinates to innovation and creativity.

Enquiries: Ms Solwandle – Tel no 0824207172.

POST: CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/CH/02/01/2018 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Canzibe Hospital

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

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

Enquiries: Ms Solwandle Tel no 0824207172

POST: LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/DMMH/02/01/2018

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE; OR Tambo District, Dr Malizo Mpehle Hospital

REQUIREMENTS: Grade 12 or equivalent with 0-2 years' experience. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

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:

POST: DATA CAPTURER REF NO. ECHEALTH/DC/FC/02/01/2018 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Flagstaff Clinic

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

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and

consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

POST: DATA CAPTURER REF NO. ECHEALTH/DC/GC/02/01/2018 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Gengqe Clinic

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

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

Enquiries:

POST: DATA CAPTURER REF NO. ECHEALTH/DC/CC/02/01/2018

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District (Nyandeni Sub- District), Cwecweni Clinic

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

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

Enquiries:

POST: FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/FSS/HCH/02/01/2018

SALARY: R127 851 - R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Holy Cross Hospital

REQUIREMENTS: Grade 12 or equivalent with 0-2 years' experience. Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES: Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production,

portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

POST: DATA CAPTURER REF NO. ECHEALTH/DC/FC/02/01/2018 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Lusikisiki Village

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

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

POST: DATA CAPTURER REF NO. ECHEALTH/DC/MLPC/02/01/2018 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Malepelepe Clinic

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

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

POST: DATA CAPTURER REF NO. ECHEALTH/DC/MVC/02/01/2018 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Mvezo Clinic

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

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

POST: DATA CAPTURER REF NO. ECHEALTH/DC/SC/02/01/2018 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Sakhele Clinic

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

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

POST; CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/SLH/02/01/2018 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, St Lucy's Hospital

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

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

Enquiries: Ms Mayikana – Tel no: 047 532 6259

POST: ARTISAN FOREMAN REF NO. ECHEALTH/AF/SLH /02/01/2018

SALARY: R 267 756 – R306 156 per annum (OSD)

CENTRE: OR Tambo, St Lucy's Hospital

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

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

Enquiries: Ms Mayikana – Tel no: 047 532 6259

POST: DATA CAPTURER REF NO. ECHEALTH/DC/TKTKC/02/01/2018 (2 Posts)

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, TikiTiki Clinic

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

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

POST: HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/MRH/02/01/2018

SALARY: R127 851– R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualifications with 0-2 years' experience. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

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

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

POST: MORTUARY ATTENDANT REF NO: ECHEALTH/MA/MRH/02/01/2018

SALARY: R127 851- R150 606 per annum (Level 4)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualifications. 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 Mkhosi - Tel no: 047 502 4143/4008

POST: CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/SEH/02/01/2018

SALARY: R127 851 – R150 606 per annum (Level 4)

CENTRE: OR Tambo District, St Elizabeth Hospital

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

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

Enquiries: Mr M Nozaza - Tel no: 039 253 5012

POST: STORE ASSISTANT REF NO: ECHEALTH/SA/MRH/02/01/2018 (4 Posts)

SALARY: R107 886 - R127 086 per annum (Level 3)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Abet level 4/ Grade 10 or equivalent qualifications, Literacy skills and Numeracy skills.

DUTIES: Keep the warehouse clean (cleaning of shelves, floors). Receiving of stock from suppliers (packing of stock on shelves, load and off load of stock, assist in counting of received stock, make copies of partial delivery orders. Enquiries: Ms Mkhosi - Tel no: 047 502 4143/4008

POST: SENIOR TRADE LABOURER REF NO. ECHEALTH/STL/SEH/1/08/2017

SALARY: R107 886 - R127 086 per annum (Level 3)

CENTRE: OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: ABET/ Grade 10 or equivalent. 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 carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such painting, repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms. Enquiries: Mr M Nozaza - Tel no: 039 253 5012

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/MRH/02/01/2018 (3 Posts)

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

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Abet or grade 10 or equivalent with 0-2 years' 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. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service. Enquiries: Ms Mkhosi - Tel no: 047 502 4143/4008

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/CH/02/01/2018 (2 Posts)

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

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: Abet level / Grade 10 or equivalent. 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: Ms Solwandle – Tel: 0824207172.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/MLPC/02/01/2018

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

CENTRE: OR Tambo District, Malepelepe Clinic

REQUIREMENTS: Abet level / Grade 10. Grade 12 or equivalent. 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.

POST: HOUSEHOLD WORKER REF NO: ECHEALTH/HHW/SLH/02/01/2018 (2 Posts)

SALARY: R 90 234 –R 106 290 per annum (Level 2)

CENTRE: OR Tambo District, St Lucy's Hospital

REQUIREMENTS: ABET OR Grade 10 or equivalent with 0-2 years' experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

DUTIES: Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

Enquiries: Ms Mayikana – Tel no: 047 532 6259

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MRH/02/01/2018 (5 Posts)

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

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Abet or Grade 10 or equivalent. 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 Mkhosi - Tel no: 047 502 4143/4008

POST: GENERAL WORKER REF NO. ECHEALTH/GW/TKTKC/02/01/2018

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

CENTRE: OR Tambo District, TikiTiki Clinic

REQUIREMENTS: Abet or Grade 10 or equivalent. 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.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/HCH/02/01/2018 (2 Posts)

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

CENTRE: OR Tambo District, Holy Cross Hospital

REQUIREMENTS: Abet or Grade 10 or equivalent. 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.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/HCH/02/01/2018

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

CENTRE: OR Tambo District, Holy Cross Hospital

REQUIREMENTS: Abet level / Grade 10 or equivalent. 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.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/CH/02/01/2018 (5 Posts)

SALARY: R90234-R106 290 per annum (Level 2)

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: Grade 10 or ABET or equivalent. 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 Solwandle – Tel: 0824207172.

POST: PORTER REF NO: ECHEALTH/POR/KSD/02/01/2018

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

CENTRE: OR Tambo District, KSD Sub District

REQUIREMENTS: Grade10/abet or equivalent. 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.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/KSD-BC/02/01/2018

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

CENTRE: KSD Sub-District – Bumbane Clinic

REQUIREMENTS: Abet or Grade 10 or equivalent. 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 O Gcagca Tel no 047 531 0823.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/KSD-BC/02/01/2018-

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

CENTRE: KSD Sub-District – Bumbane Clinic

REQUIREMENTS: Abet level / Grade 10 or equivalent. 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: Ms O Gcagca Tel no 047 531 0823.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MLPC/02/01/2018

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

CENTRE: OR Tambo District, Malepelepe Clinic

REQUIREMENTS: Abet or Grade 10 or equivalent. 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.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/TKTKC/02/01/2018

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

CENTRE: OR Tambo District, TikiTiki Clinic

REQUIREMENTS: Abet level / Grade 10 or equivalent. 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.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/CH/02/01/2018 (6 Posts)

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

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: Abet or grade 10 or equivalent with 0-2 years' 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. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

Enquiries: Ms Solwandle – Tel: 0824207172.

POST: PORTER REF NO: ECHEALTH/POR/MRH/02/01/2018 (10 Posts)

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

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade10 or Abet or equivalent with 0-2 years' experience. 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 Mkhosi - Tel no: 047 502 4143/4008

POST: PORTER REF NO: ECHEALTH/POR/SEH/02/01/2018 (2 Posts)

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

CENTRE: OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: Grade10/abet or equivalent with 0-2 years' experience. 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: Mr M Nozaza - Tel no: 039 253 5012

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SC/02/01/2018

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

CENTRE: OR Tambo District, Sakhele Clinic

REQUIREMENTS: Abet or Grade 10 or equivalent. 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.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SEH/02/01/2018 (2 Posts)

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

CENTRE: OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: Abet or Grade 10 or equivalent. 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: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/SC/02/01/2018

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

CENTRE: OR Tambo District, Sakhele Clinic

REQUIREMENTS: Abet level / Grade 10 or equivalent. 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.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/STEH/02/01/2018

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

CENTRE: OR Tambo District, St Elizabeth

REQUIREMENTS: Abet or Grade 10 or equivalent. 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/MVC/02/01/2018

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

CENTRE: OR Tambo District, Mvezo Clinic

REQUIREMENTS: Abet or Grade 10 or equivalent. 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.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/MVC/02/01/2018

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

CENTRE: OR Tambo District, Mvezo Clinic

REQUIREMENTS: Abet level / Grade 10 or equivalent. 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.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/ZH/02/01/2018

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

CENTRE: OR Tambo District, Zithulele Hospital

REQUIREMENTS: Abet or grade 10 or equivalent with 0-2 years' 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. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NKH/02/01/2018 (2 Posts)

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

CENTRE: OR Tambo District, Nessie Knight Hospital

REQUIREMENTS: Abet or Grade 10 or equivalent. 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.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SBH/02/01/2018

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

CENTRE: OR Tambo District, St Barnabas Hospital

REQUIREMENTS: Abet or Grade 10 or equivalent. 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.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/WC/02/01/2018

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

CENTRE: OR Tambo District, Wilo Clinic

REQUIREMENTS: Abet or Grade 10 or equivalent. 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.

POST: GENERAL WORKER

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

CENTRE: Mhlontlo Sub-district, Tsilitwa Clinic **REF NO. ECHEALTH/GW/CC/02/01/2018**, Lotana Clinic **REF NO. ECHEALTH/GW/TFC/02/01/2018** Mhlontlo Sub-district, Tsolo CHS **REF NO. ECHEALTH/GW/TC/02/01/2018**

REQUIREMENTS: Abet or Grade 10 or equivalent. 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 Dudu – Tel no 078 722 8301

POST: FOOD SERVICE AID REF NO.ECHEALTH/ FSA/MRH/02/01/2018 (2 POSTS)

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

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 10 or Abet or equivalent qualifications with 0-2 years' experience. Knowledge of Food Service & 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 safety and hygienic environment: Collect used cutlery and crockery from wards and other services area. 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 unsafely situation to the supervisor.

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

POST: HOUSEHOLD WORKER REF NO: ECHEALTH/HHW/MRH/02/01/2018 (2 Posts)

SALARY: R 90 234 –R 106 290 per annum (Level 2)

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: ABET OR Grade 10 or equivalent qualifications with 0-2 years' experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

DUTIES: Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required

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

POST: FOOD SERVICE AID REF NO: ECHEALTH/FSA/SEH/02/01/2018 (3 Posts)

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

CENTRE: OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: Grade 10 or Abet or equivalent qualifications with 0-2 years' experience. Knowledge of Food Service & 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 safety and hygienic environment: Collect used cutlery and crockery from wards and other services area. 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 unsafely situation to the supervisor.

Enquiries: Mr M Nozaza - Tel no: 039 253 5012

POST: GENERAL WORKER REF NO. ECHEALTH/GW/DMMH/02/01/2018

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

CENTRE: OR Tambo District, Dr Malizo Mpehle Hospital

REQUIREMENTS: Abet or Grade 10 or equivalent. 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.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/DMMH/02/01/2018

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

CENTRE: OR Tambo District, Dr Malizo Mpehle Hospital

REQUIREMENTS: Abet level / Grade 10 or equivalent. 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.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LW/DMMH/02/01/2018

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

CENTRE: OR Tambo District, Dr Malizo Mpehle Hospital

REQUIREMENTS: Abet or grade 10 or equivalent qualifications with 0-2 years' 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. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FC/02/01/2018

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

CENTRE: OR Tambo District, Flagstaff Clinic

REQUIREMENTS: Abet or Grade 10 or equivalent. 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.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/FC/02/01/2018

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

CENTRE: OR Tambo District, Flagstaff Clinic

REQUIREMENTS: Abet level / Grade 10 or equivalent. 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.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/GC/02/01/2018

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

CENTRE: OR Tambo District, Gengqe Clinic

REQUIREMENTS: Abet or Grade 10 or equivalent. 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.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/GC/02/01/2018

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

CENTRE: OR Tambo District, Gengqe Clinic

REQUIREMENTS: Abet/ Grade 10 or equivalent. 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.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SLH/02/01/2018 (4 Posts)

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

CENTRE: OR Tambo District, St Lucy's Hospital

REQUIREMENTS: Abet or Grade 10 or equivalent. 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 Mayikana – Tel no: 047 532 6259

POST: GENERAL WORKER REF NO. ECHEALTH/GW/LV/02/01/2018

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

CENTRE: Tambo District, Lusikisiki Village Clinic

REQUIREMENTS: Abet or Grade 10 or equivalent. 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.

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/LV/02/01/2018

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

CENTRE: OR Tambo District, Lusikisiki Village Clinic

REQUIREMENTS: Abet level / Grade 10 or equivalent. 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.