



Province of the
EASTERN CAPE
DEPARTMENT OF HEALTH

CLOSING DATE: 22 JUNE 2018 - (ADVERT IS VALID FOR A PERIOD OF SIX (6) MONTHS UP TO 21 DECEMBER 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 Personnel Suitability checks will be conducted on 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. People with disabilities are encouraged to apply for these posts.

ADDITIONAL NOTE: The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:

Bisho Head Office - Post to: Private Bag X0038, Bisho, 5605 or Hand delivered at Global Life Building, Independence Avenue, Bisho, 5605. Enquiries: Ms S Lamani Tel: 040 608 9526.

Taylor Bequest Hospital (Matatiele) - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, MATATIELE, 4730. Enquiries: Mr Kholiso Tel no 039 737 3107.

Greenville Hospital - Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, BIZANA, 4800, Enquiries: Mr Bango Tel no 039 251 3009.

Madzikane Ka Zulu Memorial Hospital - Post to: HR Office, P/Bag X9003, Mount Frere, 5090. Enquiries: Mr Sigola Tel: 039 255 8200 / 11/ 12.

Mount Ayliff Hospital - Post to: HR Office, P/Bag X504, Mount Ayliff Hospital, 4735 or Hand Delivery No .8 Ntsizwa Street mount Aliff 4735 Enquiries: Mrs Pencil Tel: 0392540236.

Umzimvubu Sub District Office - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X531, BIZANA 4800 Enquiries: Ms D.N Mdanyana – Tel no 039 727 2090

Sakhisizwe Sub-District - Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, CALA 5455
Enquiries: Ms B Mtsi – TEL NO: 047-8770931.

Glen Grey Hospital - 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.

Cala Hospital - 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

Mjanyana Hospital - Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, IDUTYWA, 5000.
Enquiries: Ms SS Naku Tel no 047 874 8000.

Frontier Regional Hospital - 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 045 808 4272.

Cofimvaba Hospital - Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380.
Enquiries: Ms A Mbana – Tel no 047 874 0111.

Elliot Hospital - 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 045 931 1321.

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

Ngcobo Sub-District - 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
5480022/34/0738199730.

Cradock Hospital - Post to: Human Resource Office, Cradock Hospital, Private bag X55, CRADOCK, 5460 or hand
delivery to Cradock Hospital, 5880. Enquires: Ms F Danster – Tel no 048 881 2123.

Taylor Bequest Hospital (Mount Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher),
Private Bag X1129, MOUNT FLETCHER, 4770, Enquiries: Ms Ngwabeni – Tel no: 039 257 0099.

Aliwal North Hospital - 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.

Burgersdorp Hospital - 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.

Maclear Hospital - 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 1028.

Cloete Joubert Hospital - Post to: Human Resource Office, No 1 Voortrekker Road, P/Bag X7, Barkly East, 9786 or
Hand deliver at the HR Office, Cloete Joubert Hospital. Enquiries: Mr Z.O Mgeyi – Tel no: 045 971 0091.

Uitenhage Provincial Hospital - Post to: The Human Resource Office, Uitenhage Provincial Hospital P/Bag X36,
Uitenhage, 6230 or Channer Street 6230, Levyvale. Enquires: Mr P Oosthuizen Tel no 041 995 1129.

Empilweni TB Hospital - Post to: Human Resource Office, Empilweni TB Hospital, Private bag X6060, PORT
ELIZABETH, 6200 or hand delivery to NO1 Mati Road, New Brighton, PORT ELIZABETH, 6200. Enquiries: Ms B
Bomela Tel no 041 406 7606/36.

Orsmond TB Hospital - Post to: Human Resource Office, Orsmond TB Hospital, P.O. Box 246, UITENHAGE, 6320 or
hand delivered to Human Resource Office, 1 John Dissel Drive, Allanridge, UITENHAGE. Enquiries Mrs C Bekker Tel:
041-988 1111.

Livingstone Tertiary Hospital - Post to: The Human Resource Office, Livingstone Hospital, Private Bag x Korsten, Port
Elizabeth, 6020. Enquires Ms Mjindi Tel: 041 405 9111.

PE Pharmaceutical Depot - Post to: HR Office PE Pharmaceutical Depot Private Bag x6033 Struandale Port Elizabeth 6000 or hand deliver to: HR Office PE Pharmaceutical Depot 1104 Struanway Road Struandale Port Elizabeth 6000 Enquiries: Ms U Xwayi Tel: 041 406 9831.

St Lucy's Hospital - Post to: Human Resource Office, St Lucy's Hospital, P.O St Cuphberts, TSOLO, 5171. Enquiries: Ms Mayikana TEL NO: 047 532 6259.

Isilimela Hospital Post to: Human Resource Office, Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel: 047 564 2805.

Mhlontlo Sub-District -Post to: HR Office, Mhlontlo Sub-District, P/bag X421, Qumbu, 5180 or Hand deliver at 80 Main Street opposite Traffic department. Enquiries: Ms N Tlali Tel.: 047 553 0585/078 722 8301.

Holy Cross Hospital - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, FLAGSTAFF, 4810 Enquiries: Ms Z Nompandana - TEL NO:039 252 2026/8.

OR Tambo Health District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, MTHATHA 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel no 047 502 9000

Dr Malizo Mpehle Memorial Hospital - Post to: Human Resource Office, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, TSOLO, 5170, Enquiries: Ms NM Makalima - TEL NO: 047-542-6300.

Nelson Mandela Academic Hospital - 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.

Nyandeni Sub-District - Post to: Human Resource Office, Nyandeni LSA, P. O. Box 208, Libode, 5160, or Hand Deliver to: Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Mr Makhohliso – Tel no: 072 327 9029.

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

Sunday's Valley Hospital - Post to: Human Resource Office, Sunday's Valley Hospital, P.O Box 68. Kirkwood. 6120 or Hand deliver at Sunday's Valley Hospital, Kirkwood. Enquiries: Ms T.Fekema Tel no 042 2300 406/432/567.

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

Nompumelelo Hospital - Post to: Nompumelelo hospital: Private Bag x13, Peddie 5640, Enquiries: Ms. NG Tsako Tel no 040 673 3321.

Thafalofefe Hospital: Post to: Human Resource Office, Private Bag x3024 Centene 4980, Enquiries: Ms V. Motebele Tel no 047 498 0026.

Mnquma Sub-district – Post to: Human Resource Office, 15 Old hospital Road Ext. 7 Butterworth 4960, Enquiries Ms. N. Tengwa Tel no 047491 0740.

SS Gida Hospital - Post to: Human Resource Office, S.S. Gida hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: N. E Fumanisa Tel no 040- 658 0043.

Amathole District Office - Post to: Amathole District Office: Private Bag X 002, Southernwood, East London Or Hand Delivered 19 St James Road, Medical Centre Building Southernwood, East London 5200: Enquiries: Ms. Bonase / Ms. N. Nene Tel no 043 707 6748 /49.

Winterberg Hospital - Post to: Human Resource Office, Winterberg Hospital Alice Road 69, Fort Beaufort, 5720. Enquires: Ms Z Maneli Tel no 046 645 1142.

Madwaleni Hospital- Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr Fenguza Tel no: 047 573 8900/1/2.

Bedford Hospital - 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.

Mbhashe Sub District, Post to: Human Resource Section, to Mbhashe 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.

Lilitha College of Nursing - 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.

Amahlathi Sub-District - Post to: Human Resources Office Amahlathi Sub-District Private Bag X 7425 King Williamstown 5600 or Hand Delivery Amahlathi Sub District 01 Bridge Street West Bank King Williamstown 5600 Enquiries Ms B Mngxe Tel: 043 6434775/6.

Willowmore Hospital - Post to: HR Office, Willowmore Hospital Private Bag x239 Willowmore 6445 or hand deliver to: HR Office Willowmore Hospital 25 Knysna Street Willowmore 6445 Enquires: Ms Magingxa Tel no 044 923 1127.

Marjorie Parrish TB Hospital – Post to: The Human Resource Office, Marjorie Parrish TB Hospital, Private Bag X154, Port Alfred, 6170 Enquiries Mrs M Jones Tel no 046 624 5306/7/8.

Aberdeen Hospital – Human Resource Office, PO Box 172, Aberdeen, 6270 or hand deliver to: Human Resource Office, Aberdeen Hospital, 35 Hope Street, Aberdeen, 6270. Enquiries: Mr S Magxiva Tel no 049 846 0497.

Makana Sub-District - Post to: The Human Resource Office, Makana Sub District Office, Private Bag X1023, Grahamstown, 6140 or Hand Deliver at Makana Sub- District Office, 49 Beaufort Street, Grahamstown, 6140. Enquires: Mr Qalani Tel: 046 622 4901

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane 4980. Enquiries: Ms V. Motabele –Tel no 047 498 0026.

Butterworth Hospital - Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquiries: Ms P Mtshehla Tel no: 047 401 9000

Midlands Hospital - Post to: Human Resource Office, Midlands Hospital, 1 Albertynn Street, Private Bag X696, GraaffReinet, 6280. Enquiries: Mr. A Mabombo -Tel: 049 807 7737/7711.

Temba TB Hospital - Post to: HR Office, Temba TB Hospital PO Box 20 Grahamstown 6140 or hand deliver to: HR Office, Temba TB Hospital 36A Street Fingo Village Grahamstown 6140 Enquiries: Mr Ntspe Tel no 046 622 3524.

Applications for Camdeboo Sub-District & Margery Parkes TB Hospital be forwarded to – Post to: Human Resource Office, PO Box 13 Graaff Reinet, 6280 or hand deliver to: Human Resource Office, Margery Parkes TB Hospital, Bree Street, Santa Ville, Graaff Reinet, 6280. Enquiries: Ms Buyiselo Tel no 049 893 0031.

Jose Pearson TB Hospital – Post to: Human Resource Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6015 or hand deliver to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp., Port Elizabeth 6015 Enquiries: Ms N Klassen Tel no 041 372 8000.

Fort Beaufort Hospital – Post to: Human Resource Office, Fort Beaufort Hospital Private Bag x226, Fort Beaufort, 5720 or hand deliver to: Human Resource Office, Fort Beaufort Hospital 6 Bell Street, Fort Beaufort , 5720. Enquiries: Mr Zetu Tel no 046 645 1111

Victoria Hospital - Post to: HR Office, Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, LUSIKISIK, 4820. Enquiries: Mr M Nozaza - TEL NO: 039 253 5012.

Frere Tertiary Hospital - 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, P/Bag X0038,

Grey Hospital - 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.

Cecilia Makiwane Regional Hospital - Post to: Cecilia Makiwane Hospital , P/Bag X001, Mdantsane, East London, 5225
or Hand Deliver to Human Resource Office, Cecilia Makiwane Hospital, Billie Road, Mdantsane, East London, Enquiries: Ms P Mncontso-Tel: 043 708 2118.

Nkqubela TB Hospital Post to: HR Office, Nkqubela TB Hospital, PO Box x 9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Langeni 043 761 2131.

Dora Nginza Hospital - 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.

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, 5 Downing Street, Port Elizabeth 6001. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.

Nelson Mandela Health District – Post to: HR Office, Nelson Mandela Health District, Private Bag x28000 Greenarces Port Elizabeth or hand deliver to Registry Office Nelson Mandela Health District Office (Old Walton Building) Conningham Street Parson Hill Port Elizabeth. Enquiries: Ms P Makuluma Tel no 041 391 8164.

Buffalo City Metro Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200.
Hand Deliver to: Buffalo City Metro, Human Resource Office, 64 Terminus Street, Old Standard Bank Building, East London 5200. Enquires: Ms Hlulani Tel. No. 043 7433 006/057.

Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Springs, Aliwal North, 9750 or Hand deliver at the HR Office, Joe Gqabi District Office. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629.

OR Tambo District Office - Post to: HR Office, OR Tambo Health District, Private Bag x5005, Mthatha 5099 or Hand deliver to: Human Resource Office, OR Tambo Health District, 9th Floor Botha Sigcau Building Mthatha. Enquiries: Mr SS Stuma Tel no: 047 502 9016.

Alfred Nzo District Office - Post to: Human Resource Office, Alfred Nzo District Office, Private Bag X 3515, Kokstad, 4700: Enquiries Mr K Praitel Tel no 039 797 6070.

Humansdorp Hospital - Post to: Humansdorp Hospital, Private Bag X536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block) 1 Du Plessis Street, Humansdorp Hospital Next to Nico Malan High School Humansdorp Enquiries: Ms Barnard Tel no 042 200 4279/282.

Port Alfred Hospital - 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 Raco Tel no 046 604 4000.

KSD Sub-District Office - Post to: HR Office KSD Sub-District, Private Bag X5005, Mthatha 5099 or hand deliver to: HR Office, KSD Sub-District Office, 7th Floor Room 19, Botha Sigcau Building, Mthatha, 5099, Enquiries: Ms O Gcagca – Tel no 047 531 0823.

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

POST: DEPUTY DIRECTOR: ICT SERVICES: REF NO. ECHEALTH/DD/ICT/HO/02/05/2018

SALARY: R657 558 – R774 576 per annum (Level 11)

CENTRE: Bisho, Head Office

REQUIREMENTS: A Bachelor's Degree/National Diploma in Information Communication Technology. 5 years' experience working experience of which 3 years should be as Assistant Director in the ICT field . A valid driver's license as well as willingness to travel and work extended hours. Sound knowledge and understanding of the following: The Public Finance Management Act, 1990 (Act 1 of 1999) (PFMA), Treasury Regulations, The Promotion to Access to Information Act, 2000 (Act 2 of 2000) (PAIA), ITIL and Cobit Frameworks, Minimum information Security Standards (MISS), E-Health Strategy, Good corporate governance principles Telecommunication Services and Product Offerings. Specific knowledge of the following: Procurement of complex ICT systems at the enterprise level. Basic maintenance and system administration of Microsoft Enterprise Systems such as AD, Exchange and Share Point etc. and a virtualised server environment (VM Ware and Hyper V). Telephony and voice systems (Microsoft Skype for Business), Application of IT recognised management frameworks (e.g. ITIL, COBIT). Basic labour and ICT legislation. IT Trends within the technical business environment. Researching and implementing solutions. Business process improvement. Leadership and people management skills. Contract management skills. CT technical/specialist skills at the server and system administration level. Excellent Written and Oral Skills. Problem solving skills. Project management skills.

DUTIES: Develop and Implement policies in respect of Information Technology Services. Implementation and updating of Corporate Governance on Information Technology Framework. To provide expert advice and strategic input for developing a strategic vision for ICT as a business enabler for the Department. Participate in ICT operational governance processes as a member of the ICT management team. To ensure that the Department's ICT strategies are implemented in a cost effective manner to meet the capacity requirements of the Department which may include the drafting of RFQ/RFP specifications for the procurement thereof. Oversee procurement of IT equipment and maintenance of network connectivity. Ensure maximum value-add from investment in ICT infrastructure and equipment through secure operation, optimal utilisation and availability. Manage IT infrastructure. Responsible for maintenance of all server infrastructure. Responsible for all Microsoft offerings and projects. Manage all SITA Service Level Agreements (SLA). Manage Helpdesk: Incident & problem management. To manage the security and risks related to the ICT Infrastructure including information security. To manage contracts and service level agreements for outsourced services. Managing, coaching and mentoring of staff. Financial management of the ICT operations section. Responsible for providing all Audit information and ensuring timeous submission. Responsible for the Audit Improvement Plan (AIP) reporting. Responsible for cell phone requisitions and management of the account.

Enquiries: Ms N Mpekoa Tel no 040 608 1197

POST: DEPUTY DIRECTOR: PRE AUDIT: REF NO. ECHEALTH/DDPRA/HO/02/05/2018

SALARY: R657 558 – R774 576 per annum (Level 11)

CENTRE: Bhisho, Head Office

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

REQUIREMENTS: A Bachelor's Degree or National Diploma in financial management with Internal Auditing or Auditing as major. 5 years working experience in the field of which 3 years' experience at Assistant Director Level operating within the financial management environment preferably in the field of internal control and auditing within a government department. Knowledge of financial prescripts like the PFMA, Treasury Regulations, Supply Chain Management policies, procedures and practices and other financial management policies, financial systems like LOGIS,BAS and PERSAL. 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. Leadership and managerial experience, Business report writing skills and customer service are essential qualities required for this position.

DUTIES: The incumbent will provide leadership and oversee the Pre-Audit function at Head Office by monitoring compliance and adherence to internal financial controls .Develop policies, procedures and guidelines on internal financial controls. Compile departmental governance frameworks. Conduct, evaluate, review and monitor pre-audit service in the districts and institutions. Ensure that financial internal controls add value and enable the department to

achieve its objectives efficiently and effectively. Manage the verification of documentation and transactions from SCM, Creditor Payments and Salary Administration at Head Office and coordination of resolution of rejections. Put in place measures to improve internal financial controls to avoid risk and enhance financial governance in the department. Focus on measures to detect and prevent Irregular, unauthorised, fruitless and wasteful expenditure and enforce internal financial controls in the department in line with section 45 of the PFMA.

Enquiries: Mr Ngaba Tel no 040 608 1558/1560

POST: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT: REF NO. ECHEALTH/DDFM/FH/02/05/2018

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

CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: A Bachelor's Degree/National Diploma in Accounting/Financial Management or equivalent qualification. Five (5) years' experience of which 3 years should be at an Assistant Director's level in Public Finance. Understanding financial management as implemented in the Government and within the context of budgeting and spending. Knowledge and Understanding of PFMA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership programme and project management. People management and empowerment. Service delivery innovation. Knowledge Management. Client orientation and customer focus. A valid driver's licence.

DUTIES: Give direction and coordinate all Financial Management functions in the hospital. Extract, analyse and validate financial information and prepare financial report. Expenditure management and conduct budget reviews Plan and control district budget. Manage supplier payments and ensure timeous processing of payment to creditors within supply chain guidelines and prescripts. Efficient management of staff salary related matters and implement corrective measures where necessary. Monitor payroll systems, non-payment of ghost employees. Manage the collection of revenue and management of debtors. Manage the allocated resources of the Sub -directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Develop Audit improvement Plan for the unit.

Enquiries: Mrs P Marongo – Tel no 045 808 4272

POST: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT: REF NO. ECHEALTH/DDHRM/FH/02/05/2018

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

CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: A Bachelor's Degree or National Diploma Human Resource Management or Public Administration/Management. Five (5) years' experience in HR administration of which 3 years should be at an Assistant Director Level. Excellent knowledge of all Public Services Statutory and Regulatory requirement with regards to Human Resource Management. Management and Leadership skills are essential in this post. Knowledge of the Public Service Act, PFMA and Regulations. White paper on transformation of Public Service. Basic Conditions of Employment Act. Employment Equity Act. Skills development Act. Public Service transformation and management. Computer Literacy with Advanced Skill in Excel, with PowerPoint packages. Planning and Organising Skills, Problem Solving, Presentation and Information Analysis Skills, People and diversity management. Financial Management Skills. Client orientation and customer focus. Communication and interpersonal Skills. Project management. Batho Pele Principles. Proven knowledge of HR information management system. A Valid Code 8 Driver's Licence.

DUTIES: Develop and facilitate the implementation of all HR administration policies. Quality assurance of all documents. Statistics and PERSAL transactions before sign-off or authorisation. Ensure that HR systems and processes are in place to enable HR support to all employees in the Hospital. Effective management of Benefits and compensation Framework, and records management. Coordinate the implementation and maintenance of an Approved organisational structure. Manage and guide the recruitment and selection processes in the Hospital. Develop and present monthly and quarterly reports and on all areas of responsibility. Manage and lead a team of HR practitioners in an effective and efficient manner.

Enquiries: Mrs P Marongo – Tel no 045 808 4272

POST: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT: REF NO. ECHEALTH/DDFM/STEH/02/05/2018

SALARY: R 657 558 – R774 576 per annum (Level 11)
CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: A Bachelor's Degree/National Diploma in Accounting/Financial Management or equivalent qualification. Five (5) years' experience of which 3 years should be at an Assistant Director's level in Public Finance. Understanding financial management as implemented in the Government and within the context of budgeting and spending. Knowledge and Understanding of PFMA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership programme and project management. People management and empowerment. Service delivery innovation. Knowledge Management. Client orientation and customer focus. A valid driver's licence.

DUTIES: Give direction and coordinate all Financial Management functions in the hospital. Extract, analyse and validate financial information and prepare financial report. Expenditure management and conduct budget reviews Plan and control district budget. Manage supplier payments and ensure timeous processing of payment to creditors within supply chain guidelines and prescripts. Efficient management of staff salary related matters and implement corrective measures where necessary. Monitor payroll systems, non-payment of ghost employees. Manage the collection of revenue and management of debtors. Manage the allocated resources of the Sub -directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Develop Audit improvement Plan for the unit.

Enquiries: Mr M Nozaza – Tel no 039 253 5012

POST: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT: REF NO.
ECHEALTH/DDHRM/STEH/02/05/2018

SALARY: R 657 558– R774 576 per annum (Level 11)
CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: A Bachelor's Degree or National Diploma Human Resource Management or Public Administration/Management. Five (5) years' experience in HR administration of which 3 years should be at an Assistant Director Level. Excellent knowledge of all Public Services Statutory and Regulatory requirement with regards to Human Resource Management. Management and Leadership skills are essential in this post. Knowledge of the Public Service Act, PFMA and Regulations. White paper on transformation of Public Service. Basic Conditions of Employment Act. Employment Equity Act. Skills development Act. Public Service transformation and management. Computer Literacy with Advanced Skill in Excel, with PowerPoint packages. Planning and Organising Skills, Problem Solving, Presentation and Information Analysis Skills, People and diversity management. Financial Management Skills. Client orientation and customer focus. Communication and interpersonal Skills. Project management. Batho Pele Principles. Proven knowledge of HR information management system. A Valid Code 8 Driver's Licence.

DUTIES: Develop and facilitate the implementation of all HR administration policies. Quality assurance of all documents. Statistics and PERSAL transactions before sign-off or authorisation. Ensure that HR systems and processes are in place to enable HR support to all employees in the Hospital. Effective management of Benefits and compensation Framework, and records management. Coordinate the implementation and maintenance of an Approved organisational structure. Manage and guide the recruitment and selection processes in the Hospital. Develop and present monthly and quarterly reports and on all areas of responsibility. Manage and lead a team of HR practitioners in an effective and efficient manner.

Enquiries: Mr M Nozaza – Tel no 039 253 5012

POST: ASSISTANT DIRECTOR: BURSARIES: REF NO: ECHEALTH/AD/BURS/HO/02/05/2018

SALARY: R334 545 – R404 121 per annum (Level 9)
CENTRE - Bhisho, Head Office

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

REQUIREMENTS: A Bachelor's Degree/National Diploma in Human Resource Management / HR Development/ Management Of Training/ Public Administration/ Public Management coupled with 3-5 years' experience in Human

Resource Development 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 Subordinates. 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 060 557 9754

POST: ASSISTANT DIRECTOR: PHOTOGRAPHY: REF NO. ECHEALTH/AD/PH/HO/02/05/2018

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

CENTRE: Bhisho, Head Office

REQUIREMENTS: A Bachelor's Degree/National Diploma in Photography or equivalent qualification coupled with 3-5 years relevant experience in the field. In depth knowledge of coral draw, Photoshop and Microsoft suit products. A sound knowledge in litho, screen and digital printing. Specialised skills in DTP and layout. Innovative mind with team building attributes. Ability to work under pressure and meet deadlines. Willingness to work irregular hours. A valid code 08 licence.

DUTIES: The candidate's main duty will be layout on all departmental campaigns e.g. Posters, Invitations, certificates and programs. Setting up photographic equipment, taking pictures, editing, video recording, seeking out appropriate photograph subjects and opportunities. Carrying out research and presentation for a shoot. Using an extensive range of technical equipment and software. Managing the process and use of images. Digitally enhance images by changing emphasis, cropping pictures, correcting minor faults or moving objects around.

Enquiries: Mr Manana Tel no 040 608 1098

POST: ASSISTANT DIRECTOR: EVENTS MANAGEMENT: REF NO. ECHEALTH/AD/EM/HO/02/05/2018

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

CENTRE: Bhisho, Head Office

REQUIREMENTS: A Bachelor's Degree/National Diploma in Communications/Events Management/Marketing or equivalent qualification coupled with 3-5 years' experience in the field. Project Management certificate will be an added advantage. Knowledge of Public Communication. Knowledge of Constitutional, legal and institutional arrangements governing in South African Public Sector. Knowledge of events management and organisation. Strong interpersonal skills, planning and organising. Excellent verbal and written communication skills. Computer literacy skills. A valid code 08 licence.

DUTIES: Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental Events. Co-ordinate invitations to events approved by Manager: Communications. Prepare Closeout reports for the events.

Enquiries: Mr Manana Tel no 040 608 1098

POST: ASSISTANT DIRECTOR: LABOUR RELATIONS: REF NO. ECHEALTH/ADHRM/STEH/02/05/2018

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

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: A Degree/National Diploma in Human Resource Management/ Public Management/ Management and/or equivalent qualification with 3-5 years' experience at supervisory level. A Labour Law certificate will be an added advantage. Knowledge of Labour Law, Departmental Policies on Labour Relations, Collective agreements and Dispute Resolutions and conflict management guidelines. Good Communication skills, problem solving skills, negotiations and report writing skills. 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 the hospital in order to resolved. To supervise staff and perform related administrative functions.

Enquiries: Mr M Nozaza – Tel no 039 253 5012

POST: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT: REF NO. ECHEALTH/ASD-HRM/DNH/02/05/2018

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

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: A Bachelor's Degree / National Diploma in Human Resource Management or equivalent qualification with 3-5 years' experience at supervisory level. Extensive knowledge of PERSAL. Ability to do presentations, interpretation of reports and policies. Knowledge of Public Finance Management Act, Public Service Act, Public Service Regulations and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.

DUTIES: Manage Human Resource Management and Administration, PERSAL Management, Facilitate implementation of Employment Equity Act. Ensure and monitor implementation of HR policies in the hospital. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

Enquiries: Mr J Johaar Tel no 041 406 4435

POST: SENIOR ADMINISTRATION OFFICER: REF NO. ECHEALTH/SAO/FRH/02/07/2018

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

CENTRE: Buffalo City Metro, Nkqubela TB Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience. National Diploma /Degree in Public Administration/ Human Resource Management or equivalent qualification with 0-2 years' experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's License.

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

Enquiries: Ms Langeni Tel no 043 761 2131

POST: ARTISAN FORMAN GRADE A: REF NO. ECHEALTH/AF/AVH/02/05/2018

SALARY: R267 756 – R306 15 per annum (OSD)

CENTRE: Sarah Baartman District, Andries Vosloo 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 CZ Zozo – Tel no 042 243 1313

POST: ARTISAN FOREMAN: REF NO. ECHEALTH/ARTF/GGH/02/05/2018

SALARY: R 267 756 – R 306 156 per annum (OSD)

CENTRE: Chris Hani District, Glen Grey 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 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: Mr S Khumalo – Tel no 083 585 7576

POST: IT PRACTITIONER: REF NO. ECHEALTH/IT/ADO/02/05/2018 (3 Posts)

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

CENTRE: Amathole District Office

REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

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

Enquiries: Ms. N. Nene Tel no 043 707 6748 /49

POST: IT PRACTITIONER: REF NO. ECHEALTH/IT/CH-DO/02/05/2018 (7 Posts)

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

CENTRE: Chris Hani District Office

REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

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Enquiries: Ms Nyoka Tel no 045 807 1110/1101

POST: IT PRACTITIONER: REF NO. ECHEALTH/IT/HO/02/05/2018

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

CENTRE: Bhisho, Head Office

REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

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

desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

Enquiries: Ms N Mpekoa Tel no 040 608 1197

POST: IT PRACTITIONER: REF NO. ECHEALTH/IT/SBD/02/05/2018

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

CENTRE: Sarah Baartman District Office

REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

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

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

POST: IT PRACTITIONER: REF NO. ECHEALTH/IT/JG-DO/02/05/2018 (4 Posts)

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

CENTRE: Joe Gqabi District Office

REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

DUTIES: Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH

Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

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

POST: IT PRACTITIONER: REF NO. ECHEALTH/IT/NMM/02/05/2018

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

CENTRE: Nelson Mandela Metro Office

REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

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Enquiries: Ms P Makuluma Tel no 041 391 8164

POST: IT PRACTITIONER: REF NO. ECHEALTH/IT/AND/02/05/2018 (2 Posts)

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

CENTRE: Alfred Nzo District Office

REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

DUTIES: Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc.

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Enquiries: Mr K Praim Tel no 039 797 6070

POST: IT PRACTITIONER: REF NO. ECHEALTH/IT/ORTD/02/05/2018 (2 Posts)

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

CENTRE: OR Tambo District Office

REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

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Enquiries: Mr SS Stuma Tel no: 047 502 9016

POST: IT PRACTITIONER: REF NO. ECHEALTH/IT/MRH/02/05/2018

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

CENTRE: OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

DUTIES: Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a

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Enquiries: Ms Mkhosi Tel no 047 502 4143/4008

POST: IT PRACTITIONER: REF NO. ECHEALTH/IT/BCM/02/05/2018

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

CENTRE: Buffalo City Metro Office

REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

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Enquiries: Ms Hlulani Tel. No. 043 7433 006/057

POST: IT PRACTITIONER: REF NO. ECHEALTH/IT/FH/02/05/2018

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

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

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

POST: IT PRACTITIONER: REF NO. ECHEALTH/IT/FROH/02/05/2018

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

CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. **MUST BE** in possession of a valid code 8 driver license.

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

Enquiries: Mrs P Marongo – Tel no 045 808 4272

POST: FOOD SERVICE MANAGER: REF NO. ECHEALTH/FSM/MADH/02/05/2018

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

CENTRE: Amathole District, Madwaleni Hospital

REQUIREMENTS: Degree/ National Diploma in Food Service Management or relevant field coupled with 3-5 years' experience in the field. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labor Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

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: Mr Fenguza Tel no: 047 573 8900/1/2

POST: FOOD SERVICE MANAGER: REF. ECHEALTH/FSM/FH/02/05/2018

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

CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: A Degree/ National Diploma in Food Service Management or equivalent qualification with 3-5 years' experience in the field. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labor Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

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: Mrs P Marongo – Tel no 045 808 4272

POST: ADMINISTRATION OFFICER: REF NO. ECHEALTH/AO/BH/02/05/2018

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

CENTRE: Joe Gqabi District, Burgersdorp Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' relevant experience or National Diploma /Degree in Public Administration/Office Administration or equivalent qualification 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: 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.

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

POST: LOGISTIC SUPPORT OFFICER: REF NO. ECHEALTH/SCM-CS/SVH/02/05/2018

SALARY: R226 611 – 266 943 per annum (Level 7)

CENTRE: Sarah Baartman District, Sundays Valley Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' relevant experience or a three (3) year National Diploma/Degree in Finance/Public Administration/Supply Chain Management with 0-2 years' experience in the SCM field. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL,

LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advance computer skills and valid driver's license.

DUTIES: Responsible for the effective control of the institutions administrative and support functions SCM, Asset Management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.

Enquiries: Ms T.Fekema Tel no 042 2300 406/432/567

POST: LOGISTIC SUPPORT OFFICER: REF NO. ECHEALTH/SCM-CS/NMAH/02/05/2018

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

CENTRE: OR Tambo District, Nelson Mandela Academic 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.

Enquiries: Ms Calaza - Tel no: 047 502 4320

POST: STATE ACCOUNTANT: REF NO. ECHEALTH/FCS/NMAH/02/05/2018

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

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' relevant experience or three (3) year Bachelor's degree/National Diploma (NQF level 6) in Financial Management field with 0-2 years' experience in financial management (revenue). Recommendations: Experience in the following: Cash Flow Management; Analytical reviews, revenue collection. Competencies: Knowledge of the following: Cash Flow Management; BAS; Delta 9; Communication (verbal and written) skills; Skills in Microsoft Office, with an emphasis on Excel (Pivot tables), Supervisory skills. In-depth knowledge of Public Service Regulatory Framework, Reporting procedures, In-depth Knowledge of Division of Revenue Act, Organizational skills; planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self- motivated.

DUTIES: Ensure the revenue targets set by provincial treasury & head office are met. Supervise & mentor lower level personnel. Ensure reconciliation of revenue received from RAFs against departmental report which reflect the actual amount that was received. Communicate with external funders of clients. Debt management and suspense accounts. Supervision of cashier. Balancing cashier and preparing deposit. Ensure that the monies (cash, money orders, postal orders and cheques) correspond to the entries on the Deposit Book before affixing signature. Ensure that all surpluses and shortfalls have been properly accounted for. Ensure that the receipt book, deposit book, remittance register and monies are locked in the main safe in the strong room daily. To ensure that cashiers and the relieving cashiers are properly appointed so that cashiers are properly relieved when taking their compulsory annual leave. Money received daily is compared with receipts manually or electronically captured by the Supervisors to determine the correctness of the revenue collected. Respond to all exceptions. Bill debtors regularly within the prescribed period. Debt write offs.

Enquiries: Ms Calaza - Tel no: 047 502 4320

POST: LOGISTIC SUPPORT OFFICER: DEMAND MANAGEMENT AND ACQUISITION: REF NO. ECHEALTH/SCM-CSDMA/NMAH/02/05/2018

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

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' relevant experience or Degree/National Diploma in Public Administration/Management Accounting/ Logistics/ Supply Chain Management or equivalent qualification coupled with 0-2 years' experience in SCM especially Demand and Acquisition management sections. Sound knowledge of Public Service Purchasing/Procurement management, Public Finance Management Act (PFMA), PPPFA; Treasury Regulations and other relevant prescripts. Sound skills and competency in understanding and interpreting of Contracts and Service Level Agreements. Sound practical experience and knowledge in contract management. Computer literacy (MS Word, email and internet). Communication skills (written and Organizational skills; Planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self- motivated.

DUTIES: 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. Generate purchase orders. Perform quality check on every order before generating an order to avoid wasteful, unauthorised and fruitless expenditure. Liaise with warehouse clerks to determine if inventory quantities are sufficient for needs, ordering more materials when necessary. Manage commitments. Respond to customer and supplier inquiries about order status, changes, or cancellations. Assist in the management of commitments. Perform contractual and general administrative duties as required by the unit. Advise and report to AD: 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 Calaza - Tel no: 047 502 4320

POST: ADMINISTRATION OFFICER: REF NO. ECHEALTH/CAC/FTH/01/04/2018

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

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with relevant 10 years relevant experience or National Diploma/Degree in Public Administration or equivalent qualification coupled with 0-2 working experience in administration. Knowledge of Public administrative systems and process. Knowledge of Public Service Regulations, policies and procedures. Computer literacy in office programme skills and interpersonal relations, proven organizational skills. A valid driver's license.

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.

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

POST: HUMAN RESOURCE PRACTITIONER: REF NO. ECHEALTH/HRO/FTH/01/04/2018

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

CENTRE - Buffalo City Metro, Frere Tertiary 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.

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

POST: LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSO/FTH/0104/2018

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

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

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 stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreements.

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

POST: ADMINISTRATION CLERK: REF NO. ECHEALTH/AC/BEFH/02/05/2018

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

CENTRE: Amathole District, Bedford Hospital

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

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: FINANCIAL CLERK: REF NO. ECHEALTH/FC/ANH/02/05/2018

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

CENTRE: Joe Gqabi District, Aliwal North 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: 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 Fourie - Tel no: 051 633 7700

POST: ADMINISTRATION CLERK: REF NO. ECHEALTH/AC/PEPD/02/05/2018

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

CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience in the public sector. 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 and LOGIS). Report writing and presentation skills.

DUTIES: Capture payments on medsas. Updating payment on monitoring tool. Attend supplier queries. Prepare monthly creditors reconciliation and reports. Checking disbursements of payment on BAS. Filling request reports on BAS Rems. Matching invoices and order for payment.

Enquiries: Ms U Xwayi Tel no 041 406 9831

POST: HUMAN RESOURCE CLERK: REF NO. ECHEALTH/HRC/ETBH/02/05/2018

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. 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. Knowledge of HR policies, procedures and prescripts

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

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

POST: ADMINISTRATION CLERK (REVENUE): REF NO. ECHEALTH/ACR/WMH/02/05/2018

SALARY: R152 862 - R180 31 – R180 063 per annum (Level 5)

CENTRE: Sarah Baartman District, Willowmore Hospital

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

DUTIES: Conduct balancing and banking all moneys collected at the end of the day. Ensure capturing of receipts on BAS daily. Ensure follow up on outstanding accounts from patient information list estates, summons distribution and administration account are done regularly. Ensure deposit slip bears bank stamp with correct deposit date after

depositing the money into the bank. Meeting the envisaged target. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Conduct balancing and banking all moneys collected at the end of the day. Ensure capturing of receipts on BAS daily. Ensure follow up on outstanding accounts from patient information list estates, summons distribution and administration account are done regularly. Ensure deposit slip bears bank stamp with correct deposit date after depositing the money into the bank. Meeting the envisaged target. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Conduct balancing and banking all moneys collected at the end of the day. Ensure capturing of receipts on BAS daily. Ensure follow up on outstanding accounts from patient information list estates, summons distribution and administration account are done regularly. Ensure deposit slip bears bank stamp with correct deposit date after depositing the money into the bank. Meeting the envisaged target. Keep deposit book, remittance register and other revenue related documents in a locked strong room.

Enquiries: Ms Magingxa Tel no 044 923 1127

POST: ADMINISTRATION CLERK: REF NO. ECHEALTH/AC/ISH/02/05/2018

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

CENTRE: OR Tambo District, Isilimela Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Computer literacy in MS Office suit especial Word & Excel. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management.

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 KPA's: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

Enquiries: Ms N Gwiji – Tel: 047 564 2805.

POST: ADMINISTRATION CLERK: REF NO. ECHEALTH/DC/NSD-CC/02/05/2018

SALARY: R152 862 - R180 065 per annum (Level 5)

CENTRE: Nyandeni Sub District (Cwele 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: Mr Makhohliso – Tel no: 072 327 9029

POST: LAUNDRY SUPERVISOR: REF NO. ECHEALTH/LS/MDZH/02/05/2018

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

CENTRE: Alfred Nzo District, Madzikane Ka Zulu Hospital

REQUIREMENTS: Grade 12 certificate plus 3-5 years' experience in laundry. Computer literate. Ability to operate machines. Posses good communication skills, be able to work shifts especially night shift. Honest and reliable Posses 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: Mr Sigola Tel: 039 255 8200 / 11/ 12

POST: LAUNDRY SUPERVISOR: REF NO. ECHEALTH/ GW/MAFH/02/05/2018 (2 Posts)

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

CENTRE: Alfred Nzo District, Mount Ayliff Hospital

REQUIREMENTS: Grade 12 certificate plus 3-5 years' experience in laundry. Computer literate. Ability to operate machines. Posses good communication skills, be able to work shifts especially night shift. Honest and reliable Posses 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: Mrs Pencil Tel: 0392540236

POST: SWITCH BOARD OPERATOR: REF NO. ECHEALTH/SBO/MAFH/02/05/2018

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

CENTRE: Alfred Nzo District, Mount Ayliff Hospital

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

DUTIES: Operate communication systems. Receive and refer telephone calls (internal and external) to the relevant staff, Taking Messages as necessary. 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: Mrs Pencil Tel: 0392540236

POST: CHIEF PORTER: REF NO. ECHEALTH/CP/TBH/02/05/2018

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

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

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

DUTIES: Wheel patients to and from the wards. Transport patients to various service areas i.e. Operating theatre, Pharmacy, X-Ray and Physiotherapy units. Transport patients to vehicles or other transportation. Transfer of corpses

to the mortuary. Deliver equipment or documentation to wards and other departments. Required to assist at the information desk, responsible for delivery and distribution of documentation / equipment to various wards. Responsible for supervision of subordinates.

Enquiries: Mr Kholiso Tel no 039 737 3107

POST: LAUNDRY SUPERVISOR: REF NO. ECHEALTH/LS/MDZH/02/05/2018

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

CENTRE: Alfred Nzo District, Madzikane Ka Zulu Hospital

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

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: Mr Sigola Tel: 039 255 8200 / 11/ 12

POST: SWITCHBOARD OPERATOR: REF NO. ECHEALTH/SBO/AMATDO/02/05/2018 (3 POSTS)

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

CENTRE: Amathole District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 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. 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. N. Nene Tel no 043 707 6748 /49

POST: FOOD SERVICE SUPERVISOR: REF NO. ECHEALTH/FSS/NOMPUH/02/05/2018

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

CENTRE: Amathole District, Nompumelelo 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 skill. 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 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. NG Tsako Tel no 040 673 3321

POST: SWITCHBOARD OPERATOR: REF. ECHEALTH/SBO/ FH/02/05/2018

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

CENTRE: Chris Hani District, Frontier Regional 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: Mrs P Marongo – Tel no 045 808 4272

POST: SWITCHBOARD OPERATOR: REF NO. ECHEALTH/SBO/TBH/02/05/2018

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

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

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 Ngwabeni – Tel no: 039 257 0099

POST: FOOD SERVICE SUPERVISOR: REF NO. ECHEALTH/FSS/ETBH/02/05/2018

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 a formal food service environment, (including in-service training.) Good verbal, writing and communication skill. 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 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 B Bomela Tel no 041 406 7606/36

POST: MORTUARY ATTENDANT: REF NO. ECHEALTH/MA/NKQH/02/05/2018

SALARY: R127 851- R150 606 per annum (Level 4)
CENTRE: Buffalo City Metro, Nkqubela TB Hospital

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

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 Langeni Tel no 043 761 2131

POST: LAUNDRY SUPERVISOR: REF NO. ECHEALTH/LAUSR/NKQH/02/05/2018 (2 POSTS)

SALARY: R127 851 – R150 606 per annum (Level 4)
CENTRE: Buffalo City Metro, Nkqubela TB Hospital

REQUIREMENTS: 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 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 Langeni Tel no 043 761 2131

POST: DRIVER: REF NO. ECHEALTH/DR/MDZH/02/05/2018 (2 Posts)

SALARY: R107 886 – R127 086 per annum (Level 3)
CENTRE: Alfred Nzo District, Madzikane Ka Zulu Hospital

REQUIREMENTS: Grade 10/ standard 8 certificates. 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, tire condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

Enquiries: Mr Sigola Tel: 039 255 8200 / 11/ 12

POST: DRIVER: REF NO. ECHEALTH/SDR/AMAT/02/05/2018

SALARY: R107 886 – R127 086 per annum (Level 3)
CENTRE: Amathole District, Victoria Hospital

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

REQUIREMENTS: Grade 10/ standard 8 certificates. 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 L Mangesi Tel no: 040 653 1141

POST: DRIVER: REF. ECHEALTH/SDR/GGH/02/05/2018

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

CENTRE: Chris Hani District, Glen Grey Hospital

REQUIREMENTS: Grade 10/ standard 8 certificates. 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: Mr S Khumalo – Tel no 083 585 7576

POST: DRIVER: REF NO. ECHEALTH/DRIV/MJPH/02/05/2018

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

CENTRE: Sarah Baartman District, Marjorie Parrish 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: Mrs M Jones Tel no 046 624 5306/7

POST: LAUNDRY WORKER: REF NO. ECHEALTH/LW/TBH/02/05/2018 (3 Posts)

SALARY: R90 234 – R 106 290 per annum (Level 2)

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

REQUIREMENTS: ABET or Grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be an added advantage. 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 services.

Enquiries: Mr Kholiso Tel no 039 737 3107

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/GH/02/05/2018

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

CENTRE: Alfred Nzo District, Greenville Hospital

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Bango Tel no 039 251 3009

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/MAFH/02/05/2018 (2 Posts)

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

CENTRE: Alfred Nzo District, Mount Ayliff Hospital

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Pencil Tel: 0392540236

POST: GENERAL WORKER: REF NO. ECHEALTH/ GW/TBH/02/05/2018 (3 Posts)

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

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

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Kholiso Tel no 039 737 3107

POST: PROPERTY CARETAKER: REF NO. ECHEALTH/PCT/MTFGH/02/05/2018

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

CENTRE: Umzimvubu Sub-District (Mount Frere Gateway)

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 D.N Mdanyana – Tel no 039 727 2090

POST: TRADE LABOURER: REF NO. ECHEALTH/TL/MADH/02/05/2018

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

CENTRE: Amathole District, Madwaleni Hospital

REQUIREMENTS: Grade 10 or equivalent qualifications, 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: Mr Fenguza Tel no: 047 573 8900/1/2

POST: FOOD SERVICE AID: REF NO. ECHEALTH/FSA/MADH /02/05/2018

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

CENTRE: Amathole District, Madwaleni Hospital

REQUIREMENTS: Grade 10 or ABET. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

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 Fenguza Tel no: 047 573 8900/1/2

POST: LAUNDRY WORKER: REF NO. ECHEALTH/LW/ MADH/02/05/2018

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

CENTRE: Amathole District, Madwaleni Hospital

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

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. To do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. To 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: Mr Fenguza Tel no: 047 573 8900/1/2

POST: LAUNDRY WORKER: REF NO. REF NO. ECHEALTH/LW/SSGH/02/05/2018

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

CENTRE: Amathole District, S.S Gida Hospital

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

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. To do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. To 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. E Fumanisa Tel no 040- 658 0043

POST: LAUNDRY WORKER: REF NO. ECHEALTH/LW/FBH /02/05/2018

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

CENTRE: Amathole District, Fort Beaufort Hospital

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

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. To do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. To 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:

POST: PROPERTY CARETAKER: REF NO. ECHEALTH/PCT/MBHALC/02/05/2018

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

CENTRE: Mbhashe Sub District (Lota Clinic)

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 X Bushula Tel no 047 489 2417/16

POST: PROPERTY CARETAKER: REF NO. ECHEALTH/PCT/MNQUNC/02/05/2018

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

CENTRE: Mquma Sub District (Nqamakwe CHC)

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. Tengwa Tel no 047491 0740

POST: PORTER: REF NO. ECHEALTH/POR/MADWH/02/05/2018

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

CENTRE: Amathole District, Madwaleni Hospital

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

DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Off loading 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 Fenguza Tel no: 047 573 8900/1/2

POST: PORTER: REF NO. ECHEALTH/POR/TAFALOH/02/05/2018

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

CENTRE: Amathole District, Tafalofefe Hospital

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

DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Off loading 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: GENERAL WORKER: REF NO. ECHEALTH/GW/AMATDO/02/05/2018

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

CENTRE: Amathole District Office

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 /49

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/BEDFH/02/05/2018

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

CENTRE: Amathole District, Bedford Hospital

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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: GENERAL WORKER: REF NO. ECHEALTH/GW/BUTTH/02/05/2018

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

CENTRE: Amathole District, Butterworth Hospital

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Mtshemla Tel no: 047 401 9000

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/FBH/02/05/2018

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

CENTRE: Amathole District, Fort Beaufort Hospital

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Zetu Tel no 046 645 1111

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/LLC/09/04/2018
SALARY: R90 234 - R106 290 per annum (Level 2)
CENTRE: Lilitha College

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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: 040 608 9723

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/MBHABC/02/05/2018
SALARY: R90 234 - R106 290 per annum (Level 2)
CENTRE: Mbhashe Sub District, Badi Clinic

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 X Bushula Tel no 047 489 2417/16

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/NOMPUH/02/05/2018
SALARY: R90 234 - R106 290 per annum (Level 2)

CENTRE: Amathole District, Nompumelelo Hospital

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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: GENERAL WORKER: REF NO. ECHEALTH/GW/TAFALOH/02/05/2018

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

CENTRE: Amathole District, Tafalofefe Hospital

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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: GENERAL WORKER: REF NO. ECHEALTH/WINTERH/02/05/2018

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

CENTRE: Amathole District, Winterberg Hospital

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Maneli Tel no 046 645 1142

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/EH/02/05/2018

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

CENTRE: Chris Hani District, Elliot Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 NB Puza - Tel no 045 931 1321

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/MH/02/05/2018

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

CENTRE: Chris Hani District, Mjanyana Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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: GENERAL WORKER: REF NO. ECHEALTH/GW/CC/02/05/2018

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

CENTRE: Ngcobo Sub-District (Clarkebury Clinic)

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: Mr Z.O Mgeyi – Tel no: 045 971 0091

POST: FOOD SERVICE AID: REF NO. ECHEALTH/FSA/TBH/02/05/2018

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

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

REQUIREMENTS: Grade 10 or ABET. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

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 Ngwabeni – Tel no: 039 257 0099

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/TBH/02/05/2018

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

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

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Ngwabeni – Tel no: 039 257 0099

POST: LAUNDRY WORKER: REF NO. ECHEALTH/LW/TBH/02/05/2018

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

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

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

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 Ngwabeni – Tel no: 039 257 0099

POST: TRADE LABOURER: REF NO. ECHEALTH/TL/TBH/02/05/2018

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

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

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 Ngwabeni – Tel no: 039 257 0099

POST: PORTER: REF NO. ECHEALTH/POR/UPH/02/05/2018

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

CENTRE: Nelson Mandela Metro, Uitenhage Provincial Hospital

REQUIREMENTS: Grade 10 certificate. The incumbent should be committed and hard worker. Strong and healthy. Ability to read and write.

DUTIES: Wheel or accompany the patient from the admission area to the ward. Assist nurses to transfer patients from wards to various service areas e.g. Operating Theatre, Pharmacy, X-Rays, Physio or Occupational Therapy. Assist the nurse to take patients on discharge to their vehicles or transportation. Assist nurses to transfer corps from the ward to the mortuary. May be required to assist at the information desk. May be required to deliver equipment or documentation to wards.

Enquiries: Mr P Oosthuizen Tel no 041 995 1129

POST: PORTER: REF NO. ECHEALTH/POR/OTBH/02/05/2018

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

CENTRE: Nelson Mandela Metro, Orsmond TB Hospital

REQUIREMENTS: Grade 10 certificate. The incumbent should be committed and hard worker. Strong and healthy. Ability to read and write.

DUTIES: Wheel or accompany the patient from the admission area to the ward. Assist nurses to transfer patients from wards to various service areas e.g. Operating Theatre, Pharmacy, X-Rays, Physio or Occupational Therapy. Assist the nurse to take patients on discharge to their vehicles or transportation. Assist nurses to transfer corps from the ward to the mortuary. May be required to assist at the information desk. May be required to deliver equipment or documentation to wards.

Enquiries: Mrs C Bekker Tel: 041-988 1111

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/PEPD/02/05/2018

SALARY: R90234 – R106290 per annum (Level 2)

CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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: TRADE LABOURER: REF NO. ECHEALTH/TL/OTBH/02/05/2018

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

CENTRE: Nelson Mandela Metro, Orsmond TB Hospital

REQUIREMENTS: ABET/Grade 10 or Grade 12 with one year's experience in a hospital environment. Basic knowledge of Technical work. Good communication skills. Interpersonal skills. Self-propelled person with positive attitude. Ability to do routine tasks and operate cleaning machines. Relevant experience will add an advantage

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

Enquiries: Mrs C Bekker Tel: 041-988 1111

POST: TRADE LABOURER: REF NO. ECHEALTH/TL/JPTBH/02/05/2018

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

CENTRE: Nelson Mandela Metro, Jose Pearson TB Hospital

REQUIREMENTS: ABET/Grade 10 or Grade 12 with one year's experience in a hospital environment. Basic knowledge of Technical work. Good communication skills. Interpersonal skills. Self-propelled person with positive attitude. Ability to do routine tasks and operate cleaning machines. Relevant experience will add an advantage

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

Enquiries: Ms N Klassen Tel no 041 372 8000

POST: FOOD SERVICE AID: REF. ECHEALTH/FSA/LTH/02/05/2018

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

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 10/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 unsafe situation to the supervisor.

Enquiries: Ms N Klassen Tel no 041 372 8000

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/LTH/02/05/2018 (3 Posts)

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

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Klassen Tel no 041 372 8000

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/JPTBH/02/05/2018

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

CENTRE: Nelson Mandela Metro, Jose Pearson TB Hospital

REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required.

Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Klassen Tel no 041 372 8000

POST: LAUNDRY WORKER: REF NO. ECHEALTH/LW/LTH/02/05/2018 (2 Posts)

SALARY: R90 234 – R 106 290 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Abet or Grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a tea 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 services. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines. Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment services.

Enquiries: Ms N Klassen Tel no 041 372 8000

POST: PORTER: REF NO. ECHEALTH/POR/HMH/02/05/2018

SALARY: R90 234 - R106 296 per annum (Level 2)

CENTRE: Sarah Baartman District, Humansdorp Hospital

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

DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

Enquiries: Ms Barnard Tel no 042 200 4279/282

POST: PORTER: REF NO. ECHEALTH/POR/MJPH/02/05/2018
SALARY: R90 234 - R106 296 per annum (Level 2)
CENTRE: Sarah Baartman District, Marjorie Parrish Hospital

REQUIREMENTS: Grade 10/abet level 4. Grade 12 Certificate and 1 year experience in hospital environment will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

Enquiries: Mrs M Jones Tel no 046 624 5306/7/8

POST: PORTER: REF NO. ECHEALTH/POR/MIDH/02/05/2018
SALARY: R90 234 - R106 296 per annum (Level 2)
CENTRE: Sarah Baartman District, Midlands Hospital

REQUIREMENTS: Grade 10/abet level 4. Grade 12 Certificate and 1 year experience in hospital environment will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

Enquiries: Mr. A Mabombo -Tel: 049 807 7737/7711

POST: PROPERTY CARETAKER: REF NO. ECHEALTH/PCT/MLSA/02/06/2018
SALARY: R90 234 -R106 296 per annum (Level 2)
CENTRE: Makana Sub-District (Joza Clinic)

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: Mr Qalani Tel: 046 622 4901

POST: PROPERTY CARETAKER: REF NO. ECHEALTH/PCT/MJPH/02/05/2018
SALARY: R90 234 -R106 296 per annum (Level 2)
CENTRE: Sarah Baartman District, Marjorie Parrish 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: Mrs M Jones Tel no 046 624 5306/7/8

POST: PROPERTY CARETAKER: REF NO. ECHEALTH/PCT/MARC/02/05/2018

SALARY: R90 234 -R106 296 per annum (Level 2)

CENTRE: Makana Sub-District (Marseille Clinic)

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: Mr Qalani Tel: 046 622 4901

POST: PROPERTY CARETAKER: REF NO. ECHEALTH/PCT/VSC/02/05/2018

SALARY: R90 234 -R106 296 per annum (Level 2)

CENTRE: Makana Sub-District (V Shumane Clinic)

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: Mr Qalani Tel: 046 622 4901

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/AVH/02/05/2018 (3 Posts)

SALARY: R90 234 - R106 29 per annum (Level 2)

CENTRE: Sarah Baartman District, Andries Vosloo Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 CZ Zozo – Tel no 042 243 1313

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/BH/02/05/2018

SALARY: R90 234 - R106 29 per annum (Level 2)

CENTRE: Sarah Baartman District, Aberdeen Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Magxiva Tel no 049 846 0497

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/CSD/02/05/2018

SALARY: R90 234 - R106 29 per annum (Level 2)

CENTRE: Camdeboo Sub-District (Graaf Reinet CHC)

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Buyiselo Tel no 049 893 0031

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/MSD/02/05/2018

SALARY: R90 234 - R106 29 per annum (Level 2)

CENTRE: Makana Sub-District (Marselle Clinic)

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Qalani Tel: 046 622 4901

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/MIDH/02/05/2018 (2 Posts)

SALARY: R90 234 - R106 29 per annum (Level 2)

CENTRE: Sarah Baartman District, Midlands Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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. A Mabombo -Tel: 049 807 7737/7711

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/MJPH/02/05/2018

SALARY: R90 234 - R106 29 per annum (Level 2)

CENTRE: Sarah Baartman District, Margery Parkes Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Buyiselo Tel no 049 893 0031

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/MGPH/02/05/2018
SALARY: R90 234 - R106 29 per annum (Level 2)
CENTRE: Sarah Baartman District, Marjorie Parrish Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 M Jones Tel no 046 624 5306/7/8

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/PAH/02/05/2018
SALARY: R90 234 - R106 29 per annum (Level 2)
CENTRE: Sarah Baartman District, Port Alfred Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
Enquiries: Ms N Raco Tel no 046 604 4000

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/TTBH/02/05/2018
SALARY: R90 234 - R106 29 per annum (Level 2)
CENTRE: Sarah Baartman District, Temba TB Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required.

Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Ntspe Tel no 046 622 3524

POST: GENERAL WORKER: REF. ECHEALTH/GW/CSD-UC/02/05/2018

SALARY: R90 234 - R106 29 per annum (Level 2)

CENTRE: Camdeboo Sub-District (Umasizakhe Clinic)

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Buyiselo Tel no 049 893 0031

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/SLH/02/05/2018

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

CENTRE: OR Tambo District, St Lucy's Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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: LAUNDRY WORKER: REF NO. ECHEALTH/LW/DMMH/02/05/2018 (2 Posts)

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

CENTRE: OR Tambo District, Dr Malizo Mpehle 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 NM Makalima Tel no 047-542-6300.

POST: PROPERTY CARETAKER: REF NO. ECHEALTH/PCT/KSD-MC/02/05/2018

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

CENTRE: KSD Sub District (Mpeko 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 O Gcagca – Tel no 047 531 0823

POST: PROPERTY CARETAKER: REF NO. ECHEALTH/PCT/MSD-TCHC/02/05/2018

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

CENTRE: Mhlontlo Sub District, Tsolo CHC

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 Tlali Tel no 047 553 0585/078 722 8301

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/MPD/02/05/2018 (2 Posts)

SALARY: R90 234 - R106 290 per annum (Level 2)
CENTRE: OR Tambo District, Mthatha Pharmaceutical Depot

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Diko Tel no 047 532 5536

POST: LAUNDRY WORKER: REF NO. ECHEALTH/LW/NKQH/02/05/2018 (8 POSTS)
SALARY: R90 234 - R106 290 per annum (Level 2)
CENTRE: Buffalo City Metro, Nkqubela TB Hospital

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

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 Langeni Tel no 043 761 2131

POST: PORTER: REF NO. ECHEALTH/PORT/NKQH/02/05/2018
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 Langeni Tel no 043 761 2131

POST: GENERAL WORKER: REF NO. ECHEALTH/GW/DNH/02/05/2018 (9 Posts)

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

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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