



CLOSING DATE: 17 AUGUST 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.

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

Applications for Maletswai Sub-District be submitted Joe Gqabi District - Post to: Human Resource Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750 or Hand deliver to: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629.

Taylor Bequest Hospital - 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.

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.

Kouga Sub district - Post to: The Human Resource Office, Kouga Sub District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquires Mrs Phillips Tel: 042 200 4214.

Camdeboo Sub-District: Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel: 049 893 0031.

Bisho Head Office - Post to: Recruitment & Selection Office, Department of Health, Private Bag x0038, Bisho 5605 or Hand deliver at: Recruitment & Selection Office, Department of Health, (Old Department of Education space) Global Life Building, Independence Avenue, Bisho, 5605.

Dora Nginza Hospital- Post to: HR Office, 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.

Empilweni TB Hospital- Post to: Human Resource Office, Empilweni TB Hospital, Private Bag X6060, Port Elizabeth, 6200 or Hand delivery to No 1 Mati Road, New Brighton, Port Elizabeth, 6200. Enquiries: Ms B Bomela Tel no: 041 406 7607/36.

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

Livingstone Tertiary Hospital- Post to: The Human Resource Manager, Recruitment Section, Private bag x Korsten, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Mr Mjindi 041- 405 2121.

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.

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.

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 4300.

Mjanyana Hospital - Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, IDUTYWA, 5000. Enquiries: Ms SS Naku Tel no 047 547 1001.

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.

Komani Hospital - Post to: Human Resource Office, Komani Hospital, Private Bag x 4043. QUEENSTOWN.5320. Enquiries: Mrs A Sokutu TEL NO: 045-858 8400.

Dodrecht Hospital - Post to: Human Resource Office, Dodrecht Hospital, P. O. Box 80, Dodrecht 5434 or Hand Deliver to No1 Grey Street, Dodrecht 5434. Enquiries: Mrs A Sokutu TEL NO: 045 943 1195.

Lukhanji Sub District - Post to: Human Resource Office, Lukhanji Sub District (Ilinge), Private bag x 1, Queenstown, 5320. Enquiries: Ms M Tweni – TEL NO: 045 807 8908.

Cecilia Makiwane Hospital - Post to: Human Resource Office, Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecilia Makhiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel: 0437082118.

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.

Nkqubela TB Hospital - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Langeni 043 761 2131.

Buffalo City Metro Office - Post to: BCM District Office: 18 Sheffield Road Woodbrook West Bank East London 5200, Enquiries: Hazel, Tel: 043 708 1823/1700.

New Haven Hospital - Post to: New Haven Hospital, 12 Cavendish Road, Vincent, East London 5247. Enquiries: Ms Mntumni: 049 726 3325/3225.

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

SS Gida Hospital - Post to: Human Resource Office, SS Gida Hospital, Private Bag x12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel no: 040 658 0043.

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

Mbashe Sub District - Post to: Human Resource Section, to Mbashe Sub District, Private Bag X1232, Dutywa, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula at (047) 489 2417/16.

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane: Enquiries: Ms V. Motabele –TEL 047- 498 0026.

Nkonkobe Sub-District - Post to: HR Office, Nkonkobe Health Sub-district, P.O Box 967, Fort Beaufort, 5720 or Hand deliver to: Room 08, Nkonkobe Health Sub- district, 1st Floor, Cape College Building, Fort Beaufort, Enquiries to: Ms V Mhlanga Tel no 0466451892.

Victoria Hospital - Post to: Victoria Hospital, Private Bag x1300, Alice 5700 Enquiries: Mr Koester at 046 645 0043.

Tower Hospital - Post to: Human Resource Office, Tower Hospital Private Bag X 228 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms Mafani Tel 046 645 007.

Amathole District Office - Post to: Human Resource 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 Resources Office Winterberg Hospital Alice Road 69 Fort Beaufort 5720 Enquiries to Ms Z Maneli Tel 046 645 1142.

Bambisana Hospital - Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangeni –Tel No: 039 253 7262/0835860659.

Isilimela Hospital - Post to: 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.

KSD Sub District - Post to: District Manager, KSD Sub district Office, Private Bag X 5005, MTHATHA 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel no 047 531 0823.

Mthatha Pharmaceutical Depot - 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.

St Barbabas Hospital - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, LIBODE, 5160. Enquiries: Ms U Toni - TEL NO: 047 555 5300.

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

Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4400/4320

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

Fort England Hospital - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, GRAHAMSTOWN 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, GRAHAMSTOWN 6139. Enquiries: Mr Dyalvane Tel no 046 602 2300.

St Patricks Hospital - Post to: Human Resource Office, St Patricks Hospital Private Bag X531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Jafta Tel No 039 251 0236

Taylor Bequest (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.

DIRECTOR: STRATEGIC PLANNING

SALARY RANGE: An all-inclusive remuneration: R 948 174– R1 116 918 per annum (Level 13)

REF NO. ECHEALTH/DIR/SPL/HO/01/07/2018 – Bhisho, Head Office

REQUIREMENTS: A recognised (NQF level 7) B Degree in Social Science / Public Administration / Business Management/ Health Science with at least 5 – 10 years' experience in strategic management, performance information management and monitoring and Evaluation of which 5 years must be middle management level. Proven experience in strategic planning, internal policy formulation, development of strategic operational plans, annual reports and other reports. Team development, decision making, problem solving, Report writing and general (Academic) writing skills, Financial management, Budgeting systems, Analytical skills. Lead transformation of the organisation as a whole. Sound experience and knowledge of the Provincial Development Plan, Medium Term Strategic Framework, National Development Plan, Sustainable Development Goals and the National Health council priorities. Broad understanding of the strategic management regulatory framework, prescripts governing public service and other relevant legislation. Excellent computer skills. Ability to relate all levels within the organisation. A valid driver's licence.

DUTIES: The incumbent is responsible for leading the strategic planning and management of the department. Develop and maintain strategic planning framework and guidelines. Facilitate the development of the five-year Strategic Plan, Annual Performance Plan, District Health Plans, Service Delivery Improvement Plans and the operational plans in accordance with the National outcomes as well as provincial and health sector priorities. Communicate and execute the departmental strategy, prepare presentations and other communication material to internal, external stakeholders and oversight bodies. Support policy development, review and analysis within the department. Ensure compliance with legislative frameworks especially the PFMA and manage human resource of the directorate.

DEPUTY DIRECTOR: SOFT SERVICES

SALARY RANGE: An all-inclusive remuneration: R 697 011 – R 821 052 per annum (Level 11)

REF NO. ECHEALTH/DD/SS/DNH/01/07/2018 – Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: A Bachelor's Degree/ 3 year National Diploma in Public Management/Administration /Business Management/Hospitality Management or equivalent. Minimum of 3-5 years' combined experience in any of two (2) soft services units (laundry, cleaning/housekeeping, waste management and catering) in a Public/Private Hospitality environment at an Assistant Director/Junior Manager level. Computer literate in MS package (Word, Excel, Power-point).A valid driver's licence. Competencies: Knowledge, understanding and implementation of methods, practices, policies, regulations and acts that governs soft services and laundry services. Ability to develop policies and internal Standard Operating Procedure. Strong leadership skills, team building and sound interpersonal skills. Excellent verbal and written communication skills and report-writing skills. Client and Customer Orientation, Strategic leadership, Project Management, Human Resources management and Finance Management skills. Ability to multi - task and prioritize and ability to work in a high volume and highly pressurized environment. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA.

DUTIES: Responsible for the overall day - to - day soft services sub-directorate, which includes security, laundry, catering cleaning and housekeeping, gardens and grounds. Control and monitor human, financial and other resources. Develop strategies, programmes and projects to improve service provision. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Participate in Budget Advisory, Procurement and Bid Committees. Ensure that the Soft Services sub-directorate is compliant to National Core standards, Occupational Health and Safety and Machinery Acts, regulations and Policies. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turnaround plans.

DEPUTY DIRECTOR: DISTRICT HEALTH INFORMATION SYSTEMS

SALARY RANGE An all- inclusive remuneration: R 697 011 – R 821 052 per annum (Level 11)

REF NO: ECHEALTH/DD/AMATDO/01/07/2018- Amathole District Office

REQUIREMENTS: A Degree/ National Diploma in Public Health or equivalent qualification in Health Sciences coupled with 5 years' experience in the field of which 3 years must be at Assistant Director level. Extensive data management and packaging skills Computer literacy. Valid driver's Licence. In depth knowledge and understanding of District Health Information Systems. Knowledge of TIER. Net, ETR, DHMIS and GIS (Geographic Information System). Communication skills (report writing and facilitation skills) Strong strategic and Leadership skills.

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

DEPUTY DIRECTOR: MCWH

SALARY RANGE: An all- inclusive remuneration: R 697 011 – R 821 052 per annum (Level 11)

REF NO. ECHEALTH/DD/MCWH/HO/01/07/2018 – Bhisho, Head Office

REQUIREMENTS: A relevant Degree / Diploma in Nursing/ Midwifery or equivalent qualification coupled with 5 years' experience of which 3 years must be at Assistant Director level. Diploma in Paediatrics as a post basic course Current registration with the South African Nursing Council. A valid driver's licence. Computer Literacy.

DUTIES: Manage and coordinate the Child Health Services for the province of the Eastern Cape facilitating the implementation of the following key performance areas: Coordination and monitoring of the implementation of expanded programme on Immunizations. Coordination and monitoring of the implementation of integrated management of childhood illness (IMCI) and community (IMCI). Coordination and monitoring of the implementation of child identification programme (CHIPP). Policy planning and review for the programme. Support to districts for programme implementation.

DEPUTY DIRECTOR: NUTRITION

SALARY RANGE: An all- inclusive remuneration: R 697 011 – R 821 052 per annum (Level 11)

REF NO. ECHEALTH/DD/NUT/HO/01/07/2018 – Bhisho, Head Office

REQUIREMENTS: A 3 year National Diploma/Degree in Dietetics/Nutrition coupled with 5 years' experience of which 3 years must be at Assistant Director level. A valid HPCSA registration certificate as a Dietician. Strong managerial, leadership and co-ordination skills. Diversity management coupled with problem solving and decision making skills. Knowledge in budgeting and financial planning. Performance appraisals, monitoring and evaluation. Clear understanding and interpretation of health policies for strategic planning purposes. Broader knowledge and competency in clinical dietetics, food service management and community nutrition. A valid driver's licence. Computer Literacy.

DUTIES: Develop policy and guidelines, norms and standards in line with national standards regarding the integrated Nutrition programme. Ensure that stakeholder participation in all areas designated by the strategic and management plans are met. Coordinate the implementation of clinical nutrition (therapeutic nutrition) for disease management in all hospitals and review of policies thereof. Implement strategies to reduce under five child mortality. Promote and co-ordinate inter-sectoral collaboration with stakeholders in improving quality of care. Co-ordinate nutrition activities with educational and research institutions. Ensure promotion of optimum nutrition and prevention of growth faltering in children under five years of age. Ensure promotion of healthy lifestyle guidelines for prevention of chronic disease of lifestyle at a community, PHC and hospital level. Monitor implementation of

vitamin A and deworming policies. Co-ordinate and ensure implementation of food service policy and guidelines. Monitor and evaluate food service management catering specifications (insourcing and outsourcing). Facilitate the assessments of facilities with maternity to meet the global criteria on the ten steps of successful breastfeeding and maintenance thereof. Ensure that growth monitoring and promotion is implementation of ten steps of severe acute malnutrition. Manage health systems development.

DEPUTY DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE

SALARY RANGE: An all-inclusive remuneration: R 697 011 – R 821 052 per annum (Level 11)

REF NO. ECHEALTH/DD/ITS/HO/01/07/2018 – Bhisho, Head Office

REQUIREMENTS: A relevant Degree / Diploma in Information Communication Technology or equivalent qualification coupled with 5 years' experience in the field of which 3 years must be at Assistant Director level. 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 SharePoint etc. and a virtualised server environment (VMWare 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. **SKILLS:** Leadership and people management skills, Contract management skills, ICT technical/specialist skills at the server and system administration level, Excellent Written and Oral Skills, Problem solving skills, Project management skills. A valid driver's licence as well as willingness to travel and work extended hours.

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.

OFFICE MANAGER: OFFICE OF THE CEO

SALARY RANGE: An all-inclusive remuneration: R697 011- R821 052 per annum (Level 11)

REF NO. ECHEALTH/DD-OM/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: A National Diploma/Degree in Office Management/Public Administration or related qualification with 3 - 5 years' experience at supervisory level and a background of clinical services having worked in a hospital environment. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Outstanding interpersonal and communication skills. Ability of practical approach and working independently. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's licence.

DUTIES: Provide strategic leadership and plays an oversight role in the activities of the Chief Executive officer's Office. Manage and coordinate clinical administrative activities or tasks. Manage the Manager's diary. Organize the CEO's office environment. Supervise and oversee manager's filing system. Ensure safe and secured confidential documentation. Respond to correspondence/invitation on behalf of the CEO. Monitor effective

utilization human, financial and physical resources in the Chief Executive office's office. Coordinate performance and audit reporting for the institution Health Services Management.

ASSISTANT DIRECTOR: ASSETS AND TRANSPORT MANAGEMENT

SALARY RANGE: An all-inclusive remuneration: R356 289- R419 679 per annum (Level 9)

REF NO. ECHEALTH/AD-ATM/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: A National Diploma/Degree in Public Administration/Finance/Commerce or related field with Accounting coupled with 3 - 5 years' experience at supervisory level. Sound knowledge of Public Finance Act (PFMA) and National Treasury Regulations. Technical experience and knowledge of asset verification and the LOGIS System. Profound knowledge in reconciliation of accounts. Proven knowledge of MS Office especially MS Excel. Competencies: Knowledge and experience in Asset Management and Supply Chain Management in movable assets. Excellent communication skills (verbal and written) Report writing skills, Problem solving skills, Ability to work independent. A valid driver's licence.

DUTIES: Manage movable assets, manage and control the Asset Management Units, Reconciliation of the Asset Register(Floor to Register and Register to Floor), Reconciliation between LOGIS and BAS, Responsible for the development and implementation of the Asset purchase plan, Physical asset verification plan and asset maintenance plan, Supervise the half yearly physical verification, Provide training and guidance to asset officials, Manage donations, disposals and theft and losses, Report all fraud and misuse of departmental assets, Oversee the daily update and general maintenance of the asset register and bar coding of assets. Manage the replacement request, maintenance, movement, and transfer of assets. Manage and coordinate the development, maintenance and implementation of fleet administration policies and procedures. Manage the processes for the sourcing of data and information for billing. Manage the provisioning of accident and loss administration services. Manage the provisioning of fleet item licensing renewal services in line with AARTO requirements. Manage the verification and reconciliation of fuel and repairs accounts. Manage the administration of traffic violation services. Supervise the allocated resources of the hospital in line with legislative and policy directives and ensure compliance with corporate governance and planning imperatives. Ensure adherence to the Audit queries, and findings.

ASSISTANT DIRECTOR: SYSTEMS CONTROLLER

SALARY RANGE: An all-inclusive remuneration: R356 289- R419 679 per annum (Level 9)

REF NO. ECHEALTH/AD-SC/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: A National Diploma/Degree in Information Technology, Computer Engineering or related qualification coupled with 3 – 5 years' experience at supervisory level and dealing with system engineering and IT support. Expert understanding of most coding languages. The candidate should have experience in Department of Health transversal systems and Microsoft packages. The ability to design, plan, and implement systems to increase productivity. The candidate should have the ability to work under pressure, odd hours and in a hospital environment and be time conscious, client orientation and customer focus. Good problem solving and analytical skills. Good communication, reporting and planning skills also required as well as a good attendance profile. A valid driver's licence.

DUTIES: Use skills and experience in object-oriented development using solutions to develop and maintain system interfaces for the Hospital. Maintenance and support of developed applications. Responsible for monitoring system performance, resolving technical problems, and improving the overall operational readiness of the hospitals IT systems. Provide technical support and maintain onsite developed desktop applications and 3rd party programs for all users in the hospital. Provide support to end-users, devices to be able to access BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. Review daily tickets and ensure assigned cases are resolved in a timely fashion.

ASSISTANT DIRECTOR: NETWORK CONTROLLER

SALARY RANGE: An all-inclusive remuneration: R356 289- R419 679 per annum (Level 9)

REF NO. ECHEALTH/AD-NC/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: A National Diploma/Degree in Information Technology or Cisco, Juniper, Microsoft, or other IT certification with 3-5 years' experience at supervisory level dealing with Desktop, LAN and WAN. Expert understanding of network topologies, operating systems, system backups, IP routing, and firewalls. The candidate should have experience in supporting BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. The ability to design, plan, and implement data connectivity of LAN, WAN and software-defined WAN systems. The identification and resolution of complex problems within the network without

compromising performance. The candidate should have the ability to work under pressure, odd hours and in a hospital environment and be time conscious, client orientation and customer focus. Good problem solving and analytical skills. Knowledge of telephone switchboard, PABX is needed and will be an added advantage. Good communication, reporting and planning skills also required as well as a good attendance profile. A valid driver's licence.

DUTIES: The successful candidate will be responsible for managing, constantly monitoring the continuous functioning of the LAN and WAN. To resolve LAN and WAN connectivity issues and design new topologies. Install network systems to maintain connectivity of systems and sources. Provide technical support and maintain desktop and other hardware for all users in the hospital, perform network troubleshooting and support. Install computer hardware software and configure network devices internet and email accounts for all users in the hospital and the supported facilities. Provide support to end-users, devices to be able to access BAS, PERSAL, LOGIS, Delta9, RX solutions, Memis and Microsoft packages. Review daily tickets and ensure assigned cases are resolved in a timely fashion.

ASSISTANT DIRECTOR: LOGISTIC SUPPORT MANAGEMENT

SALARY RANGE: An all-inclusive remuneration: R356 289 – R430 389 per annum (Level 9)

REF NO. ECHEALTH/DO/SEH/01/07/2018 - Joe Gqabi District Office

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

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

ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT

SALARY RANGE: An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 9)

REF NO. ECHEALTH/AD: HRM/CHDO/01/07/2018 – Chris Hani District, Frontier Hospital

REQUIREMENTS: A National Diploma/Degree in Human Resource Management/Public Administration or equivalent (NQF level and Credits) with 5 years' experience in the Human Resource Management Administration field of which 3 years at Supervisory level. Provable knowledge of the Persal system with extensive computer skills in MS Word, MS Excel and MS PowerPoint. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations prescripts and Collective Agreements applicable to the health sector. Understanding of the Public Finance Management Act and other finance and SCM prescripts. Ability to interpret HR policies and decisions. Planning and coordinating skills. Good communication skills, good interpersonal skills, good conflict resolution skills, good problem solving skills. In possession of a valid Code EB drivers licence.

DUTIES: Manage the Human Resource planning and implementation functions for the institution. Manage the implementation of HR policies, systems and procedures. Development of departmental HR Policies Manage the recruitment and provision of employees in line with Annual Recruitment Plan. Manage the timeous processing of employee benefits and allowance. Manage the conditions of service and termination of exiting employees. Manage the development and implementation of the Workplace Skills Plan. Manage the employee Performance Management and Development system and payment of performance incentives. Manage the employee wellness and employee relations function in the institution. Facilitate the internal control, risk register and the auditing process in the institution.

ASSISTANT DIRECTOR: HR INFORMATION MANAGEMENT SYSTEM AND RECRUITMENT (PERSAL CONTROLLER)

SALARY RANGE: An all-inclusive remuneration: R356 289 - R419 679 per annum (Level 9)

REF NO. ECHEALTH/ASD-HRIS/FTH/01/07/2018 - Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: A National Diploma/Degree in Human Resources Management, Personnel Management or equivalent qualification (NQF level 7) coupled with 3-5 years of supervisory working experience in the Personnel/ Staff Office /Human Resources section of which 3 years must be at supervisory level. Extensive Knowledge of PERSAL System in the executing of HR activities and in maintaining PERSAL establishment. Working knowledge of Public Service legislation, HR prescripts and policies. Advanced competency in Excel and other Microsoft packages including MS Word, Powerpoint, and Outlook. Able to work under pressure, interacting with multiple stakeholders. A valid driver's licence.

DUTIES: Manage the staff establishment of Frere Hospital. Perform PERSAL control functions and supervise all users within the institution. Liaise with the Head Office regarding matters of staff establishment, allocation of PERSAL functions, and drawing exception reports, and Auditor General's matters in relation to HR. Draw and analyse Human Resource Information from PERSAL for Planning and Management purposes. Assist in the development of HR Plan and Employment Equity Plan of the organisation. Manage the recruitment and appointment processes against approved organogram. Supervise staff of the section.

ASSISTANT DIRECTOR: ADMINISTRATION

SALARY RANGE: An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 9)

REF NO. ECHEALTH/AD: ADMIN/STPH/01/07/2018 - Alfred Nzo District, St Patricks Hospital

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

REQUIREMENTS: A National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience of which 3 years must be in Supervisory level. Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle a stressful environment. Computer literacy. A valid driver's licence.

DUTIES: Overall management of Human Resources general administration: Guide execution of service benefits, recruitment and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational Plan for human resource in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section. Compile budget proposal of the section. Monitor budget spending. Assign work programs and project to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS) Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the section.

ASSISTANT DIRECTOR: ADMINISTRATION

SALARY RANGE: An all-inclusive remuneration: R356 289 – R419 679 per annum (Level 9)

REF NO. ECHEALTH/AD: ADMIN/CHDO/01/07/2018 – Chris Hani District, Cradock Hospital

REQUIREMENTS: Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience of which 3 years must be in Supervisory level. Knowledge and understanding of the Public services Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Computer literacy. A valid driver's licence.

DUTIES: Overall management of Human Resources general administration: Guide execution of service benefits, recruitment and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational Plan for human resource in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section. Compile budget proposal of the section. Monitor budget spending. Assign work programs and project to relevant officers in the

section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS) Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the to the CEO Assess process and performance risks in then section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the section.

ASSISTANT DIRECTOR: PAYMENT ADMINISTRATION

SALARY RANGE: An all- inclusive remuneration: R356 289 – R419 679 per annum (Level 9)

REF NO: ECHEALTH/AD/AMATDO/01/07/2018 – Amathole District Office

REQUIREMENTS: A National Diploma/Degree in Financial Management or Accounting or equivalent qualification coupled with 3-5 years relevant experience within the Finance Directorate in which 3 years must be in Supervisory level as Senior State Accountant (Level 8). Extensive knowledge of PERSAL, BAS and LOGIS System. Sound knowledge of PFMA, Treasury Regulations and other relevant finance prescripts. Good interpersonal relations, Communication and presentation skills, problem solving, leadership and strategic skills. Ability to meet deadlines and work under pressure. Computer literacy and valid driver's licence.

DUTIES: Supervise staff and control salary and payment administration at District. Co-ordinate capturing of all allowances and appointments. Approval and authorisation of all salary related payments. Authorise payments on Logis and report progress continuously. Monitor the submission of all monthly reports. Ensure compliance to 30 days payment period. Reconciliation of supplier's payments. Attend and take responsibility for all Audit queries. Review and manage attendance, leave and payroll. Document management and records management.

ASSISTANT DIRECTOR: HR ADMIN SERVICES

SALARY RANGE: An all-inclusive remuneration: R 356 289 –R419 679 per annum (Level 9)

REF NO. ECHEALTH/AD/HRA/LTH/01/07/2018 – Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: A Bachelor's Degree / National Diploma in Human Resource Management or Public Administration/Management or equivalent. 3-5 years' experience in Human Resource management /Administration at a supervisory level. A valid driver's licence. Competencies: In-depth knowledge of PERSAL, public service human resource practices. In-depth knowledge of Human Resource policies and regulations i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, White Paper on Transformation of the Public Service, Employment Equity Act, Skills Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer skills.

DUTIES: Manage the administration of conditions of services. Facilitate processing and payment of employee benefits. Monitor payment of service benefits to employees, Manage timeous identification and processing of grade progressions for all qualifying employees. Mangle rendering of leave administration services inclusive of timeous capturing and authorization of leave transactions. Timeous processing of leave gratuities and other exit benefits. Manage the provision of a quality Human Resource Registry service. Manage the performance and optima utilization of all the allocated resources. Manage records and ensure safekeeping of assets Provide guidance to line managers on HR practices/policies related to the functional area. Ensure functionality of frontline office and development of turnaround times in response cases.

ASSISTANT DIRECTOR: HR PLANNING, RECRUITMENT AND INFORMATION

SALARY RANGE: An all-inclusive remuneration: R 356 289 – R419 679 per annum (Level 9)

REF NO. ECHEALTH/AD/HRPRI/LTH/01/07/2018 – Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: A Bachelor's Degree / National Diploma in Human Resource Management or Public Administration/Management or equivalent coupled with 3-5 years' experience in Human Resource Management /Administration at a supervisory level. A valid driver's licence. Competencies: In-depth knowledge of PERSAL, public service human resource practices. In-depth knowledge of Human Resource policies and regulations i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, White Paper on Transformation of the Public Service, Employment Equity Act, Skills Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team

leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer skills.

DUTIES: Develop and guide implementation and maintenance of HR Plan and EE Plan. Check alignment of HR Plan with the recruitment strategy. Monitor and ensure maintenance of HR information system (PERSAL). Monitor information on PERSAL. Provide PERSAL reports for decision making. Manage optimum utilization of the PERSAL functionality. Provide PERSAL control functions. Perform regular audits on Profiles. Facilitate and coordinate audit queries and responses. Supervise the rendering of recruitment and appointments services. Facilitate interviews and appointments of candidates on PERSAL. Provide guidance to line managers on HR practices/policies related to the functional area.

CHIEF ARTISAN

SALARY RANGE: An all-inclusive remuneration: R365 646-R418 062 per annum (OSD)

REF NO. ECHEALTH/CA/DNH/01/07/2018 – Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS: Grade 12 certificate and electrical trade test certificate from an accredited trade test centre with NTC 6 electrical diploma. Minimum ten (10) year experience after trade test has been completed. A valid code EB driver's licence. Additional requirements: Working experience in a Hospital workshop environment. Experience working with high voltage installation.

DUTIES: Responsible for all staff of the electrical and mechanical workshop as well as assisting with the building maintenance. Supervise and progress monitoring of all staff in electrical and mechanical sections as well the building section. Responsible for all maintenance work and defects repairs of the selection under supervision. Liaise with Manager with scheduling of all project and installation maintenance as and when necessary. Responsible for repairs on all equipment performed or completes within the predetermined response time and benchmarks. Equipment maintenance and service confirm to the OHS Act and related legislation. Ensure that the quality of work done by the staff is of recommendable standard.

ENGINEERING TECHNICIAN PRODUCTION GRADE A

SALARY RANGE: An all-inclusive remuneration: R293 652 – R314 853 per annum (OSD)

REF NO: ECHEALTH/ETPGA/CMH/01/06/2018 – Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS: National Diploma in Clinical/ Electrical/ Electronic engineering or equivalent. Three (3) years' experience working in a hospital or on Medical equipment and practicing clinical engineering. Good communication skills (verbal and written). Ability to work under pressure. Skilled in the use of various hand tools and test equipment. A valid driver's licence. Computer literacy

DUTIES: Manage the Clinical Engineering workshop running and organization). Perform in-house repairs and maintenance of medical equipment. Attend medical equipment related meetings. Give advice on procurement of medical equipment, prepare and monitor maintenance program, monitor repair costs of equipment and advise on equipment life cycle costs. Monitor and manage performance of out-sourced contracts. Liaise with suppliers for services, repair-parts, and training, consumables and accessories. Maintain the medical equipment assets register, updated. Perform standby and respond to after-hours call-out duties. Prepare medical equipment maintenance and replacement plans. Provide input into the budgeting planning process.

ARTISAN FOREMAN

SALARY RANGE: An all- inclusive remuneration: R 286 500 – R 326 055 per annum (OSD)

REF NO. ECHEALTH/ART/BH/01/07/2018 - Amathole District, Tower Hospital

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

ARTISAN PRODUCTION GRADE A - C

SALARY RANGE: *An all-inclusive remuneration: R179 523– R307 197 per annum (OSD)*

REF NO: *ECHEALTH/APDC/FTH/01/07/2018 – Buffalo City Metro, Frere Tertiary Hospital*

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

DUTIES: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

INFORMATION TECHNOLOGY OFFICER

SALARY RANGE: *An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 7)*

REF NO. *ECHEALTH/ITO/DO/01/07/2018 – Nelson Mandela Metro Office*

REQUIREMENTS: A Bachelor's Degree / National Diploma in IT/Computer Science with 3-5 years' experience in the field or Grade 12 with EITHER A+ AND N+ (Exams Completed) with 10 years' practical experience. 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's licence.

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, copies, faxes and cellular phones etc. 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.

INFORMATION OFFICER

SALARY RANGE: *An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 7)*

REF NO: *ECHEALTH/SIO/CMH/01/07/2018 – Buffalo City Metro, Cecilla Makiwane Hospital*

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or National Diploma/Degree in Information Management or relevant qualification with 0-2 years' experience. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory. A valid driver's licence.

DUTIES: Co-ordinate all capturing of statistics. Analyze health information data. Manage health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organize and conduct information sharing meetings in the facility.

ADMINISTRATION OFFICER

SALARY RANGE: An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 7)

REF NO: ECHEALTH/SAO/FTH/01/07/2018 – Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant working experience in Finance or National Diploma/Degree in Finance with 0-2 years' experience in Finance. Knowledge of Public Admin systems and processes. Knowledge of public service regulations, policies and procedure. Computer literacy in office programme skills and interpersonal relations, proven organisational skills.

DUTIES: Assist to manage and document compliance with PFMA in respect of reporting, performance expenditure. Partake in sub-directorate activities in terms of: Assist in planning payment within 30 days, reporting, Authorise Payments Manually and on the transversal system of the ECDOH. Analysis of BAS Expenditure reports. Identify and process payments. Assist in preparation and implementation of the payment monitoring tool and creditor's reconciliation. Promote sound financial management in line with the PFMA.

ADMINISTRATION OFFICER

SALARY RANGE: An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 7)

REF NO: ECHEALTH/SAO/FTH/01/07/2018 – Buffalo City Metro, Nkqubela TB Hospital

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

DUTIES: Responsible for the effective control of the institution's administrative and support functions, including HR, 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.

HUMAN RESOURCE PRACTITIONER

SALARY RANGE: An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 7)

REF NO. ECHEALTH/HRP/TBH/01/07/2018 - Joe Gqabi District, Taylor Bequest 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 licence 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.

LOGISTIC SUPPORT OFFICER

SALARY RANGE: An all-inclusive remuneration: R242 475 – R285 630 per annum (Level 7)

REF NO. ECHEALTH/LSO/JQDO/01/07/2018 - Joe Gqabi District Office

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 licence.

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.

ADMINISTRATION OFFICER: FINANCE

SALARY RANGE: An all-inclusive remuneration: R 242 475– R285 630 per annum (Level 7)

REF NO. ECHEALTH/AOF/FEH/01/07/2018 – Sarah Baartman District, Fort England Hospital

REQUIREMENTS: Grade 12 or equivalent experience with 10 years' experience in Finance or an appropriate Degree/National Diploma in Finance, Accounting, Auditing with 0-2 year experience in Finance or. Good Management and communication skills. Practical knowledge of BAS and LOGIS. Knowledge of treasury regulations, PFMA and all relevant prescripts. Computer Literacy in MS Office. Good interpersonal relations. A valid (code 8) driver's licence.

DUTIES: Compliance to Financial Regulations; Procurement Polices& Procedures. Checking and correcting of batches and compliance. Creditor's reconciliation. Payment monitoring. Processing payment transaction on BAS or LOGIS. Report direct to Assistant Director Finance. Preparing of required reporting schedules. Supervision of other finance personnel. Performance management. Administer budgetary control. Ensure effective filing & retrieval practices. Attend meetings as directed. Be prepared to travel if required. Risk Management. Office administrative duties.

CHIEF ACCOUNTING CLERK

SALARY RANGE: An all-inclusive remuneration: R 242 745 – R 285 630 per annum (Level 7)

REF NO. ECHEALTH/CAC/HO/01/07/2018 – Bhisho, Head Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or National Diploma/Degree in Accounting/Financial Management with 0-2 years' experience in the Supplier Payment's administration. Computer literacy is essential. Extensive knowledge of PFMA, Treasury Regulations, BAS and LOGIS is also important. A valid driver's licence will be an added advantage.

DUTIES: Process payments of departmental liabilities in respect of suppliers and service providers. Ensuring that all invoices received from the Finance Registry are captured and updated on the Reconciliation spread sheet. Prepare monthly reconciliation report. Ensure that quarterly supplier confirmations are prepared. Pre- authorize payments on LOGIS. Check creditor's reconciliation and endorse signature as proof thereon. Supervision of subordinates. Attending to all payment enquiries including municipalities.

PERSONAL ASSISTANT: GENERAL MANAGER FINANCIAL MANAGEMENT

SALARY RANGE: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 7)

REF NO.ECHEALTH/PA/FTH/01/07/2018 – Bhisho, Head Office

REQUIREMENTS: National Diploma in Office Administration/ Public Administration or equivalent qualification coupled with 2-3 years' experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality

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

ADMINISTRATION OFFICER

SALARY RANGE: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 7)

REF NO. ECHEALTH/AO/FH/01/07/2018 – Chris Hani District, Frontier 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 0-2 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' licence 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. 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.

FINANCIAL PRACTITIONER

SALARY RANGE: An all-inclusive remuneration: R 242 475 – R285 630 per annum (Level 7)

REF NO. ECHEALTH/FP/DNH/01/07/2018 – Nelson Mandela Metro, Dora Ngizwa Hospital

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

DUTIES: Provide effective and comprehensive financial administration / resource services in the institution. Ensure that the payments are processed within 30 as per PMFA and Treasury regulations. Review invoices on payment monitoring tool and preparation of Head Office monthly accruals. Check and verify batches on creditors Payment advice and authorization of payments both BAS and LOGIS system. Ensure that paid batches are captured on PVREMS. Supervision of subordinates and preparation of reports.

ADMINISTRATION OFFICER

SALARY RANGE: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 7)

REF NO. ECHEALTH/SAO/CHDO/01/07/2018 - Chris Hani District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or 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 Licence.

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.

FINANCIAL PRACTITIONER

SALARY RANGE: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 7)

REF NO: ECHEALTH/FP/CMH/01/07/2018 - Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS: Matric with 10 years working experience in the field or A National Diploma/Degree in Financial Management or equivalent qualification coupled with 0-2 years' experience in Expenditure or Payment Management. Understanding of Specific delegations from the relevant Act, Treasury Regulations and PFMA. Internal Policies. LOGIS and BAS system. Decision making, Presentation, Problem Solving, Analytical and Training. Interpersonal and communication skills.

DUTIES: Check and verify captured payments. Pre-authorize payments on Logis system. Resolve creditor's queries on unprocessed payments. Perform supplier reconciliation. Capture Payment Voucher Registration. Dispute resolution. Attend and take responsibility of allocated reports. Consolidate PMDS. Supervision of subordinates.

HUMAN RESOURCE PRACTITIONER

SALARY RANGE: An all-inclusive remuneration: R242 475 - R285 630 per annum (Level 7)

REF NO. ECHEALTH/HRP/FTH/01/07/2018 – 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 Resource 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 licence.

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.

ADMINISTRATION OFFICER

SALARY RANGE: An all-inclusive remuneration: R242 475- R285 630 per annum per annum (Level 7)

REF NO. ECHEALTH/SAO/ISH/02/07/2017 -OR Tambo District, Isilimela Hospital

REQUIREMENTS: Grade 12 with 10 years' experience in the field or A National Diploma /Degree in Public Administration/ Human Resource Management 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 Licence.

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.

LOGISTIC SUPPORT OFFICER: ACQUISITION AND DEMAND MANAGEMENT (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R242 475- R285 630 per annum (Level 7)

REF NO. ECHEALTH/LSO-ADM/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: A Grade 12 with 10 years' experience in the field or A National Diploma/Degree in SCM/Logistics/Public Administration or related qualification coupled with 0-2 years' experience in Demand and Acquisition Management. 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 verbal); Organizational skills; Planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self-motivated.

DUTIES: The incumbent will be responsible to ensure that the quotation process is complied with, i.e. invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance of the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. 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 Assistant Director.

LOGISTIC SUPPORT OFFICER: ASSET MANAGEMENT

SALARY RANGE: An all-inclusive remuneration: R242 475- R285 630 per annum (Level 7)

REF NO. ECHEALTH/LSO-AM/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 with 10 years' experience in the field or A National Diploma/Degree in SCM/Logistics or related qualification coupled with 0-2 years' experience in assets management. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. Sound knowledge of LOGIS system. Skills and Competencies: People management skills; Research and analytical skills; analysis skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills. Computer skills in MS Office software. Ability to motivate people. Drivers licence will be an advantage.

DUTIES: Ensure implementation of the Asset Management strategy plans. Manage resources allocated to Asset Unit. Develop and monitor controls of assets safeguarding and maintain loss register. Ensure effective integration and working procedures between asset management function and supply chain management. Assist with effective management of assets within the institutions according to the Asset Management Strategy and the requirements of PFMA. Adhere to asset management reporting requirements by preparing, analysis and submission of asset management report utilizing appropriate systems within the Department. Ensure monthly reconciliation of assets registers. Conduct quarterly and annual asset verification. Provide facilities and office management services in the Province. Manage maintenance record of facilities equipment. Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorized, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Supervise subordinate staff and support GFMS planning processes.

LOGISTIC SUPPORT OFFICER: LOGISTIC AND WAREHOUSE MANAGEMENT

SALARY RANGE: An all-inclusive remuneration: R242 475- R285 630 per annum (Level 7)

REF NO. ECHEALTH/LSO-LWM/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 with 10 years' experience in the field or A National Diploma/Degree in SCM/Logistics or related qualification coupled with 0-2 years' experience in assets management. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. Sound knowledge of LOGIS system. Skills and Competencies: People management skills; Research and analytical skills; analysis skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills. Computer skills in MS Office software. Ability to motivate people. Drivers licence will be an advantage.

DUTIES: Optimize the continuous availability of stock to meet demand. Define, set and monitor stock flow models and integrate with Supply Chain and cross-functional teams. Ensure proper record keep of stock by constant use of the relevant financial systems, e.g. LOGIS. Set, monitor and deliver inventory plans and achieve all inventory targets (service levels, stock, cover, focus accuracy, availability).

ADMINISTRATION OFFICER: CONTRACTS MANAGEMENT

SALARY RANGE: An all-inclusive remuneration: R242 475- R285 630 per annum (Level 7)

REF NO. ECHEALTH/AO-CM/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience in the field or A National Diploma/Degree in SCM or related qualification coupled with 0-2 years' experience in the field of contracts management. Knowledge of LOGIS system and basic provisioning administration prescripts. Competencies: Planning and organising skills. Communication (written and verbal) skills. Problem-solving skills. Computer skills in MS Office software (Word, Excel, PowerPoint and Outlook).

DUTIES: The incumbent will be responsible to render an effective general clerical support service to Contracts Management sub-section. Arrange, facilitate and organise meetings. Compile minutes/take record during meetings. Scan documents for an electronic filing system. Maintain a proper and effective filing system. Proper record keeping and timeous updating of registers. Assist with the collection of contract and supplier performance information as well as verification of the completeness of supplier performance register. Report to Senior Admin Officer/Assistant Director: Contracts Management (SCM Unit).

TRANSPORT OFFICER

SALARY RANGE: An all-inclusive remuneration: R242 475- R285 630 per annum (Level 7)

REF NO. ECHEALTH/TO/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 with 10 years' experience or A National Diploma/Degree in Transport Management/Public Administration or equivalent qualification coupled with 0-2 years' experience in the field. Knowledge of prescripts that govern government vehicles. The candidate must have good organizational, time management and interpersonal skills. A Valid driver's licence.

DUTIES: The successful candidate will be responsible for the administration of the fleet within the Hospital, handle general administration duties for general fleet related matters, handle the administration of the compilation of accident reports, keeping a database of vehicles involved in accidents, filing all documentation and log sheets, do out and in vehicle inspections, facilitate the completion of trip forms with the District. Ensure that the licensing renewal services in line with AARTO requirements are done. Vehicle compliance is maintained. Report all fraud and misuse of departmental assets, Oversee the daily update and general maintenance. Scheduling driver duty rosters to ensure cost effective utilisation of drivers and vehicles. Accessing and booking of vehicles, Maintenance, safekeeping and care of vehicles and Monitoring utilisation of drivers and vehicles. Monitor asset register of all the fleet in the hospital. Coordinate and monitor the payments of fines to the relevant traffic authorities. Make recommendation on the acquisition of fleet. Manage and oversee the registration of new fleet. Ensure regular interactions with the services providers for the maintenance and repairs of vehicles.

FINANCIAL PRACTITIONER: SALARY PAYMENTS

SALARY RANGE: An all-inclusive remuneration: R242 475- R285 630 per annum (Level 7)

REF NO: ECHEALTH/SFP-SP/ORTDO/01/07/2018 - OR Tambo District, District Office

REQUIREMENTS: Grade 12 or equivalent qualification with least 10 years' experience In Financial Management or Degree/Diploma in Financial Management with 0-2 years' experience In Financial Environment. Extensive Knowledge and Understanding of Public Service legislations Frame Work. Computer Skills, Presentation and Report Writing Skills. Knowledge and Application of PERSAL, Bas and LOGIS Systems, Public Legislative Acts and Its Related Policies and Treasury Regulations. Problem Solving Skills and Knowledge of Document Safe Keeping Will An. Valid Driver's Licence

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

PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT

SALARY RANGE: An all-inclusive remuneration: R242 475- R285 630 per annum (Level 7)

REF NO: ECHEALTH/SPAOD/ORTD/01/07/2018 - OR Tambo District Office

REQUIREMENTS: Grade 12 with (Accounting as major) with 10 years' experience or B Degree /National Diploma in Financial Management/Supply Chain Management with 0-2 years' experience in Demand Management. Computer Skills, Presentation and writing skills. Sound knowledge of Demand Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Demand Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's licence

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

STATE ACCOUNTANT: REVENUE AND BILLING MANAGEMENT (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R242 475- R285 630 per annum (Level 7)

REF NO. ECHEALTH/SA-RBM/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or A National Diploma/Degree in Financial Management / Cost and Management with finance as a subject coupled with 0-2 years' relevant experience. Knowledge: Public Finance Management Act, Public Service Regulations, Public Service Act, Treasury Regulations, Generally Recognized Accounting Principles, Generally Accepted Accounting Principles, Unemployment Insurance Act, And Unemployment Insurance Contributions Act. Skills: Financial Management ,Communication, Computer literacy, Time Management, Report Writing, Planning and Organizing, Analytical, Creative, Numeracy, Presentation. A valid driver's licence.

DUTIES : Collection of revenue for the hospital. Billing and safekeeping of the hospital revenue. Journals on BAS. Management of the human resources of the section.

STATE ACCOUNTANT: SUPPLIER PAYMENTS

SALARY RANGE: An all-inclusive remuneration: R242 475- R285 630 per annum (Level 7)

REF NO. ECHEALTH/SA-SP/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or A National Diploma/Degree in Public Management/Public Administration/Finance/Accounting with 0-2 years' experience. omputer literacy certificate and LOGIS literacy. Effective communication and Interpersonal skills and LOGIS payments certificate will be an added advantage. Ability to understand the public sector financial administration and the provisions of the PFMA, Treasury Regulations and other Public finance guidelines. A good knowledge and understanding of BAS.

DUTIES: Check and verify creditor's reconciliation of accounts. Supervise subordinates, check payment batches before manual approval. Ensures that all invoices that are processed are validated with the end-user before they are disclosed as accruals or accounts payable. Request Disbursement reports Pre-authorise supplier payments

on Logis system, do quality control on PVR Rems. Assist the manager on compiling a spreadsheet for submission to Provincial Cost Containment committee. Ensures that payment monitoring tool (PMT) is maintained and updated on a weekly bases and submit the monthly accruals report to manager payment for monthly reporting.

LOGISTIC SUPPORT OFFICER

SALARY RANGE: An all-inclusive remuneration: R242 475- R285 630 per annum (Level 7)
REF NO. ECHEALTH/LSO/MPDEP/01/07/2018- OR Tambo District, Mthatha Pharmaceutical Depot

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management /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 licence.

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

STATE ACCOUNTANT: PRE AUDIT

SALARY RANGE: An all-inclusive remuneration: R242 475- R285 630 per annum (Level 7)
REF NO. ECHEALTH/SA-PA/SEH/01/07/2018- OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience in the field or Degree/ Diploma in financial Management/Supply Chain Management or equivalent qualification with 0-2 years' experience in the field. Understanding of PFMA, Treasury regulations, procurement and expenditure processes. Knowledge of transversal systems BAS, PERSAL and LOGIS. Good communication skills, accuracy and attention to details. Ability to work under pressure. A valid driver's licence.

DUTIES: Applying the internal control when the activities, programme, projects and events are in progress to ensure procedures are compliant to Treasury Regulations and PFMA. Examine documents to ensure all information is correct before the department undergoes expenditure. Ensure adherence of internal controls and authorising orders. Issue compliant certificate per service. Monthly reporting on irregular, unauthorised, wasteful and fruitless expenditure to the authorities.

ARTISAN GRADE A

SALARY RANGE: An all-inclusive remuneration: R179 523 – R199 242 per annum (OSD)
REF NO. ECHEALTH/ART/SBH/01/07/2018 - OR Tambo District, St Barnabas 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 Licence is required.

DUTIES: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

FINANCE CLERK

SALARY RANGE: An all-inclusive remuneration: R 163 563 – R 192 666 per annum (Level 5)
REF NO. ECHEALTH/FC/ANH/01/07/2018 - Joe Gqabi District, Aliwal North Hospital

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

DUTIES: Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears, bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ADMINISTRATION CLERK

SALARY RANGE: An all-inclusive remuneration: R 163 563 – R 192 666 per annum (Level 5)
REF NO. ECHEALTH/AC/TC/01/07/2018 – Maletswai Sub district, Tembisa Clinic

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

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

ADMINISTRATION CLERK

SALARY RANGE: An all-inclusive remuneration: R 180 063 - R 192 666 per annum (Level 5)
REF NO. ECHEALTH/DC/KLSAH/01/07/2018 -Kouga Sub district, Joubertina CHC

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

HUMAN RESOURCE CLERK

SALARY RANGE: An all-inclusive remuneration: R 163 563- R192 666 per annum (Level 5)
REF NO. ECHEALTH/HRC/DNH/01/07/2018 – Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience in Human Resources. 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 service 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. Coordinate PMDS.

PROVISIONING ADMIN CLERK (3 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 163 563- R192 666 per annum (Level 5)

REF NO. ECHEALTH/PAC/DNH/01/07/2018 – Nelson Mandela Metro, Dora Nginza Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of relevant prescripts. Must be computer literate and have good communication and interpersonal skills. Must be committed and hardworking and be able to work under pressure. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours / under pressure. Knowledge and understanding of LOGIS system.

DUTIES: Issuing of stock for wards and departments. Receiving of goods for the stores. Liaise with internal and external clients. Monthly stock takes. Maintain minimum and maximum of stock level. Ensuring correctness of documents received from the end users. Follows up on out of stock items. Provide general office administration for the SCMU warehouse. Spot checks in the departments. Alert transit in and transit out clerk of any discrepancies. Maintenance of bin cards and all stock related reports.

SUPPLY CHAIN CLERK

SALARY RANGE: An all-inclusive remuneration: R163 563- R192 666 per annum (Level 5)

REF NO. ECHEALTH/SCC/LTH/01/07/2018 - Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2 -5 years' experience in warehouse environment. Competencies: Computer literacy, MS EXCEL Intermediate, MS Word. An understanding of supply chain processes. Knowledge and understanding of PFMA, Treasury Regulations and the Logis system. Must be computer literate and have good communication interpersonal skills. Must be committed and hardworking and have the ability to work under pressure. Good communication skills. Basic knowledge of administration processes. Planning and organizing skills. Numerical skills.

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

ADMINISTRATION CLERK

SALARY RANGE: An all-inclusive remuneration: R163 563- R192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/PEDEP/01/07/2018 – Nelson Mandela Metro, PE Pharmaceutical Depot

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

DUTIES: Finalizing of consignment vouchers. Filing of consignment vouchers. Operate switchboard. Assist with stock count. Dealing with demanders queries. Assist with urgent orders. Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document

spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ADMINISTRATION CLERK

SALARY RANGE: An all- inclusive remuneration: R 163 563 – R 192 666 per annum (Level 5)

REF NO: ECHEALTH/AC/VICH/01/07/2018 - Amathole District, Victoria Hospital

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

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

FINANCE CLERK

SALARY RANGE: An all- inclusive remuneration: R 163 563 – R 192 666 per annum (Level 5)

REF NO: ECHEALTH/FC/SSGH/01/07/2018 - Amathole District, SS. Gida Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES: Knowledge of LOGIS. Implementation of supply chain management policies and ensure that all procurements are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filing of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

ADMINISTRATION CLERK (3 POSTS)

SALARY RANGE: An all- inclusive remuneration: R 163 563 – R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/TAL/01/07/2018- Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

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

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

ADMINISTRATION CLERK (2 POSTS)

SALARY RANGE: An all- inclusive remuneration: R 163 563 – R 192 666 per annum (Level 5)

REF NO: ECHEALTH/AC/TOWH/01/07/2018- Amathole District, Tower Hospital

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

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

ADMINISTRATION CLERK

SALARY RANGE: An all-inclusive remuneration: R 163 563 – R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/MAH/01/07/2018– Alfred Nzo District, Mount Ayliff Hospital

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

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

FINANCE CLERK

SALARY RANGE: An all-inclusive remuneration: R 163 563- R192 666 per annum (Level 5)

REF NO. ECHEALTH/FC/DNH/01/07/2018 – Nelson Mandela Metro, Dora Nginza Hospital

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

DUTIES: Render financial support services within the institution. Ensure that the payments are processed within 30 days as per PFMA and Treasury regulations. Submit to pre-audit and respond to queries. Request expenditure and detailed reports on BAS weekly and prepare for budget re-prepare monthly payments monitoring tools. Capture on LOGIS. Capture all the paid batches on PVREMS.

ADMINISTRATION CLERK (4 POSTS)

SALARY RANGE: An all-inclusive remuneration: R163 563- R192 666 per annum (Level 5)

REF NO: ECHEALTH/AC/FTH/01/07/2018 - Buffalo City Metro, Frere Tertiary Hospital

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

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

ACCOUNTING CLERK: REVENUE MANAGEMENT (3 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 163 563- R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AC-RM/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 certificate or an equivalent qualification with 2-5 years' experience. Knowledge and experience of the BAS system. Knowledge of departmental policies, knowledge of PFMA and other Financial Management and associated prescripts. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure.

DUTIES : Update registers for transactions captured on BAS and the filling of all documents. Assist with the audit sampling. Record document and be organized. Reproducing and making copies. Perform other duties as indicated by the manager. Collection of revenue and billing of patients. Perform other duties as indicated by the manager. Assist the patient administration and case managers in revenue generation. Deal with cash.

PROVISIONING ADMIN CLERK: LOGISTIC & INVENTORY SERVICES (WAREHOUSE) (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 163 563- R 192 666 per annum (Level 5)

REF NO. ECHEALTH/PAC-LIS/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 certificate or an equivalent qualification with 2-5 years' experience. A National Diploma in Bookkeeping, Inventory Management or any related field would be an added advantage coupled with experience in warehousing. Skills and Competencies: Knowledge of any of the transversal systems used by the Department of Health, especially LOGIS. Should possess strong analytical and mathematical skills, the ability to efficiently and effectively manage time and carry out orders, the ability of coordinating with all end users through the relevant supervisor, be compliant with all safety and legal documentation processes of a warehouse. Proven ability or need to study further inventory management or SCM courses.

DUTIES: Recording and maintaining inventory of all goods and materials in the warehouse. Carrying out all tasks as assigned by the warehouse supervisor / manager. Keeping records of all documentation relating to the dispatch and receipt of goods. Assisting in the compliance of all legal procedures of procuring and dispatching materials. Filling material requisitions and order forms. Verify the orders of end-users. Monitor the implementation of stores procedure. Check that the stock is despatched in a correct manner. Recording damage, loss, or surplus of goods and materials stored in the warehouse and reporting the same to the supervising authorities. Preparing of inventory balances and taking part in all stock counts at the warehouse. Checking usage of FEFO and FIFO at the warehouse. Ensuring that stock taking is done quarterly. All housekeeping related tasks assigned by the relevant supervisor.

LOGISTIC SUPPORT CLERK: CONTRACTS MANAGEMENT

SALARY RANGE: An all-inclusive remuneration: R 163 563- R 192 666 per annum (Level 5)

REF NO. ECHEALTH/LSP-CM/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 certificate or an equivalent qualification with 2-5 years' experience. Knowledge of basic provisioning administration prescripts. Competencies: Planning and organising skills. Communication (written and verbal) skills. Problem-solving skills. Computer skills in MS Office software (Word, Excel, PowerPoint and Outlook).

DUTIES:The incumbent will be responsible to render an effective general clerical support service to Contracts Management sub-section. Arrange, facilitate and organise meetings. Compile minutes/take record during meetings. Scan documents for an electronic filing system. Maintain a proper and effective filing system. Proper

record keeping and timeous updating of registers. Assist with the collection of contract and supplier performance information as well as verification of the completeness of supplier performance register. Report to PAO: Contracts Management (SCM Unit)

LOGISTIC SUPPORT CLERK: SUPPLIER PAYMENTS

SALARY RANGE: An all-inclusive remuneration: R 163 563- R 192 666 per annum (Level 5)
REF NO. ECHEALTH/LSP-SP/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 certificate or an equivalent qualification with 2-5 years' experience. Knowledge of Treasury Regulations and PFMA. Ability to understand and interpret basic financial policies. Sound reasoning and analytical skills. Ability of being trustworthy, honest and loyal. Knowledge of BAS and LOGIS. Willingness to work under pressure. Good verbal and communication skills. Computer Literacy is an added advantage.

DUTIES: Compile and processing of Supplier payments and capture invoices and payments on LOGIS. Ensure reconciliation of all service providers before payment processing. Request statements from Service Providers. Request Disbursement reports from BAS. Receiving order documents from SCM and invoices from Service Providers. Update and maintain payment and invoice registers. Capture and update electronic filing on PVR-REMS, manual filing of payment vouchers on filing boxes and transporting files to registry for manual filing and any other duties assigned by the supervisor.

LOGISTIC SUPPORT CLERK: TRANSPORT

SALARY RANGE: An all-inclusive remuneration: R 163 563- R 192 666 per annum (Level 5)
REF NO. ECHEALTH/LSP-T/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 certificate or an equivalent qualification with 2-5 years' experience licence is essential. Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy. Driving skills. A valid driver's licence.

DUTIES: Receiving processing of trip authority request from sections. Receiving of vehicles (new, awaiting repairs, rental, relief and returned noncompliant vehicles). Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.).

HUMAN RESOURCE CLERK

SALARY RANGE: An all-inclusive remuneration: R163 563- R 192 666 per annum (Level 5)
REF NO. ECHEALTH/HRC/BH/01/07/2018- OR Tambo District, Bambisana Hospital

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

DUTIES: Perform all tasks allocated to Human Resource Section. Gather process and interpret information on HR matters. Implement employee performance management and development systems. Prepare HR reports weekly, monthly, quarterly and annually. Administer recruitment, selection, appointment, leave management and capture allowances. Implement conditions of services and employee benefits.

WARD CLERK

SALARY RANGE: An all-inclusive remuneration: R163 563- R 192 666 per annum (Level 5)
REF NO. ECHEALTH/WC/ISH/01/07/2018 – OR Tambo District, Isilimela Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience in the public sector administrative environment. 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 roosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

ADMINISTRATION CLERK

SALARY RANGE: An all-inclusive remuneration: R163 563- R 192 666 per annum (Level 5)
REF NO. ECHEALTH/AC/SEH 01/07/2018 - OR Tambo District, St Elizabeth Hospital

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

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

ADMINISTRATION CLERK (4 POSTS)

SALARY RANGE: An all-inclusive remuneration: R163 563- R 192 666 per annum (Level 5)
REF NO. ECHEALTH/AC/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2 -5 years' experience. Computer literacy. Ability to use Ms Access. Power point, excel and Ms Word. Must have good communication skills both verbal and written. Knowledge and understanding of the policies that guide information management systems. Willingness and ability to work under pressure

DUTIES: Responsible for data collation, collection and capturing at facility level within agreed timeframes with a high standard of accuracy. Identify, resolve or query missing data and errors observed during data entry, electronic checks or manual reviews. Report missing data and errors to the information manager. Ensure records and files are always properly kept and secured. Do regular back-ups, Distribute data collection tools, Collect input forms from reporting units, Create register for submissions, Do sorting for capturing, Check completeness of the input forms, Consult reporting units for corrections where necessary, Capture data into DHIS, Do data export and import on DHIS, Do filing, Do back-up.

ADMINISTRATION CLERK

SALARY RANGE: An all-inclusive remuneration: R163 563- R 192 666 per annum (Level 5)
REF NO. ECHEALTH/DC/TC/01/07/2018 – OR Tambo District, Tabase Clinic

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

ADMINISTRATION CLERK

SALARY RANGE: An all-inclusive remuneration: R163 563- R 192 666 per annum (Level 5)
REF NO. ECHEALTH/DC/CC/01/07/2018 – OR Tambo District, Centuli Clinic

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

ADMINISTRATION CLERK

SALARY RANGE: An all-inclusive remuneration: R163 563- R 192 666 per annum (Level 5)
REF NO. ECHEALTH/BC/CC/01/07/2018 – OR Tambo District, Bityi Clinic

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

LAUNDRY SUPERVISOR (3 Posts)

SALARY RANGE: An all-inclusive remuneration: R136 800 – R161 148 per annum (Level 4)
REF NO. ECHEALTH/LS/KH/01/07/2018 – Chris Hani District, Komani 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.

HOUSEKEEPING SUPERVISOR

SALARY RANGE: An all-inclusive remuneration: R136 800 – R161 148 per annum (Level 4)
REF NO: ECHEALTH/HKS/CMH/01/07/2018 – Buffalo City Metro, Cecilla Makiwane Hospital

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

DUTIES: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty roster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room , toilet. Physically leads and provide general work, housekeeping and cleaning service in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide

and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, and cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and relates services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Court, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place order for general, housekeeping and cleaning services in the ward.

CLIENT INFORMATION CLERK

SALARY RANGE: An all-inclusive remuneration: R136 800- R161 148 per annum (Level 4)
REF NO. ECHEALTH/CIC/DNH/01/07/2018 - Nelson Mandela Metro, Dora Nginza Hospital
REF NO. ECHEALTH/CIC/LTH/01/07/2018 – Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 12 with 0-2 years' experience. Computer literacy. Good communication skills and maintain a high level of professionalism when dealing with clients. Must have telephone etiquette. Must be prepared to work shifts, weekends and Public holidays.

DUTIES: Operate the hospital switchboard by directing all incoming calls of the Hospital to the correct persons or departments. Assists with compiling updated internal telephone directories and to ensure prompt distribution. Assist staff members in locating medical personnel and to treat all these request as urgent. Render an administrative function to the switchboard unit. Treat official outgoing calls as urgent. Handle enquiries and supply customers with basic information. Detect and report faults with the switchboard timeously. Assist management to control and reduce telephone expenditure Operate the hospital switchboard by directing all incoming calls of the hospital to the correct persons/ department.

FOOD SERVICE SUPERVISOR

SALARY RANGE: An all-inclusive remuneration: R136 800 – R161 148 per annum (Level 4)
REF NO. ECHEALTH/FSS/FTH/01/07/2018- Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 years' experience in a formal food service environment, (including in-service training.) Good verbal, writing and communication 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

CLIENT INFORMATION CLERK

SALARY RANGE: An all-inclusive remuneration: R136 800 – R161 148 per annum (Level 4)
REF NO. ECHEALTH/CIC/FTH/01/07/2018 –Buffalo City Metro, Frere Tertiary Hospital

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

DUTIES: Operate the hospital switchboard by directing all incoming calls of the Hospital to the correct persons or departments. Assists with compiling updated internal telephone directories and to ensure prompt distribution. Assist staff members in locating medical personnel and to treat all these request as urgent. Render an administrative function to the switchboard unit. Treat official outgoing calls as urgent. Handle enquiries and

supply customers with basic information. Detect and report faults with the switchboard timeously. Assist management to control and reduce telephone expenditure Operate the hospital switchboard by directing all incoming calls of the hospital to the correct persons/ department.

FOOD SERVICE SUPERVISOR

SALARY RANGE: An all-inclusive remuneration: R136 800- R161 148 per annum (Level 4)

REF NO. ECHEALTH/ FSS /TOWH /01/07/2018- Amathole District, Tower Hospital

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

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

CLIENT INFORMATION CLERK

SALARY RANGE: An all- inclusive remuneration: R136 800 – R161 148 per annum (Level 4)

REF NO: ECHEALTH/CIC/AMATDO/01/07/2018 - Amathole District Office

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.

DRIVER: LIGHT VEHICLE

SALARY RANGE: An all-inclusive remuneration: R115 437- R 135 981 per annum (Level 3)

REF NO. ECHEALTH/D-LV/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 10/Standard 8 certificate. 3 years' experience as a Driver. Valid Code 8 driver's licence. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays

DUTIES: Provide transport services: fill log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipes, hooter, tyre condition and check vehicle licence. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties allocated by the Supervisor.

DRIVER: LIGHT VEHICLE

SALARY RANGE: An all-inclusive remuneration: R115 437- R 135 981 per annum (Level 3)

REF NO. ECHEALTH/D-LV/ISH/01/07/2018 – OR Tambo District, Isilimela Hospital

REQUIREMENTS: Grade 10/Standard 8 certificate. 3 years' experience as a Driver. Valid Code 8 driver's licence. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays

DUTIES: Provide transport services: fill log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle licence. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties allocated by the Supervisor.

FOOD SERVICE AID

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/FSA/FTH/01/07/2018- Buffalo City Metro, Frere Tertiary Hospital

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

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

LAUNDRY WORKER

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/LW/NQTBH/01/07/2018 –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 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.

GENERAL WORKER

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/GVH/01/07/2018 - Alfred Nzo District, Greenville Hospital

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

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

PORTER (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/POT/VICH/01/07/2018 - Amathole District, Victoria 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.

GENERAL WORKER (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/GW/VICH/01/07/2018- Amathole District, Victoria 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.

GENERAL WORKER (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF. NO: ECHEALTH/ WINTERH/01/07/2018 - 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.

PORTER

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/POT/FRH/01/07/2018- Buffalo City Metro, Frere Tertiary 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.

PORTER (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/POT/SSG/01/07/2018- Amathole District, S.S.Gida 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.

GENERAL WORKER (3 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/SSGH/01/07/2018- Amathole District, S.S. Gida 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.

GENERAL WORKER

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/BUTTH/01/07/2018- 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.

GENERAL WORKER (3 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)
REF NO. ECHEALTH/TAFALH /01/07/2018- 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.

GENERAL WORKER (5 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)
REF NO: ECHEALTH/TOWH 01/07/2018 - Amathole District, Tower 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.

GENERAL WORKER

SALARY RANGE: An all-inclusive remuneration: R96 549- R113 730 per annum (Level 2)
REF NO. ECHEALTH/GW/EMPH/01/07/2018 – Nelson Mandela Metro, Empilweni 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 including public holidays.

DUTIES: Perform general assistant work. Clean and disinfect drains and gullies. Cleaning of workshop and oxygen cages. Assist with workshop duties. Removal of refuse bags. Provide effective office and property care support services. Safeguard all master keys belonging to the hospital. Perform stock taking of the areas. Provide routine general work. Compliance and maintenance services: open windows for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all designated areas. Remove office items/furniture from one area to another. Report safety and hazardous threats in the hospital. Report electrical and mechanical malfunctioning equipment.

LAUNDRY WORKER (9 Posts)

SALARY RANGE: An all-inclusive remuneration: R96 549 – R 113 730 per annum (Level 2)
REF NO. ECHEALTH/LW/KH/01/07/2018 - Chris Hani District, Komani Hospital

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.

PROPERTY CARE TAKER

SALARY RANGE : An all-inclusive remuneration: R96 549 – R 113 730 per annum (Level 2)
REF NO. ECHEALTH/PCTMH/01/07/2018 – Chris Hani District, Mjanyana 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.

FOOD SERVICE AID

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)
REF NO. ECHEALTH/FSA/TWH/01/07/2018 - Amathole District, Tower 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.

FOOD SERVICE AID

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)
REF NO. ECHEALTH/FSA/STUT/01/07/2018 - Amathole District, Stutterheim 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.

LAUNDRY WORKER

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)
REF NO. ECHEALTH/LW/SSGH/01/07/2018- Amathole District, SS.Gida Hospital

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. 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.

LAUNDRY WORKER (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/LW/ TAFAH /01/07/2018- Amathole District, Tafalofefe Hospital

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. 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.

LAUNDRY WORKER (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/LW/ TOWH /01/07/2018- Amathole District, Tower Hospital

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. 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.

GENERAL WORKER

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/AMATDO/09/04/2018 - 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.

GENERAL WORKER (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/GW/NOMPH/01/07/2018 - 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.

PROPERTY CARE TAKER (12 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/PCTBALC/01/07/2018 – Nkonkobe Sub District, Balfour Clinic

REF NO. ECHEALTH/PCTBEDC/01/07/2018 - Nkonkobe Sub District Bedford Clinic

REF NO. ECHEALTH/PCDEBC/01/07/2018 - Nkonkobe Sub District Debe Clinic

REF NO. ECHEALTH/PCTLREC/01/07/2018 - Nkonkobe Sub District Lower Regu Clinic

REF NO. ECHEALTH/PCTMGWC/01/07/2018 - Nkonkobe Sub District Mgwala Clinic

REF NO. ECHEALTH/PCMZAC/01/07/2018 - Nkonkobe Sub District Mzamomhle Clinic

REF NO. ECHEALTH/PCTNJWC/01/07/2018 - Nkonkobe Sub District Njwaxa Clinic

REF NO. ECHEALTH/PCTPKSC/01/07/2018 - Nkonkobe Sub District Perksdale Clinic

REF NO. ECHEALTH/PCTQHIC/01/07/2018 - Nkonkobe Sub District Qhibira Clinic

REF NO. ECHEALTH/PCTSEYC/01/07/2018 - Nkonkobe Sub District Seymour Clinic

REF NO. ECHEALTH/PCVICC/01/07/2018 - Nkonkobe Sub District Victoria Clinic

REF NO. ECHEALTH/PCTGILC/01/07/2018 - Nkonkobe Sub District Gilton 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.

LAUNDRY WORKER (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R96 549-R113 730 per annum (Level 2)

REF NO. ECHEALTH/LW/TBH/01/07/2018 - 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.

GENERAL WORKER

SALARY RANGE: An all-inclusive remuneration: R96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/DH/01/07/2018 – Chris Hani District, Dodrecht 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.

GENERAL WORKER

SALARY RANGE: An all-inclusive remuneration: R96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/SSD-TC/01/07/2018 - Sakhisizwe Sub district, Tembelihle 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.

GENERAL WORKER (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/EM-CHC/01/07/2018 - Lukhanji Sub-District, Enoch Mgijima 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.

GENERAL WORKER (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 106 290 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/AVH/01/07/2018 - Kouga Sub district, Joubertina CHC

REF NO. ECHEALTH/GW/KSD/01/07/2018 - Kouga Sub district, Addo 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.

PROPERTY CARETAKER

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/PC/MDAC/01/07/2018 – Buffalo City Metro, Mdantsane CHC

REQUIREMENTS: ABET/Grade 10 or equivalent. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

GENERAL WORKER

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/GW/NHH/01/07/2018 – Buffalo City Metro, New Haven Hospital

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

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

PORTER

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/POR/EGC/01/07/2018 – Buffalo City Metro, Empilweni Gompo CHC

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.

GENERAL WORKER (4 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/GW/CMH/01/07/2018 – Buffalo City Metro, Cecilia Makiwane 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 lecture 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 areas 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 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.

FOOD SERVICE AID (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/FSA/CMH/01/07/2018 – Buffalo City Metro, Cecilia Makiwane Hospital

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

DUTIES: Render catering service: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivered trolley and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct numbers of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform regular checks to establish whether safety and sanitation standards are being adhere to. Report unhygienic and unsafe situation to the supervisor.

PORTER (2 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/POR/CMH/01/07/2018 – Buffalo City Metro, Cecilia Makiwane 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.

TRADE LABOURER

SALARY RANGE: An all-inclusive remuneration: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/TL/CMH/01/07/2018 – Buffalo City Metro, Cecilia Makiwane Hospital

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

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

WAREHOUSE ASSISTANT (8 POSTS)

SALARY RANGE: An all-inclusive remuneration: R 96 549- R 113 730 per annum (Level 2)

REF NO. ECHEALTH/WA/NMAH/01/07/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 10/Std 8 with 1-2 years' experience working in Warehouse/Stores environment. Ability to read and write, Ability to work under pressure, Ability to work as a team, Communication skills.

DUTIES: While reporting to Senior Administrative Officer: Warehouse, the incumbent will be responsible for clearing the Receiving Section, packing stock to the shelves using FIFO Method. Picking requested stock to the end users using issue voucher/ Log 1. Delivery issued stock to the end users. Keep store room neat and tidy all the time. Take an active part in quarterly stock count as well as Financial Year End Stock Take. Perform any other duties assigned by the Manager/Supervisor.

GENERAL WORKER

SALARY RANGE: An all-inclusive remuneration: R96 549- R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/BH/01/07/2018 - OR Tambo District, Bambisana Hospital

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

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

GENERAL WORKER

SALARY RANGE: An all-inclusive remuneration: R96 549- R 113 730 per annum (Level 2)
REF NO. ECHEALTH/GW/KSD - NC/01/07/2018 – KSD Sub district, Ngcwanguba Clinic

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

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

PROPERTY CARE TAKER (2 Posts)

SALARY RANGE: An all-inclusive remuneration: R96 549- R 113 730 per annum (Level 2)
REF NO. ECHEALTH/PCT/KSD- NC/01/07/2018 – KSD Sub district, Ngcengane Clinic

REQUIREMENTS: ABET level / 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.

LAUNDRY WORKER (6 Posts)

SALARY RANGE: An all-inclusive remuneration: R96 549- R 113 730 per annum (Level 2)
REF NO. ECHEALTH/LW/KSD- NCHC/01/07/2018 – KSD Sub district, Ngcwanguba CHC

REQUIREMENTS: ABET or grade 10 or equivalent qualification 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.

GENERAL WORKER

SALARY RANGE: *An all-inclusive remuneration: R96 549- R 113 730 per annum (Level 2)*
REF NO. ECHEALTH/GW/QCHC/01/07/2018 – Mhlontlo Sub district, Qumbu CHC

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. 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.

GENERAL WORKER (2 Posts)

SALARY RANGE: *An all-inclusive remuneration: R96 549- R 113 730 per annum (Level 2)*
REF NO. ECHEALTH/GW/MPDEP/01/07/2018 – OR Tambo District, Mthatha Pharmaceutical Depot

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. 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.

GENERAL WORKER

SALARY RANGE: *An all-inclusive remuneration: R96 549- R 113 730 per annum. (Level 2)*
REF NO. ECHEALTH/GW/QSD/01/07/2018 –Qaukeni Sub District, Mkhambathi Clinic

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. 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.

PROPERTY CARE TAKER

SALARY RANGE: *An all-inclusive remuneration: R96 549- R 113 730 per annum. (Level 2)*
REF NO. ECHEALTH/PCT/ QSD/01/07/2018 – Qaukeni Sub District, St Elizabeth Gateway Clinic

REQUIREMENTS: ABET level / 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.

GENERAL WORKER

SALARY RANGE: *An all-inclusive remuneration: R96 549- R 113 730 per annum. (Level 2)*
REF NO. ECHEALTH/GW/SBH/01/07/2018 – OR Tambo District, St Barnabas Hospital

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. 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.

GENERAL WORKER

SALARY RANGE: *An all-inclusive remuneration: R96 549- R 113 730 per annum (Level 2)*
REF NO. ECHEALTH/GW/TOMBO/EMS/01/07/2018 – OR Tambo District, Tombo EMS
REF NO. ECHEALTH/GW/MJIKW/01/07/2018 - OR Tambo District, Mjikwa Clinic
REF NO. ECHEALTH/GW/TABC/01/07/2018 OR Tambo District, Tabase Clinic
REF NO. ECHEALTH/GW/BITYC/01/07/2018 OR Tambo District, Bityi Clinic
REF NO. ECHEALTH/GW/CENTC/01/07/2018 OR Tambo District, Centuli Clinic

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. 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.

PROPERTY CARE TAKER (3 POSTS)

SALARY RANGE: An all-inclusive remuneration: R96 549- R 113 730 per annum (Level 2)

REF NO. ECHEALTH/PCT/TOMBO -EMS/01/07/2018 – OR Tambo District, Tabase Clinic

REF NO. ECHEALTH/PCT/TOMBO -EMS/01/07/2018 – OR Tambo District, Bityi Clinic

REF NO. ECHEALTH/PCT/TOMBO -EMS/01/07/2018 – OR Tambo District, Centuli Clinic

REQUIREMENTS: ABET level / 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.

PORTER (3 Posts)

SALARY RANGE: An all-inclusive remuneration: R96 549- R 113 730 per annum (Level 2)

REF NO. ECHEALTH/POR/TBH/01/07/2018 -Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

REQUIREMENTS: ABET/Grade 10 or equivalent with 0-2 years' experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

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

GENERAL WORKER (5 Posts)

SALARY RANGE: An all-inclusive remuneration: R96 549- R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/TBH/01/07/2018 -Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

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

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

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