



ERRATUM

The Department has recently issued Circular 1 of August 2018 (Website) and Circular 15 of 2018 (OTP website), an Advertisement of Non-Clinical posts for various health institutions

The following posts have been withdrawn from the advert:

- General Worker (2 Posts) REF NO. ECHEALTH/GW/MPDEP/01/07/2018- OR Tambo District, Mthatha Pharmaceutical depot
- Deputy Director: District Health Information System REFNO:ECHEALTH/DD/AMATDO/01/07/2018, Amathole District, District Office
- Client Information Clerk REF NO: ECHEALTH/CIC/AMATDO/01/07/2018- Amathole District, District Office
- General Worker (2 Posts) REF NO: ECHEALTH/GW/VICH/01/07/2018 - Amathole District, Victoria Hospital
- Food Service Aid (2 Posts) REF NO: ECHEALTH/FSA/CMH/01/07/2018 - Buffalo City Metro District, Cecilia Makiwane Hospital
- General Worker (4 Posts) REF NO: ECHEALTH/GW/CMH/01/07/2018 - Buffalo City Metro, Cecilia Makiwane
- Porter (2 Posts) REF NO: ECHEALTH/POR/CMH/01/07/2018 - Buffalo City Metro, Cecilia Makiwane
- HR Practitioner REF NO.ECHEALTH/HRP/FTH/01/07/2018 - Buffalo City Metro, Frere Tertiary Hospital
- Administration Clerk (4 Posts) REF NO: ECHEALTH/AC/FTH/01/07/2018 - Buffalo City Metro, Frere Tertiary Hospital
- Client Information Clerk REF NO. ECHEALTH/CIC/FTH/01/07/2018 - Buffalo City Metro, Frere Tertiary Hospital
- Food Service Supervisor REF NO. ECHEALTH/FSS/FTH/01/07/2018- - Buffalo City Metro, Frere Tertiary Hospital
- Food Service Aid REF NO. ECHEALTH/FSA/FTH/01/07/2018- - Buffalo City Metro, Frere Tertiary Hospital
- Porter REF NO. ECHEALTH/POT/FRH/01/07/2018- - Buffalo City Metro, Frere Tertiary Hospital
- Administration Officer REF NO: ECHEALTH/SAO/FTH/01/07/2018 - Buffalo City Metro, Nkqubela Hospital
- Laundry Worker REF NO: ECHEALTH/LW/NQTBH/01/07/2018 - Buffalo City Metro, Nkqubela Hospital

The following post has been advertised erroneously, please note the amendment below:

1. Property Care Taker REF NO. ECHEALTH/PCTMH/01/07/2018- Chris Hani District, Mjanyana Hospital
Instead of General worker
2. General Worker REF NO. ECHEALTH/GW/DH/01/07/2018- Chris Hani, Dodrecht Hospital instead of property caretaker
3. General Worker REF NO. ECHEALTH/GW/SSD-TC/01/07/2018- Sakhisizwe Sub district, Tembelihle Clinic instead of property care taker
4. Laundry Worker REF NO. ECHEALTH/LW/ TAFAH /01/07/2018-Amathole District, Tafalofefe Hospital (1 Post)
instead of 2

POST: LOGISTIC SUPPORT OFFICER REF NO.ECHEALTH/LSO/MPDEP/01/07/2018

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

CENTRE: 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: Compliance to Financial Regulations, Procurement Policies and Procedures: Management and control of stock and equipment, Maintain stock levels. Do monthly contract management reports, draft award letters for successful bidders. Draft service level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintain lease agreement control procurement services. Management and supervision of duties; Responsible for performance management to your section (PMDS); Preparing required reporting schedules, administer budgetary control, attend meetings as directed; Ensure effective filing and retrieval practices. Implement the inventory levels (min/max) to re-order; enforce best practice procurement standards for goods and services, ensure goods and services are obtained economically and efficiently and to the best advantage of the department.

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/SAO/CHDO/01/07/2018

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

CENTRE: Chris Hani District Office

REQUIREMENTS: Grade 12, 5 years' experience and /or Public Administration related degree/diploma with 3 years' experience Computer literacy. Valid unendorsed code 10 driving licence at least with 3 years with PDP. Public sector experience, supervisor experience in fleet management. Clear operational understanding of fleet management, planning and procurement. General administration policies and procedures, Understanding of service level agreement between district and institutions. General Admin transactional processing. Relevant legislation service standard. Experience in dealing with employee misconduct. Report writing skills. Good communication skills, both written and verbal. Computer Skills. Reporting Skills. Good planning and organizational ability.

DUTIES: Plan and procure transport Provide and audit the utilization of transport, Provide effective fleet maintenance. Facilitate the completion of trip forms .Administration of fleet within Chris Hani District, Ensure that vehicle compliance is maintained. Ensure regular interactions with the services providers for the maintenance and repairs of district vehicles. Monitor and maintain payment of subsidy vehicles, Coordinate and monitor payment of traffic fines .Attending meetings as directed and provide feedbacks. Any other duties as required by the supervisor.

POST: ASSISTANT DIRECTOR: ADMINISTRATION REF NO. ECHEALTH/AD: ADMIN/CHDO/01/07/2018

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

CENTRE: 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. A valid driver's licence. Knowledge of procurement, finance, Human Resource and Office Administration. Sound knowledge and experience in the application of Public Finance Management Act of 1999. Knowledge of BAS and LOGIS. Preferential Procurement Framework Act of 2000 and Treasury Regulation. Knowledge and understanding of Health Sector priorities. Knowledge of Financial/Procurement, Regulations, Policies and applicable regulation (PFMA, Treasury Regulations, Public Service Regulations). Effective conflict resolution and negotiation skills. Computer Literacy (Ms Word, Ms Excel and Ms PowerPoint). People management and empowerment. Good planning, organisational ability (compiling of reports) and supervisory skills. Understanding of service level agreement between district and institutions. Good communication skills, both written and verbal

DUTIES: Overall supervision and management of administration functions. Supervision of KPA's of subordinates. Management of corporate services within the Hospital which includes: Human Resource Management, Finance, Provisioning, Auxiliary and Transport. Coordinate and facilitate financial documents, reports, submissions, budget management and control. Monitor and collate Financial Information and reports. Project Management Strategic and

Operational Planning interpretation and application directives and policies. Revenue and Risk Management. Manage all internal communication and liaison. Play a supportive role in the facility. Advise and give guidance on administrative issues. Compile and take full responsibility for the regular reports. Develop strategies, plans policies and provide leadership role. Attending meetings as directed and provide feedbacks. Any other duties as required by the supervisor.

POST: HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/CMH/01/07/2018

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

CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital

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

DUTIES: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically 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 related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward 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.

Closing date for all posts still remains as the 17 August 2018