

CLOSING DATE: 19 OCTOBER

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. People with disabilities are encouraged to apply for these posts.

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

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

Cecilia Makiwane Hospital - Post to: Cecilia Makiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel: 043 7082118.

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.

Buffalo City Metro Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 64 Terminus Street, Old Standard Bank Building, East London 5200. Enquires: Ms Hlulani Tel. No. 043 743 3006/057.

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

Aliwal North Hospital - Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, Enquiries: Ms Fourie - Tel no: 051 633 7700.

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.

Empilisweni District Hospital- Post to: Human Resource Office,Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037.

Jamestown Hospital – Post to: Human Resource Office, 3 Hill Street, Private bag X03, Jamestown, 9742. Enquiries: Ms L.J Jood – Tel no: 051 633 9617.

Makana Sub- District - Post to: Human Resource, Recruitment Office Makana Sub- District Private Bag X 1023 Grahamstown 6140 or Hand deliver to Makana Sub District 49 Beaufort Street Grahamstown 6140. Enquiries: Ms Qaleni Tel: 046 622 4901

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.

Midlands Hospital - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf Reinet, 6280. or Hand Deliver at: Human Resource Office, Midlands Hospital, Graaf Reinet. Enquiries: Ms M. Human Tel no 049 807 7739

Adelaide Hospital - Post to: Human Resource Office, PO Box 128, Adelaide 5760 or Hand deliver to Piet Retief Drive, Adelaide 5760. Enquiries: Ms Karel Marques Tel.No 046 684 0066.

Amathole District Office - Post to:Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.

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.

Mbhashe Sub District - Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula Tel no 047 489 2417/16.

Raymond Mhlaba 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.

Stutterheim Hospital - Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital Hospital Street Stutterheim 4930 Enquiries: Ms P Booi Tel no 043 683 1313.

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane 4980 Enquiries: Ms Madlebe –Tel No: 047 498 8900.

Tower Psychiatric Hospital - Post to: Human Resource Office, Tower Hospital Private Bag X 228 Fort Beaufort 5720 Enquiries: Ms Mafani Tel 046 645 5007

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

Cradock Hospital - Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cradock, 5880. Enquiries: Danster Tel no: 048 881 2123

Intsika Yethu Sub-District Office - Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District Office, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela – Tel No: 047 874 0079.

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

Glen Grey Hospital - Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142 Lady Frere, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: MS N Ralushe Tel no: 047 878 2800.

Frontier Regional Hospital - Post to: Human Resource Office, Frontier Hospital, Private Bag X7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo – Tel no 045 808 4272.

Wilhem Stahl Hospital - Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr B Mbalula Tel: 0498421111.

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 Resources Office, Komani Hospital, Private Bag x7074, Queenstown 5319. Enquiries: Ms Mandindi –Tel no: 045 858 8400.

Dordrecht Hospital - Post to: HR Office, Dordrecht Hospital PO Box 80 Dordrecht 5435 or hand deliver to: HR Office, 1 Grey Street, Dordrecht Hospital, Dordrecht 5435 Enquiries Ms Mandla Tel no 045 943 1019.

Emalahleni Sub District - Post to: Human Resource Office No 4 Ndarhala road, Emalahleni SUB District, Lady Freere, 5410. Enquiries: Ms Mtshabe Tel no: 047 878 4300.

Lukhanji Sub District - Post to: Human Resource Office, Lukhanji Sub District , Private bag x 1, Queenstown, 5320. Enquiries: Ms M Tweni – Tel no: 045 807 8908.

Cala Hospital - Post to: Human Resource Office, Cala Hospital, Private bag X 516, CALA, 5455 or hand delivery to Drully Lane Street, CALA, 5455. Enquiries: Ms Z Sentile Tel no 047 874 8000.

Elliot Hospital - Post to: Human Resource Office, Elliot Hospital, P.O. Box 523. Elliot, 5460 or Hand deliver to Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms NB Puza Tel no 045 9311321.

Inxuba Yethemba Sub-District -Post to: Human Resource Office, Inxuba Yethemba Sub-District, Private bag X90, CRADOCK, 5880. Enquires: Ms G.O Van Heerden Tel no 048 881 2921

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

Indwe Hospital – Post to: HR Office, Indwe Hospital PO Box 5 Indwe 5445 or hand deliver to: No1 Graham Street, Indwe Hospital Indwe 5445 Enquiries: Christa Gouws Tel: 045 352 5500

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

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

Mount Ayliff Hospital - Post to: P/Bag X504, Mount Ayliff Hospital, 4735.or Hand Delivery No .8 Ntsizwa Street Mount Ayliff 4735 Enquiries: Mrs Pencil Tel no 039 2540236

Sipetu Hospital - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr EF Madaka Tel: 039 255 0077.

St Patricks Hospital - Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Jafta Tel No. 039 251 0236

Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 531, BIZANA 4800 Enquiries: Ms D.N Mdanyana Telno 039 7272090.

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

Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata 039 737 3801.

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

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

King Sabatha Dalindyebo Sub-District - Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, MTHATHA 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcanga Tel no 047 531 0823.

St Barnabas Hospital - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, LIBODE, 5160. Enquiries: Mr U Toni – Tel no 047 555 5300.

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 no 047 564 2805.

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 4469

Nyandeni Sub District - Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms Daniso – Tel no 047 555 0151

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

Holy Cross Hospital - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms Z Nompandana – Tel no 039 252 2026/8

Canzibe Hospital - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to Hospital, Ngqeleni Enquiries: Ms Solwandle – Tel: 0824207172.

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, TSOLO, 5170. Enquiries: Ms Makalima 047-542 6000.

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.

Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Ms Matiwane DB – 0631535649. Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 5080. Enquiries: Ms N Tengile Tel no: 047 573 8936/073 200 0217

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza – Tel no: 039 253 5012.

Port Alfred Hospital - Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms N Raco Tel no 046 604 4000.

DEPUTY DIRECTOR: CORPORATE COMMUNICATIONS

SALARY: R697 011 – R821 052 per annum (Level 11)

REF NO. ECHEALTH/DDC/HO/01/09/2018 - Bhisho, Head Office

REQUIREMENTS: National Diploma/Degree in Communications or equivalent qualification coupled with 5 years' experience in the field of which 3 years must be at Assistant Director Level. Knowledge of Public Communication. Knowledge of Constitutional, legal and institutional arrangements governing in South African Public Sector Good networking abilities and above-average computer skills. Ability to work under pressure and meet deadline. Excellent written and oral presentation skills. Ability to speak more than two official languages. Ability to edit. Managerial and organisational experience. Independent decision-making ability and sound organisational skills. A valid driver's license.

DUTIES: – Facilitate the production of departmental media, including newsletters, brochures, posters and pamphlets, services directorate to promote the key message, service and activities of ECDoH amongst the internal and external public. Assist in formulation of the Communication strategy. Build and maintain effective communication links with all identified stakeholders. Advice directorates and satellites offices regarding the

development of communication programmes. Write articles for internal and external publications. Co-ordinate visits by external stakeholders.

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT

SALARY: R697 011 – R821 052 per annum (Level 11)

REF NO. ECHEALTH/AFNDO/DDSCM/01/09/2018 - Alfred Nzo District Office

REQUIREMENTS: National Diploma/Degree in Financial Management/Supply Chain Management or equivalent qualification coupled with 5 years' experience in the field of which 3 years must be at Assistant Director Level. Sound knowledge Computer literacy and knowledge of government accounting systems and software (e.g. BAS & PERSAL etc). Extensive knowledge of or experience in PFMA, Treasury Regulations and other legislation. A valid driver's license. Strategic Planning. Ability to work under pressure. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data. A valid driver's license.

DUTIES: Provision of generic management services. Guide and supervise the implementation of Supply Chain Management related policies and programmes. Planning and compilation of operations' baseline plans. Co-ordination of unit operations or programme. Coordinate related work committees to advance hospital interests. Manage provision of Sub-Directorate programs and projects: Guide execution and maintenance of the following activities:-Demand, Acquisition, Contract, Asset and Logistics. Manage utilization of physical, financial and human resource in the Sub- Directorate: Compile budget proposal of the Sub-Directorate. Table budget proposal to the finance structure for consideration. Monitor budget spending and make budget reviews for the Directorate and report deviations to the Director. Recommend/approve basic financial transactions of the Sub-Directorate Assign work programs and projects to relevant Assistant Managers of the Directorate. Develop and review performance work plans and the related job profiles. Manage of information, records and knowledge in the Directorate: Support and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the Sub-Directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Sub-Directorate.

DEPUTY DIRECTOR: PLANNING MONITORING & EVALUATION

SALARY: R699 011 – R821 052 per annum (Level 11)

REF NO. ECHEALTH/DD-M&E/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: An appropriate recognized three-year Bachelor's Degree / National Diploma or equivalent qualification in Health Sciences, Social Sciences and Public Management with at least five to eight years' experience within the Public Service and hospital environment ,of which a minimum of 3 years must be experience at management level . Knowledge of National and Provincial Health Acts and their regulations, Public Service Act and Regulations, Public Finance Management Act and other relevant National and Provincial Prescripts; Knowledge and understanding of government planning processes and cycle; Clear understanding, interpretation and analysis of health indicators for strategic planning purposes; Good communication (verbal and written), analytical, people management and interpersonal skills. Ability to work independently with limited supervision. Knowledge, possession and application of computer skill. A valid code 08 Driver's License is a must. Please note, not a learner's License.

DUTIES: Provide support in the development and review of the Strategic Plan, and Operational Plan of the institution. Build and develop capacity within the institution for effective and efficient planning and execution of departmental plans. Facilitate approvals and tabling of the strategic and operational plans to relevant oversight body within the stipulated time frames. Communicate the strategic imperatives to all employees of the institution. Monitor and evaluate implementation of various directorate's operational plans. Ensure smooth running of Auditor General's audit of predetermined objectives. Assist in the alignment of institutions plans with the strategic plan of the ECDoH, Provincial Development Plan, National Department of Health's Strategic Plans and Health Council Priorities, Medium Term Strategic Framework, National Development Plan, the Sustainable Development Goals. Judicious support and reporting responsibilities to the management and assist in the production of monthly and quarterly reports of the Integrated Strategic Planning Unit.

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT

SALARY: R699 011 – R821 052 per annum (Level 11)

REF NO. ECHEALTH/DDFM/NMAH/01/09/2018 -OR Tambo District, Nelson Mandela Academic Hospital

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

REQUIREMENTS: Three year tertiary qualification or equivalent qualification/ an appropriate degree/diploma in commerce/Finance (Financial accounting or financial management related degrees or diploma) plus 2-3 years appropriate relevant experience in financial accounting services environment (sundry payments and or salary administration) as an Assistant Director or equivalent. Knowledge of financial legislation such as PFMA, Treasury regulations and acts. Basic Accounting System [BAS] and Salary Administration (PERSAL). Good communication skills (written and verbal). Good office administration, planning and organizational skills Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license. 10 years in the financial accounting services field with proven experience will be an added advantage. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Analyse and interpret financial data, do report writing and conduct meetings. Analytical skills, strategic thinking and problem solving abilities. Good communication skills and sound interpersonal relations. Payment of suppliers within 30 days. Ensure audit and communication to external and internal auditors. Ability to work in a team environment. Strong computer literacy, project management and presentation skills. The ability to meet deadlines.

DUTIES: Monitor/review and implement policies, procedures and other relevant prescripts on PERSAL and BAS, approve/authorize transactions on PERSAL and BAS or LOGIS. Monitor and control suspense accounts and exceptions. Ensure the administration of departmental payments (30 days maintained). Manage all resources allocated within the Section. Identify budgetary risks. To prevent, detect, investigate and report unauthorised, irregular fruitless and wasteful expenditure. Compilation of monthly and quarterly reports. Verify and authorise appointments on Persal. Verify and authorise promotions on Persal. Analyse the Persal reports and allocate rejected transactions on Persal. Conduct post audit to confirm authenticity of payments after processing on Persal and Bas. Co-ordinate and respond to internal and external auditors. Monthly, quarterly and annual financial statements-inputs relevant to specific operational area submitted by due dates. Manage human resources issues. Provide inputs in to the strategic planning of section and execution of the operational plan. Ensure optimal performance of subordinates to enhance performance and service delivery. Manage quarterly assessment of sub-ordinates. Identify problems and possible solutions or alternate methods to ensure customer satisfaction. Support clients with payment related enquiries and implements corrective measures where necessary. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [PMDS].

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT

SALARY: R699 011 – R821 052 per annum (Level 11)

REF NO. ECHEALTH/DDFM/STEH/01/09/2018 - OR Tambo District, St Elizabeth Hospital

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

REQUIREMENTS: A National Diploma / Bachelor's Degree in Accounting/Financial Management or equivalent qualification. Minimum of five (5) years' experience in Public Finance of which 3 years must be at Assistant Director level. Knowledge of or exposure in Public Financial & Supply Chain Management functions is required. Understanding financial management as implemented in Government and within the context of budgeting, expenditure & supply chain management. Knowledge and Understanding of PFMA; PPPFA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership, programme and project management, People management and empowerment, Service delivery innovation, Knowledge Management, Client orientation and customer focus. A valid driver's license.

DUTIES: Manage and support provision of Financial and Supply Chain Management services in the hospital. Manage provision of budget planning and expenditure management services inclusive of budget compilation, spending, budget reviews, revenue and debtor management. Support and co-ordinate provision of Financial Accounting services inclusive of supplier, creditor, staff salary payments and payroll management. Manage provision of internal control services. Manage provision of Supply Chain and Asset Management services covering demand, acquisition, inventory, logistics and asset (movable & immovable). Manage the allocated resources of the Sub -directorate in line with legislative and departmental policy directives and comply with

corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Develop Audit improvement Plan for the unit.

ASSISTANT DIRECTOR: EVENTS MANAGEMENT

SALARY: R 356 289 – R 419 679 per annum (Level 9)

REF NO. ECHEALTH/ASDEM/01/09/2018 - Bhisho, Head Office

REQUIREMENTS: National Diploma/Degree in Communications/Events Management/Marketing or any other related qualification with 3 - 5 years' experience in the related field of which 3 years must be at supervisory level. Project Management will be an added advantage. Knowledge of Public Communication. Knowledge of Constitutional, legal and institutional arrangements governing in South African Public Sector. Knowledge of events management and organisation. Strong interpersonal skills, planning and organising. Excellent verbal and written communication skills. Computer literacy skills. A valid code license.

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

ASSISTANT DIRECTOR ADMINISTRATION

SALARY: R356 289 – R419 679 per annum (Level 9)

REF NO. ECHEALTH/AD/ADMIN/TBH/01/09/2018 - Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

REQUIREMENTS: A National Diploma/Degree in Human Resource Management/Public Management /Public Administration or equivalent qualification with 3-5 years' experience of which 3 years must be in Supervisory level. Knowledge and understanding of the PFMA, 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. . 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 literacy. A valid driver's license.

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

ASSISTANT DIRECTOR: ADMINISTRATION

SALARY: R356 289 – R419 679 per annum (Level 9)

REF NO. ECHEALTH/AD/ASD/EH/01/09/2018 - Joe Gqabi District, Empilisweni Hospital

REQUIREMENTS: National Diploma/Degree in Human Resource Management or Public Administration/Management or equivalent qualification coupled with 3-5 years' experience in Human Resource management /Administration of which 3 years must be at supervisory level. 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. A valid driver's license.

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

ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY MANAGEMENT

SALARY: R356 289 - R419 679 per annum (Level 9)

REF NO: ECHEALTH/AD/IT/SBDO/01/09/2018 - Sarah Baartman District Office

REQUIREMENTS: National Diploma/Degree in Information Systems or equivalent qualification coupled with 3-5 years' experience in the field of which 3 years must be at supervisory level. Experience in the management of large and complex contracts will be essential. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. ITIL Certification will be an added advantage. Must be in possession of a valid driver's license. Leadership and Management skills. Project Management understanding. People and customer service skills. Aware of tactical and strategic business decision/ business needs. Articulating skills, both written, verbal and presentation. Organizing documents and prioritizing work. Negotiation skills. Account management skills. Analytical and statistical skills.

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

ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT

SALARY: R 356 289 – R 419 679 per annum (Level 9)

REF NO: ECHEALTH/ AD/HRD/DORA/01/09/2018 - Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma/Degree in HRM/Public Administration or equivalent qualification with 3-5 years' experience of which 3 years must be on Supervisory level and in the HRD environment. Knowledge of Government policies and regulations pertaining to training development. Extensive knowledge and understanding of applicable legislation and policies in HRM/Development. Report writing and presentation skills. Effective communication at all levels. Project Management skills. Policy formulation, change and diversity management skills. The ability to conduct research and write proposals. The ability to work under pressure. Good administrative and organizational skills. Computer Literacy. A valid driver's license.

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

SENIOR ADMIN. OFFICER – PLANNING, MONITORING AND EVALUATION

SALARY: R299 708 - R 353 043 per annum (Level 8)

REF NO. ECHEALTH/MRH/ACCSP/01/09/2018 - OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 with 10 years' experience in the field or National Diploma/Degree in Public Administration/Public Management/Social Sciences or equivalent qualification with 2 - 5 years' experience in the relevant field. Knowledge of relevant legislative framework and modern systems of government. Applied Strategic thinking, applying technology, budgeting and financial management, networking and project management. Sound Administration and Presentation skills. Sound Knowledge and experience of MS Word, EXCEL, PowerPoint and

Knowledge of Information Management Systems will serve as an advantage. Knowledge of Public Management Finance Act (PFMA) and other relevant acts and policies. Knowledge of departmental strategic planning process. Proven extensive knowledge and experience of Planning, Monitoring & Evaluation and reporting. Interpersonal skills, ability to interact with people and community. Ability to interpret policies. Communication skills (verbal and written). Computer skills. A valid driver's license.

DUTIES: Facilitate hospital planning initiatives based on sound research and reliable management information. Monitor, evaluate and report on the implementation on the annual hospital health plan, monthly reports, quarterly reports, operational plan and strategic plan. Conduct performance reviews. Validate and produce reports on health information data for submission to Provincial Office. Monitor maintenance of data backup on monthly basis. Monitor capturing of data on the system. The officer acts as a technical support to all units in the hospital pertaining Planning, Monitoring & evaluation. Incumbent reports to the Strategic Service Manager.

HEALTH & SAFETY OFFICER

SALARY: R 299 709 – R 353 043 per annum (Level 8)

REF NO: ECHEALTH/HSO/ORSH/01/09/2018- Nelson Mandela Metro, Orsmond TB Hospital

REQUIREMENTS: National Diploma/Degree Environment Health, Industrial Hygiene, Safety Engineering or Occupational Health with 2-5 years' experience in the field. Safety training courses e.g. SHEQ, Safety Representative, Advanced Safety Representative and advanced SAMTREC. Tact and diplomacy, Able to work as part of a team, able to work independently. Integrity and honest, approach every query/ task with an open mind. Good communication and negotiation skills. Strict with company policy and rules and enforcing to work under the Act of 85 of 1993 regulations. Energetic and regular site inspection. Hard working and enforcing daily housekeeping at the workplace. A valid driver's license.

DUTIES: To develop, implement and direct the hospital Safety and Risk Management program. To be responsible for safety planning, inspection and accident preventing work. To serve as chairperson of the hospital's Safety and Disaster Planning Committees and to perform related work as required. Identify hazards and assess risks to health and safety, put appropriate safety controls in place. Provide advice on accident prevention and occupational health to management and employees. Identifies the causes and advises on improvements in safety standards that needs to be made. Safety officers also liaise with other agencies and internal staff over health and safety issues. Conduct training sessions for management, supervisors and workers on health and safety practices and legislation.

HOUSEKEEPING MANAGER

SALARY: R299 709 – R353 043 per annum (Level 8)

REF NO. ECHEALTH/CLM/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: An appropriate Diploma / Degree backed by at least 4 years' experience in Cleaning / Laundry in an Industrial environment .Leadership skills, display willingness to work extended hours. Computer literacy, A valid driver's license (at least code EB). Knowledge of PFMA, Procurement, Public services regulations, OHS Act and other legislation applicable to the post. Strong leadership, Negotiation, people management, presentation, policy Implementation, analytic thinking and problem solving. Skill Contract administration. Good verbal and written communication skills with respect to interacting with peers, subordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports. Proven ability to coordinate, comply and enforce the Implementation of policies. Display the willingness to work extended Hours.

DUTIES: While reporting to the Soft Services Manager, the successful incumbent will oversee and programme cleaning for the two Institutions. Control service programme of external companies in cleaning services for the institution. Support the institution in its strategic goals and objections. Liaise with colleagues of different ranks with regard to required support from the sub directorate. Manage support from the sub- directorate. Allocate, control and monitor the resources within the sub- directorate. Implement and maintain policies, methods practices and standards on quality services and legislation. Overall quality control of work in line with batho pele principles to solve problems of an operational nature. Assist management with advice relating to cleaning services.

CONTROL LAUNDRY MANAGER

SALARY: R299 709 – R353 043 per annum (Level 8)

REF NO. ECHEALTH/CLM/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: An appropriate Degree/ Diploma backed by at least 4 years' experience in Laundry management in Hospital environment. Leadership skills, display willingness to work extended hours. Computer literacy, A valid driver's license (at least code EB). Knowledge of PFMA, Public service regulations, OHS Act and other laundry management legislations applicable to the post. Strong leadership, negotiation, people management, presentation, policy implementation, analytic thinking and problem solving. Skills Contract administrative. Good and verbal written communication skills with respect in interacting with peers, subordinates, other employees. Ability to write reports. Proven ability to coordinate, comply and enforce the implementation of policies.

DUTIES: Implement and maintain policies. Conduct laundry management assessment tools and inspections. Conduct and participate in meetings. Provide office administrative functions. Oversee and programme laundry management programme for the institutions. Support the institution in its strategic goals and objectives. Liaise with colleagues of different ranks with regard to required support from the sub directorate. Manage staff on the direct and indirect levels in the sub directorate. Implement and maintain policies, methods and practice and standards on quality service and legislation. Overall quality control of work in line with batho pele principles. To solve problems of an operational nature. Assist management with advise relating to laundry management.

PROVISIONING ADMINISTRATION OFFICER: ACQUISITION

SALARY: R 242 475 – R285 630 per annum (Level 7)

REF NO: ECHEALTH/ PAO/HO/01/09/2018- Bhisho, Head Office

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience in the field or National Diploma/Degree in Supply Chain Management /Commerce or equivalent qualification with 2-3 years relevant experience in Supply Chain Management (Tender Administration). Proven Computer Skills (Ms Office). Proficiency / Practical knowledge in Ms Excel, Ms Word, email and internet. Good Communication Skills (verbal and written). Accuracy and attention to detail. Ability to work under pressure. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts. A valid driver's license.

DUTIES: Manage Publication of tenders. Co-ordinate departmental submissions from Head Office, Districts and Health Institutions for tender adverts and liaise with Government Printing Works, Provincial Treasury, newspaper media and Departmental Communications for placement of tender publications. Maintain Bid Reports. Coordinate participation in Transversal Contracts.

LOGISTIC SUPPORT OFFICER

SALARY: R242 475 – R285 630 per annum (Level 7)

REF NO. ECHEALTH/LSO/CMH/01/09/2018 - Buffalo City Metro, Cecilia Makiwane Hospital

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

DUTIES: Manage stores administration in the institution. Ensure that all materials/stock are available. Ensure that the storage for the stock is in good condition and quality. Control procurement services. Check that all the procurement documents are in order. Monitor the implementation of stores procedure. Check that the stock is dispatched in a correct manner. Ensure that stock taking is undertaken. Ensure that records of stock purchased or orders are kept in a safe place. Maintain stock levels. Supervise, coach and mentor subordinates. Conduct performance reviews.

LOGISTIC SUPPORT OFFICER

SALARY: R242 475 – R285 630 per annum (Level 7)

REF NO. ECHEALTH/LSO/FTH/01/09/2018 - Buffalo City Metro, Frere Tertiary Hospital

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

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

DUTIES: Manage stores administration in the institution. Ensure that all materials/stock are available. Ensure that the storage for the stock is in good condition and quality. Control procurement services. Check that all the procurement documents are in order. Monitor the implementation of stores procedure. Check that the stock is dispatched in a correct manner. Ensure that stock taking is undertaken. Ensure that records of stock purchased or orders are kept in a safe place. Maintain stock levels. Supervise, coach and mentor subordinates.

INFORMATION OFFICER

SALARY: R242 475 – R285 630 per annum (Level 7)

REF NO. ECHEALTH/IO/CMH/01/09/2018 - Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS: Grade 12 or equivalent with 10 years' experience in Health Information Management or National Diploma/Degree in Information Management or equivalent qualification with 0-2 years' experience. Sound knowledge of national health priorities, objectives and indicators. Understanding of the health information flow and reporting requirements. Ability to analyse and communicate results to end users. Ability to liaise with internal and external stakeholders. Ability to work under pressure. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the National Core Standards. High level of reliability. Experience in a health care setting using Health Department Information Systems and software (DHS) or a relevant tertiary qualification will be added advantage.

DUTIES: Roll out (install) TB/HIV Information system (ART TIER.NET) in the facility. Conduct trainings on route Health Information System (ART TIER.NET)/EDR Web/DHIS). Ensure that good quality data is collected across the hospital, verified, collated into DHIS and submitted to the next level on time. Provide feedback to the reported units through presentations and narrative reports. Ensure compliance with all provincial and national reporting requirements. Ensure that the Health information records are filed properly and is readily available. Provide advice to ward managers and heads of department with regards to Health Information Management. Perform other related duties as assigned and agreed upon. Attend to all legal instructions given to you in writing or verbally by a senior Staff member. Adhere to meetings and trainings as approved by line manager. Comply with the Performance Management and development System (Contacting, quarterly reviews and final assessment).

ADMINISTRATION OFFICER (FINANCE)

SALARY: R242 475 – R285 630 per annum (Level 7)

REF NO. ECHEALTH/AO/BCM/01/09/2018 - Buffalo City Metro Office

REQUIREMENTS: Grade 12 with 10 years' experience or National Diploma/Degree in Public Administration/Office Administration or equivalent with 2-3 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.

DUTIES: Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance

on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.

HUMAN RESOURCE PRACTITIONER

SALARY: R242 475 – R285 630 per annum (Level 7)

REF NO. ECHEALTH/HRP/ANH/01/09/2018- Joe Gqabi District, Aliwal North Hospital

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

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

LOGISTIC SUPPORT OFFICER

SALARY: R242 475 – R285 630 per annum (Level 7)

REF NO. ECHEALTH/LSO/JQDO/01/09/2018 - 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 license.

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

PROVISIONING ADMINISTRATION OFFICER

SALARY: R242 475 -R 285 630 per annum (Level 7)

REF NO. ECHEALTH/PAO/MH/01/09/2018 - Sarah Baartman District, Midlands Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience in the field or National Diploma/Degree in Supply Chain Management /Commerce or equivalent qualification with 2-3 years relevant experience in Supply Chain Management. Proven Computer Skills (Ms Office). Proficiency / Practical knowledge in Ms Excel, Ms Word, email and internet. Good Communication Skills (verbal and written). Accuracy and attention to detail. Ability to work under pressure. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts. A valid driver's license.

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

HUMAN RESOURCE PRACTITIONER

SALARY: R242 475 - R285 630 per annum (Level 7)

REF NO. ECHEALTH/HRP/MH/01/09/2018 - Sarah Baartman District, Midlands Hospital

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

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

PATIENT ADMINISTRATION OFFICER

SALARY: R242 475 – R285 630 per annum (Level 7)

REF NO. ECHEALTH/PAO/MH/01/09/2018 - Sarah Baartman District, Midlands Hospital

REQUIREMENTS: Grade 12 or Equivalent qualification with 10 years relevant experience or Degree/ National Diploma in Public Administration or equivalent qualification with 0 – 2 years of experience in Public Sector administrative environment. Computer Literacy in MS Office Suite especially Word & Excel. Previous Administration in a Hospital Environment will serve as an advantage. This position is based in a psychiatric hospital. Knowledge of government policies & Prescripts, Service delivery and innovation. A good understanding of patient administration a psychiatric institution. Knowledge of mental health care Act17 of 2002 and all appropriate Public Service Legislation. Policy formulation and editing. Managing interpersonal conflict and resolve problems. Applied strategic thinking and team leadership. Written and verbal communication. Computer literacy. Report writing. A valid driver's license.

DUTIES: Implement and give advice on government policies/legislations which are of a administrative nature, interpretation of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional Policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instruction or procedures or referring to established precedents or narrow policy guidelines. Reach conclusion within narrow guided by analyzing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/ strategy. Supervise patient administration clerks and administrative personnel at a lower levels identify and plan for training and development act as formal disciplinary authority. Collect and Analyse work statistics. Ensure compliance with statutory obligations which may include specification

FINANCIAL PRACTITIONER

SALARY: R242 475 - R285 630per annum (Level 7)

REF NO: ECHEALTH/SFP/AMATDO/01/09/2018 - Amathole District Office

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

DUTIES: Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns,

reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

HUMAN RESOURCE PRACTITIONER

SALARY: R242 475 - R285 630per annum (Level 7)

REF NO: ECHEALTH/HRP/BUTTH/01/09/2018 - Amathole District, Butterworth Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or A Bachelor's Degree / National Diploma in HRM/ Public Administration or equivalent qualification with 0-2 years' experience. Computer Literacy. Knowledge of PERSAL. 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. Good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential.

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.

HUMAN RESOURCE PRACTITIONER

SALARY: R242 475 - R285 630per annum (Level 7)

REF NO: ECHEALTH/HRP/VICTH/01/09/2018- Amathole District, Victoria Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or A Bachelor's Degree / National Diploma in HRM/ Public Administration or equivalent qualification with 0-2 years' experience. Computer Literacy. Knowledge of PERSAL. 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. Good knowledge and understanding of legal framework governing Human Resources. A valid Driver's license and willingness to travel is essential.

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.

STATE ACCOUNTANT: DEBT MANAGEMENT

SALARY: R242 475 – R285 630 per annum (Level 7)

REF NO ECHEALTH/MRH/STA/01/09/2018 - OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 with 10 years' experience in the field or National Diploma/Degree in Financial Management/Accounting/Public Administration or equivalent qualification with 0-2 years' experience in the field. Delta 9 and BAS experience and must be computer literate. Customer service principles. Sound analytic and problem solving skills. Good verbal and written communication skills. Ability to interpret policies. Ability to work independently and with a team. A valid driver's license.

DUTIES: Implement all policies related to debt management process tracking activities and revenue services. Ensure debt management system is updated with new debtors daily. Administer and manage revenue accounts. Ensure follow-ups on all outstanding accounts are done. Manage and supervise the cashiers. Balance the cashier and the end of the day. Ensure that all surpluses and shortfall have been properly accounted for. Ensure that the receipt book, deposit book, remittance register and monies are locked in the main safe/strong room and banked daily. Maintain service level agreements. Ensure continuous improvement of the receipting and billing process. Authorize Journals on DELTA 9. Ensure that a proper record of the repayments and amounts remaining outstanding are maintained. Monitor the repayment arrangement to determine whether higher rate of installment. Ensure the reminding of debtors on outstanding payments. Assist in compiling of monthly, quarterly and annual reports and filling of all documents. To mentor staff and perform all duties assigned by supervisor.

STATE ACCOUNTANT: BUDGET (2 POSTS)

SALARY: R242 475 – R285 630 per annum (Level 7)

REF NO ECHEALTH/MRH/STAB/01/09/2018 - OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 with 10 years' experience in the field or National Diploma/Degree in Financial Management/Accounting/Public Administration or equivalent qualification with 0-2 years' experience in budget management. A Bachelor's degree or National Diploma in Finance or Accounting field or Senior certificate with 5 years' financial experience. Knowledge of the Basic Accounting System, Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations. Computer Literacy. Customer service principles. Communication skills (verbal and written). Ability to interpret policies. Ability to work independently and with a team. A valid driver's license.

DUTIES: Ensure that the budget is captured correctly and accurately in the BAS system. Assist in preparation and compilation of monthly expenditure reports. Allocation of funds. Compile IYM reports. Assist in identifying potential cost saving opportunities in order to limit fruitless expenditure. Investigating expenditure misallocation and processing of journals. Assist the Budget Manager in collecting/obtaining relative financial budgetary information to execute budget management function. Assist in arranging and preparation for Budget Advisory Committee meetings. Assist in preparing financial budgetary reports and statistics. Collect/deliver budget related document from and to other departments. To do all duties assigned by supervisor. Ensure that the requirements of the Public Finance Management Act and Treasury Regulations as well as Departmental Financial Policies and Procedures are adhered to.

PATIENT ADMINISTRATION OFFICER

SALARY: R242 475 – R285 630 per annum (Level 7)

REF NO. ECHEALTH/PAO/CH/01/09/2018 -Chris Hani District, Cofimvaba Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience or Degree/National Diploma in Public Administration with 0-2 years' experience in the public sector administrative environment. Computer literacy in MS Office suite especially Word & Excel. Previous administration in a hospital environment will serve as an advantage. This position is based in a psychiatric hospital. Knowledge of government policies and prescripts. Service delivery and innovation. A good understanding of patient administration in a psychiatric institution. Knowledge of Mental Health Care Act 17 of 2002 and all appropriate Public Service Legislation. Policy formulation and editing. Managing interpersonal conflict and resolve problems. Applied strategic thinking and team leadership. Written and verbal communication. Computer literacy. Report writing skills.

DUTIES: Implement and give advice on government policies/legislations which are of an administrative nature. Interpretation of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Supervise patient administration clerks and administrative personnel at lower levels. Identify and plan for training and development. Act as formal disciplinary authority. Collect and analyse work statistics. Ensure compliance with statutory obligations which may include specifications.

LOGISTIC SUPPORT OFFICER

SALARY: R242 475 – R285 630 per annum (Level 7)

REF NO. ECHEALTH/LSO/CH/01/09/2018 - Chris Hani District, Cofimvaba Hospital

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

DUTIES: Manage stores administration in the institution. Ensure that all materials/stock are available. Ensure that the storage for the stock is in good condition and quality. Control procurement services. Check that all the procurement documents are in order. Monitor the implementation of stores procedure. Check that the stock is dispatched in a correct manner. Ensure that stock taking is undertaken. Ensure that records of stock purchased or orders are kept in a safe place. Maintain stock levels. Supervise, coach and mentor subordinates.

ADMINISTRATION OFFICER

SALARY: R 242 475 – R 285 630 per annum (Level 7)

REF NO: ECHEALTH/AO/NMBHD/MCHC/01/09/2018 - Nelson Mandela Metro, Motherwell CHC

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or National Diploma/Degree 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 skills. Advanced computer skills and a valid driver's license.

DUTIES: Responsible for the effective control of the institution's administrative and support functions, including HR, 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: R 242 475 – R 285 630 per annum (Level 7)

REF NO. ECHEALTH/HRP/SPH/01/09/2018 - Alfred Nzo District, St Patricks 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.

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.

FINANCIAL PRACTITIONER (PAYMENT)

SALARY: R 242 475 – R 285 630 per annum (Level 7)

REF NO: ECHEALTH/DO/FP//01/09/2018 - Alfred Nzo District Office

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

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

LOGISTIC SUPPORT OFFICER

SALARY: R242 475- R285 630 per annum (Level 7)

REF NO. ECHEALTH/LSO/CH/01/09/2018 - OR Tambo District, Canzibe Hospital

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 license.

DUTIES: Manage stores administration in the institution. Ensure that all materials/stock are available. Ensure that the storage for the stock is in good condition and quality. Control procurement services. Check that all the procurement documents are in order. Monitor the implementation of stores procedure. Check that the stock is dispatched in a correct manner. Ensure that stock taking is undertaken. Ensure that records of stock purchased or orders are kept in a safe place. Maintain stock levels. Supervise, coach and mentor subordinates.

LOGISTIC SUPPORT OFFICER

SALARY: R242 475 - R285 630 per annum (Level 7)

REF NO. ECHEALTH/LSO/CH/01/09/2018 - OR Tambo District Office

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 license.

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

HUMAN RESOURCE PRACTITIONER

SALARY: R242 475 - R285 630 per annum (Level 7)

REF NO. ECHEALTH/HRP/CH/01/09/2018 - OR Tambo District, Canzibe Hospital

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

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

ADMINISTRATION OFFICER

SALARY: R242 475 - R285 630 per annum (Level 7)

REF NO. ECHEALTH/AO/TOMBO-CHC/01/09/2018 - OR Tambo District, Nyandeni (Tombo CHC)

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

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

ADMINISTRATION OFFICER

SALARY: R242 475 - R285 630 per annum (Level 7)

REF NO. ECHEALTH/AO/HCH/01/09/2018 - OR Tambo District, Holy Cross Hospital

REQUIREMENTS: Grade 12 with 10 years' experience or National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.

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

ADMINISTRATION OFFICER

SALARY: R242 475 - R285 630 per annum (Level 7)

REF NO. ECHEALTH/AO/STBH/01/09/2018 - OR Tambo District, St Barnabas Hospital

REQUIREMENTS: Grade 12 with 10 years' experience or National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.

DUTIES: Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance

on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.

HUMAN RESOURCE CLERK

SALARY: R163 563- R 192 666 per annum (Level 5)

REF NO. ECHEALTH/HRC/ANH/01/09/2018 - Joe Gqabi District, Aliwal North 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.

FINANCIAL CLERK

SALARY: R 163 563 – R 192 666 per annum (Level 5)

REF NO. ECHEALTH/FC/JH/01/09/2018 - Joe Gqabi District, Jamestown 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: R 163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/MH/01/09/2018 - Sarah Baartman District, Midlands Hospital

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

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ADMINISTRATION CLERK

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO: ECHEALTH/AC/ADELH/01/09/2018 - Amathole District, Adelaide 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.

HUMAN RESOURCE CLERK

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO: ECHEALTH/HRC/BUTTH/01/09/2018 - Amathole District, Butterworth Hospital

REQUIREMENTS: Grade 12 with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

DUTIES: Render all PERSAL services including remunerations 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 systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

HUMAN RESOURCE CLERK

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO: ECHEALTH/HRC/TAFAH/01/09/2018 - Amathole District, Tafalofefe Hospital

REQUIREMENTS: Grade 12 with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

DUTIES: Render all PERSAL services including remunerations 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 systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

ACCOUNTING CLERK: REVENUE (CASHIERS)

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO ECHEALTH/MRH/ACC/01/09/2018 - OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 with 1-2 years' experience in finance. Competencies: Interpersonal skills/ ability to interact with people and community. Ability to interpret policies. Communication skills (verbal and written). Computer skills.

DUTIES: Receive all receipts and reconcile daily. Capture BAS receipts on system. Assist with releasing of accounts. Main cashier. Make necessary follow-up on all outstanding accounts. Maintain history of patient

accounts. Assist in compiling of monthly, quarterly and annual reports. Receipt all monies received. Prepare bank deposits. Capture BAS receipts on system. Prepare monthly returns. Issue OPD receipts, BAS receipts and deposit books. Maintain stock register for face value forms. Responsible for the safe custody of all state monies and face value forms. Reconcile OPD and BAS receipts with deposits. Filing of all documents.

ACCOUNTING CLERK: REVENUE MANAGEMENT

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO ECHEALTH/MRH/ACC/01/09/2018 - OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 with 1-2 years' experience in finance, Competencies: Interpersonal skills/ ability to interact with people and community. Ability to interpret policies. Communication skills (verbal and written). Computer skills.

DUTIES: Assist with releasing of accounts. Make necessary follow-up on all outstanding accounts. Bill patient's accounts on delta 9 system and submit them to external funders. Maintain history of patient accounts. Assist in compiling of monthly, quarterly and annual reports. Receipt all monies received. Prepare bank deposits. Capture BAS receipts on system. Prepare monthly returns. Issue OPD receipts, BAS receipts and Deposit books. Maintain stock register for face value forms. Responsible for the safe custody of all state monies and face value forms. Reconcile OPD and BAS receipts with deposits. Filing of all documents.

ACCOUNTING CLERK: SALARY PAYMENT

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO ECHEALTH/MRH/ACCSP/01/09/2018 - OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Grade 12 with 2 – 5 years' experience in Finance. Interpersonal skills/ ability to interact with people and community. Ability to interpret policies. Communication skills (verbal and written). Computer skills. Knowledge of BAS and PERSAL.

DUTIES: Capturing of all service benefits on PERSAL and BAS system. Compile journals and payments of leave gratuities. Distribution of pay slips and IRP 5. Capturing of garnishees.

ADMINISTRATION CLERK

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/CH/01/09/2018 - Chris Hani District, Cofimvaba 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 ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical KPA's: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

ADMINISTRATION CLERK

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/CH/01/09/2018 - Chris Hani District, Cradock 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 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: R163 563 - R192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/IYSD-KC/01/09/2018 - Intsika Yethu Sub-District, Kubengu Clinic

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

DUTIES: Provide administrative support services: 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: R163 563 - R192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/CHESD-PC/01/09/2018 - Emalahleni Sub-District, Philani Clinic

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

DUTIES: Provide administrative support services: 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.

FINANCIAL CLERK (2 Posts)

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO. ECHEALTH/FC/FH/01/09/2018 - Chris Hani District, Frontier Hospital

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

DUTIES: Knowledge of LOGIS. Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations.

Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

PROVISIONING ADMINISTRATION CLERK

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO: ECHEALTH/PAC/CH-CH/01/09/2018 - Chris Hani District, Cala Hospital

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

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

PROVISIONING ADMINISTRATION CLERK

SALARY: R163 563 - R192 666 per annum (Level 5)

CENTRE: REF NO: ECHEALTH/PAC/CHD-EH/01/09/2018 - Chris Hani District, Elliot Hospital

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

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

HUMAN RESOURCE CLERK

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO. ECHEALTH/PO/CH/01/09/2018 - Chris Hani District Office

REQUIREMENTS: Grade 12 with 2-5 years' experience in the field. Knowledge of Human Resource Management prescripts and legislation. Knowledge of the procedure on Incapacity leave and ill Health Retirement (PILLIR), PERSAL System knowledge and be Computer Literate.

DUTIES: Facilitate the implementation of Service Benefit: Timeous processing of service benefits after termination of service e.g. pension and leave gratuity. Process housing allowance, long service awards and other leave encashment processes. Assist employees with regard to state guarantee applications and report on issues and released guarantees. Verify calculation for S and T's and qualify check all attachments. Administer Leave Matters: Conduct quarterly leave reconciliations and compile report. Notify employees who exhausted their leave. Capture leave on PERSAL. Process leave discounting and leave gratuity matters and capture them on PERSAL

OPD CLERK (2 POSTS)

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO: ECHEALTH/OPDC/LIVH/01/09/2018 - Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 12 with 2-5 experience in the field. Sound interpersonal relationship and pleasant telephone personality. Computer literacy and good communication skills. Planning and organizing skills.

Knowledge of basis registry and filing practices. Customer relationship management skills. Sound numerical and mathematical skills.

DUTIES: Providing comprehensive patient registration services for outpatients, admissions, and casualty and emergency units. Financial classification of patients. Capturing all patients' details on the Delta computer system. Issuing patient registration number. Scheduling patient consultations with doctors etc. Providing patient discharge and revenue collection services. Safekeeping of patient money, valuables and clothes. Tracking patient movements through patient, ward and bed number registers. Maintenance and improvement of services to ensure an acceptable standard of patient administration. Maximum utilization of available resources both human and material to achieve return on investment. Compilation of monthly reports. Proper filing and retrieval of patient records.

REGISTRY CLERK

SALARY: R163 563 - R192 666 per annum (Level 5)

REF NO: ECHEALTH/REGC/LIVH/01/09/2018 - Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 12 with 2-5 years' experience in the field. Sound interpersonal relationship and pleasant telephone personality. Computer literacy and good communication skills. Planning and organizing skills. Knowledge of basis registry and filing practices. Customer relationship management skills. Sound numerical and mathematical skills.

DUTIES: Render routine registry administrative services: Receive and record correspondence and mail. Handle routine incoming and outgoing correspondence. Attend to on the counter queries and complaints. Capture information or transfer paper based information to electronic file. Receive, record and channel data through relevant sections such as faxes, mail and correspondence. Routine check and tracking of files in the registry. Trace lost or misplaced files and correspondence. Capture and update information on records file. Draft routine correspondence (type documents). Receive and acknowledge correspondence. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Open new files/volumes and update through recording on the filing system. Compile and maintain distribution list of general correspondence. Compile registry work statistics. Provide routine registry maintenance service: Continuous updating of the filing system, Retrieve and store institutional data and correspondence. Store master copies of circulars and internal communication. Archive closed volumes of files. Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

HUMAN RESOURCE CLERK

SALARY: R 163 563 – R 192 666 per annum (Level 5)

REF NO: ECHEALTH/HRC/LIVH/01/09/2018 - Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2 – 5 years' experience in Human Resources Administration and Management field. Knowledge of PERSAL and experience in Public Sector Human Resource environment. Computer literacy, MS EXCEL INTERMEDIATE, MS WORD. Good verbal and written communication skills. Planning and organization skills. Knowledge of registry practices. Knowledge and understanding of the legislative framework governing the Public service. Good communication interpersonal skills. Must be committed and hardworking and have the ability to work under pressure. Basic knowledge of administration processes. Numerical skills.

DUTIES: Ensure effective capturing of PERSAL data. Effective implementation of Personnel provision including appointments, transfers and post establishment. Implement the Human Resources and Management policies related to the service conditions and benefits include Leave administration & PILIR. Manage termination of services. Represent the recruitment section in panels and provide HR advisory and secretarial support services. Perform daily HR frontline duties.

ADMINISTRATION CLERK (2 POSTS)

SALARY: R 163 563 – R 192 666 per annum (Level 5)

REF NO: ECHEALTH/AC/DORA/01/09/2018 - Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2 - 5 years' experience in hospital environment. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Ensuring efficient and effective Patient Registration Process. Register in-patients and assist with the compilation of Admissions and Discharge Documents. Ensuring effective and efficient handling of patient medical records. Collect, capture and analyse patient's statistics. Proper and safe handling of state monies. Prepare to work shifts, weekends and public holidays.

HUMAN RESOURCE CLERK (3 POSTS)

SALARY: R 163 563 – R 192 666 per annum (Level 5)

REF NO: ECHEALTH/HRC/DORA/01/09/2018 - Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

DUTIES: Render all PERSAL services including remunerations 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 systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

ADMINISTRATION CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/SPH/AC/01/09/2018 - Alfred Nzo District, St Patricks 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: Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

PROVISIONING ADMIN CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/PAC/SPH/01/09/2018 - Alfred Nzo District, St Patricks 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: Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

ADMINISTRATION CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/AC/01/09/2018 - Alfred Nzo District, Amadangane Clinic

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

DUTIES: Provide administrative support services: 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: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AFNDO/HRC/01/09/2018 - Alfred Nzo District Office

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

DUTIES: Render all PERSAL services including remunerations 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 systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT)

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AFNDO/AC/01/09/2018 - Alfred Nzo District Office

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

ADMINISTRATION CLERK (PATIENT ADMINISTRATION) (2 POSTS)

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/GVH/01/09/2018 - Alfred Nzo District, Greenville Hospital

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

DUTIES: Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain

files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

ADMINISTRATION CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/SAC/GVH/01/09/2018 - Alfred Nzo District, Greenville 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.

HUMAN RESOURCE CLERK (2 POSTS)

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/HRC/GVH/01/09/2018 - Alfred Nzo District, Greenville Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

DUTIES: Render all PERSAL services including remunerations 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 systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

REGISTRY CLERK (2 POSTS)

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/MAH/RC/01/09/2018 - 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 registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service: Opening and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function: Open and maintain franking machine register. Frank post, record money

and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ADMINISTRATION CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/MAH/AC/01/09/2018 - 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.

HUMAN RESOURCE CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/SH/HRC/01/09/2018 - Alfred Nzo District, Sipetu Hospital

REQUIREMENTS: Grade 12 with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

DUTIES: Render all PERSAL services including remunerations 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 systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

ADMINISTRATION CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/SH/SAC/01/09/2018 - Alfred Nzo District, Sipetu 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

SALARY: R 163 563 – R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AC - RM/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : An appropriate three year Degree / National Diploma / applicable tertiary NQF level 5 qualification or grade 12 certificate with 0- 2 years' experience in revenue section. 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 CLERKS: LOGISTICS & INVENTORY SERVICES (WAREHOUSE) (2 Posts)

SALARY: R 163 563 – R 192 666 per annum (Level 5)

REF NO. ECHEALTH/PAC/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Applicants must be in possession of grade 12 certificate or an equivalent qualification from an accredited institution. Diploma or certification in, bookkeeping, inventory management, or any other related field from a certified college 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 dispatched 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.

PROVISIONING ADMIN CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/SH/SPAC/01/09/2018- Alfred Nzo District, Sipetu 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: Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

HUMAN RESOURCE CLERK

SALARY: R163 563- R 192 666 per annum (Level 5)

REF NO. ECHEALTH/KTBH/HRC/01/09/2018 - Alfred Nzo District, Khotsong TB Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

DUTIES: Render all PERSAL services including remunerations 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 systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

ADMINISTRATION CLERK

SALARY: R163 563- R 192 666 per annum (Level 5)

REF NO. ECHEALTH/TBH/AC/01/09/2018 - 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 purpose.

FINANCIAL CLERK

SALARY: R163 563- R 192 666 per annum (Level 5)

REF NO. ECHEALTH/TBH/FC/01/09/2018 - Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

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

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

PROVISIONING ADMIN CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/PAC/TBH/01/09/2018 - 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: Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

ADMINISTRATION CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/ZH/01/09/2018 - OR Tambo District, Zithulele 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.

PROVISIONING ADMIN CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/PAC/ZH/01/09/2018 - OR Tambo District, Zithulele Hospital

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

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

WARD CLERK

SALARY: R163 563- R 192 666 per annum (Level 5)

REF NO. ECHEALTH/WC/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic 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.

HUMAN RESOURCE CLERK

SALARY: R163 563- R 192 666 per annum (Level 5)

REF NO. ECHEALTH/HRC/CH/01/09/2018 - OR Tambo District, Canzibe Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

DUTIES: Render all PERSAL services including remunerations 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 systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

PROVISIONING ADMIN CLERK

SALARY: R163 563- R 192 666 per annum (Level 5)

REF NO. ECHEALTH/PAC/HH/01/09/2018 - OR Tambo District, Holy Cross Hospital

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

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

ADMINISTRATION CLERK

SALARY: R163 563- R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/KSD-MAHC/01/09/2018 - KSD Sub District, Mahlangu Clinic

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

DUTIES: Provide administrative support services: 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.

LOGISTICS SUPPORT CLERK: ACQUISITION AND DEMAND MANAGEMENT (6 Posts)

SALARY: R 163 563 – R 192 666 per annum (Level 5)

REF NO. ECHEALTH/LSC-ADM/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Applicants must be in possession of, Tertiary qualification in Public Administration/ Management Accounting/ Logistics/ Supply Chain Management/ or Matric with 0 to 3 years experience in SCM especially Demand and Acquisition management or any Finance related sections. Sound knowledge of Public Service Purchasing/Procurement management, Public Finance Management Act (PFMA), PPPFA; Treasury Regulations and other relevant prescripts. Sound skills and competency in understanding and interpreting of Contracts and Service Level Agreements. Sound practical experience and knowledge in contract management. Computer literacy (MS Word, email and internet). Communication skills (written and 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, unauthorized 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. The candidate may be expected to report to (A.O) Demand and Acquisition.

LOGISTICS SUPPORT CLERK: SUPPLIER PAYMENTS (2 Posts)

SALARY: R 163 563 – R 192 666 per annum (Level 5)

REF NO. ECHEALTH/LSC-SP/NMAH/01/09/2018 – OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Diploma in Financial Management / Accounting/ Accounting certificate or matric with 0-2 or more years' experience in finance environment. 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.

HUMAN RESOURCES CLERK

SALARY: R 163 563 – R 192 666 per annum (Level 5)

REF NO. ECHEALTH/HRC/NMAH/01/09/2018 –OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Degree / National Diploma in HRM plus 1-2 years clerical / Administrative HR experience PLUS the following key competencies, Knowledge of Human Resource prescripts (PSR, PSA, Financial Manual, PSCBC Resolutions, HR Legislation), policies and processes, Institution's mission and vision and how a Human Resource Utilisation Office can contribute to achieve the institutional objectives, Thinking Demand : The incumbent should be creative, organised, be able to solve problems, be able to evaluation information and use initiative Skills, Ability to interpret and apply HRM decisions, policies and prescripts, Computer Literacy (MS word package), Numeracy skills (calculation of pension, leave, housing), Organizing skills (Ability to work under pressure with several different issues simultaneously), The ability to identify urgent and/ or important matters, Good Interpersonal relations, Communication both verbally and in writing, good people interrelationship skills, Personal Attributes, Ability to listen to any complaint and provide realistic solutions thereto, think and be creative, Be able to identify problems areas in the development of HRM policies and Innovative thinker. Recommendation/Note: A HR qualification or experience in condition of service and Persal will serve as a recommendation.

DUTIES: Implement and maintain HR process and procedures concerning following: condition of service and service benefits (leave, overtime, sms/mms salary packages, allowances, sessional designation, exit benefits, etc. Provide information and assist with the administration/application of HR processes, Implement and maintain HR processes and procedures concerning the Following area employees on PERSAL, Administer performance incentives and probation, capture performance bonuses and notches for qualifying employees.

ADMINISTRATION CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/KSD-NGACHC/01/09/2018 - KSD Sub District, Ngangelizwe CHC

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: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic 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.

MEDICAL RECORDS CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO: ECHEALTH/MRC/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience in the field. Computer literacy. Relevant short courses in records management would be an advantage. Knowledge of administrative prescripts and relevant processes. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Knowledge of DELTA 9 system. Good verbal and written communication skills. Exposure to writing of reports, memos and letters.

DUTIES: While reporting to the Chief Administration Clerk: Patient Administration, the incumbent will: be responsible for the patient medical records administration services in terms of:- Providing comprehensive patient record filing procedures; filling and archiving patient's records according to registry procedures; ensure that Motor Vehicle Accidents (MVA/Injury on Duty(IOD) Medico legal records are filed in designated filing areas; Pre-booking and preparing patient's records for follow-up visits; Doing patient's records retrievals; Monitoring patient records movements; maintain files. Maintain service level agreements concluded with the institution. Implement continuous quality assurance improvement plan to ensure an acceptable standard of patient administration. Provide maximum utilisation of available resources both human and material to achieve return on investment. Maintain information systems that comply with the needs of the working environment. Participate in performance

management and reviews. Attend training identified for staff. Review transactions, documents, records reports and methods for accuracy and effectiveness. Observe the administrative processes, service standard and guiding prescripts to decrease disasters and risks. Assist manager in preparing reports when required. Advise supervisor/ manager on irregularities noticed.

ADMINISTRATION CLERK

SALARY: R163 563 - R 192 666 per annum (Level 5)

REF NO. ECHEALTH/AC/STLH/01/09/2018 - OR Tambo District, St Lucy's 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.

CLEANER SUPERVISOR (2 Posts)

SALARY: R136 800 – R161 148 per annum (Level 4)

REF NO. ECHEALTH/CS/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: ABET/ Grade 10. Three to five 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 Ability to control linen and conduct stock account/ Check catering services at ward level/ Cleaning services / Waste at ward level. Ability to work as a team. Ability to understand routine notes, memos and written instructions.

DUTIES: The successful incumbent will report to the Manager Soft: Services. Will manage the staff in the section. Monitor and observe the existing service level agreements, receive, count soiled and clean linen. Ensure there is constant supply of laundered linen in the wards. Monitor catering / Cleaning/ Waste at ward level. Assist in the development and maintenance of policy, methods. Render service in line with Batho pele principles. Monitor attendance registers and duty rosters.

CHIEF PORTER (2 posts)

SALARY: R136 800 – R161 148 per annum (Level 4)

REF NO: ECHEALTH/SPOR/NMAH/01/09/2018 -OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 10 plus 5 years' experience or grade 12 with 3 years' experience in hospital environment will be added advantage. Good verbal and written communication skills. Good problem solving skills. Must have ability to work under pressure and have leadership skills. An appropriate qualification in supervision will also be an advantage. Able to work shifts including nights, weekends and public holidays. Sound knowledge of customer care.

DUTIES: Supervising of porters to transport patients using wheelchairs and stretchers from within the hospital. Supervise off-loading of patients from ambulances and private cars to the stretchers and also in-loading of patient into ambulances and private cars. Ordering supplies from stores etc. Allocation of porters to perform different duties and checking attendance register. Ensure transportation of corpses from different wards and OPD's to the mortuary and cleaning of stretchers and wheel chairs after usage at all times. To allocate any duties to the porters and ensure quality of work. Assess staff performance. Be able to work as a team. Reports faults of the equipment to the relevant authority. Submit daily, weekly, monthly, quarterly and yearly report.

CHIEF PORTER

SALARY: R136 800 – R161 148 per annum (Level 4)

REF NO: ECHEALTH/SPOR/ISH/01/09/2018 - OR Tambo District, Isilimela Hospital

REQUIREMENTS: Grade 10 plus 5 years' experience or grade 12 with 3 years' experience in hospital environment will be added advantage. Good verbal and written communication skills. Good problem solving skills. Must have ability to work under pressure and have leadership skills. An appropriate qualification in supervision will also be an advantage. Able to work shifts including nights, weekends and public holidays. Sound knowledge of customer care.

DUTIES: Supervising of Porters. Wheel patients to and from the wards. Transport patients to various service areas i.e. Operating theatre, Pharmacy, X-Ray and Physiotherapy units. Transport patients to vehicles or other transportation. Transfer of corpses to the mortuary. Deliver equipment or documentation to wards and other departments. Required to assist at the information desk, responsible for delivery and distribution of documentation / equipment to various wards. Responsible for supervision of subordinates. Collect and transport corpses to the mortuary. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

HOUSEKEEPING SUPERVISOR

SALARY: R136 800 – R161 148 per annum (Level 4)

REF NO: ECHEALTH/HKS/FTH/01/09/2018 - Buffalo City Metro, Frere Tertiary Hospital

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

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

DATA CAPTURER

SALARY: R136 800 – R 161 148 per annum (Level 4)

REF NO: ECHEALTH/HDC/SSD/01/09/2018 - Buffalo City Metro Office

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

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

FOOD SERVICE SUPERVISOR

SALARY: R136 800 -R161 148 per annum (Level 4)

REF NO: ECHEALTH/FSS/TOWH/01/09/2018 -Amathole District, Tower Psychiatric Hospital

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

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

FOOD SERVICE SUPERVISOR

SALARY: R 136 800 – R 161 148 per annum (Level 4)

REF NO: ECHEALTH/FSS/ORSH/01/09/2018 - Nelson Mandela Metro, Orsmond TB Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 0-2 years' experience in a formal Food service environment, (including in-service training.)). Continuous expansion on catering and health related issues. Planning and organizing (menus, dietary requirement levels), Supervising and training of food service staff. Customer service orientation. Problem solving and leadership potential. To meet the needs and expectations of the clients served. Good communication skills, oral and written.

DUTIES: Ensure proper preparation of meals according to the menu plan. Allocates tasks to Food Service Aids. Monitor supplies and stock levels and arrange food top-ups. Perform regular stock takes of food processing equipment, machinery and appliances for condition reports thus enabling the replacement of damage and broken equipment. Formulate work schedules for the section. Seek, prepare and evaluate new dishes / meals. Formulate cleaning assignments to maintain high levels of cleanliness. Work in association with Dietician with regard to menu planning, dietary requirement and daily food processing. Ensure that menus and special diet plans are being followed. Prepare ingredients for meals, e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Ensure that the correct meals are delivered to the correct areas in the institution.

FOOD SERVICE SUPERVISOR

SALARY: R136 800 – R161 148 per annum (Level 4)

REF NO. ECHEALTH/TBH/FSS/01/09/2018 - Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

REQUIREMENTS: Grade 12 or qualification with 0-2 years' experience in a formal Food service environment, (including in-service training.) Poses good communication skills, be able to work shifts including weekends and public holidays. To attend daily production meetings as well as departmental meetings every 2nd week of the month. Be able to work as a team. Provide leadership.

DUTIES: Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

HOUSEKEEPING SUPERVISOR

SALARY: R 136 800 – R 161 148 per annum (Level 4)

REF NO: ECHEALTH/HKS/LIVH/01/09/2018 - Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 10 with 3-5 years' experience in housekeeping/cleaning field. Knowledge of general work, housekeeping and cleaning services. Good Communication and report writing skills. Problem solving skills. Flexibility and Team work. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Client orientation and customer focus. Knowledge of Occupational Health and Safety policies.

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

DATA CAPTURER

SALARY: R136 800 – R161 148 per annum (Level 4)

REF NO. ECHEALTH/DC/DC/01/09/2018 - Alfred Nzo District, Daliwonga Clinic

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

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

DATA CAPTURER (2 POSTS)

SALARY: R136 800 – R161 148 per annum (Level 4)

REF NO. ECHEALTH/DC/DO/01/09/2018 - Alfred Nzo District Office

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

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

FOOD SERVICE SUPERVISOR

SALARY: R136 800 – R161 148 per annum (Level 4)

REF NO. ECHEALTH/FSS/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic Hospital

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

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

HOUSEKEEPING SUPERVISOR (2 posts)

SALARY: R136 800 – R161 148 per annum (Level 4)

REF NO: ECHEALTH/HKS/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 12 or equivalent with 0-2 years' experience. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

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

equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

FOOD SERVICE AID

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO: ECHEALTH/FSA/FTH/01/09/2018 -Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Grade 10 or ABET 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.

GENERAL WORKER

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/FTH/01/09/2018 - Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: ABET/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 (2 Posts)

SALARY: 96 549 – R113 730 per annum (Level 2)

REF NO: ECHEALTH/PCT/DIMBAZA-CHC/01/09/2018 -Buffalo City Metro, Dimbaza CHC

REQUIREMENTS: ABET level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

PROPERTY CARE TAKER

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO: ECHEALTH/PCT/MASAKHANE-CLINIC/01/09/2018 -Buffalo City Metro, Masakhane 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.

PROPERTY CARE TAKER

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO: ECHEALTH/PCT/NU-13/01/09/2018 - Buffalo City Metro, NU 13 - 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.

GENERAL WORKER

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/ZWELITSHA-CLINIC/01/09/2018 - Buffalo City Metro, Zwelitsha Clinic

REQUIREMENTS: ABET/ 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.

SENIOR PORTER

SALARY: R115 437 – R135 981 per annum (Level 3)

REF NO. ECHEALTH/SPORT/FTH/01/09/2018 - Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent with 2-3 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.

DRIVER (LIGHT VEHICLE)

SALARY: R115 437- R 135 981 per annum (Level 3)

REF NO. ECHEALTH/D-LV/JGDO/01/09/2018 - Joe Gqabi District Office

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

DUTIES: Provide transport services: fill 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 license. 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

SALARY: R115 437 – R 135 981 per annum (Level 3)

REF NO: ECHEALTH/DR/LILC/PEC/01/09/2018 - Liliha College PE Campus

REQUIREMENTS: Grade 10 certificate or equivalent qualification (ABET Level 4), valid driver's license with 3 year's driving experience with PDP (Code10). Good understanding of routes in-between towns or cities in Eastern Cape Province as well as nationally. Candidates will be subjected to a compulsory driving competency test. Extra heavy driver's license will added advantage.

DUTIES: Delivery / collection of documents and related goods in and around the Provincial Office, transporting staff and students on official duties, as directed and authorized by supervisor or manager. Assistant in loading vehicles with goods, complete all prescribed records and log books and maintain a register. Routine maintenance of vehicles, garaging of vehicles and the timely reporting of defects. Keep record of trips.

SENIOR TRADE LABOURER

SALARY: R115 437- R 135 981 per annum (Level 3)

REF NO. ECHEALTH/STL/KH/01/09/2018 - Chris Hani District, Komani Hospital

REQUIREMENTS: ABET/ Grade 10 or equivalent. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES: Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such painting, repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning,

electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

DRIVER: LIGHT VEHICLE (2 Posts)

SALARY: 115 437- R135 981 per annum (Level 3)

REF NO. ECHEALTH/HRC/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Grade 10/ Standard 8 certificate. 3 years experience as a driver. Valid Code 8 driver's license. 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 instruction and respond. Receive and record documents. Load and dispatch items. Transport 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 license. 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.

TRADE LABOURER

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/TL/TBH/01/09/2018 - Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

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

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

GENERAL WORKER

SALARY: R96 549 - R113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/MH/01/09/2018 - Sarah Baartman District, Midlands Hospital

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

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

related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

GENERAL WORKER

SALARY: R96 549 - R113 730 per annum (Level 2)

REF NO: ECHEALTH/GW/ADC/01/09/2018 - Sarah Baartman 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.

PORTER

SALARY: R96 549 - R113 730 per annum (Level 2)

REF NO: ECHEALTH/PORT/PA/01/09/2018 - Sarah Baartman District, Port Alfred Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

DUTIES: Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

DRIVER

SALARY: R115 437- R 135 981 per annum (Level 3)

REF NO: ECHEALTH/DR/JBCHC/01/09/2018 -Sarah Baartman District Office

REQUIREMENTS: Grade 10/ standard 8 certificates. Relevant experience in Driving/Code B with 2 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

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

DRIVER

SALARY: R96 549 - R113 730 per annum (Level 3)

REF NO: ECHEALTH/DR/SBDO/01/09/2018 - Sarah Baartman District Office

REQUIREMENTS: Grade 10/ standard 8 certificates. Relevant experience in Driving/Code B with 2 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

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

PROPERTY CARE TAKER

SALARY: R96 549 - R113 730 per annum (Level 2)

REF NO. ECHEALTH/ PCT/JBCHC/01/09/2018 -Kouga Sub District, Joubertina CHC

REQUIREMENTS: Abet level / Grade 10. Grade 12 certificate is an advantage, physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

PROPERTY CARE TAKER

SALARY: R96 549 - R113 730 per annum (Level 2)

REF NO. ECHEALTH/PCT/VSHU/01/09/2018 -Makana Sub District, V Shumane Clinic

REQUIREMENTS: Abet level / Grade 10. Grade 12 certificate is an advantage, physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

GENERAL WORKER (2 POSTS)

SALARY: R96 549-113 730 per annum (Level 2)

REF NO: ECHEALTH/BUTTH/01/09/2018 - 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.

PROPERTY CARE TAKER

SALARY: R96 549-R113 730 per annum (Level 2)

REF NO: ECHEALTH/PCT/MAHAC/01/09/2018 -Mbashe Sub District, Mahasana 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

GENERAL WORKER (4 POSTS)

SALARY: R96 549-R113 730 per annum (Level 2)

Raymond Mhlaba Sub District, Bedford Clinic **REF NO:** ECHEALTH/BEDFOC/01/09/2018, Mgwalana Clinic **REF NO:** ECHEALTH/MGWAC/01/09/2018, Mzamomhle Clinic **REF NO:** ECHEALTH/MZAMC/01/09/2018, Balfour Clinic **REF NO:** ECHEALTH/BALFC/01/09/2018

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.

FOOD SERVICE AID

SALARY: R96 549- R113 730 per annum (Level 2)

REF NO: ECHEALTH/FSAID/STUTTH/01/09/2018 -Amathole District, Stutterheim Hospital

REQUIREMENTS: Grade 10 or ABET 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.

FOOD SERVICE AID (3 POSTS)

SALARY: R96 549- R113 730 per annum (Level 2)

REF NO: ECHEALTH/FSAID/TOWH/01/09/2018 -Amathole District, Tower Psychiatric Hospital

REQUIREMENTS: Grade 10 or ABET 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.

GENERAL WORKER (7 POSTS)

SALARY: R96 549- R113 730 per annum (Level 2)

REF NO: ECHEALTH/TOWH/01/09/2018 - Amathole District, Tower Psychiatric 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.

LAUNDRY WORKER (2 POSTS)

SALARY: R96 549- R113 730 per annum (Level 2)

REF NO: ECHEALTH/LW/TOWH/01/09/2018 - Amathole District, Tower Psychiatric 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 services.

FOOD SERVICE AID

SALARY: R96 549- R113 730 per annum (Level 2)

REF NO: ECHEALTH/FSAID/VICH/01/09/2018 - Amathole District, Victoria Hospital

REQUIREMENTS: Grade 10 or ABET 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.

GENERAL WORKER

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/CH/01/09/2018 -Chris Hani District, Cofimvaba 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.

LAUNDRY WORKER

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/LW/CH/01/09/2018 - Chris Hani District, Cofimvaba Hospital

REQUIREMENTS: Abet or grade 10 with 2 years Laundry /cleaning 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: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/CH/01/09/2018 -Chris Hani District, Cradock 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 (2 Posts)

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/POR/DH/01/09/2018 - Chris Hani District, Dordrecht Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

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

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/XC/01/09/2018 - Intsika Yethu Sub-District, Xume 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

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/CH-ESD-PC/01/09/2018 - Emalahleni Sub-District, Philani 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 CARE TAKER (3 Posts)

SALARY: R96 549 – R113 730 per annum (Level 2)

Emalahleni Sub-District, Hlala Uphill Clinic REF NO. ECHEALTH/PCT/CH-ESD-HPC/01/09/2018, Mathyantya Clinic REF NO. ECHEALTH/PCT/CH-ESD-MC/01/09/2018, Mhlanga Clinic REF NO. ECHEALTH/PCT/CH-ESD-MC/01/09/2018

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

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

GENERAL WORKER

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/FH/01/09/2018 - Chris Hani District, Frontier 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

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/PCT/KH/01/09/2018- Chris Hani District, Komani Hospital

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

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

GENERAL WORKER

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/CH-LSD-LC/01/09/2018 -Lukhanji Sub-District, Lesseton 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 (3 Posts)

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/GGH/01/09/2018 - Chris Hani District, Glen Grey 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

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/PCT/GGH/01/09/2018 - Chris Hani District, Glen Grey Hospital

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

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets

various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

GENERAL WORKER

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/CH/01/09/2018 -Chris Hani District, Cala 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: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/IH/01/09/2018 -Chris Hani District, Indwe 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

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/PCT/IYSD-BC/01/09/2018 -Inxuba Yethemba Sub-District, Baroba Clinic

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

DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns,

planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

OPERATOR

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/OP/CHD-MH/01/09/2018 - Chris Hani District, Mjanyana Hospital

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

DUTIES: Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings ensure that fuel is always filled. Ensure that machinery used in daily activities and also perform any other related job allocation.

PROPERTY CARE TAKER

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/PCT/EMCHC/01/09/2018 -Lukhanji Sub-District, Enoch Mgijima CHC

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

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

WAREHOUSE ASSISTANT (2 Posts)

SALARY: R96 549- R 113 730 per annum (Level 2)

REF NO. ECHEALTH/WA/NMAH/01/09/2018- OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: grade 10/Std 8 plus 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.

LAUNDRY WORKER

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO. ECHEALTH/LW/EMCHC/01/09/2018 -Lukhanji Sub-District, Enoch Mgijima CHC

REQUIREMENTS: Abet or grade 10 with 2 years Laundry /cleaning 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.

HOUSEHOLD WORKER

SALARY: R96 549 – R113 730 per annum (Level 2)

REF NO: ECHEALTH/HHW/WSH/01/09/2018 -Chris Hani District, Wilhelm Stall Hospital

REQUIREMENTS: ABET or Grade 10 or equivalent with 0-2 years' experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

DUTIES: Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

GENERAL WORKER (2 POSTS)

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/GW/HO/01/09/2018 - Bhisho, Head 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: Clean offices, boardrooms, waiting areas, passages, toilets and lifts. Dusting of desks, chairs, telephones, shelves, photocopiers etc in offices and meeting rooms. Emptying of all waste paper bins and shredder trays. To replenish toilet consumable items such as toilet papers, hand washing cream, hand towel etc. Dust and polish furniture. Reporting of any malfunctioning equipment or items in areas of operation: doors, handles, locks, taps, cisterns, lights, switch etc. Store and safeguard cleaning material and equipment. Provide tea and other refreshments during the meetings.

PORTER

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/PTR/LIVH/01/09/2018 - Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

DUTIES: Wheel patients to and from all the wards. Transport patients to various areas e.g. operating theatre, x-ray. Transport patients to vehicles or other transportation. Transfer patients to vehicles or other transportation. Transport/wheeling of corpses to the mortuary. Deliver equipment or documentation to wards and other departments

LAUNDRY WORKER

SALARY: R 96 549– R 113 730per annum (Level 2)

REF NO: ECHEALTH/LW/DORA/01/09/2018 -Nelson Mandela Metro, Dora Nginza Regional 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 services.

PORTER (2 POSTS)

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/PTR/DORA/01/09/2018 -Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

DUTIES: Transport patients to various areas within the Hospital by pushing them on a trolley or wheelchair. Direct patients to the areas in the hospital they wish to visit and assist the patient if necessary. Remove corpses from wards to the hospital mortuary. Cleaning and maintenance of trolleys. Secure patients with stretchers straps. Assist ambulance personnel and privately transported patients into the hospital. Lifting and handling of patients to and from Theatre tables. Assist medical personnel to handle restless patients. Must be prepared to work shifts weekends and public holidays.

PROPERTY CARE TAKER (2 Posts)

SALARY: R 96 549 – R 113 730 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Motherwell CHC, **REF NO. ECHEALTH/PCT/NMBHD/MCHC/01/09/2018**
Laetitia Bam CHC REF NO. ECHEALTH/PCT/NMBHD/LBCHC/01/09/2018

REQUIREMENTS: ABET/Grade 10, good communication skills. Ability to perform routine tasks. To render property caretaking services in the institution by managing the organisational fixed and moveable assets and facilities.

DUTIES: Clean and take proper care of cleaning equipment and machinery used in daily activities. Safeguard all master keys belonging to the institution. Oversees the preparation of boardrooms for meeting gatherings. Perform a stock taking of areas of responsibilities such as keys, office equipments. Assists with emergency in situations such as elevator breakdowns.

FOOD SERVICE AID

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/FSA/EMP/01/09/2018 - Nelson Mandela Metro, Empilweni TB Hospital

REQUIREMENTS: Grade 10 or ABET 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 and 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. Maintain safe and hygienic environment. 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 followed 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. Perform any other duties requested.

MESSENGER

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/MSG/EMP/01/09/2018 - Nelson Mandela Metro, Empilweni TB Hospital

REQUIREMENTS: Grade 10 or ABET. Clear operational understanding of document management system. Problem solving skills, customer relations management and communication (written, verbal and responsive). Ability to work under pressure. Team work, proactive and resourceful. Flexible and change oriented. A driver's license is an added advantage.

DUTIES: Render effective messenger services. Convey health institution's documentation in order to maximize corporate communication. Collect and deliver mail to and from SA Post Office or courier services. Collect, sort and distribute mail and documents from various institutional components. Distribute internal departmental circulars and ensure that acknowledgement of receipt has been signed. Perform any other duties requested by the supervisor.

LAUNDRY WORKER

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/LW/EMP/01/09/2018 - Nelson Mandela Metro, Empilweni TB Hospital

REQUIREMENTS: ABET or Grade 10 with 2 years Laundry / cleaning experience. Grade 12 qualification will be an added advantage. Understanding of laundry set up. 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. 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. Keep an accurate record of linen collected and distribute to relevant wards. 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. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Clean office passages and do high dusting. Maintain laundry equipment / machines. Monitor equipment temperature. Keep laundry equipment in a proper state. Check and request equipment services. Perform any other duties requested by the supervisor.

PORTER (2 POSTS)

SALARY: R 96 549 – R 113 730 per annum (Level 2)

CENTRE: REF NO. ECHEALTH/PTR/NMBHD/MCHC/01/09/2018 - Nelson Mandela Metro, Motherwell CHC

REQUIREMENTS: ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

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

PROPERTY CARETAKER (2 POSTS)

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/PC/USD/SPCOMMUNITY/01/09/2018 - Umzimvubu Sub District, St Patrick's Community 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.

FOOD SERVICE AID

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/FSA/GVH/01/09/2018 -Alfred Nzo District, Greenville Hospital

REQUIREMENTS: Grade 10 or ABET 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. Ability to perform routine / structured tasks.

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: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/LW/GVH/01/09/2018 -Alfred Nzo District, Greenville 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 services.

OPERATOR

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/O/GVH/01/09/2018 -Alfred Nzo District, Greenville Hospital

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

DUTIES: Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

HOUSEHOLD WORKER

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/HW/GVH/01/09/2018 - Alfred Nzo District, Greenville Hospital

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

DUTIES: Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all

the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet papers /towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threats in the cleaning environment. Provide routine maintenance services: 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.

PORTER (2 POSTS)

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/MAH/P/01/09/2018 -Alfred Nzo District, Mount Ayliff Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

DUTIES: Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

FOOD SERVICE AID

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/SH/FS/01/09/2018 - Alfred Nzo District, Sipetu Hospital

REQUIREMENTS: Grade 10 or ABET 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. Ability to perform routine / structured tasks.

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.

PROPERTY CARETAKER

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/SH/PC/01/09/2018- Alfred Nzo District, Sipetu 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.

PORTER

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/SH/SP/01/09/2018 - Alfred Nzo District, Sipetu Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

DUTIES: Wheel patients to and from the wards. Transport patients to various service areas i.e. Operating theatre, Pharmacy, X-Ray and Physiotherapy units. Transport patients to vehicles or other transportation. Transfer of corpses to the mortuary. Deliver equipment or documentation to wards and other departments. Required to assist at the information desk, responsible for delivery and distribution of documentation / equipment to various wards. Responsible for supervision of subordinates.

GENERAL WORKER (2 POSTS)

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/TBH/01/09/2018 - Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

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

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

LAUNDRY WORKER

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/LW/QUMCHC/01/09/2018 - Mhlontlo Sub District, Qumbu CHC

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

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

LAUNDRY WORKER

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/LW/NMAH/01/09/2018 -OR Tambo District, Nelson Mandela Academic Hospital

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

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

OPERATOR

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO. ECHEALTH/OP/ISH/01/09/2018 - OR Tambo District, Isilimela Hospital

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

DUTIES: Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

HOUSEHOLD WORKER

SALARY: R 96 549 – R 113 730 per annum (Level 2)

REF NO: ECHEALTH/HW/CH/01/09/2018 - OR Tambo District, Canzibe Hospital

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

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

GENERAL WORKER(3 Posts)

SALARY: R96 549- R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/CH/01/09/2018 -OR Tambo District, Canzibe 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: R96 549- R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/KSD-XHWIC/01/09/2018 - KSD Sub District, Xhwilli 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.

GENERAL WORKER (6 Posts)

SALARY: R96 549- R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic 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.

PORTER

SALARY: R96 549- R 113 730 per annum (Level 2)

REF NO. ECHEALTH/POR/STBH/01/09/2018 -OR Tambo District, St Barnabas Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

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.

HOUSEKEEPER

SALARY: R96 549- R 113 730 per annum (Level 2)

REF NO. ECHEALTH/GW/NMAH/01/09/2018 - OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: ABET /Grade 10. 0-2 year's work related experience required. Be able to work shifts, including weekends and public holidays. Be able to rotate when required. Honest and reliable. Possess physical strength and to cope with physical demand of the position. Be able to work as a team.

DUTIES: Sort soiled linen and pack laundered linen. Refill water bottles for patients. Check toilet papers and refill ablution facilities. Assist where assistant is needed.

PROPERTY CARE TAKER

SALARY: R96 549- R 113 730 per annum (Level 2)

REF NO. ECHEALTH/PCT/STBH/01/09/2018 -OR Tambo District, St Barnabas Hospital

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.

MESSENGER

SALARY: R96 549- R 113 730 per annum (Level 2)

REF NO: ECHEALTH/MES/DMMM/01/09/2018 -OR Tambo District, Dr Malizo Mpehle Memorial Hospital

REQUIREMENTS: Grade 10 or ABET. Clear operational understanding of document management system. Problem solving skills, customer relations management and communication (written, verbal and responsive).Ability to work under pressure. Team work, proactive and resourceful. Flexible and change oriented. A driver's license is an added advantage.

DUTIES: Render effective messenger services. Convey health institution's documentation in order to maximize corporate communication. Collect and deliver mail to and from SA Post Office or courier services. Collect, sort and distribute mail and documents from various institutional components. Distribute internal departmental circulars and ensure that acknowledgement of receipt has been signed. Perform any other duties requested by the supervisor.

MESSENGER

SALARY: R96 549- R 113 730 per annum (Level 2)

REF NO: ECHEALTH/MES/STBH/01/09/2018 -OR Tambo District, St Barnabas Hospital

REQUIREMENTS: Grade 10 or ABET. Clear operational understanding of document management system. Problem solving skills, customer relations management and communication (written, verbal and responsive).Ability to work under pressure. Team work, proactive and resourceful. Flexible and change oriented. A driver's license is an added advantage.

DUTIES: Render effective messenger services. Convey health institution's documentation in order to maximize corporate communication. Collect and deliver mail to and from SA Post Office or courier services. Collect, sort and distribute mail and documents from various institutional components. Distribute internal departmental circulars and ensure that acknowledgement of receipt has been signed. Perform any other duties requested by the supervisor.