



## ERRATUM

The Department has recently issued Circular 2 of October 2018 (Website) and Circular 19 of 2018 (OTP website), an Advertisement of Non-Clinical posts for various health institutions

The following posts have been withdrawn from the advert:

- Housekeeping Supervisor REF NO: ECHEALTH/HKS/FTH/01/09/2018 - Buffalo City Metro, Frere Tertiary Hospital
- Senior Porter REF NO. ECHEALTH/SPORT/FTH/01/09/2018 - Buffalo City Metro, Frere Tertiary Hospital
- General Worker REF NO.ECHEALTH/GW/FTH/01/09/2018 - Buffalo City Metro, Frere Tertiary Hospital
- Food Service Aid REF NO: ECHEALTH/FSA/FTH/01/09/2018 -Buffalo City Metro, Frere Tertiary Hospital
- Administration Officer (Finance) REF NO. ECHEALTH/AO/BCM/01/09/2018 - Buffalo City Metro District Office
- Data Capturer REF NO: ECHEALTH/HDC/SSD/01/09/2018 - Buffalo City Metro District Office
- General Worker REF NO.ECHEALTH/GW/ZWELITSHA-CLINIC/01/09/2018 - Buffalo City Metro District, Zwelitsha Clinic
- General Worker REF NO. ECHEALTH/GW/CH-ESD-PC/01/09/2018 Chris Hani - Emalahleni Sub-District (Philani Clinic)
- Administration Clerk REF NO. ECHEALTH/AC/CHESD-PC/01/09/2018 Chris Hani, Emalahleni Sub-District (Philani Clinic)
- Data Capturer REF NO. ECHEALTH/DC/DC/01/09/2018 Alfred Nzo District, Daliwonga Clinic
- Data Capturer REF NO. ECHEALTH/DC/DO/01/09/2018 Alfred Nzo District Office

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

1. Property Care Taker REF NO. ECHEALTH/PCT/CH-ESD-MC/01/09/2018 - Chris Hani District, Maqashu Clinic instead of Mhlanga clinic

2. POST: DRIVER REF NO: ECHEALTH/DR/SBDO/01/09/2018

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

CENTRE: 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, and tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.  
Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

3. POST: ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/NMBHD/MCHC/01/09/2018

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

CENTRE: Nelson Mandela Metro, Motherwell CHC

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' experience or National Diploma/Degree in Public Administration or relevant qualification with 0-2 years' experience. Good understanding of the Public Service Legislative and Regulatory framework. Understanding of procurement processes, asset management, financial management and patient records system. Excellent communication and report skills. Advanced computer skills and a valid driver's license.

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

Enquiries: Ms P Makuluma Tel No: 041 391 8164

4. POST: PROVISIONING ADMIN OFFICER: ACQUISITION REF NO. ECHEALTH/SPAD/CH/01/09/2018

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

CENTRE: OR Tambo District Office

REQUIREMENTS: Degree / National Diploma in Financial Management/ Supply Chain Management /Public Management or Relevant qualification with at least 3years experience in Supply Chain Management.Std 10 or Grade 12 with accounting at least 5 years' experience in Supply Chain Management. Communication Skills, Computer Skills, Presentation and report writing skills. Sound knowledge of Procurement Policies and Processes, Tender procedures, Public Finance Management Act, Treasury Regulations. Experience in BAS & LOGIS will be an added advantage.Computer literacy, valid driver's Licence.

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

Enquiries: Mr S Stuma Tel 047 502 9000.

POST: PATIENT ADMINISTRATION OFFICER REF NO: ECHEALTH/PAO/CH/01/09/2018

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

CENTRE: Chris Hani District, Cofimvaba Hospital

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

DUTIES: While reporting to the Assistant Director. Patient Administration, the successful incumbent will. Be responsible for the management and delivery of the patient administration service in terms of:- Providing comprehensive patient registration services for outpatients, admissions, casualty and emergency procedures; Maintaining medical records in accordance with registry procedures; Providing for patient record filling and retrieval as well as file maintenance; Providing patient discharge and revenue collection procedures; Safekeeping of patient money, valuables and clothes; Tracking patient's movements by up to date patients, ward and bed number registers; Providing efficient mortuary and Potting services; Providing ward administration through clerical assistance for clinical staff. Maintain service levels agreements concluded with the institutions. Providing continuous quality assurance improvement to ensure an

acceptable standard of patient administration. Ensure maximum utilisation of available resources both human and material to achieve return on investment. Maintain information systems that comply with the needs of the working environment. Attend to own staff training needs. Mentor and motivate own supervisees. Manage performance of own staff. Review transactions, documents, records, reports and methods for accuracy and effectiveness. Conduct necessary investigations and compile reports thereon. Ensure adherence to all patient administration related service standards and prescripts to decrease disasters and risks. Observe the administrative processes and guiding prescripts. Advice supervisor/manager on irregularities noticed.

Enquires: Mrs N Nyoka 045-807 1110

Addresses omitted from the advert, please note:

Nelson Mandela Metro - Human Resource Office, Nelson Mandela Bay Health District Private Bag X 28000 Greenacres Port Elizabeth 6000 or Hand delivery to Registry Office Nelson Mandela Bay Health District Office (Old Walton Building) Coningham Street Parsons Hill Port Elizabeth. Enquiries: Ms P Makuluma, Tel No: 041 391 8164.

Head Office (Bhisho) - Recruitment & Selection Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered at: Recruitment & Selection Office, Global Life Building (Old Department of Education Space), Independence Avenue, Bhisho, 5605.

Livingstone Tertiary Hospital - Post to: Human Resources Office, Livingstone Tertiary Hospital Private Bag Private Bag X60572, Greenacres, Port Elizabeth 6057. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001. Enquiries: Ms Du Preez Tel no: 041 405 2647.

Dora Nginza Regional Hospital - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Mr J Johaar Tel no 041 406 4435.

Empilweni TB Hospital - Post to: Human Resource Office, Empilweni TB Hospital, Private Bag X 6060, PORT ELIZABETH, 6200 or hand deliver to no 1 Mati Road, New Brighton, PORT ELIZABETH, 6200. Enquiries: Ms B Bomela Tel No: 041 406 7607 / 36

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

**Closing date for all posts still remains as the 19 October 2018**