

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

DEPARTMENT OF HEALTH

ASSISTANT DIRECTOR: HR PLANNING, RECRUITMENT AND INFORMATION

Salary Package: R376 596 per annum (Level 9)

REF NO. ECHEALTH/AD/HRPRI/LTH/01/06/2019 - Nelson Mandela Metro, Livingstone Tertiary Hospital

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

MINIMUM REQUIREMENTS: Matric plus National Diploma/ Degree in Human Resources Management or Public Administration/Management or equivalent coupled with 3 years' experience in Human Resources Management /Administration of which 3 years must at be supervisory level. Competencies: In-depth knowledge of PERSAL, public service human resource practices. In depth knowledge of Human Resources 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, organising and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer Skills. A valid driver's license

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

ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION

Salary Package: R376 596 per annum (Level 9)

REF NO. ECHEALTH/AD-HRA/SBDO/02/06/2019 - Sarah Baartman District Office

MINIMUM REQUIREMENTS: Matric plus National Diploma/ Degree in Human Resources Management or Public Administration/Management or equivalent coupled with 3 years' experience in Human Resources Management /Administration of which 3 years must at be supervisory level. Provable knowledge of PERSAL system with extensive computer skills in Microsoft Software applications. Knowledge of Public Service Act, Public Service regulations, Labour Relations prescripts and collective agreements applicable to the health sector. Understanding of Public Finance Management Act and other finance and SCM prescripts. Ability to interpret HR policies and decisions. Planning and coordinating skills. Good communication skills, good interpersonal skill, good conflict resolution skills and good problem solving skills. A valid driver's license.

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

ASSISTANT DIRECTOR: LABOUR RELATIONS

Salary Package: R376 596 per annum (Level 9)

REF NO. ECHEALTH/AD-LR/SBDO/03/06/2019 - Sarah Baartman District Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in HR, Public Administration, Labour Law, B Comm. Law or any relevant qualification with coupled with 5 years' experience in the field of which at least 3 years must be at supervisory level. Knowledge of Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement. Good communication skills (written and verbal skills) and a good command of English language. A valid driver's license.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

DUTIES: Supervise the administration of grievances and disciplinary processes: Carry out investigations, grievance handling and disciplinary proceedings. Attend effectively to all litigations, Prepare documentation for consultations and negotiations & Control grievance procedures and promote labour relations support during negotiations. Supervise the rendering of technical advisory services i.r.o employee services: Give guidance to employees regarding procedures and practices related to employee relation matters, Facilitate communication to employees by providing guidance and consultation regarding problem solving, dispute resolution and litigation avoidance and Provide advice and guidance on all employee relations aspects. Manage performance and all the allocated resources: Encourage team effort in the unit, Encourage production of excellent quality work, Set work targets and monitor timelines, Allocate work tasks/activities to staff and provide the necessary guidance and support, Facilitate staff training and development, Develop staff Work Plans and Personal Development Plans (PDP's), Manage daily employee performance and make Performance Assessments/review & Manage records and ensure safekeeping of assets.

ASSISTANT DIRECTOR: PROFESSIONAL SECRETARIAT

Salary Package: R376 596 – R443 601 per annum (Level 9)

REF NO. ECHEALTH/AD-PS/HO/04/06/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: Matric plus National Diploma/ Degree in Business Administration/Public Management/Office Administration coupled with 3 years' relevant experience in Professional Secretariat / committee environment of which 3 years must be at supervisory level. Sound knowledge of all applicable legislation, Public Services Act, Public Service Regulations, Public Finance Management Act etc. High levels of confidentiality, sound customer care and relevant technical skills. Computer literacy and excellent typing skills. To be in possession of own transport /car is essential, the candidate will be required to travel across the province. A valid driver's license.

DUTIES: Provide an effective and efficient Secretariat/committee support service with high levels of confidentiality. Draft a schedule for departmental meetings. Coordination of meetings and departmental events. Manage conference venues and appropriate equipment. Recording of quality minutes according to MPAT standards for Executive Management (MEC, SG, DDGs and GMs). Keep clear proper records of minutes as per the department's filing index for easy access for audit purposes. Improve information flow and effective communication through decision circular/action list and follow up on the resolutions. Provide quarterly reports. Manage and monitor budget. Ensure monitoring, motivation, development and retention of subordinates. Provide advice on procedural and policy matters to staff.

ASSISTANT DIRECTOR: LOGISTIC SUPPORT MANAGEMENT

Salary Package: R376 596 per annum (Level 9)

REF NO. ECHEALTH/ASD-LSM/SBDO/05/06/2019 - Sarah Baartman District Office

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

MINIMUM REQUIREMENTS: Matric plus National Diploma/Degree in Accounting, management / Supply Chain Management or relevant qualification coupled with 3 years in supply chain management environment of which 3 years would at a supervisory level. Extensive knowledge of the SCM legislation, which includes PFMA, PPPFA, treasury regulation, and practise notes. Computer literacy. Knowledge of SCM transversal system will be an added advantage. A valid driver's license is essential.

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

ASSISTANT DIRECTOR: RESEARCH

Salary Package: R376 596 per annum (Level 9)

REF NO. ECHEALTH/AD-R/HO/06/06/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: Matric plus National Diploma/Degree in Health Related Qualification coupled with 3 years' experience in a health research environment. Knowledge of statistical packages, Data analysis and report writing experience. Sound understanding of government wide evaluation systems and health research processes. Knowledge of public service act, relevant regulations and legislation. Management skills (including financial). Communication skills. Driver's licence and willingness to travel. A team player with the ability to work independently without supervision. Advanced computer literacy. A valid driver's licence.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

DUTIES: To conduct and coordinate priority research (including the Annual Antenatal HIV survey). To monitor research conducted in the province and compliance. To participate on the development/review of research policies and guidelines. To develop research protocols as determined by the department. Coordinate the research activities in the province. Conduct priority programme evaluation studies (including the post influenza vaccination campaign).

ASSISTANT DIRECTOR: FINANCIAL IMPROVEMENT SERVICES

Salary Package: R376 596 per annum (Level 9)

REF NO. ECHEALTH/AD-FI/HO/07/06/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: Matric plus National Diploma/ Degree in Finance/Accounting/Internal Audit with 3 years' experience in public financial management environment of which 3 years must be at supervisory level. Knowledge of the PFMA & its Treasury Regulations, SCM policies and procedures. Departmental Financial Reporting Framework and GRAP. Computer literacy- Knowledge of Microsoft Office, Excel, MS Word, PowerPoint and BAS. Valid Driver's Licence. Good communication skills (verbal and writing). Willingness and commitment to work beyond normal working hours to meet deadlines will be an added advantage

DUTIES: Assist in the co-ordination of the audit process in the department. Facilitate the distribution of (requests for information) RFIs to relevant managers and make follow ups. Submission of documentation IRO, RFIs to Auditor General within specific time frames. Engage relevant role players within the department to consolidate responses and supporting documentation for queries raised by Auditor- General. Provide relevant inputs for preparation of interim Financial Statements and Annual Financial Statements. Compile working papers for different elements of financial statements. Assist in monitoring and reporting progress in respect of the implementation SCOPA resolutions, FMCMM, AIP, Audit and Portfolio Committees' recommendations related to financial management and AOPO. Collect POE in respect of the aforementioned as and when required to do so. Deliver the information to AGSA as and when required to do so.

ASSISTANT DIRECTOR: SOFT SERVICES

Salary Package: R376 596 per annum (Level 9)

REF NO. ECHEALTH/AD-SS/HO/08/06/2019 – Dora Nginza Regional Hospital

MINIMUM REQUIREMENTS: Matric plus National Diploma/ Degree in Hospitality or related qualification coupled with 3 years' experience of which 3 years must be at supervisory level working experience in a hospital Soft Services Environment. Knowledge of Food Services Management, Occupational Health and Safety, Public Finance Management. Supply Chain Management, HR Management, Labour Relations and Public Administration. A valid license.

DUTIES: To oversee functioning, exercise control and management of the following areas: Food Services, Hygiene Services, Linen Bank Services, Grounds Maintenance, Health Care Waste Management Services and Security Services. Provide effective Hotel Services (food services, linen bank services, hygiene services, grounds maintenance). Improve and maintain good infection prevention and control measures in the hospital. Strengthen Security Services. General Management.

ASSISTANT DIRECTOR: PRE-AUDIT

Salary Package: R376 596 per annum (Level 9)

REF NO. ECHEALTH/DO/09/06/2019 - Joe Gqabi District Office

MINIMUM REQUIREMENTS: Matric plus National Diploma/Degree in Pre-Audit, Finance, Management Accounting, Finance coupled with 3 years' experience in the field of which at least 3 years must be at supervisory level. Extensive Knowledge of PERSAL, BAS and LOGIS Systems General Recognized Accounting Practices (GRAP) and Generally Accepted Accounting Principles (GAAP). Knowledge of Public Service Legislation, Regulations and Policies. Strategic management skills. Ability to interpret financial prescripts and apply them. Proven communication and interpersonal skills at all levels. Knowledge of computerized Public Services financial management systems. Sound analytical and problem solving skills. Comprehensive computer literacy. A valid driver's license.

DUTIES: Identify key risk areas for the District emanating from current operations. Maintain efficient and effective controls and achieve objectives of the department by evaluating the department's controls/objectives, to determine the Districts effectiveness and efficiency through internal auditing. Supervise and execute allocated internal audits. Develop findings



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

and recommendations for the enhancement of controls/processes. Collect information and compile reports. Supervise employees to ensure an effective internal audit service.

ASSISTANT DIRECTOR: PRE AUDIT

Salary Package: R376 596 per annum (Level 9)

REF NO: ECHEALTH/AD-QA/DISTO/10/06/2019 - Amathole District Office

MINIMUM REQUIREMENTS: Matric plus National Diploma/Degree in Pre-Audit, Finance, Management Accounting, Finance coupled with 3 years' experience in the field of which at least 3 years must be at supervisory level. Extensive Knowledge of PERSAL, BAS and LOGIS Systems. Sound knowledge of PFMA, Treasury Regulations and other relevant finance prescript. Good interpersonal relations, Communication and Presentation skills, problem solving, Leadership and strategic skills. Ability to meet deadlines and work under pressure. Computer Literacy and valid driver's license. Internal audit background will be an added advantage.

DUTIES: Monitor adherence to internal controls to ensure compliance with prescripts and legislation relevant to finance. Identify risks and suggest corrective measures. Maintain updated signature specimens of authorised persons. Ensure processing of all documents within 48 hours to avoid aging of submitted documents. Monitor expenditure against budget allocation to avoid over expenditure and misallocation of items. Exercise control on effective implementation of procurement policies and procedures. Verify correctness of document prior to effecting payment. Supervise sub-ordinates. Attend and take responsibility for all Audit queries. Review and manage attendance register and leave. Document management and records management.

ASSISTANT DIRECTOR: LABOUR RELATIONS

SALARY: R376 596 per annum (Level 9)

REF NO. ECHEALTH/AD-LR/ORTDO/11/06/2019 - OR Tambo District Office

MINIMUM REQUIREMENTS: Matric plus National Diploma/ Degree in Labour Law / Labour Relations / Human Resource Management/ Public Management/or equivalent qualification coupled with 3 years' experience of which at least 3 years must be at supervisory level in the field of Labour Relations /related field. Knowledge of Departmental Policies on Labour Relations, Public Service Act, Basic Conditions of employment Act PCSBC, and GPSSBC Resolutions. Conflict Resolution capabilities and confidentiality. Negotiations and research skills innovative and change management. Be able to give basic counselling. Knowledge of PERSAL. Computer Literate. A valid driver's license.

DUTIES: Assist the institutions in drafting notices of disciplinary hearing. Facilitate the finalization of disciplinary cases. Represent the employer in DC and chairing disciplinary cases as required Handling of CCMA of bargaining council cases, Conflict Management. Give guidance on incapacity cases and abscondment. Compile Monthly Report, Quarterly reports, Annual Reports. Compile Statistics and submit to the relevant offices. Advise the Management on labour Matters. Strike Management. Co-ordinate the departmental labour relations policy as contained in the labour relations Act, and amend as necessary. Ensure the effective implementation of labour relations policy. Provide guidance and advice on labour relations procedures at all levels of management within the complex. Facilitate consultation and collective negotiation between employers, employees and trade unions in respect of health personnel. Manage procedures relating to personnel grievances in order to resolve employer and employees' differences. Manage the disciplinary measures in the complex in such a manner that strict disciplinary levels are maintained. Intervene in the event of industrial action so as to minimize production loss. Report on the state of industrial relations within the complex.

ASSISTANT DIRECTOR: EMPLOYEE WELLNESS

Salary Package: R376 596 per annum (Level 9)

REF NO. ECHEALTH/AD-EW/ORTDO/12/06/2019 - OR Tambo District Office

MINIMUM REQUIREMENTS: Matric plus Degree in Social Work, Psychology or relevant qualification coupled with 3 years' experience in Employee Wellness of which at least 3 years must be at supervisory level. Communication Skills, Computer Skills, Presentation and report writing skills. Computer Literacy. A valid driver's license.

DUTIES: Facilitate, coordinate and support implementation of EWP policies, plans and Programs. To facilitate the provision of professional assistance to employees whose Personal, work related challenges may have a potential of affecting their job performance. Facilitate, coordinate and support the provision of interventions through presentation of



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

life skills programs and awareness as means of prevention. Assist in conducting research in hazards that may have a potential of causing risks in the workplace and interventions thereof. Assist in the establishment of District Disability structure and its activities. Assist in the management of HIV/AIDS & TB in the workplace. Coordinate Wellness activities. Coordinate Disability activities. Assist in coordinating Occupational Health and Safety. Coordinate Health calendar events. Information Management. Assist in Coordination of Incapacity and IOD (Injury on Duty).

ASSISTANT DIRECTOR: REVENUE

Salary Package: R376 596 per annum (Level 9)

REF NO. ECHEALTH/AD-R/DO/13/06/2019 – Joe Gqabi District Office

MINIMUM REQUIREMENTS: Matric plus National Diploma / Degree with Finance/Management Accounting with 3 years' experience of which at least 3 years must be at supervisory level. Knowledge of the Public Finance Management Act (PFMA), generally Recognized Accounting Practices (GRAP) and General Accepted Accounting Principles (GAAP). Strategic management skills. Human resource management and empowerment skills. Proven communication and interpersonal skills at all levels. Knowledge of computerized Public Services financial management systems. Sound analytical and problem – solving skills. Comprehensive computer literacy. A valid driver's license.

DUTIES: Oversee the effective collection of all cash revenue. Maximize Revenue. Assist institutions to identify their sources of revenue. Coordinate, facilitate and monitor the billing system in the institutions. Monitor ICD 10 Coding. Coordinate collection of departmental debts. Implement debt policy. Manage outstanding patient accounts of the institutions. To give guidance on the write-off of the debtors that could not be traced or the recovery of payment seems to be uneconomically. Manage cash flow. To ensure that the cash flow of the institutions and district office is managed according to Treasury regulations. Ensure that custodians of government face value forms and monies are appointed in writing. Provide patient administration and registration. Monitor and assist OPD Clerks in assessing patients. Monitor registration of all patients visiting institutions. Provide patient record filing. Ensure patient files are marked and colour stickers and put to patient folders according to categories. Ensure the establishing and functioning of revenue generating committee at all institutions within the district. Management of staff. To manage Revenue efficiently and effectively by developing and implementing appropriate processes that provide for compilation, submission, monitoring, and control of revenue. To ensure that internal procedures and controls are in place for the effective, efficient, economical and transparent use of resources of the Department. To manage Revenue efficiently and effectively by developing and implementing appropriate processes that provide for the identification, collection, recording, reconciliation and safeguarding of information regarding Revenue.

WORKSTUDY OFFICER (2 POSTS)

Salary Package: R316 791 per annum (Level 8)

REF NO. ECHEALTH/SWO/HO/14/06/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: Matric plus National Diploma/ Degree in Organizational Development/Work Study or equivalent qualification or Certificate in Organizational Development and Work Study/ Management Service with 2 years' relevant experience in the Organizational Development environment. Understanding of Visio System and Job Evaluation – Evaluate System, knowledge of the Public Service Legislative and Regulatory framework and Organizational Development principles and techniques. Self – management, time management and willingness to work extra mile. A valid Driver's Licence. Skills: Research, Analytical skills, Ability to interpret statutes, Excellent Communication skills (Verbal and written). Problem Solving skills, Interpersonal relations and Computer Literacy

DUTIES: Undertake functional analysis and post establishment investigations. Facilitate and assist the department with the implementation of approved Organizational Structures. Advise institutions on effectiveness of work procedures and methods for efficiency enhancement. Establishment of staffing norms. Facilitate OD interventions. Analyse and grade jobs according to the Job Evaluation system. Develop job profile in line with the departmental organizational structures. Design, improve and re-engineer proper Business Processes. Conduct Business Processes Mapping and Develop Standard Operating Procedures for the Department. Facilitate and Co-ordinate Change Management process in the department. Render administrative services.

IT PRACTITIONER

Salary Package: R257 508 per annum (Level 7)

REF NO. ECHEALTH/ITP/HO/15/06/2019 – Bhisho, Head Office



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

MINIMUM REQUIREMENTS: A Grade 12 with A+ AND N+ (International CompTIA Certification is required) or a National Diploma/Degree in Information Technology with a minimum of 3 years of technical experience working in a large enterprise environment. Sound technical knowledge and experience of the following is required: PC repairs, installation and configuration of desktop operating systems (Microsoft and Linux), printer repairs, router configuration, LAN switching (installation and repair of network cabling, switch configuration and management), network protocols, setup and configuration of anti-virus and WSUS solutions, Windows and Linux server operating system setup, configuration and management. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange), sound experience with 802.11 g/n wireless will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver license.

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

INTERNAL AUDITOR (3 POSTS)

Salary Package: R 257 508 per annum (Level 7)

REF NO: ECHEALTH/IAUD/HO/16/06/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: Matric plus National Diploma/ Degree in Internal Auditing/ Auditing/ Financial Accounting/ Management Accounting/ Accounting with 0 – 2 years' experience in conducting internal audits. Knowledge of the Public Finance Management Act, understanding and knowledge of the Institute of Internal Auditors (IIA) standards, their applications and implementation guides, understanding of corporate governance practice, knowledge and understanding of internal audit systems and procedures and understanding of compliance and internal controls. The candidate must be in possession of a valid driver's licence and must be willing to travel extensively throughout the Province. Competencies needed: Communication (written and verbal), planning and organising skills, problem solving skills, office management and administration, computer literacy, client liaison skills, analytical and report writing skills.

DUTIES: Assist in planning audit projects in accordance with the internal audit methodology. Execute audits in accordance with the approved audit framework, raise audit findings, develop draft audit reports, discuss outcomes with the supervisor and client management, evaluate client responses to the draft audit findings and advise on remedial actions.

IT PRACTITIONER

Salary Package: R 257 508 per annum (Level 7)

REF NO: ECHEALTH/IT-P/DORA/17/06/2019 – Dora Nginza Regional Hospital

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

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

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Over and monitoring District ICT project, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users non request for IT requirements. Create/maintain inventory of all desk and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

LOGISTIC SUPPORT OFFICER

Salary Package: R 257 508 per annum (Level 7)

REF NO: ECHEALTH/LSO/DORA/18/06/2019 – Nelson Mandela Metro, Dora Nginza Regional Hospital

MINIMUM REQUIREMENTS: Grade 12 or equivalent with 10 years' experience or National Diploma / Degree in Supply Chain / Logistics coupled with 3 to 5 years' experience in Supply Chain Management / Logistics & Warehouses at level 5. Knowledge of Finance & Supply Chain Management Prescripts. Computer Literacy. Ability to work under pressure and tight deadlines. Extensive knowledge on LOGIS system. Driver's licence. Skills: Report writing skills and presentation skills. People management. Client orientation. Communication.

DUTIES: Render warehouse support services within the institution. Overall supervision of warehouses ensuring compliance with all relevant prescripts. Drawing and interpretation of all LOGIS reports relating to warehouses. Conduct monthly and quarterly stock count and reporting in compliance with prescripts. Monitoring of stock levels and do ordering. Liaise with the chief users and chief user's clerk. People management.

ADMINISTRATION OFFICER

Salary Package: R257 508 per annum (Level 7)

REF NO. ECHEALTH/AO/CMH/19/06/2019 - Buffalo City Metro. Cecilia Makiwane Hospital

MINIMUM REQUIREMENTS: Matric plus 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' licence 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.

LOGISTIC SUPPORT OFFICER

Salary Package: R257 508 per annum (Level 7)

REF NO: ECHEALTH/LSO/DO/20/06/2019 - OR Tambo District Office

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MINIMUM REQUIREMENTS: Grade 12 with 10 years' relevant experience in the Public Sector or National Diploma/ Degree in Public Administration Management/ Accounting/ Logistics/ Supply Chain Management coupled with 0-2 years' experience in SCM. Sound knowledge of Contract Management guidelines, 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. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Computer literacy (MS Word, email and internet). Communication skills (written and Organizational skills; Planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self-motivated. A 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, verify and update contract register. Maintaining lease agreement.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

IT PRACTITIONER (3 Posts)

Salary Package: R257 508 per annum (Level 7)

REF NO. ECHEALTH/IT/NMAH/21/06/2019 – OR Tambo District, Nelson Mandela Academic Hospital

MINIMUM REQUIREMENTS: A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a recognized Degree / National diploma in IT/Computer Science with 3 years of technical working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/IP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid code 8 driver license.

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

FINANCIAL PRACTITIONER

Salary Package: R257 508 per annum (Level 7)

REF: NO: ECHEALTH/FP/ANH/22/06/2019 - Joe Gqabi District, Aliwal North Hospital

MINIMUM 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.

LOGISTICS SUPPORT OFFICER

Salary Package: R257 508 per annum per annum (Level 7)

REF NO: ECHEALTH/LSO/SEH/23/06/2019 - OR Tambo District, St Elizabeth Hospital

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

DUTIES: 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, verify and update contract register. Maintaining lease agreement.

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

ADMINISTRATION OFFICER: HUMAN RESOURCES MANAGEMENT

Salary Package: R257 508 per annum (Level 7)

REF NO. ECHEALTH/AO/DO/24/06/2019 - Chris Hani District Office

MINIMUM REQUIREMENTS: Matric plus NQF Level 6/7 National Diploma/ Degree in HRM, Industrial Psychology or related qualification with 2-3 years relevant experience or Grade 12 or equivalent with 10 years HR administration experience. Training on at least PERSAL Introduction will be an added advantage. A valid Code B driver's license.

DUTIES: Administer employee conditions of service; Leave administration; Incapacity leave; Housing/ rental allowances; Resettlement, subsistence and travel allowance; Termination of service Pension administration; Leave gratuity; remunerative overtime; recruitment and selection; appointment of new appointees; transfer of employee's in/ out; confirmation of probation; MMS and SMS salary package restructuring; assist in the Auditing processes; Supervision of subordinate's i.e PMDS, Discipline, Attendance, employee wellness and development.

HUMAN RESOURCE PRACTITIONER

Salary Package: R 257 508 per annum (Level 7)

REF NO. ECHEALTH/HRP/KH/25/06/2019 - Chris Hani District, Komani Psychiatric Hospital

MINIMUM 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.

ADMINISTRATION CLERK (3 POSTS)

Salary Package: R173 703 per annum (Level 5)

REF NO. ECHEALTH/AC/CMH/26/06/2019 - Buffalo City Metro, Cecilia Makiwane Hospital

MINIMUM REQUIREMENTS: Grade 12. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude. One (1) year Public service internship programme experience will be given preference.

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.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

HUMAN RESOURCE CLERK

Salary Package: R173 703 per annum (Level 5)

REF NO: ECHEALTH/HRC/CMH/27/06/2019 – Buffalo City Metro, Cecilia Makiwane Hospital

MINIMUM REQUIREMENTS: Grade 12. Knowledge of HR policies and related prescripts. Computer literacy. A driver's license will be an added advantage. Knowledge of PERSAL will be an added advantage. One (1) year Public service internship programme experience will be given preference

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

HRD ADMIN CLERK- PERFORMANCE MANAGEMENT (5 POSTS) (One year contract)

Salary Package: R173 703 + 37% per annum (Level 5)

REF NO. ECHEALTH/HRDPMDS-AC/HO/28/06/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: Grade 12. Basic knowledge of administrative processes. Basic knowledge of PERSAL system will be an added advantage. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference

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. 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.

CALL CENTRE AGENT (2 POSTS)

Salary Package: R173 703 per annum (Level 5)

REF NO. ECHEALTH/HRC/DO/29/06/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: Matric. Proof of competency in handling different customers online. Must be able to be competent and understand CRM and CCC (Contact Centre Client). Must be computer literate with proof of competency. Must be fluent in languages spoken in Eastern Cape. One (1) year Public service internship programme experience will be given preference.

DUTIES: Support and provide superior service via phones, e-mails, faxes, face to face and written as a receiver and caller. Use questioning and listening skills that support effective telephone communication. Use an effective approach to handle special telephone tasks like call transfers, taking messages, call backs, holds, interruptions, and unintentional disconnects. Understand the impact of attitude in handling calls professionally. Effectively deal with job stress, angry callers, and upset customers. Use the most appropriate way to communicate with different behaviour types on the telephone. Apply the elements of building positive rapport with different types of customers over the phone. Apply the proper telephone etiquette to satisfy various customer situations. Apply appropriate actions to effectively control a telephone call. Identify voice skills and how to enhance a good telephone presentation. Meets commitments to customers and be able to work shifts in 24hour contact centre.

ADMINISTRATION CLERK

Salary Package: R173 703 per annum (Level 5)

REF NO. ECHEALTH/DC/STH/30/06/2019 – Sarah Baartman District, Settlers Hospital

MINIMUM REQUIREMENTS: Grade 12. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude. One (1) year Public service internship programme experience will be given preference

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



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

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 Package: R173 703 per annum (Level 5)

REF NO. ECHEALTH/AC/KH/31/06/2019 - Kouga Sub-district, Imizamo Yethu Clinic

MINIMUM REQUIREMENTS: Grade 12. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference

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 (4 Posts)

Salary Package: R173 703 per annum (Level 5)

REF NO. ECHEALTH/AC/CH/32/06/2019 x1- Chris Hani District, Cala Hospital

REF NO. ECHEALTH/AC/FPS/33/06/2019 x1- Forensic Pathology Queenstown

REF NO. ECHEALTH/AC/FH/34/06/2019 x1 – Chris Hani District, Frontier Regional Hospital

REF NO. ECHEALTH/AC/GGH/35/06/2019 x1 – Chris Hani District, Glen Grey Hospital

MINIMUM REQUIREMENTS: Grade 12. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference

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 Package: R173 703 per annum (Level 5)

REF NO. ECHEALTH/PAC/ DC/36/06/2019 - Chris Hani District Office

MINIMUM REQUIREMENTS: Grade 12. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure. One (1) year Public service internship programme experience will be given preference.

DUTIES: Administer the provisioning of Demand and Acquisition management; administer the provision of contracts management; receiving, issuing and management of stores/ warehouse; Capturing of requisition forms on Logis; maintain proper filing system of all documents



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

SUPPLY CHAIN CLERK: DEMAND AND ACQUISITION

SALARY: R173 703 per annum (Level 5)

REF NO. ECHEALTH/SCC/HMAH/37/06/2019 - OR Tambo District, Nelson Mandela Academic Hospital

MINIMUM REQUIREMENTS: Grade 12. 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 will be an added advantage. Willingness to work under pressure. Good verbal and communication skills. Computer Literacy is an added advantage. One (1) year Public service internship programme experience will be given preference

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.

FINANCE CLERK REVENUE (2 Posts)

SALARY: R173 703 - R204 612 per annum (Level 5)

REF NO: ECHEALTH/FIN/NMAH/38/06/2019 - OR Tambo District, Nelson Mandela Academic Hospital

MINIMUM REQUIREMENTS: Grade 12. Knowledge of BAS system will be an added advantage. Knowledge and understanding of Batho Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. One (1) year Public service internship programme experience will be given preference

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

HUMAN RESOURCE CLERK

SALARY: R173 703 – R204 612 per annum (Level 5)

REF NO. ECHEALTH/HRC/NMAH/39/06/2019 – OR Tambo District, Nelson Mandela Academic Hospital

MINIMUM REQUIREMENTS: Grade 12. Knowledge of relevant HR prescripts and regulations. Computer literacy. A driver's license will be an added advantage. One (1) year Public service internship programme experience will be given preference

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



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

FINANCE CLERK

SALARY: R173 703 – R204 612 per annum (Level 5)

REF NO. ECHEALTH/FC/DO/40/06/2019 - Chris Hani District Office

MINIMUM REQUIREMENTS: Grade 12. One (1) year Public service internship programme experience will be given preference. Knowledge of Supply Chain Management and finance 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: Administer collection of revenue; assist in budget planning, implementation and monitoring of expenditure; check and verify compliance on all documents; capturing of payments and salary related claims allowances and benefits; maintain proper filing of all finalized payment documents.

ADMINISTRATION CLERK

SALARY: R173 703 – R204 612 per annum (Level 5)

REF NO, ECHEALTH/AC/AC/PJCHC/41/06/2019 – Nyandeni Sub-District, Port St Johns CHC

MINIMUM REQUIREMENTS: Grade 12. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude. One (1) year Public service internship programme experience will be given preference

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: R 173 703 - R 204 612 per annum (Level 5)

REF NO. ECHEALTH/AC/StEH/42/06/2019 - OR Tambo District, St Elizabeth Hospital

MINIMUM REQUIREMENTS: Grade 12. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude. One (1) year Public service internship programme experience will be given preference

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: R173 703- R 204 612 per annum (Level 5)

REF NO: ECHEALTH/AC/BEDFH/43/06/2019 - Bedford Hospital

MINIMUM REQUIREMENTS: Grade 12. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS word & MS excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to work shifts, weekends & public holidays. Excellent verbal and written communication skills. Driver's license will be added advantage. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filing of correspondence and tracing of files- Archiving files according



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

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.

REGISTRY CLERK

SALARY: R173 703 – R204 612 per annum (Level 5)

REF NO: ECHEALTH/REGC/DO/44/06/2019 - Joe Gqabi District, Aliwal North Hospital

MINIMUM REQUIREMENTS: Grade 12. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference

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.

HUMAN RESOURCE CLERK

SALARY: R173 703– R204 612 per annum (Level 5)

REF NO. ECHEALTH/HRC/DO/45/06/2019 - Joe Gqabi District Office

MINIMUM REQUIREMENTS: Grade 12. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference

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

HUMAN RESOURCE CLERK

SALARY: R173 703– R204 612 per annum (Level 5)

REF NO. ECHEALTH/HRC/ETBH/46/06/2019 - Joe Gqabi District, Empilisweni Hospital

MINIMUM REQUIREMENTS: Grade 12. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference

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



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

FOOD SERVICE SUPERVISOR

SALARY: R145 281 – R171 138 per annum (Level 4)

REF NO. ECHEALTH/FSS/UH/47/06/2019 - Joe Gqabi District, Umlamli Hospital

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

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

HOUSEKEEPING SUPERVISOR

SALARY: R 145 281 – R 171 138 per annum (Level 4)

REF NO: ECHEALTH/HKS/SH/48/06/2019 - Joe Gqabi District, Steynsburg Hospital

MINIMUM REQUIREMENTS: Grade 10. 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.

FOOD SERVICE SUPERVISOR

SALARY: R145 281 – R171 138 per annum (Level 4)

REF NO. ECHEALTH/FSS/AVH/49/06/2019 – Sarah Baartman District, Andries Vosloo Hospital

MINIMUM REQUIREMENTS: Grade 12. 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.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

HOUSEKEEPING SUPERVISOR

SALARY: R145 281 – R171 138 per annum (Level 4)

REF NO. ECHEALTH/HKS/PZMH/50/06/2019 - Sarah Baartman District, PZ Meyer Hospital

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

DUTIES: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically 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.

LAUNDRY SUPERVISOR

SALARY: R145 281- R171 138 per annum (Level 4)

REF NO. ECHEALTH/LS/FRH/51/06/2019 – Sarah Baartman District, Sundays Valley Hospital

MINIMUM REQUIREMENTS: Grade 12. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

DUTIES: To manage laundry services and laundry related work in a health institution hereby contributing towards optimal health care. Plan and organise housekeeping operations. Set and record performance measures and standards for the unit functions. Identify training shortcoming of subordinates and arrange necessary skills development. Monitor and manage financial expenditure relating to services rendered by housekeeping. Develop and maintain an inventory control system. Evaluate levels of service delivery and institute corrective action where required. Provide regular feedback to health institution management. Identify alternative methods of service delivery and continuously stimulate the minds of subordinates to innovation and creativity.

FOOD SERVICE SUPERVISOR

SALARY: R145 281 – R171 138 per annum (Level 4)

REF NO: ECHEALTH/FSS/StEH/52/06/2019 – OR Tambo District, St Elizabeth Hospital

MINIMUM REQUIREMENTS: Grade 12. 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



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

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: R145 281 – R171 138 per annum (Level 4)

REF NO. ECHEALTH/FSS/IsiLH/53/06/2019 – OR Tambo District, Isilimela Hospital

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

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

CLIENT INFORMATION CLERK

SALARY: R145 281 – R171 138 per annum (Level 4)

REF NO. ECHEALTH/CIC/MADH/54/06/2019 – Amathole District, Madwaleni Hospital

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

DUTIES: Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

STORES ASSISTANT

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

REF NO: ECHEALTH/AD-QA/FBH/55/06/2019 – Amathole District, Fort Beaufort Hospital

MINIMUM REQUIREMENTS: Grade 10 or Abet. Physical strong and healthy person. Ability to cope with the physical demand of the post. Ability to work in a team and under pressure. Knowledge of Ordering and receiving of stock. Basic health and safety measures. Health environment i.e. Hygiene & bacterial contamination control measures. Basic literacy. Operation of trolleys.

DUTIES: Maintaining a clean, hygienic and clean environment. Controlling stock levels. Counting stock quarterly during stock taking. Receiving stock from suppliers in the absence of the Supervisor. Signing invoices, count if the sock supplied corresponds with the invoice and delivery note. Removal of medical waste bags from wards to a temporary storage area on a daily basis. Attending Compass Waste. Updating bin card, tally card availability. Capturing on LOGIS.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

DRIVER (LIGHT VEHICLE)

SALARY: R122 595 - R 144 411 per annum (Level 3)

REF NO. ECHEALTH/D-LV/StBH/56/06/2019 - OR Tambo District, St Barnabas Hospital

MINIMUM REQUIREMENTS: Grade 10/Standard 8 certificate. 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, 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.

FOOD SERVICE AID

SALARY: R102 534 - R120 780 per annum (Level 2)

REF NO. ECHEALTH/FSA/ANH/57/06/2019 - Joe Gqabi District, Aliwal North Hospital

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

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

FOOD SERVICE AID

SALARY: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/FSA/StEH/58/06/2019 - OR Tambo District, St Elizabeth Hospital

MINIMUM REQUIREMENTS: Grade 10 or ABET. Knowledge of food services & food preparation, operation of food processing equipment. Basic Health & Safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, ability to operate food processing equipment 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.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

PROPERTY CARETAKER

SALARY: R102 534 - R120 780 per annum (Level 2)

REF NO. ECHEALTH/PCT/HC/59/06/2019 - Joe Gqabi District, Hlangalane Clinic

MINIMUM 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: R102 534 - R120 780 per annum (Level 2)

REF NO. ECHEALTH/POR/UH/60/06/2019 - Joe Gqabi District, Umlamli Hospital

MINIMUM REQUIREMENTS: ABET/Grade 10. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

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

PORTER

SALARY: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/POR/NQH/61/06/2019 – Buffalo City Metro, Nkqubela TB Hospital

MINIMUM REQUIREMENTS: ABET/Grade 10. 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.

LAUNDRY WORKER (2 POSTS)

SALARY: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/LW/StEH/62/06/2019 - OR Tambo District, St Elizabeth Hospital

MINIMUM REQUIREMENTS: Abet or grade 10. 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.

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

LAUNDRY WORKER

SALARY: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/LW/StEH/63/06/2019 - OR Tambo District, St Barnabas Hospital

MINIMUM REQUIREMENTS: Abet or grade 10. 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.

TRADE LABOURER

SALARY: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/TL/StBH/64/06/2019 - OR Tambo District, St Barnabas Hospital

MINIMUM 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.

TRADE LABOURER

SALARY: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/TL/StEH/65/06/2019 - OR Tambo District, St Elizabeth Hospital

MINIMUM 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 (2 POSTS)

SALARY: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/StEH/66/06/2019 - OR Tambo District, Port St Johns CHC

MINIMUM REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 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.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

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 (4 POSTS)

SALARY: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/StEH/67/06/2019 - OR Tambo District, St Elizabeth Hospital

MINIMUM REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 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: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/StLH/68/06/2019 - OR Tambo District, St Lucy's Hospital

MINIMUM REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 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.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

GENERAL WORKER

SALARY: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/IsiLH/69/06/2019- OR Tambo District, IsiLimela Hospital

MINIMUM REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 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: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/NKMC/70/06/2019 -Nyandeni Sub-District, Nkumandeni Clinic

MINIMUM REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 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: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/CAH/71/06/2019 - OR Tambo District, Canzibe Hospital

MINIMUM REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 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

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

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: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/BUTTH/GW/72/06/2019 – Amathole District, Butterworth Hospital

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

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

GENERAL WORKER (2 POSTS)

SALARY: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/XCHC/GW/73/06/2019 - Mbhashe Sub District, Mqhele Clinic

REF NO: ECHEALTH/BOMC/GW/74/06/2019 – Mbhashe Sub District, Bomvana Clinic

MINIMUM REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 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: R102 534 – R120 780 per annum (Level 2)

REF NO: ECHEALTH/NOMH/75/06/2019 – Amathole District, Nompumelelo Hospital

MINIMUM REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 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

Page 44 of 56



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

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

GENERAL WORKER (5 POSTS)

SALARY: R102 534 - R 120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/FH/76/06/2019 x1 – Chris Hani District, Frontier Hospital

REF NO. ECHEALTH/GW/KH/77/06/2019 x4 – Chris Hani District, Komani Psychiatric Hospital

MINIMUM REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 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: R 102 534 - R 120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/FEH/78/06/2019 – Sarah Baartman District, Fort England Hospital

MINIMUM REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 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: R102 534 – R120 780 per annum (Level 2)

REF NO. ECHEALTH/GW/JP/79/06/2019 – Nelson Mandela Metro, Jose Pearson Hospital

MINIMUM REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 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.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

Oversee and prepare boardrooms and Lecturer Theater 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 dustbin in all the designated areas. Remove office items / furniture from one area to another for effective 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 malfunctioning of cleaning machines and other related equipment. Requisition and replenish material as and when required. Remove and store waste in the designated areas.

GENERAL WORKER

Salary package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/GW/EMP/80/06/2019 – Nelson Mandela Metro, Empilweni TB Hospital

MINIMUM REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 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 Theater 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 dustbin in all the designated areas. Remove office items / furniture from one area to another for effective 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 malfunctioning of cleaning machines and other related equipment. Requisition and replenish material as and when required. Remove and store waste in the designated areas.

GENERAL WORKER

Salary Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/GW/MAH/81/06/2019 – Alfred Nzo District, Mt Ayliff Hospital

MINIMUM REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 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 Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/GW/CMH/82/06/2019 - Buffalo City Metro, Cecilia Makiwane Hospital

MINIMUM REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 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.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

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 Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/POR/StEH/83/06/2019 - OR Tambo District, St Elizabeth Hospital

MINIMUM REQUIREMENTS: ABET/Grade 10. 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.

PORTER

Salary package: R102 534 per annum (Level 2)

REF NO: ECHEALTH/POR/BEDFH/84/06/2019 – Amathole District, Bedford Hospital

MINIMUM REQUIREMENTS: ABET/Grade 10. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

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

PORTER

Salary Package: R102 534 per annum (Level 2)

REF NO: ECHEALTH/POR/NOMH/85/06/2019 – Amathole District, Nompumelelo Hospital

MINIMUM REQUIREMENTS: ABET/Grade 10. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary

Page 47 of 56

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

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.

PORTER (6 POSTS)

Salary Package: R 102 534 per annum (Level 2)

REF NO. ECHEALTH/POR/MH/86/06/2019 – Chris Hani District, Mjanyana Hospital

MINIMUM REQUIREMENTS: ABET/Grade 10. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

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

PORTER

Salary Package: R102 534 per annum (Level 2)

REF NO: ECHEALTH/POR/CMH/87/06/2019 – Buffalo City Metro, Cecilia Makiwane Hospital

MINIMUM REQUIREMENTS: ABET/Grade 10. 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.

PROPERTY CARE TAKER

Salary Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/PCT/StLH/88/06/2019 - OR Tambo District, St Lucy's Hospital

MINIMUM 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 Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/OP/StEH/89/06/2019 - OR Tambo District, St Elizabeth Hospital

MINIMUM 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

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

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.

TRADE LABOURER

Salary Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/TL/CH/90/06/2019 – OR Tambo District, Canzibe Hospital

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

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

TRADE LABOURER

Salary Package: R102 534 per annum (Level 2)

REF NO: ECHEALTH/TL/ISILH/91/06/2019 –OR Tambo District, Isilimela Hospital

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

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

FOOD SERVICE AID

Salary Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/FSA/NOMH/92/06/2019 – Amathole District, Nompumelelo Hospital

MINIMUM REQUIREMENTS: ABET/Grade 10. 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.

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

FOOD SERVICE AID

Salary Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/FSA/TOWH/93/06/2019 – Amathole District, Tower Hospital

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

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

FOOD SERVICE AID

Salary Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/FSA/KP/94/06/2019 - Chris Hani District, Komani Psychiatric Hospital

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

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

FOOD SERVICE AID

Salary Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/FSA/ORS/95/06/2019 – Nelson Mandela Metro, Orsmond TB Hospital

MINIMUM REQUIREMENTS: ABET/Grade 10. 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: follows 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 check to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

FOOD SERVICE AID

Salary Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/FSA/CMH/96/06/2019 - Buffalo City Metro, Cecilia Makiwane Hospital

MINIMUM REQUIREMENTS: ABET/Grade 10. 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 (2 POSTS)

Salary Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/FSA/PZMH/97/06/2019 – Sarah Baartman District, PZ Meyer TB Hospital

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

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

LAUNDRY WORKER

Salary Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/LW/NOMH/98/06/2019 - Amathole District, Nompumelelo Hospital

MINIMUM REQUIREMENTS: ABET/Grade 10. 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.

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

TRADE LABOURER

Salary Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/TL/KH/99/06/2019 - Chris Hani District, Komani Psychiatric Hospital

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

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

PROPERTY CARETAKER

SALARY: R102 534 - R120 780 per annum (Level 2)

REF NO. ECHEALTH/PCT/FH/100/06/2019 - Chris Hani District, Frontier Hospital

MINIMUM 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.

STORES ASSISTANT (2 POSTS)

Salary package: R122 595 per annum (Level 3)

REF NO. ECHEALTH/GW/EMP/101/06/2019 – Nelson Mandela Metro, Empilweni TB Hospital

MINIMUM REQUIREMENTS: Grade 10 or Abet. Physical strong and healthy person. Ability to cope with the physical demand of the post. Ability to work in a team and under pressure. Knowledge of Ordering and receiving of stock. Basic health and safety measures. Health environment i.e. Hygiene & bacterial contamination control measures. Basic literacy. Operation of trolleys.

DUTIES: Maintaining a clean, hygienic and clean environment. Controlling stock levels. Counting stock quarterly during stock taking. Receiving stock from suppliers in the absence of the Supervisor. Signing invoices, count if the sock supplied corresponds with the invoice and delivery note. Removal of medical waste bags from wards to a temporary storage area on a daily basis. Attending Compass Waste. Updating bin card, tally card availability. Capturing on LOGIS.

LAUNDRY WORKER

Salary Package: R102 534 per annum (Level 2)

REF NO. ECHEALTH/FSA/PZMH/102/06/2019 – Sarah Baartman District, Aberdeen Hospital

MINIMUM REQUIREMENTS: Abet or grade 10. 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

Page 52 of 56

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

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.

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

- 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
- 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.
- St Barnabas Hospital - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase – Tel no 047 555 5300
- 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.
- 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
- 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
- Canzibe Hospital - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office, Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel: 042 562 8810 / 7
- 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.
- Nelson Mandela Academic Hospital - Post to: The Human Resources Manager, Department of Health, Nelson Mandela Academic Hospital, Private Bag X5152, MTHATHA, 5099 or hand-deliver to: Main Registry, Sissons Rd, Nelson Mandela Academic Hospital, Mthatha. Mrs N. Calaza Tel no 047 502 4320
- Bedford Hospital - Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, Bedford, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms. L H Slatsha Tel no: 046 685 0046.
- Mnquma Sub District - Post to: HR Office, Mnquma Sub-district, 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms. N Tengwa Tel no: 047 491 0740.
- Madwaleni Hospital - Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr. Fenguza Tel no: 047 573 8900/1/2.
- Fort Beaufort Hospital - Post to: Human Resource Office, Fort Beaufort Hospital. Hand delivery: No 5 Bell Street, Fort Beaufort, 5720, Enquiries: Mr. Zethu Tel no: 046 645 1111.
- Nompumelelo Hospital - Post to: Nompumelelo Hospital Private Bag x13 Peddie 5640. Enquiries: Ms. Tsako Tel no: 040 673 3321
- Raymond Mhlaba Sub District - Post to: Human Resource Office, Raymond Mhlaba Sub District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, OR P.O. Box 967, Fort Beaufort, 5720: Enquiries: Mr. Dyomfana Tell: 046 645 1892.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

Tower Psychiatric Hospital - Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms. H Potgieter Tel no: 046 645 1122.

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.

Amathole District - 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 6748/57.

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.

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

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

Frontier Regional Hospital - Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo – Tel no 045 808 4272

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.

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

Komani Hospital - Post to: Human Resource Office, Komani Hospital, Private Bag x 4043 Queenstown 5320. Enquiries: Mrs A Sokutu Tel no: 045-858 8400.

Glen Grey Hospital - Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142, Lady Frere, 5410 or hand delivery to Glen Grey Hospital, 5410. Enquiries: Mr S Khumalo Tel no: 083 585 7576.

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

Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires: Ms S Diva Tel no 046 602 5046.

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

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

PZ Meyer Hospital - Post to: Human Resources Office PZ Meyer TB Hospital, P.O. Box 497 Humansdorp 6300 or hand deliver to: HR Office, PZ Meyer Hospital, Off Johnson Street, Graslaagte Humansdorp 6300. Enquires: Mr N Sompontsha. Tel No: 042 291 2064

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



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

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

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.

Steynsburg Hospital - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand deliver at the HR Office, 1 Henning Street, Steynsburg. Enquiries: Ms L.Jood Tel no: 051 633 9617.

Umlamli Hospital - Post to: Human Resource Office, Umlamli Hospital, Private bag X5016, Sterkspruit, 9762 or Hand deliver at the HR Office, Umlamli Hospital. Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90.

Elundini Sub-District Office (Hlangalane Clinic) - Post to: Human Resource Office, P Bag X1129, Mount Fletcher, 4770 or Hand deliver at the HR Office, Elundini Sub-District Office, Police street. Enquiries: Mrs Du Plessis Tel no: 039 257 2400.

Bisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X 0038, Bisho 5605 or Hand delivered to: Department of Health, Office no D53, UIF Building, Phalo Avenue Bisho 5606.

Empilweni TB Hospital – Post to: Human Resource Office, Empilweni TB Hospital, Private Bag X 6060, Port Elizabeth 6200 or Hand delivery to No 1 Mati Road New Brighton Port Elizabeth 6200. Enquiries: Tel No: 041 406 7607 / 36

Dora Nginza Hospital – Post to: HR Office Doran Nginza Hospital Private Bag X 11951 Algoa Park 6005 or hand delivery to: Room DG71 Admin Building 1st Floor Dora Nginza Spondo Street Zwide Port Elizabeth 6201. Enquiries: Tel No: 041 406 4435

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

Jose Pearson Hospital- Post to: Human Resource Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015 Enquiries: Ms Klassen Tel no: 041 372 8000.

Elizabeth Donkin Hospital – Post to: Human Recourses Section, Elizabeth Donkin Hospital, Private Bag X 6024, Port Elizabeth 6001. Enquiries: Mr E Felkers Tel No: 041 585 2323.

Mt Ayliff Hospital - Post to: P/Bag X504, Mount Ayliff Hospital, 4735 or Hand Delivery No .8 Ntsizwa Street Mt Ayliff 4735 Enquiries: Mrs O Mjoka Tel no: 039 254 0236.

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: 0437082118

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

Grey Hospital - Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600 OR hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel no: 043 643 3304.

Buffalo City Metro Office - Post to: Human Resources Office, Private Bag X9015, East London, 5201 or hand deliver to: Human Resource Office, 19 Shelford Road, Woodbrook, East London, 5201. Enquiries: Ms H Hlulani, Tel No 043 708 1700.

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



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 4 of 2019/20

CLOSING DATE: 28 JUNE 2019

Midlands Hospital – Post to: The Human Resource Office, Midlands Hospital, P/BAG X696, Graaf-Reinet, 6280 or Hand deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M Human Tel No 049 807 7739.

Nessie Knight Hospital -Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand delivery to Sulenkama Admin Area-Nessie Knight Hospital-Qumbu, Enquiries: Ms O.N Sotsako- Tel No: 047 553 6007/8/9.

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

NOTE FOR ALL POST APPLICANTS

Applications must be submitted on the Z83 Form obtainable from any Public Service Department or internet at <http://www.info.gov.za/documents/forms/employ.pdf.z83> which must be signed (**an unsigned Z83 form will disqualify an application**) and must be accompanied by a comprehensive CV indicating three reference person's Name, Contact Numbers and a relationship with reference as checks will be done on nominated candidate(s), attach copies (certified within the past three months) of Qualification(s), Matric certificate, proof of Professional Registration & Driver's license (where applicable), ID Document, Non-RSA Citizens to attach Permanent Resident Permits, Foreign Qualifications must be accompanied by South African Qualification Authority (SAQA) Evaluation Certificate. **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 candidates and that their appointment is subject to the outcome of these checks which will 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 recruiting department 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.

ADDITIONAL NOTE: 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 the recruiting 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. The filling of these posts will be in line with the Annual Recruitment Plan 2019/20. The recruiting department has a right not to fill these posts. NB: WOMEN, YOUTH, AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY IN ORDER FOR THE DEPARTMENT TO MEET THE EQUITY TARGETS - It is our intention to promote representativity (race, gender and disability)

Closing Date: 28 JUNE 2019 @16H00

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

TO OBTAIN MORE INFORMATION ON **MINIMUM REQUIREMENTS** AND **KEY PERFORMANCE AREAS** (KPA's) visit: www.ecprov.gov.za OR www.dpsa.gov.za OR www.drddar.gov.za OR www.ecdhs.gov.za