

DEPARTMENT OF HEALTH

CHIEF DIRECTOR: QUALITY HEALTH CARE ASSURANCE SYSTEMS

Salary Range: R 1 189 338 – R 1 422 012 per annum (Level 14)

Ref. No. ECHEALTH/CD-QHCAS/HO/01/07/2019 – Bisho, Head Office

Minimum Requirements: An undergraduate qualification (NQF Level 7) in a clinical related field or equivalent qualification coupled with 5 years' experience at Senior Management level. Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

KPA's: Provide strategic leadership and management in the Quality Health Care Assurance Systems Chief Directorate: Provide strategic leadership and management in the operations of the Chief directorate. Develop and review strategy for the Chief Directorate. Design and develop business plans to implement programmes and operations of the Chief Directorate. Guide and correct the process of programme implementation. Design and implement change initiatives in the Chief Directorate to improve capacity and appraise system for effective delivery of the Quality Health Care Assurance Systems. Design and develop operational policies and standard operating procedures for the Chief Directorate. Ensure and co-ordinate performance and reporting in the Chief Directorate. Co-ordinate the provision of Chief Directorate programmes and projects Co-ordinate reporting, review programmes and evaluate overall performance of: Quality Assurance Management, Customer Care Management, Clinical Audits IRO Quality. Manage utilization of physical and human resource: Assign work programmes and projects to relevant Senior Managers of the Chief Directorate. Develop and review performance work plans and the related job profiles. Periodically assess and review personnel performance. Facilitate training and development of personnel. Institute formal disciplinary measures to correct cases of misconduct or unbecoming behaviors. Manage financial spending and budget reviews of the Chief Directorate. Compile budget proposal. Table budget proposal to the finance structure for consideration. Monitor budget spending and make budget reviews for the Chief Directorate. Approve financial transactions of the Chief Directorate and make delegations where necessary. Manage information, records and knowledge in the Chief Directorate. Co-ordinate performance reporting and consolidate Chief Directorate reports. Assess process and performance risks in the Chief Directorate in order to provide corrective mechanisms. Facilitate sharing and keeping of Chief Directorate records, information and knowledge. Co-ordinate performance auditing and submission of audit information to relevant functionaries.

DIRECTOR FACILITIES

Salary Range: R1 005 063 – R 1 183 932 per annum (Level 13)

Ref. No. ECHEALTH/DIR-FAC/LTH/02/07/2019 – Nelson Mandela Metro, Livingstone Tertiary Hospital

Minimum Requirements: A Bachelor's degree/3 year National Diploma in Built Environment or equivalent qualification. 6-8 years' experience post qualification plus minimum of 5 years' combined experience in facility management in a Public Hospital environment at Deputy Director Level. A valid driver's licence. Ability to develop policies and internal Standard Operating Procedures. Strong leadership skills, team building and sound interpersonal skills. Excellent verbal and written communication skills and report-writing skills. Advanced computer skills in MS package (Word, Excel, PowerPoint and Visio) Strategic leadership, Project Management, Human Resource Management and Finance Management skills. Ability to multi-task and prioritise and ability to work in high volume and highly pressurised environment. Ability to manage a high value goods, services and equipment budget. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA.

KPA's: Responsible for the overall day to Facilities Directorate, which includes security, laundry building, maintenance, cleaning, gardening, ICT, accommodation and Health Technology. Control and monitor human, financial and other resources. Ensure effective management of Service Level Agreements with service providers to ensure effective service delivery. Develop strategies, programmes and projects to improve service provision. Internal control strategy control strategy determination to ensure compliance with prescripts. Determine resource requirements and buildings maintenance plan. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Determine the Facilities directorate's annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing program services, policies and procedures. Prepared and manage directorate's budgets. Participate in Budget Advisory, Cost services, policies and procedures. Prepare and manage directorate's budget. Participate in Budget Advisory, Cost Containment, Procurement and Bid Committees. Ensure that facilities directorate is compliant to National Core standards, Occupational health and Safety and Machinery Acts. Assist with operational staff and students' supervision, evaluation and training. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turn around plans. Perform any other duties delegated by the CEO.

DEPUTY DIRECTOR: ORTHOTICS AND PROSTHETICS

Salary Range: R733 257 – R863 748 per annum (Level 11)

Ref. No. ECHEALTH/DD/OP/HO/03/07/2019 – Bisho, Head Office

Minimum Requirements: A National Diploma NQF level 6 / Degree NQF level 7 in Medical Orthotics and Prosthetics or relevant qualification. At least 5 years relevant experience of which at least 3 years must be at Assistant Manager Level in health service delivery. A relevant Honours and or/ Master`s degree will be an added advantage. Sound knowledge of the South African National Health Act, National and Provincial Policies and Priorities. A good understanding of the Primary Health Care Approach with emphasis on disability. Computer literacy. Financial Management. Project Management skills will be an added advantage. A valid code 8 driver`s license.

KPA's: To provide leadership in policy and strategic planning and to ensure implementation monitoring and control of Medical Orthotics and Prosthetics services, in the Province. To ensure and strengthen the integration of Medical Orthotics and Prosthetics services. To monitor, evaluate and report on the expenditure for assistive devices and rehabilitation equipment. To facilitate the training/professional development of Medical Orthotics and Prosthetics.

OFFICE MANAGER: HOSPITAL MANAGEMENT SERVICES

Salary Range: R 376 593 – R 443 601 per annum (Level 9)

Ref. No. ECHEALTH/OM-HMS/HO/04/07/2019 – Bisho, Head Office

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

Minimum Requirements: A Bachelor's degree/National Diploma in Office Management or in the related field with three to five years' experience at supervisory level. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts. Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Good communication skills, ability to write reports and keep records, computer skills. A valid driver's license.

KPA's: Provide strategic leadership and plays an oversight role in the activities of the Chief Director's Office. Manage and coordinate clinical administrative activities of tasks. Manage the Manager's diary. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured confidential documentation. Respond to correspondence/invitation on behalf of the manager. Monitor effective utilization human, financial and physical resource in the Chief Director's office. Coordinate performance and audit reporting for Health Services Management.

OCCUPATIONAL HEALTH & SAFETY OFFICER

Salary Range: R 316 791 – R 378 167 per annum (Level 08)

Ref. No. ECHEALTH/OHS/KH/05/07/2019 – Alfred Nzo District, Khotsong TB Hospital

Minimum Requirements: A NQF Level 6 Qualification in Safety Management or related field plus 3-5 years' experience in an occupational Health and Safety environment, Knowledge of and working Experience in Occupational Health and safety Environment, Risk control experience ideally gained in a manufacturing environment, Computer literacy, Excellent communication skills(verbal and written), Good interpersonal skills, Ability to work under pressure and display high assertiveness levels, Attention to detail, A valid driver's licence is essential, Registered Occupational Safety Professional.

KPA's: Development and implement Health & safety policies, systems of work and procedures, Ensure that all Health safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, update and communicated, Ensure GPW meets its statutory obligations in all areas pertaining to health and safety in the workplace, including statutory training and reporting. Incident reporting, investigating assistance and facilitation of corrective actions, Driving the safety programme to reduce number of incidents, reporting on and proactively managing risk on site, conducting safety and risk audits, ensuring adequate safety induction and risk related training, keep up to date with all aspects of health and safety regulation.

SOFT SERVICE SUPERVISOR

Salary Range: R 316 791 – R 378 167 per annum (Level 08)

Ref. No. ECHEALTH/SSS/LTH/06/07/2019 – Nelson Mandela Metro, Livingstone Tertiary Hospital

Minimum Requirements: A Qualification at NQF level 6 in Food Services Management / Hospitality Services. At least 3-5 years' experience in housekeeping / food service / hospitality services / similar environment. Skills: computer skills, leadership skills, problem analysis, decision making, motivation and development, planning, organizing & coordinating, conflict resolution, team orientation, training skills. Knowledge: Food Services Management, Occupational Health and Safety, Public Finance Management, Supply Chain Management, Human Resource Management, Dealing with discipline. 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.

KPA's: Oversee functioning, exercise control and management of the following areas: Cleaning Services, Food Services, Grounds Maintenance, Linen Bank Services and Waste Management Services in the hospital. Administrative duties. Management of allocated Resources. Ensure compliance to Quality Standards for a clean hospital environment. Monitor and ensure adherence and compliance to Infection Control and Occupational Health & Safety Standards.

ADMIN OFFICER: PROFESSIONAL SECRETARIAT

Salary Range: R257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/AO-PS/HO/07/07/2019 – Bisho, Head Office

Minimum Requirements: A Degree / Diploma in Public administration or any Administrative/Office relevant qualification with two years working experience (REQV 13) or matric with a minimum of 5 years working experience as an administrator. General and fair understanding of Professional Secretariat processes and content within the Eastern Cape Department • Knowledge of government systems, procedures and ability to work without constant supervision, working knowledge of office administration, good communication skills, interpersonal skills and organizational skills, a high level of confidentiality, high level computer skills, basic numeracy, good planning and writing skills. Pay attention to detail and quality, ability to work under pressure with Executive management. Valid driver's license is an added advantage. Kindly note that short listed candidates will be subjected to security clearance.

KPA's: Secure venues and prepare invite, agenda and attendance register. Procure the venue and refreshments for the meetings. Follow up on reports required and bind packages for the meeting. File invites, agenda, attendance, minutes and relevant concept documents. Having considered budget available. Procure necessary and relevant equipment, stationery for the office. According to budget planning timelines, prepare EC.4 and EC.5. Adhere to all procurement / SCM requirements. Assist with roving mikes during seminars / workshops and Executive meetings.

PERSONAL ASSISTANT: FACILITIES

Salary Range: R257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/PA-FAC/LTH/08/07/2019 – Nelson Mandela Metro, Livingstone Tertiary Hospital

Minimum Requirements: Grade 12 or equivalent qualification with 2-5 years' experience. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel. MS PowerPoint. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.

KPA's: Provide secretarial services, make transport and accommodation arrangements. Manage the Managers diary. Organize the manager's office environment. Construct and maintain the managers filing system. Control manager. Ensure a safe working where confidential documentation is secured. Respond to invitation on behalf of the manager.

IT PRACTITIONER

Salary Range: R257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/IT/ADO/9/07/2019 – Alfred Nzo District Office

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 recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

KPA's: 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.

IT PRACTITIONER X 2

Salary Range: R257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/IT/CH-DO/10/07/2019 – Chris Hani District Office

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/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid code 8 driver license.

KPA's: 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 Range: R257 508 – R 303 339 Per annum (Level 7)

Ref. No. ECHEALTH/FP/NMAH/11/07/2019 – OR Tambo District, Nelson Mandela Academic 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.

KPA's: 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.

ADMIN OFFICER: PATIENT REGISTRATION

Salary Range: R257 508 – R 303 339 per annum (Level 7)

Ref. No. ECHEALTH/AO-PR/NMAH/12/07/2019 – OR Tambo District, Nelson Mandela Academic Hospital

Minimum Requirements: A qualification at NQF 6 / Degree in public Administration or equivalent with 5 - 8 years' experience. Knowledge of Public administration systems and processes. Knowledge of Public service regulations, policies and procedures. Good interpersonal communication, (verbal and written) and computer skills. A valid driver's licence will be an added advantage.

KPA's: Interpret and implement administrative policies. Prepare and compile report. Process and authorize payments of employees benefits. Allocate task to all the staff members under general administration. Conduct checking and verify work for subordinates. Guide and monitor compliance on processes. Formulate work schedule and roosters. Draft memorandums, Identify problems, deficiencies and practices on policies. Supervise the clerical services at OPD and inpatient.

HUMAN RESOURCE CLERK

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref. No. ECHEALTH/HRC/HCH/13/07/2019 – OR Tambo District, Holy Cross Hospital

Minimum Requirements: Grade 12. Knowledge of Human Resource or Public Administration processes. Computer Literacy, One (1) year Public service internship programme experience will be given preference. Knowledge of Human Resource functions as well ability to capture data, operate computer and collate administration statistics. Basic knowledge and insight on human resource prescripts. Knowledge of basic financial operating systems and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and team work. To have good interpersonal and communication skills, listening skills, analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.

KPA's: Implementation of Human Resource practices i.e. Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management.

ADMINISTRATION CLERK

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref. No. ECHEALTH/AC/CANH/14/07/2019 – OR Tambo District, Canzibe Hospital

Minimum Requirements: Grade 12. 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.

KPA's: 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 (PATIENT ADMIN) X 2

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref. No. ECHEALTH/AC/GVH/15/07/2019 – Alfred Nzo District, Greenville Hospital

Minimum Requirements: Grade 12/ NQF level 4 with no experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Driver's license will be added advantage. One (1) year Public service internship programme experience will be given preference.

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

PROVISIONING ADMINISTRATION CLERK: LOGISTIC X 2

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref. No. ECHEALTH/PAC/GVH/16/07/2019 – Alfred Nzo District, Greenville Hospital

Minimum Requirements: Grade 12/ NQF level 4 with no experience. Sound Knowledge of Supply Chain Management processes, Inventory management, Public Finance Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.

KPA's: Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS, create and print orders on LOGIS system.

ADMINISTRATION CLERK (PATIENT ADMIN)

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref. No. ECHEALTH/PAC/TBH/17/07/2019 – Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

Minimum Requirements: Grade 12/ NQF level 4 with no experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Driver's license will be added advantage.

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

HUMAN RESOURCE CLERK

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref. No. ECHEALTH/HRC/ADO/18/07/2019 – Alfred Nzo District Office

Minimum Requirements: Grade 12. 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. One (1) year Public service internship programme experience will be given preference.

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

FINANCIAL CLERK: SUNDRY PAYMENTS

Salary Range: R 173 703 – R 204 612 per annum (Level 5)

Ref. No. ECHEALTH/FC/NMAH/19/07/2019 – OR Tambo District, Nelson Mandela Academic Hospital

Minimum Requirements: Grade 12. Knowledge of Salary administration. Knowledge and experience of the PERSAL and BAS system. Knowledge of departmental policies, knowledge of PFMA and other Financial Management and associated prescripts. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure. One (1) year Public service internship programme experience will be given preference.

KPA's: Render financial accounting transactions, Perform salary administration Support Services, Capture all financial transactions (e.g. payments, S&T's, allowances and overtime salary, salary deductions, Garnishee). Check claims for correctness, verification. Compile daily, weekly and monthly statistics; Handle external and internal enquiries, Assist with general office duties. Capturing of all the hospital related allowances on the relevant financial systems (PERSAL and BAS). Recovery of Departmental debt. Distribution of IRP 5 certificates. Distribute pay slips ensure return of original signed payrolls to Head Office and the safekeeping of copies. Update registers for transactions captured on PERSAL and BAS and the filling of all documents. Assist with the audit sampling. Record document and be organized. Reproducing and making copies. Perform other duties as indicated by the Supervisor.

CLIENT INFORMATION CLERK

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

Ref. No. ECHEALTH/CIC/HCH/20/07/2019 – OR Tambo District, Holy Cross Hospital

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

KPA'S: 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.

FOOD SERVICE SUPERVISOR

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

Ref. No. ECHEALTH/FSS/CHD -EH/21/07/2019 – Chris Hani District, Elliot 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.

KPA's: 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.

MORTUARY ATTENDANT

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

Ref. No. ECHEALTH/MORAT/JPH/22/07/2019 – Nelson Mandela Metro, Jose Pearson TB Hospital

Minimum Requirements: Minimum Grade 10 / Abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of customer care.

KPA's: Provision of hospital and the patient support services. Wheel patients to and from the wards. Transport patient to various service areas. Transport patients to vehicles and other transportation. Collect and transport the corpses to the mortuary. Deliver equipment, stores and documents to wards and other departments. Collect and deliver specimens. Cleaning of stretchers and the wheel chairs after usage. Report of faulty equipment to supervisor. Render mortuary service. Receive corpses-record time and the date received and released. Store corpses in the cool room. Release corpse to the next of kin. Keep proper identification and maintain accuracy of records in the field of work. Keep mortuary clean.

DRIVER (HEAVY VEHICLE)

Salary Range: R 122 595 – R 144 411 Per annum (Level 3)

Ref. No. ECHEALTH/D-HV/CHD -HH/23/07/2019 – Chris Hani District, Hewu Hospital

Minimum Requirements: Grade 10/Standard 8 certificate. Valid Code 10 driver's license. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

KPA's: 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, and 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.

PROPERTY CARE TAKER

Salary Range: R 102 534 – R 120 780 Per annum (Level 2)

Ref. No. ECHEALTH/PCT/CHD -HH/24/07/2019 – Chris Hani District, Hewu 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.

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

GENERAL WORKER

Salary Range: R 102 534 – R 120 780 per annum (Level 2)

Ref. No. ECHEALTH/GW/CHD -MH/25/07/2019 – Chris Hani District, Molteno 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.

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

GENERAL WORKER

Salary Range: R 102 534 – R 120 780 per annum (Level 2)

Ref. No. ECHEALTH/GW/CHD -CH/26/07/2019 – Chris Hani District, Cradock 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.

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

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

GENERAL WORKER

Salary Range: R 102 534 – R 120 780 per annum (Level 2)

Ref. No. ECHEALTH/GW/SH/27/07/2019 – Alfred Nzo District, Sipetu Hospital

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

KPA's: 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.

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

Applications for Director: Facilities for Livingstone Hospital should be forwarded to Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X 0038, Bhisho 5605 or Hand delivered to: Department of Health, Office no D53, UIF Building, Phalo Avenue Bhisho 5605.

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.

Livingstone Tertiary Hospital- Post to: The Human Resource Manager, Recruitment Section, Private bag x Korsten, Korsten, 6014 or Hand deliver to Registry Department Nurses Home, 1st Floor, Corner Lindsay & Standford Road, Korsten 6014. Enquiries: Mr Mjindi 041- 405 2121.

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

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

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

Mhlontlo Sub District - Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Tel no: Ms Ntlabi -047 553 0585

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

Greenville Hospital - Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, BIZANA, 4800, Enquiries: Mr Bango – TEL NO: 039 251 3009.

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

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

Khotsong TB Hospital – Post to: HR Office, PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata 039 737 3801.

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.

Molteno Hospital – Human Resource Office, Molteno Hospital, Stuart Street, Molteno 5880. Enquiries: Ms D Zantsi Tel no 045 858 8112.

Elliot Hospital - Post to: Human Resource Office, Elliot Hospital, P.O. Box 523. Elliot, 5460 or hand deliver to: Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms NB Puza - Tel no 045 931 1321. Enquiries: Ms B Mtsi – Tel no: 047 877 0931.

Hewu Hospital – Post to: P. O. Box 1409 Queenstown 5320. Enquiries: Mr Mabandla – Tel no: 040 841 0133

CLOSING DATE: 12 AUGUST @ 15:30