



ERRATUM

The Department has recently issued circular 03 of July (Website) and 07 of 2019(OTP website), an advertisement of Non-clinical posts for various health institutions.

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

Human Resource Clerk REF NO. ECHEALTH/HRC/ADO/18/07/2019 – Alfred Nzo, District Office has been withdrawn from the advert

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 1-2 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

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.

ADMINISTRATION CLERK (PATIENT ADMINISTRATION)

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

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. Filing 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.

Please note that post of Work Study Officerx2 with REF NO. ECHEALTH/SWO/HO/14/06/2019 – Bhisho, Head Office advertised on circular 04 of 2019(OTP website) and 01 of June 2019(Departmental website) was advertised erroneously, The Job tile is Senior Work Study Officer instead of Work Study Officer.

Closing date: remains the 12th of August 2019 at 15:00pm