



DEPARTMENT OF HEALTH

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT & SCM

Salary Range: R 733 257 – R 863 748 per annum (Level 11)

Ref no. ECHEALTH/DDFM/STEH/01a/08/2019 – OR Tambo District, St Elizabeth Hospital

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

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

DUTIES: Manage and support provision of Financial and Supply Chain Management services in the hospital. Manage provision of budget planning and expenditure management services inclusive of budget compilation, spending, budget reviews, revenue and debtor management. Support and co-ordinate provision of Financial Accounting services inclusive of supplier, creditor, staff salary payments and payroll management. Manage provision of internal control services. Manage provision of Supply Chain and Asset Management services covering demand, acquisition, inventory, logistics and asset (movable & immovable). Manage the allocated resources of the Sub -directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Develop Audit improvement Plan for the unit.

DEPUTY DIRECTOR: INFORMATION SYSTEMS

Salary Range: R 733 257 – R 863 748 per annum (Level 11)

Ref no. ECHEALTH/DD-IS/JGDO/01/08/2019 - Joe Gqabi District Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Information System or relevant qualification with 5 years' experience of which 3 years must be at Assistant Director level. Knowledge of Public Health Management and Public Service Legislation, Regulations and Policies. Professionalism self – driven. Team work. Good communication skills (written and verbal skills) and a good command of English language. Project Management. Applied Strategic Thinking. Applied Technology. Budgeting and Financial Management. Communication and Information Management. Strategic Management. Financial Management. Diversity Management. Impact and Influence. Managing Interpersonal Conflicts & Resolving problems. Team Leadership. Negotiations. Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking, Decision-making skills, Policy Formulation Skills. Valid driver's licence.

KPA's: Ownership and management of the DHMIS. Mobilize resource for improving functioning of Information management. Develop human resource management plan for both new and existing staff. Create environment for data sign-off to the next level by conducting data validation meetings. Monitor data sign-off by sub-districts as an agreement that the data submitted is a true reflection of the situation in the district. Conduct workshops on clear guidelines for the

data flow process including deadlines as entailed in the Standard Operating Procedures. Create and update all DHIS users within the district (including sub-districts and facilities) thus giving access to Web DHIS for data capturing and monitoring. Distribute tools related to guidelines, hardware, software, up to data stationery for accurate reporting and reports generation. Monitor PEC survey conducted and captured by institutions. Feedback on analysed data and reports. Provide monthly informal feedback to relevant stakeholders to observe data quality and programme performance to optimize data management, data quality and programme progress. Generate formal quarterly feedback to sub-districts and health establishments with regards to how they compare with their peers on data quality and programme performance. Data quality assurance integrity & timelines. Generate and monitor data timeliness. Generate and monitor data Completeness. Keep data submission logs to monitor adherence to reporting timeframes to identify bottlenecks where different levels do not adhere to data flow policy time frames. Data accessibility, completeness & accuracy. Monitor that all Hospital Chief Executive Officers (CEO's) conduct at least one Data Quality Audit using data quality audit tools in DHIS or other system. Monitor that all Hospital sub-districts conduct at least one Data Quality Audit using data quality audit tools in DHIS or other system. Monitor that Hospital CEO's and Sub-district Mangers write the findings of the Data Quality audits and data quality improvement plans are developed for weak areas identified. Data dissemination and use. Attend and present monthly data as part of review during monthly District Management Team meetings and that remedial interventions are implanted to improve service delivery where the data shows inadequate performance as per Treasury regulations of February 20019, issued in terms of the Public Finance Management Act of 1999 (as amended). Provide correct and accurate data from DHIMS to be used in the development of all legislated plans of the health sector namely: district Health Plans, Provincial Strategic Plans; Provincial Annual Performance Plans, National Strategic Plans and National Annual Performance Plans.

DEPUTY DIRECTOR: FRAUD MANAGEMENT

Salary Range: R 733 257 – R 863 748 Per Annum (Level 11)

Ref. No. ECHEALTH/DD/FRAUD/HO/02/08/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Legal Studies/Forensic Auditing/Fraud and anti-corruption or relevant qualification with 5 years working experience of which 3 years must be at Assistant Director level. Experience in developing and implementing training programmes on fraud and corruption. Knowledge of the applicable legislation and prescripts. Capacity to work innovatively, under pressure and independently. Computer literacy. Good facilitation, report writing, research, presentation and motivational skills. Must possess a valid driver's licence and willing to travel. Certified Fraud Examiner will be an added advantage. Skills & Competencies: Strategies capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management, interpersonal loyalty and courteous. A valid driver's licence.

KPA's: Monitor, analyse and report on business processes. Monitor operational and annual performances plans of the unit. Act on allegations of fraud and corruption within the department. Develop and oversee implementation of anti-corruption measures. Conduct awareness campaigns. Implement anti-corruption policies. Conduct and co-ordinate special investigations in cases of alleged fraud, corruption and mal-administration. Facilitate co-ordination of fraud risk assessment and report. Provide comprehensive and formalised training to assist in highlighting the risk of fraud. Liaise with all law enforcement agencies on corruption and fraud cases. Receive cases, verify and allocate them to practitioners for further investigation. Facilitate co-ordination of integrity management, ethics risk assessment and report. Provide comprehensive and formalised training to assist in highlighting the ethics. Develop and oversee the implementation of integrity management strategy, policy and implementation plan. Coordinate MPAT submissions and compliance. Supervision and management of staff.

DEPUTY DIRECTOR: INTERGRATED STRATEGIC PLANNING

Salary Range: R 733 257 – R 863 748 Per Annum (Level 11)

Ref. No. ECHEALTH/DD/ISP/HO/03/08/2019 – Bhisho, Head Office

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

MINIMUM REQUIREMENTS: A National Diploma/Degree in Health Sciences, Social Sciences and Public Management or equivalent qualification with 5 years' experience within the Public Service of which 3 years must be at Assistant Director level. Knowledge of Public Sector Administration, National and Provincial Health Acts and their regulations, Public Service Act and Regulations, Public Finance Management Act and other relevant National and Provincial Prescripts, Knowledge and understanding of government planning processes and cycle; national Treasury Regulations, Guidelines and Frameworks on strategic planning and management of performance information; Clear understanding, interpretation and analysis of health indicators of for strategic planning purposes; Good communication (verbal and written), analytical, people management and interpersonal skills. Ability to work independently with limited supervision. Knowledge, possession and application of computer skills e.g. Word, Power points, Excel, and other computer programmes for planning, etc. A valid driver's licence.

KPA's: Provide support in the development and review of the Strategic Plans, Annual Performance Plans, annual business, plans and Operational Plans of the Eastern Cape Department of Health. Build and develop capacity in the Eastern Cape Department of Health for effective and efficient health planning and execution of departmental plans. Facilitate approvals and tabling of the strategic and annual performance plans to relevant oversight bodies within the stipulated time frames. Communicate the strategic imperatives to all employees of the department. Assist in the alignment of all plans (Facility, Districts and Province) with the strategic plans of the ECDoh, Provincial Development Plans, National Department of Health 's Strategic Plans and Health Council Priorities, Medium Term Strategic Framework, National Development Plan, the Sustainable Development Goals and the Provincial Cross Cutting Obligations. Judicious support and reporting responsibilities to the management and assist in the production of monthly and quarterly reports of the Integrated Strategic Planning Unit.

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT

Salary Range: R 733 257 – R 863 748 per annum (Level 11)

Ref no. ECHEALTH/SCM/CHDO/04/08/2019 – Chris Hani District Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Financial Management, Accounting, Supply Chain Management and Public Management (with Business Management / SCM as a major courses) with 5 years' experience of which 3 years must be at Assistant Director level. Computer skills, BAS and LOGIS training; Strategic and Project Management, Communication, Presentation and facilitation skills, Problem solving skills, Business report writing skills; Sound knowledge of PFMA, Treasury regulations, Supply Chain Management framework, PPPFA, BBBEE; experience in Bid management, Ability to interpret acts, regulations and policies; Leadership and strategic management. A valid motor vehicle driver's license preferably with own transport.

KPA's: Manage demand management policy and procedures that will facilitate effective, efficiently, economical and transport procurement of good and services. Ensure that the prescribed of SCM policy are correctly applied and adhered to. Co-ordinate implementation of Procurement plan (EC4.1). Co-ordinate the needs assessment CPI and Price index profiles. Provide ongoing advisory and institutional support to internal clients with regard to analysis of commodity and supply industry to support the departmental core function. Maintain library of specification. Facilitate and support bid specification committee. Ensure that asset management administration is kept up to date. Assist in the implementation of the asset management policy and procedures. Ensure effective receipt and issue of asset. Ensure effective and timeous disposal absolute redundant and unserviceable assets. Ensure constant monitoring of the asset registers. Manage stock take and spot check. Manage the even distribution of transactions to be process between the subordinate. Ensure that stock levels including Economic Order Quantities are maintained. Ensuring compliance with PPPFA, PFMA, Treasury regulations and Directives and other applicable legislations. Establish and maintain bid administration processes. Establish and maintain SCM forum. Establish and maintain a Supplier Data base. Establish and maintain Bid specification and evaluation secretariat services. Ensure policies, delegations are adhered to. Serve in the District Cost Containment and Evaluation procurement committees.

ASSISTANT DIRECTOR: LABOUR RELATIONS

Salary Range: R376 596 - R 443 601 per annum (Level 9)

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

MINIMUM REQUIREMENTS: A National Diploma/ Degree in Labour Law / Labour Relations / Human Resource Management/ Public Management/or equivalent qualification coupled with 5 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 licence.

KPA's: 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: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT

Salary Range: R 376 596 - R 443 601 per annum (Level 9)

Ref no. ECHEALTH/HRD&PM/JGDO/05/08/2019 - Joe Gqabi District Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Human Resource Management/ Human Resource Development/ Training and Development or equivalent in the Field of Human Resource Management/Development Environment with 3 years' experience at supervisory level. Good Governance. Departmental policies and procedures. Skills Management skills. Financial management. Computer literacy. Innovative, Analytical, Communication Skills, Interpersonal skills, Time Management, Stress management skills, Training building skills, Training, mentoring and coaching, Diversity management skills, Problem solving, Technical skills (Project Management, quality management). A valid driver's licence.

KPA's: Facilitate the implementation of HRD strategy. Supervise the development of Workplace Skills Plan and Annual Training Report in the Department. Supervise the coordination of Generic Training programmes and Management Development programmes, Adult Education and Training. Coordinate Performance Management and Development System, Report writing, Presentation skills and ensure that newly appointed staff are integrated properly within the Institution, coordination of internship and Learnership programmes for the Department, maintain and manage bursary applications Supervision of Clerks. Coordination of Provincial Training. Coordination of institutional Training. Keep Training records Coordination of Committee. Coordination of Provincial Interns. Allocation of interns. Capturing of Provincial Interns Statistics. Taking Minutes, Draft and Issuing of Training Memos. Coordination of Sabbatical/Special leave. Attend to Training Enquiries. Manage Training Venues/Bookings. Compilation of Annual Training plan Implementation of Skill Development Act/Policy. ABET Coordination Assist with coordination and implementation of Learning methodology. Administer implementation of performance management system. Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the Coordination's and facilitation of Orientation and Induction programmes in the Sub district. Monitor and evaluate the impact of training implemented in the Province. Management all the resources of the Sub unit.

ASSISTANT DIRECTOR: PATIENT ADMINISTRATION

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

Ref no. ECHEALTH/ADPA/FEH/06/08/2019 – Sarah Baartman District, Fort England Hospital

MINIMUM REQUIREMENTS: A National Diploma/Degree in Public Administration/Administration or equivalent qualification with 3 years' experience at supervisory level. Practical experience in Patient Administration processing. In-depth and practical knowledge of Mental Health Care Act. Ability to interact with all aspects of Management and Employees. Knowledge of staff development. Excellent written and verbal communication. Ability to plan and organize word and staff effectively. Ability to work under pressure and adhere to deadlines. Knowledge of Strategic Planning. Sound knowledge of all applicable Legislation and Public Service Collective Agreements. Computer Literacy. A valid driver's licence.

KPA'S: Manage all Patient Administration Services. Ensure that all Human Resources operates optimally and are administered in accordance with Policies and Procedures. Manage Registry, mail and filing services, provide office automation and production services. Manage accommodation & Transport Services. Provide ward administration, telecommunication, patient registration and administration services. Compile all required reports and memorandums and performance management. Maintain discipline / Conflict management, attend meetings and briefings, service on various committees and maintain all relevant registers. Travel and attend out of office meetings. Report directly to the Administration Manager. Promote sound relations, administer all sections under your control and ensure efficient and effective control of resources.

OCCUPATIONAL HEALTH AND SAFETY OFFICER

Salary Range: R 316 791 – R 373 167 per annum (Level 8)

Ref no. ECHEALTH/OHASA/TBH/07/08/2019 - Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

MINIMUM REQUIREMENTS: A National Diploma/Degree in Safety Management/Occupational Health & Safety or related field with 1-2 years' relevant 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. Knowledge of policies such as the Provincial Health Act, Labour Relations Act, No. 66 of 1995, Medicines and Related Substances Control Act, No. 101 of 1965, Occupational Health and Safety Act, No. 85 of 1993. Computer literacy, Excellent communication skills (verbal and written). Good interpersonal skills. Ability to work under pressure and display high assertiveness level. 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 audit. Ensure adequate safety induction and risk related training, keep up to date with all aspects of health and safety regulation.

OCCUPATIONAL HEALTH AND SAFETY OFFICER

Salary Range: R 316 791 – R 373 167 (Level 8)

Ref no. ECHEALTH/FSS/CHD-EH/08/08/2019: Chris Hani District, Elliot Hospital

MINIMUM REQUIREMENTS: A National Diploma/Degree in Safety Management/Occupational Health & Safety or related field with 1-2 years' relevant 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. Knowledge of policies such as the Provincial Health Act, Labour Relations Act, No. 66 of 1995, Medicines and Related Substances Control Act, No. 101 of 1965, Occupational Health and Safety Act, No. 85 of 1993. Computer literacy, Excellent communication skills (verbal and written). Good interpersonal skills. Ability to work

under pressure and display high assertiveness level. 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, Ensure adequate safety induction and risk related training, keep up to date with all aspects of health and safety regulation.

PROVISIONING ADMIN OFFICER: SCM

Salary Range: R 257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/PAO/SH/09/08/2019 - Alfred Nzo District, Sipetu Hospital

MINIMUM REQUIREMENTS: A National Diploma in Supply Chain or Financial Management or equivalent qualification coupled with 1 – 2 years' experience on Demand/Acquisition management. Computer literacy. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS, Demand/Acquisition processes and Procurement processes. Ability to work well under pressure and be customer focused. A valid driver's license is added advantage

KPA's: Facilitate the development of annual procurement plan. Render acquisition services for all goods and services procured through bid process. Promote sound Procurement management in line with the PFMA. To compile reports on the Demand Management Plan and Annual Procurement Plan, conducting proper market analysis. Drafting of all bid registers, co-ordinate the submission of the declaration of interests and disclosures. Liaise, correspond, advise and meet with directorates with regard to Demand/ Acquisition Minimum Requirements, documents and committees. Co-ordinate Bid Specification Committee meetings, provide direction and capacity building to the staff. Supervise the utilization of the Central supplier database and use of the supplier database. Provide best practice Procurement Standards for goods and services.

FINANCIAL PRACTITIONER

Salary Range: R 257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/FP/ GH /10/08/2019 - Alfred Nzo District, Greenville Hospital

MINIMUM REQUIREMENTS: A National Diploma/ Degree in Financial Management, Public Administration or equivalent qualification plus at least 1-2 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.

PROVISIONING ADMIN OFFICER: ACQUISITION MANAGEMENT

Salary Range: R 257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/SPAOA/11/08/2019 - Alfred Nzo District Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Supply Chain or Financial Management or equivalent qualification with 1-2 years' relevant experience. Communication skills, Computer skills, Presentation and report writing

skills, Sound knowledge of procurement Policies and Processes, Tender procedures, Public finance Management act, Treasury Regulations. Experience in BAS & LOGIS will be an added advantage. Valid driver's licence.

KPA's: Monthly acquisition management reports. Assist in compilation of tender or bid documents and requests quotes. Place adverts for tenders or bid for all Alfred Nzo District institutions. Render guidance in crafting of specification. Respond to queries from the relevant stakeholders. Provide administrative support to procurement and bid evaluation committee. Assist on interpretation of bid documents/briefing sessions. To ensure the sufficient, effective and uniform planning and procurement of all goods & services required for the proper functioning of supply Chain Systems at the institution that conforms to constitutional and Legislative principles whilst developing, supporting and promoting PFMA, PPPFA, Treasury Regulations, Circulars and Auditor General Act. To manage the resources economically and effectively and prevent fruitless and or wasteful, irregular and Authorized expenditures. Responsible from execution of procurement plan, upheld a support service within an internal audit and report system. Supervision and overseeing all transactions of procurement and Logistic staff.

FINANCIAL PRACTITIONER

Salary Range: R 257 508 – R 303 339 per annum (Level 7)

REF NO. ECHEALTH/FP/CJH/12/08/2019 - Joe Gqabi District, Cloete Joubert Hospital

MINIMUM REQUIREMENTS: A National Diploma /Degree in Financial Management/Accounting or equivalent with 1-2 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.

FINANCIAL PRACTITIONER

Salary Range: R 257 508 – R 303 339 per annum (Level 7)

Ref no. ECHEALTH/HRP/JGDO/13/08/2019 - Joe Gqabi District Office

MINIMUM REQUIREMENTS: A National Diploma /Degree in Financial Management/Accounting or equivalent with 1-2 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 driver's license.

KPA's: Ensure that expenditure is in line with budget and item provisioning to determine expenditure against budget. Review and analyze expenditure reports, distribute to budget holders and obtain inputs on expenditure status. Exercise monthly control over expenditure by comparing actual expenditure to available funds utilizing financial systems. Continuous monitoring of allocated budget for effective budget utilization. Financial reporting through timely submission of IYM financial reports, utilization of reports for financial management and report on actual performance against planned outputs.

HUMAN RESOURCE PRACTITIONER

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/HRP/TBH/14/08/2019 - Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

MINIMUM REQUIREMENTS: A National Diploma /Degree in Human Resources Management or equivalent qualification with 1 - 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.

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.

FOOD SERVICE MANAGER

Salary Range: R 257 508 – R 303 339 per annum (Level 7)

REF NO: ECHEALTH/FSS/BH/15/08/2019 – Buffalo City Metro, Bhisho Hospital

MINIMUM REQUIREMENTS: Degree/ National Diploma in Food Service Management or relevant field with 1 -2 years' experience. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho principles, Public Service Regulations, Labor Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

KPA's: Manage food services. Facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources. Ensure healthy and hygienic environment. Compile cycle menus and recipes monitor stock levels, order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews and identify training needs.

ADMINISTRATION OFFICER (2 POSTS)

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/AO/FTH/16/08/2019 – Buffalo City Metro, Frere Tertiary Hospital

MINIMUM REQUIREMENTS: A National Diploma /Degree in Public Administration/Office Administration or equivalent with 1-2 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.

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

HUMAN RESOURCE PRACTITIONER: SERVICE BENEFITS

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/HRP-SC/FTH/17/08/2019 – Buffalo City Metro, Frere Tertiary Hospital

MINIMUM REQUIREMENTS: A National Diploma/Degree in Human Resource Management or equivalent qualification with 1-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal

relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence

KPA's: Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, 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. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/HRP-RECRUIT/FTH/18/08/2019 – Buffalo City Metro, Frere Tertiary Hospital

MINIMUM REQUIREMENTS: A National Diploma/Degree in Human Resource Management or equivalent qualification with 1 -2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.

KPA's: Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, 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. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

PROVISIONING ADMIN OFFICER: DEMAND AND ACQUISITION MANAGEMENT (2 POSTS)

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/PAO-D&AM/BCMO/19/08/2019 – Buffalo City Metro Office

MINIMUM REQUIREMENTS: A National Diploma in Supply Chain or Financial Management or equivalent qualification coupled with 1 – 2 years' experience on Demand/Acquisition management. Computer literacy. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS, Demand/Acquisition processes and Procurement processes. Ability to work well under pressure and be customer focused. A valid driver's license is added advantage

KPA's: Facilitate the development of annual procurement plan. Render acquisition services for all goods and services procured through bid process. Promote sound Procurement management in line with the PFMA. To compile reports on the Demand Management Plan and Annual Procurement Plan, conducting proper market analysis. Drafting of all bid registers, co-ordinate the submission of the declaration of interests and disclosures. Liaise, correspond, advise and meet with directorates with regard to Demand/ Acquisition Minimum Requirements, documents and committees. Co-ordinate Bid Specification Committee meetings, provide direction and capacity building to the staff. Supervise the utilization of the Central supplier database and use of the supplier database. Provide best practice Procurement Standards for goods and services.

FINANCE PRACTITIONER: INTERNAL CONTROL (2 POSTS)

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/FP-IA/BCMO/20/08/2019 – Buffalo City Metro Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Accounting/Internal Audit or equivalent qualification with 1-2 years' experience in Internal Audit environment. Knowledge and exposure to Public Service policies and procedures. In-depth knowledge and skills in internal auditing, risk management, accounting, management, staff training and corporate governance. Good communication (verbal and written), benchmarking and networking skills. Computer literacy and ability to work with graphs. A valid driver's licence.

KPA's: Contribute to the development of strategic internal audit plans. Participate in the identification of the risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Assist in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives and determine their effectiveness and efficiency through internal audit according to the internal audit plan. Collect, analyze and interpret data for purposes of the development of the engagement work program. Collect information and participate in the compilation of reports to the Accounting Officer and Audit Committee. Compile progress reports against audit plan.

FINANCE PRACTITIONER: SALARY ADMINISTRATION

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/FP-SA/BCMO/21/08/2019 – Buffalo City Metro Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Financial Accounting or Financial Management with 1-2 years' relevant experience. Must possess good interpersonal, communication and financial skills; the ability to work under pressure and tight deadlines is a pre-requisite; Knowledge of Basic Accounting System (BAS), PERSAL and the Public Finance Management Act (PFMA), Division of Revenue Act and Treasury Act Regulations. Computer Literacy and valid driver's licence.

KPA's: Support the Assistant Director: Accounts Payable with the overall execution of his/her duties. Request reports on BAS/PERSAL and compile accounts payable monthly reports to be submitted to Financial Reporting section and Treasury. Ensure that all payments batches received are recorded electronically and hard copies are stored in a secured place. Preparation of sundry payments, 30 days' report and bank reconciliations. Processing of Accounts Payable journals, processing of payments on PERSAL, attend to supplier's queries and resolve them, ensure payments and documents are authorised by delegated officials. Management and safeguarding of payment batches, management of payment runs and ensure all payments are recorded in the payment register. Ensure compliance with the financial legislative framework and procedures and advises managers on financial matters. Provide support within the internal processes regarding internal audits and the annual audit executed by the Auditor General.

PROVISIONING ADMINISTRATION OFFICER: INVENTORY MANAGEMENT (2 POSTS)

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/FCS-P&IM/BCMO/22/08/2019 – Buffalo City Metro Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Supply Chain or Financial Management or equivalent qualification coupled with 1 -2 years' experience on Procurement and Inventory management. Computer literacy. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS. Inventory and Procurement processes. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Ability to work independently and in a team and must be able to work under pressure and be customer focused. Must be computer literate in Word and Excel. Must have knowledge of Government prescripts (PFMA and Treasury Regulations). A valid driver's licence.

KPA's: Facilitate the request for Quotations; generate purchase orders on the LOGIS system. Keep record of all generated orders and generation of monthly reports. Monitor and facilitate the delivery of goods and services. Attend

to internal stakeholders and supplier's inquiries. Capturing all goods and services on the LOGIS system, completion of the Goods Received Voucher and submission of all received order to Payments for processing. Facilitate quarterly stock taking for all institutions, maintain and update all bin and ledger cards. Monitor and report all stock levels for replenishment. Ensure the storehouse is well maintained and cleaned. Co-ordinate and facilitate the submission of stock take reports and commitments.

ADMINISTRATION OFFICER: HR PLANNING & EMPLOYMENT EQUITY

Salary Range: R 257 508 – R 303 339 per Annum (Level 7)

Ref. No. ECHEALTH/AO/HRPE/HO/23/08/2019 – Bhisho, Head Office

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

MINIMUM REQUIREMENTS: A National Diploma / Degree in Human Resource Management / Public Administration with 1-2 administrative/support experience. Functional experience in HR Planning and Employment Equity Environment. Must be able to draw HR information reports. Capable of analysing statistical data. Knowledge of Public Service Legislative and Regulatory frame work. Good written and verbal communication skills. Good administration and record keeping skills. Ability to liaise and co-operate with key stakeholders. Good planning and organizing skills. Must be able to extract information on PERSAL and draw routine monitoring reports. Ability to work under pressure and meet strict deadlines. A valid driver's licence.

KPA's: Facilitate information gathering process towards development of draft Human Resource Plan (HRP) and Employment Equity Plan (EEP). Undertake administrative assessments on the existing Human Resource Plan to identify gaps for future Human Resource Planning and forecasting. Conduct workforce analysis exercises through drawing employee related information on PERSAL. Compile HR Planning and EE plan employee status profile. Compile employee information databases of HR Planning and Employment Equity. Conduct desktop exercise to monitor implementation of both HR and EE Plan. Support placement of internships, Community Service and Post Community Service Health Professionals through collecting personal details and drawing up of placement lists. Develop and maintain statistical database of all Placed Internships and Comm Serves. Facilitate and liaise with HR appointments on appointment of internships and Comm Serves. Prepare and compile reports on placement of the new internships and Comm Serves. Communicate / update all stake holders with regards to HR Planning, Employment Equity and placement of new internships, Comm Serve and post comm serve. Facilitate procurement of goods and services for the Sub-component.

LOGISTIC SUPPORT OFFICER (LOGIS)

Salary Range: R 257 508 – R 303 339 Per Annum (Level 7)

Ref. No. ECHEALTH/LSO/HO/24/08/2019 – Bisho, Head Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Financial Information Systems, IT, Finance, Accounting, SCM or any relevant qualification with 1 -2 years' experience and LOGIS Systems Administrator Certification or LOGIS experience (of which must be in LOGIS Administration). Additional LOGIS certification and / or approved education in SCM /IT/ Accounting will be an added advantage. Proven experience in the administration and management of LOGIS in a department. Experience in LOGIS report writing and analysis. An in depth knowledge of the LOGIS systems and its capabilities. A clear understanding of the financial systems used in the public sector and their integration. An in-depth knowledge of regulations related to Supply Chain Management in Government. Proven analytical skills. Extensive report –writing skills. Excellent interpersonal and communication skills. The ability to communicate and / or interact with internal and external stake holders at senior level. The ability to undertake research and produce best practice procedures and guidelines on the use of LOGIS. Knowledge of PFMA and the Public Service Regulations. A valid driver's licence. Successful Applicants will be tested with practical activities within LOGIS during the interviews.

KPA's: Monitor activities of LOGIS systems controllers of all EC Health LOGIS stores and provide LOGIS reports on a monthly basis. Perform quarterly User Account review monitoring of the LOGIS system per store and review

compliance to LOGIS policy and LOGIS best practices. Issue LOGIS notices and / or Circulars/ policies on LOGIS system and bring important messages to the attention of system controllers and management in the department. Monitor & provide reports on commitments and accruals, payments within 30 days, access and logon violations, user administration procedures. Monitor and report monthly on security control, exceptions and balance score card. Review status of inventories and assets on LOGIS through periodic spot check. Provide solutions to all logged calls within the agreed timeframes as per the service charter. Provide guidance in the use of correct Transaction Processing Rules (TPR). Produce monthly, weekly and ad hoc business intelligence / financial reports. Monitor consolidated monthly reports on the LBIS application. Generate & analyse LOGIS reports in order to flag exceptions. Provide advice to departments on flagged exceptions and monitor corrective action taken. Maintain LOGIS policy and procedure manuals. Provide technical support on implementation and projects manage the implementation processes.

PERSONAL ASSISTANT: HRIS

Salary Range: R 257 508 – R 303 339 per Annum (Level 7)

Ref. No. ECHEALTH/PA/HRIS/HO/25/08/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Office Administration/ Public Administration or equivalent qualification coupled with 1 -2 years' experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. 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 Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

FINANCIAL PRACTITIONER

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/FP/NOMH/26/08/2019 – Amathole District, Nompumelelo Hospital

MINIMUM REQUIREMENTS: A National Diploma/Degree in Finance Management/Accounting or relevant with 1-2 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' licence.

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.

IT TECHNICIAN

Salary Range: R257 508 - R303 339 per annum (Level 7)

Ref no. ECHEALTH/IT/NMAH/27/08/2019 – OR Tambo District, Nelson Mandela Academic Hospital

MINIMUM REQUIREMENTS: A National Diploma/Degree 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 driver's licence.

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.

PERSONAL ASSISTANT: FINANCIAL MANAGEMENT

Salary Range: R257 508 - R303 339 per annum (Level 7)

Ref no. ECHEALTH/PA/ORTDO/28/08/2019 – OR Tambo District Office

MINIMUM REQUIREMENTS: A National Diploma in Office Administration/ Public Administration or equivalent qualification coupled with 1-2 years' experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. 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. A valid driver's licence.

KPA's: Provide secretarial services, Make transport and accommodation arrangements. Manage the Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

CHIEF REGISTRY CLERK

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/CRC/ORTDO/29/08/2019 - OR Tambo District Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Human Resource /Public Management or equivalent qualification with 1-2 years' experience. Knowledge of Batho Pele Principles, Public Service Act. Knowledge of relevant policies and prescripts. A valid driver's licence.

KPA's: Maintain Human Resources Filing System as per the directives of the Archives and Management Prescripts. Maintain Human Resources file plan in line with NMIR. Sort and prepare documents for disposal processes in line with the relevant prescript. Perform administrative duties. Provide Registry counter services. Render an effective filing and record management services. Operate office machines in relation to registry function. Capture information from forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain Organisational charts and records.

LOGISTIC SUPPORT OFFICER

Salary Range: R 257 508 - R 303 339 per annum (Level 7)

Ref no. ECHEALTH/LSO/CHD-CH/30/08/2019 - Chris Hani District, Cradock Hospital

MINIMUM REQUIREMENTS: National Diploma/Degree in Public Administration Management/ Accounting/ Logistics/ Supply Chain Management 1-2 years' relevant experience. 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.

KPA's: 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.

ADMINISTRATION OFFICER

Salary Range: R 257 508 - R 303 339 per annum (Level 7)

Ref no. ECHEALTH/AO/HCH/31/08/2019 - OR Tambo District, Holy Cross Hospital

REQUIREMENTS: A National Diploma /Degree in Public Administration/ Human Resource Management with 1-2 years' relevant experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's License.

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.

HRD PRACTITIONER: LEARNERSHIPS & INTERNSHIPS

Salary Range: R 257 508 – R 303 339 per annum (Level 7)

Ref no. ECHEALTH/HR/PLI/HO/32/08/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Human Resources Management or Public Administration or any relevant qualification with 1-2 years working experience. Understanding of Human Resources Development related functions. 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 report writing skills. Pay attention to detail and quality, ability to work under pressure. A valid driver's licence. The candidate must be prepared to travel extensively throughout the province.

KPA's: Provide administrative support to the Sub-directorate: Learnership & Internship. Prepare travel advances, subsistence, travel and accommodation arrangements. Compile and assist with the management of unit's budget (SETAs and Equitable Share) and provide for administrative support, attendance to meetings (statutory and otherwise) for the Sub-directorate. Maintain a good filing system. Ensure the effective and efficient operational functioning of the Sub-directorate: Learnership & Internship. Manage documents, trace submissions, keep track of all incoming work and ensure that deadlines are met. Provide support and participate in the recruitment of Learners, Traineeship, and Interns. Coordinate placement of Learners. Trainees and Interns in the platform. Monitor and guide utilization and the development of Learners. Trainees and Interns. Financial management for Learnership and Internship Programme. Coordinate and consolidate provincial reports in as far as Learnership, Traineeships and Internship programme is concerned. Any other work as may be directed by the Management of the Skills Development Unit.

CHIEF REGISTRY CLERK

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/CRC/JGDO/33/08/2019 – Joe Gqabi District Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Human Resource /Public Management or equivalent qualification with 1-2 years' experience. Knowledge of Batho Pele Principles, Public Service Act. Knowledge of relevant policies and prescripts. A valid driver's licence.

KPA's: Maintain Human Resources Filing System as per the directives of the Archives and Management Prescripts. Maintain Human Resources file plan in line with NMIR. Sort and prepare documents for disposal processes in line with the relevant prescript. Perform administrative duties. Provide Registry counter services. Render an effective filing and record management services. Operate office machines in relation to registry function. Capture information from forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain Organisational charts and records.

ADMINISTRATION OFFICER (2 POSTS)

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/AO/BDH/34/08/2019 – Amathole District, Bedford Hospital

MINIMUM REQUIREMENTS: A National Diploma/Degree in Public Administration/Financial Management or equivalent with 1-2 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.

KPA's: Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies. 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. To provide a supervisory role on financial management, Supply Chain Management, Risk Management General Administration. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

HR PRACTITIONER: BURSARIES

Salary Range: R257 508 – R303 339 per annum (Level 7)

Ref no. ECHEALTH/HRPB/HO/35/08/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: A National Diploma/Degree in Public Administration, HRM or equivalent qualification with 1-2 years' experience in Human Resource Development environment. Computer Literacy. Knowledge and understanding of Batho Pele Principles. Knowledge of procedures relating to specific working environment including norms and standards. A valid driver's licence.

KPA's: Manage students files. Manage and Process Payment of student fees to Universities. Attend to Career Exhibitions and Marketing of Department of Health's Career fields to the schools and the community. Liaise with Universities and students to attend to day to day student's queries. Keep records of Bursary Defaulters. Assist in Office Administration. Responsible for supervision of staff. Assist in the management of RSA/Cuban Bursary Programme. Compile and submit necessary reports.

HRD CLERK: TRAINING & DEVELOPMENT

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

Ref no. ECHEALTH/HRDC/HO/36/08/2019 – Bhisho, Head Office

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Driver's licence will be an added

advantage. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

KPA's: Ensure smooth running of Training and Development Office. Provide administrative support services to the Departmental Skills Development Facilitator (SDF), Provide for reception and secretarial support services, Draft routine correspondence (typing of documents). Receive, register and track records or documents submitted for further processing in HRD Unit. 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. Assist in coordination of trainings. Provide secretarial support to all HRD structures including Skills Development Committee Meetings.

PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT

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

Ref no. ECHEALTH/PAC/SH/37/08/2019 - Alfred Nzo District, Sipetu Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service 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. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).

HUMAN RESOURCE CLERK (2 POSTS)

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

Ref no. ECHEALTH/SPH/HRC/38/08/2019 - Alfred Nzo District, St Patricks Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system. 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.

KPA's: 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.

PROVISIONING ADMIN CLERK

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

REF NO. ECHEALTH/PAC/JGDO/39/08/2019 - Joe Gqabi District Office

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. Communication, accurate mathematical ability. Problem identification and analysis. Ability to operate a computer. 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 (2 POSTS)

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

Ref no. ECHEALTH/AC/MH/40/08/2019 - Joe Gqabi District, Maclear Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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.

KPA'S: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. 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 service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

HUMAN RESOURCE CLERK

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

Ref no. ECHEALTH/HRC/DO/41/08/2019 - Joe Gqabi District Office

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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.

KPA's: 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.

FINANCE CLERK

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

Ref no. ECHEALTH/FC/BH/42/08/2019 – Buffalo City Metro, Bhisho Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). One (1) year Public service internship programme experience will be given preference.

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

HUMAN RESOURCE CLERK - HRD & WELLNESS

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

Ref no. ECHEALTH/HRC-HRD&W/FTH/43/08/2019 – Buffalo City Metro, Cecilia Makiwane Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of Workplace Skills plan process, Computer skills. Communication Skills. Knowledge of Performance Management Development System. Knowledge of

Learnership and Internship programme, Knowledge of Skills Development Act, Skills Development Levies Act, ECDOH Education and Training Policy, Study Leave Policy, Labour Relations Act. One (1) year Public service internship programme experience will be given preference.

KPA's: Assist in the WSP compilation process. Co-ordinate training interventions. Facilitate and capturing of PMDS on PERSAL Management of Internship of and Learnership programme. Facilitate the Skills Development Committee meeting sittings. Assists in the process of study leave. Assist in the facilitation process of internal bursaries.

HUMAN RESOURCE CLERK

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

Ref no. ECHEALTH/HRC/NQ-TB-H/44/08/2019 – Buffalo City Metro, Nkqubela TB Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system. 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.

KPA's: 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.

ADMINISTRATION CLERK (2 POSTS)

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

Ref no. ECHEALTH/AC/ FTH/45/08/2019 – Buffalo City Metro, Frere Tertiary Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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.

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.

HUMAN RESOURCE CLERK

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

Ref no. ECHEALTH/HRC/FTH/46/08/2019 – Buffalo City Metro, Frere Tertiary Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system. 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.

KPA's: 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.

PROVISIONING ADMIN CLERK: DEMAND AND ACQUISITION MANAGEMENT (2 POSTS)

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

Ref no. ECHEALTH/PAO-D&AM/BCMO/47/08/2019 – Buffalo City Metro Office

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS, Demand/Acquisition processes and Procurement processes. Ability to work well under pressure and be customer focused. Computer literacy. A valid driver's license is added advantage. One (1) year Public service internship programme experience will be given preference.

KPA's: Assist the Co-ordination of drafted annual procurement plan. Conducting Proper Market research. Facilitate the drafting of specification. Facilitate the rendering of acquisition function for all goods and services procured through bid process. Promote sound Procurement management in line with the PFMA. Provide best practice Procurement Standards for goods and services. Compile and monitor utilization of the central supplier database. Must have knowledge of Government prescripts (PFMA and Treasury Regulations).

FINANCE CLERK: SALARY ADMINISTRATION

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

Ref no. ECHEALTH/FC-SA/BCMO/48/08/2019 – Buffalo City Metro Office

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Computer literacy including excel and word is essential. Knowledge of BAS/PERSAL will serve as a recommendation. Ability to work under pressure. Good interpersonal skills. Problem solving skills. Good written and verbal communication. One (1) year Public service internship programme experience will be given preference.

KPA's: implementation and daily maintenance of a proper excel system for payment track keeping purposes. Monthly reconciliation of payment and submission of payrolls to the provincial office. Written follow-up on outstanding payments. Handling of employee inquiries & reporting. Support with the payment processes on daily basis. Perform any reasonable task allocated. Participation in the Performance Management Development System (PMDS).

PROVISIONING ADMIN CLERK: INVENTORY MANAGEMENT (2 POSTS)

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

Ref no. ECHEALTH/FC-AP/BCMO/49/08/2019 – Buffalo City Metro Office

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Computer literacy. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS, Logistic processes and Procurement processes. Ability to work well under pressure and be customer focused. Must be computer literate in Word and Excel. A valid driver's license is added advantage. Must have knowledge of Government prescripts (PFMA and Treasury Regulations). One (1) year Public service internship programme experience will be given preference.

KPA's: Facilitate the request for Quotations. Generate purchase orders on the LOGIS system. Keep record of all generated orders and generation of monthly reports. Monitor and facilitate the delivery of goods and services. Attend to internal stakeholders and supplier's inquiries. Capturing all goods and services on the LOGIS system, completion of the Goods Received Voucher and submission of all received order to Payments for processing. Facilitate quarterly stock taking for all institutions, maintain and update all bin and ledger cards. Monitor and report all stock levels for replenishment. Ensure the storehouse is well maintained and cleaned. Co-ordinate and facilitate the submission of stock take reports and commitments.

ADMINISTRATION CLERK

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

Ref no. ECHEALTH/AC/EL-PS/50/08/2019 – Buffalo City Metro, East London Pathology Services

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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.

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 (3 POSTS)

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

Ref no. ECHEALTH/AC/EMPILWENI-CHC/51/08/2019 – Buffalo City Metro, Empilweni Gomo CHC

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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.

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.

FINANCE CLERK

Salary Range: R 173 703 – R 204 612 Per Annum (Level 5)

Ref. No. ECHEALTH/FC/PE-DEPO/52/08/2019 – Nelson Mandela Metro, PE Pharmaceutical Depot

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Computer literacy including excel and word is essential. Experience of financial processes with regard to supplier payments. Knowledge of BAS/PERSAL will serve as a recommendation. Ability to work under pressure. Good interpersonal skills. Problem solving skills. Good written and verbal communication. One (1) year Public service internship programme experience will be given preference.

KPA's: Reconciliation of accounts. Payment detail information. Match and calculate orders and DDV's. Capturing MEDSAS payments. Request disbursement detail on BAS. Attend telephonic and written queries. Filing of payment batches.

SUPPLY CHAIN CLERK

Salary Range: R 173 703 – R 204 612 Per Annum (Level 5)

Ref. No. ECHEALTH/SCC/DORA/53/08/2019 – Nelson Mandela Metro, Dora Regional Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of relevant prescripts. Must be computer literate and have a good communication and interpersonal skills. Must be committed and hardworking and be able to work under pressure. Ethical and moral person, flexible, energetic, assertive and able to work extra hours / under pressure. Knowledge and understanding of LOGIS system. One (1) year Public service internship programme experience will be given preference.

KPA's: Issuing of stock for wards and departments. Receiving of goods for the stores. Liaise with internal and external clients. Monthly stock takes. Maintain minimum and maximum of stock level. Ensuring correctness of documents received from the end users. Follows up on out of stock items. Provide general office administration for the SCMU warehouse. Spot checks on the departments. Alert transit in and transit out clerk of any discrepancies. Maintains of bin cards and all stock related reports.

HUMAN RESOURCE CLERK

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

Ref no. ECHEALTH/HRC/BEDFH/54/08/2019 – Amathole District, Bedford Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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.

KPA's: 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 arrangement for interviews for candidates. Co-ordinate PMDS.

HUMAN RESOURCE CLERK

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

Ref no. ECHEALTH/HRC/BUTTH/55/08/2019 – Amathole District, Butterworth Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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.

KPA's: 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 arrangement for interviews for candidates. Co-ordinate PMDS.

ADMINISTRATION CLERK

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

Ref no. ECHEALTH/AC/SSGH/56/08/2019 – Amathole District, SS Gida Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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.

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.

WARD ADMIN CLERK

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

Ref no. ECHEALTH/AC/VICTH/57/08/2019 – Amathole District, Victoria Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Numeracy, Planning & Organizing. Computer literacy. Good communication, verbal and writing Skills. Interpersonal skills and the ability to function well within a team. Problem solving skills. Decision making skills. One (1) year Public Service Internship programme experience will be given preference.

KPA's: Perform frontline functions such as admitting, making appointments and redirecting of patients. Promote communication with patients in the execution of the functions described. Provide general management of general office area also assist with management of ward budget, through processing accounts for payment, management of telephone system and accounts, controls expenditure and monitors budget level and keep unit Manager informed Opening and maintaining of necessary patient records for in patients. Filing of medical records, provide secretarial functions for ward staff meetings, taking of minutes and disseminates minutes. Provide administration support service, verbal and written communication with all levels of medical personnel. Keeping accurate records for statistical data. Assist ward staff by sourcing relevant information.

REGISTRY CLERK

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

Ref no. ECHEALTH/AC/VICTH/58/08/2019 – Amathole District, Victoria Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration 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 registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records 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 functions. 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 Range: R173 703 - R204 612 per annum (Level 5)

Ref no. ECHEALTH/HRC/StBH/59/08/2019 - OR Tambo District, St Barnabas Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of Human Resource or Public Administration processes. Computer Literacy. 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 and understanding of PERSAL. 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. One (1) year Public service Internship programme experience will be given preference

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 PILLIR processes. Adhere to Government Prescripts. Assist in leave management.

ADMINISTRATION CLERK (2 POSTS)

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

Ref no. ECHEALTH/AC/KH/60/08/2019 - OR Tambo District, Mthatha Pharmaceutical Depot

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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

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

Ref no. ECHEALTH/AC/KH/61/08/2019 - Nyandeni Sub District, Buntingville Clinic

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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: Capture and update data on computer. Generate spread sheets. 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 Range: R173 703 – R204 612 per annum (Level 5)

REF NO. ECHEALTH/AC/ZIH/62/08/2019 - OR Tambo District, Zithulele Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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: REVENUE

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

Ref no. ECHEALTH/ACR/CHD-WSH/63/08/2019 - Chris Hani District, Wilhelm Stahl Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of financial functions, practices as well as ability to capture data and operate computer. Basic knowledge and insight of the Public service financial legislations, procedures and treasury regulations. Knowledge of BAS. Computer skills, accuracy, aptitude of figures, basic numeracy, communication. One (1) year Public service Internship programme experience will be given preference.

KPA's: Collection of revenue and debt services in the institution: All services are billed according to clinical notes. Debtor's listings compiled as per debt register. Patient debt follow-up. Patient debt write-off done procedurally. Attend to rejections from funders. Monthly returns are duly completed, signed and submitted to district office. Receive revenue collected, do reconciliation and banking. Money received are reconciled with receipts issued before banking. Compare money to total receipts issued and original cancelled receipts must be present. Signs reconciliation as evidence that money balances, complete deposit slip and banks money after supervisor verification. Cash kept in a safe environment. All money collected must be banked daily into the departmental account or ABH be done if received after hours. Batching, capturing of receipts and drawing of reports for revenue collected. Complete batch by attaching the receipts issued to the detached deposit slip. Submit to supervisor for verification. Received batch back and capture on BAS and cancelled receipts also be captured. Request 'register of receipts' after capturing and attach to the batch, also update errors and inform supervisor when handing over batch to the supervisor for day-ending and confirmation.

PROVISIONING ADMIN CLERK (ACQUISITION & CONTRACT)

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

Ref no. ECHEALTH/PAC/DO/64/08/2019 - Sarah Baartman District Office

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of LOGIS and REMS. Ability to work under pressure. Computer skills. One (1) year Public service Internship programme experience will be given preference.

KPA'S: Willing to assist institution in Sub district within Sarah Baartman district with Bid processes. Administer all aspects of bid & procurement process including contract management. Ensure efficient and economic procurement of goods and service. Ensure compliance within PFMA, Treasury regulations And Supply Chain Management Policies. Compile monthly Bid & contract register.

FINANCE CLERK

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

Ref no. ECHEALTH/FC/PAH/65/08/2019 – Sarah Baartman District, Port Alfred Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). One (1) year Public service Internship programme experience will be given preference.

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

FINANCE CLERK

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

Ref no. ECHEALTH/FC/FEH/66/08/2019 – Sarah Baartman District, Fort England Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

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

ADMINISTRATION CLERK

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

Ref no. ECHEALTH/AC/MH/67/08/2019 – Sarah Baartman District, Midlands Hospital

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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.

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 (2 POSTS)

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

Ref no. ECHEALTH/AC/ADC/68/08/2019 - Kouga Sub District, Addo Clinic

Ref no. ECHEALTH/AC/LTC/69/08/2019 - Kouga Sub District, Louterwater Clinic

MINIMUM REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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.

KPA'S: Provide administrative support services: Capture and update data on computer. Generate spread sheets. 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 (2 POSTS)

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

Ref no. ECHEALTH/AC/WGC/70/08/2019 - Camdeboo Sub District, Wongalethu Clinic

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. 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.

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

FOOD SERVICE SUPERVISOR

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

REF NO: ECHEALTH/FSS/BH/71/08/2019 - Buffalo City Metro, Bhisho Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

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.

CLIENT INFORMATION CLERK (3 POSTS)

Salary Range: R145 281– R 171 138 per annum (Level 4)

Ref no. ECHEALTH/CIC/EMS/72/08/2019 – Buffalo City Metro, Emergency Care Services

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

CLIENT INFORMATION CLERK

Salary Range: R145 281– R 171 138 per annum (Level 4)

Ref no. ECHEALTH/CIC/BEDFH/73/08/2019 – Amathole District, Bedford Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

MORTUARY ATTENDANT

Salary Range: R145 281– R 171 138 per annum (Level 4)

Ref no. ECHEALTH/MA/BEDFH/74/08/2019 – Amathole District, Bedford Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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 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.

LAUNDRY SUPERVISOR

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

Ref no. ECHEALTH/LS/CMH/75/08/2019 – Buffalo City Metro, Cecilia Makiwane Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

KPA's: 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.

MORTUARY ATTENDANT

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

Ref no. ECHEALTH/MA/CMH/76/08/2019 – Buffalo City Metro, Cecilia Makiwane Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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 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.

HOUSEKEEPING SUPERVISOR

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

Ref no. ECHEALTH/HKS/DORA/77/08/2019 – Nelson Mandela Metro, Dora Regional Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

KPA's: Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning 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 mentoring, 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 wards. 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. Work shifts including weekends and public holidays.

DATA CAPTURER

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

Ref no. ECHEALTH/DC/BCMO/78/08/2019 – Buffalo City Metro Office

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

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

DATA CAPTURER

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

Ref no. ECHEALTH/DC/CHD-MH/79/08/2019 - Chris Hani District, Mjanyana Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with policies and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.

KPA's: Provide administrative support services: Capture and update data on computer. Generate spread sheets. 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.

DRIVER

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

REF NO. ECHEALTH/DRI/TBH/80/08/2019 - Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver's licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

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

DRIVER

Salary Range: R122 595 - R144 411 per annum (Level 3)

Ref no. ECHEALTH/DR/DVDH/81/08/2019 – Buffalo City Metro, Duncan Village Day Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver's licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

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

DRIVER

Salary Range: R122 595 - R144 411 per annum (Level 3)

Ref no. ECHEALTH/DR/NQAMCHC/82/08/2019 – Amathole District, Ngqamakwe CHC

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver's licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

KPA's: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-

collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

SENIOR PORTER

Salary Range: R122 595 – R171 138 per annum (Level 3)

Ref no. ECHEALTH/SPORT/CMH/83/08/2019 – Buffalo City Metro, Cecilia Makiwane Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

KPA's: 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 KPA's allocated by supervisor.

DRIVER

Salary Range: R122 595 - R144 411 per annum (Level 3)

Ref no. ECHEALTH/DR/EMPILWENI/84/08/2019 – Buffalo City Metro, Empilweni Gompo CHC

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver's licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

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

DRIVER

Salary Range: R 122 595 – R 144 411 per Annum (Level 3)

Ref no. ECHEALTH/DRV/JOSE/85/08/2019 – Jose Pearson TB Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver's licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

KPA's: To render transport services. Provision of transport services. Fill in the log sheet before and after trip. Transport officials and patients. Check the vehicle condition. Check dents and report them. Ensure compliance of Government vehicles to Road Regulations. Check fuel, water and oil level. Check and verify vehicle condition. Receive work instruction and respond. Receive and record documents. Able to drive long distance. Make sure the car is clean.

DRIVER (2 POSTS)

Salary Range: R122 595 – R144 411 per annum (Level 3)

Ref no. ECHEALTH/DRIV/BEDFH/86/08/2019 – Amathole District, Bedford Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver's licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

KPA's: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels.

Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

PROPERTY CARETAKER

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

Ref no. ECHEALTH/PC/USDMC/87/08/2019 - Umzimvubu Sub District, Mpetsheni Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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 KPA's delegated by supervisor.

PROPERTY CARETAKER

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

Ref no. ECHEALTH/PC/USDMAK/88/08/2019 – Umzimvubu Sub District, Makwantini Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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 KPA's delegated by supervisor.

LAUNDRY WORKER

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

Ref no. ECHEALTH/LW/SPH/89/08/2019 - Alfred Nzo District, St Patrick's Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

KPA's: 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 KPA's 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 Range: R102 534 - R120 780 per annum (Level 2)

Ref no. ECHEALTH/TBH/90/08/2019 - Alfred Nzo District, Tayler Bequest Hospital (Matatiele)

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

KPA's: 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 Range: R 102 534 – R 120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/TBH/91/08/2019 - Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 -3 with no 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.

GENERAL WORKER

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

REF NO. ECHEALTH/GW/ANH/92/08/2019 - Joe Gqabi District, Aliwal North Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 -3 with no 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.

LAUNDRY WORKER

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

Ref no. ECHEALTH/LW/SPH/93/08/2019 - Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

KPA's: 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 KPA's 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 Range: R 102 534 – R 120 780 per annum (Level 2)

Ref no. ECHEALTH/TL/MH/94/08/2019 - Joe Gqabi District, Maclear Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

KPA's: 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.

PORTER (2 POSTS)

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

Ref no. ECHEALTH/POR/TBH/95/08/2019 - Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic communication skill. Ability to work in a team and under pressure. Must be able to apply Batho-Pele principles in a work situation.

KPA's: (key result areas/outputs): Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to, from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers. Accompanying walking patients, patients on wheelchairs or stretchers to various service points. Assisting in loading and off-loading patients from Ambulances and private cars. Cleaning of wheelchairs and stretchers. Reporting of broken equipment to the supervisor. Collection of wheelchairs and stretchers from all hospital treatment points to the Porter's bay and perform any other duty delegated by supervisor.

GENERAL WORKER (2 POSTS)

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

Ref no. ECHEALTH/GW/BH/96/08/2019 – Buffalo City Metro, Bhisho Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

LAUNDRY WORKER

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

Ref no. ECHEALTH/LW/CMH/97/08/2019 – Buffalo City Metro, Cecilia Makiwane Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

KPA'S: 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 KPA's as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

GENERAL WORKER

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

Ref no. ECHEALTH/GW/EMS/98/08/2019 – Buffalo City Metro, Emergency Care Services

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

FOOD SERVICE AID (2 POSTS)

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

Ref no. ECHEALTH/FSA/FTH/99/08/2019 – Buffalo City Metro, Frere Tertiary Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

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

GENERAL WORKER

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

Ref no. ECHEALTH/GW/FTH/100/08/2019 – Buffalo City Metro, Frere Tertiary Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

PROPERTY CARETAKER

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

Ref no. ECHEALTH/PC/ALPHANDALE/101/08/2019 – Buffalo City Metro, Alphandale Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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 KPA's delegated by supervisor.

GENERAL WORKER

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

Ref no. ECHEALTH/GW/DIMC/102/08/2019 – Buffalo City Metro, Dimbaza Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

GENERAL WORKER

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

Ref no. ECHEALTH/GW/EL-CHS/103/08/2019 – Buffalo City Metro, East London CHS

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

PROPERTY CARETAKER

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

Ref no. ECHEALTH/PCT/ELUC/104/08/2019 – Buffalo City Metro, Eluxolweni Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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 KPA's delegated by supervisor.

GENERAL WORKER

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

Ref no. ECHEALTH/GW/EMPILWENI/105/08/2019 – Buffalo City Metro, Empilweni Gompo CHC

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

PROPERTY CARETAKER

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

Ref no. ECHEALTH/PCT/GOMPO-B/106/08/2019 – Buffalo City Metro, Gompo B Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

PROPERTY CARETAKER

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

Ref no. ECHEALTH/PC/MORRE/107/08/2019 – Buffalo City Metro, Morre Street Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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 KPA's delegated by supervisor.

GENERAL WORKER (3 POSTS)

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

Ref no. ECHEALTH/GWL/DORA/108/08/2019 – Nelson Mandela Metro, Dora Regional Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Possess physical strength and to cope with physical demands of the position. Be able to work as a team.

KPA's: Provide cleaning services in area of allocation including patients wards and sluice room. Provide effective office and property care support services. Oversee and prepare boardroom and lecturer theatres for meetings and gatherings. Provisioning of good services to patients during meal times and cleaning of the ward kitchens. Linen care in the ward area of allocation. 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 ducting of all surfaces, windows and window sills. Remove office items/ furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Cleaning and take property 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. Empty dust bins, remove and store waste on the designated areas. Adhere to infection control and Occupational Health and Safety standards. Work compliance according to National Core Standards.

GENERAL WORKER (4 POSTS)

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

Ref no. ECHEALTH/GW/JZC/109/08/2019 - Makana Sub District, Joza Clinic

Ref no. ECHEALTH/GW/SDC/110/08/2019 - Makana Sub District, Settlers Day Clinic X3

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

GENERAL WORKER

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

Ref no. ECHEALTH/GW/FEH/111/08/2019 – Sarah Baartman District, BJ Vorster Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

GENERAL WORKER (2 POSTS)

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

Ref no. ECHEALTH/GW/FEH/112/08/2019 – Sarah Baartman District, Fort England Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

GENERAL WORKER

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

Ref no. ECHEALTH/GW/SVH/113/08/2019 – Sarah Baartman District, Sundays Valley Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

PORTER (3 POSTS)

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

Ref no. ECHEALTH/POR/BEDFH/114/08/2019 – Amathole District, Bedford Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

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

GENERAL WORKER

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

Ref no. ECHEALTH/GW/THAFH/116/08/2019 – Amathole District, Tafalofefe Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

LAUNDRY WORKER

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

Ref no. ECHEALTH/LW/TOWH/117/08/2019 – Amathole District, Tower Psychiatric Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

KPA's: 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.

PORTER (6 POSTS)

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

Ref no. ECHEALTH/POR/ISH/118/08/2019 - OR Tambo District, Isilimela Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

KPA's: 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 Range: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/PCT/DMMH/119/08/2019 - OR Tambo District, Dr Malizo Mpehle Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

PROPERTY CARE TAKER

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

Ref no. ECHEALTH/PCT/StBH/120/08/2019 - OR Tambo District, St Barnabas Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/ORTDO/121/08/2019 - OR Tambo District Office

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

GENERAL WORKER (3 POSTS)

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

Ref no. ECHEALTH/GW/KSD-NTLC/122/08/2019 - KSD Sub District - Ntlangaza Clinic

Ref no. ECHEALTH/GW/KSD-MBCHC/123/08/2019 - KSD Sub District - Mbekweni CHC

Ref no. ECHEALTH/GW/KSD-WILC/124/08/2019 - KSD Sub District - Willow Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

GENERAL WORKER

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

Ref no. ECHEALTH/GW/ZH/125/08/2019 - OR Tambo District, Zithulele Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

GENERAL WORKER (2 POSTS)

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

Ref no. ECHEALTH/MSD-MBOC/126/08/2019 - Mhlonto Sub District, Mbokotwana Clinic

Ref no. ECHEALTH/MSD-TSCHC/127/08/2019 - Mhlonto Sub District, Tsolo CHC

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

GENERAL WORKER

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

Ref no. ECHEALTH/GW/CHD-ASH/128/08/2019 - Chris Hani District, All Saints Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

PROPERTY CARE TAKER

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

Ref no. ECHEALTH/PCT/CHD-ASH/129/08/2019 - Chris Hani District, All Saints Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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: R102 534 – R120 780 per annum (Level 2)

Ref no. ECHEALTH/GW/CHD-CH/130/08/2019 - Chris Hani District, Cradock Hospital

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no 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.

PROPERTY CARE TAKER (2 POSTS)

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

Ref no. ECHEALTH/PCT/ESD-SC/131/08/2019 - Emalahleni Sub-District, Sweetwater Clinic

Ref no. ECHEALTH/PCT/ESD-NC/132/08/2019 - Emalahleni Sub-District, Nompumelelo Clinic

MINIMUM REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. 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.

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

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 5605. Enquiries: Ms S Lamani Tel no 040 608 1602/1604.

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.

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

PE Pharmaceutical Depot - Post to: HR Office, PE Depot, Private Bag X6033 Pharmaceutical Port Elizabeth 6000 or Hand Delivery to: 1104 Straunway Road, Straunday Port Elizabeth 6000. Enquiries: Ms U Xwayi Tel no 041 406 9831

Taylor Bequest Hospital (Matatiele) - Post to: The Human Resource Manager, Tayler 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: Ms Lulama Mahlathi 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 Praitel Tel no 039 797 6070.

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

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

Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 3515, Kokstad 4700 Enquiries: Mr. Magadla Tel no 039 727 2090/4462.

Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: Joe Gqabi District Office, HR Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631

Cloete Joubert Hospital - Post to: Human Resource Office, Cloete Joubert Hospital, P/Bag X7, Barkly East, 9786 or Hand delivery: HR Office, No 1 Voortrekker Road, Cloete Joubert Hospital. Enquiries: Mr Z.O Mgeyi – Tel no: 045 971 0091.

Maclear Hospital - Post to: Human Resource Office, Maclear Hospital, PO Box 93, Maclear, 5480 or Hand delivery: HR Office, No 1 Fourie Street, Maclear Hospital. Enquiries: Ms N Zuza - Tel no: 045 932 1028.

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

Aliwal North Hospital - Post to: Human Resource Office, Aliwal North Hospital, Private Bag X1004, Aliwal North 9757 or hand delivery: HR Office, Aliwal North Hospital, No 1 Parklane Street, Aliwal North. Enquiries: Ms Fourie - Tel no: 051 633 7700.

Cecilia Makiwane Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms P Mncotso Tel no 043 708 2121.

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.

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

Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro District Office, Private Bag X9015, East London, 5200 or hand Deliver to: HR Office, Buffalo City Metro District Office, Buffalo City Metro Health Office, 18 Sheffield Road Woodbrook West Bank East London 5200. Enquires: Ms. Hazel Hlulani Tel. No. 043 7433 006/057.

Bisho Hospital – Post to: HR Office, Komga Road, Bisho 5605 Enquiries: Mrs. T. Awlyn – Qegu Tel No. 040 635 2950/5.

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.

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

Kouga Sub District - Post to: The Human Resource Office, Kouga Sub District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquires Mrs Phillips Tel: 042 200 4214.

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

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

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

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: 040 602 2300

BJ Vorster Hospital - Post to: BJ Voster Hospital, P.O. Box 41, Kareedouw, 6400. Or Hand deliver at: HR Office, BJ Voster Hospital, Kron N Baaken Street, Kareedouw. Enquiries: Ms Gillian Sikiwe Tel no 042 288 0210

Sunday's Valley Hospital - Post to: Human Resource Office, Sunday's Valley Hospital: P. O. Box 68. Kirkwood. 6120 or Hand deliver at Sunday's Valley Hospital, Kirkwood. Enquiries: Ms T. Fekema Tel: 042 230 0406/432/567.

Butterworth Hospital - 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.

Nompumelelo Hospital - Post to: Nompumelelo Hospital Private Bag x13 Peddie 5640. Nompumelelo Hospital: Admin Office, Grahamstown Road, Peddie, 5640. Enquiries: Ms Tsako Tel no: 040 673 3321.

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

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane 4980 Enquiries: Ms V. Motabele –Tel No: 047 498 0026.

Tower Psych Hospital - Post to: Human Resource Office, Tower Hospital Private Bag X 228 Fort Beaufort 5720 Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141

Mnquma Sub District Office - Post to: HR Office, Mnquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa –Tel no: 047 491 0740.

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 V.T Notyi Tel No: 046 685 0043.

SS Gida Hospital - Post to: SS Gida Hospital, Private Bag x12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel no: 040 658 0043.

Emalahleni Sub District – Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410. Enquiries: Ms NP Mtshabe Tel no 047 878 4300.

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

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.

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

Wilhelm Stahl Hospital - Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr B Mbalula Tel no: 049 842 1111.

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: Mrs Z Lebakeng - Tel no 045 931 1321

Ngcobo Sub-District - Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital (Old Maternity), Ngcobo Enquiries: Ms N. Matala Tel no 047 548 0022/34.

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 Barnabas Hospital - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase – Tel no 047 555 5300

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

All Saints Hospital - Post to: Human Resource Office, All Saints Hospital, P.O Box X 215, Ngcobo 5050 or hand delivered to: HR Office, All Saints Hospital (Old Maternity), Ngcobo Enquiries: Ms U Nkasela Tel no 047 548 4000.

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.

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

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

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

Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 5080. Enquiries: Ms N Tengile Tel no: 047 573 8936

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

Mthatha Pharmaceutical Depo, P.O Box 52899, Mthatha, 5099 or hand deliver to Mthatha Pharmaceutical Depo, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital, Mthatha, 5099. Enquiries: Mr Macanda - Tel no: 047 532 2779.

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

Frere Tertiary Hospital - Post to: HR Office, Private Bag x0947, East London, 5200 or hand deliver to: HR Office, HR Office, Frere Tertiary Hospital, East London, Amalinda Main Road, East London, 5200. Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

Emergency Care Services- Post to: HR Office, Private Bag x3032 Western Avenue, Vincent or hand deliver to: HR Office, Buffalo City Emergency Medical Services Metro next To Fire Department Western Avenue Vincent. Enquiries: Mrs B Mtshawulana Tel no: 063 253 1021

Amathole District Office- Post to: HR Office, Private Bag x022 Southernwood East London 5200 or hand deliver to: HR Office Amathole Health District, 19 St James Road Medical Care Centre Building Southernwood East London 5200. Enquiries: Ms N Nene Tel No. 043 707 6748

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.

Sarah Baartman District Office – Post to: Sarah Baartman District Office, Private Bag X27667, Greenacres, Port Elizabeth, 6057 or hand deliver to: HR Office, Sarah Baartman District Office, No 16 Grace Street, Laboria House Port Elizabeth 6057

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

ADDITIONAL NOTE: The filling of these posts will be in line with the Annual Recruitment Plan 2019/20. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district. NB: Women, Youth and people with disabilities are encouraged to apply.

CLOSING DATE: 6 SEPTEMBER 2019 @ 15:30