

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH**

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

- APPLIACTIONS** : For further enquiries in cases where there is no address and contact person for a post, feel free to contact Ms N Tungata Tel no: (040) 608 1954 or Mrs L Mabhele-Sifile Tel no: (040) 608 1105.
- CLOSING DATE** : 19 May 2017
- NOTE** : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified in the past 03 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 checks will be conducted once they are 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 dept. 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. Applications should be directed to the addresses as indicated below or Hand Delivered as indicated below.

OTHER POSTS

- POST 18/19** : **DEPUTY DIRECTOR: SALARY ADMINISTRATION: REF NO: ECHEALTH/DDSAS/BHO/01/4/2017**
- SALARY** : All inclusive package of R779 295 per annum, Level 11. Annual progression up to a maximum salary of R917 970 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Bhisho-Head Office
- REQUIREMENTS** : Three-year Degree/National Diploma with 5 years' salary administration experience with 10 years' salary administration supervisory experience. Computer literacy and knowledge of government accounting systems and software. (BAS & PERSAL). Extensive knowledge of or experience in PFMA, Treasury Regulations and other legislation. A valid driver's licence.
- DUTIES** : PERSAL Salary Controller. PERSAL deductions pay-over reconciliation. PERSAL Ledger Suspense Accounts reconciliation and clearance. Distribution services. Tax Administration.
- ENQUIRIES** : Mr Jacobs Tel no: 040-608 1080
- POST 18/20** : **ASSISTANT DIRECTOR: OFFICE MNGT (HEALTH SERVICES MANAGEMENT) REF NO.ECHEALTH/ADOM/BHO/02/4/2017**
- SALARY** : All inclusive package of R334 545 per annum, Level 09. Annual progression up to a maximum salary of R404 121 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Bhisho Head Office
- REQUIREMENTS** : A B degree/ National Diploma in office management or in the related field with three to five years' experience at supervisory level. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts,

- Legislative framework, Policies and Regulations. Competencies: Ability of practical approach and of working independently. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's licence.
- DUTIES** : Provide strategic leadership and plays an oversight role in the activities of the Chief Director's Office. Manage and coordinate clinical administrative activities or tasks. Manage the Manager's diary. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured confidential documentation. Respond to correspondence/invitation on behalf of the manager. Monitor effective utilization human, financial and physical resource in the Chief Director's office. Coordinate performance and audit reporting for Health Services Management.
- POST 18/21** : **ASSISTANT DIRECTOR: GENDER AFFAIRS REF NO: ECHEALTH/ADGFP/BHO/03/4/2017**
- SALARY** : All inclusive package of R334 545 per annum, Level 09. Annual progression up to a maximum salary of R404 121 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE REQUIREMENTS** : Bhisho: Head Office
Degree in Social Sciences or equivalent qualification at NQF Level 7. Training in gender mainstreaming will be an added advantage. 3 – 5 years' experience in the relevant field. Report writing skills, good verbal and written communications skills, interpersonal relations and strong research skills. Knowledge of the following conventions and instruments which South Africa has acceded to; Beijing Declaration and Platform for Action (BPA) 1995; The SADC Protocol on Gender and Development, 2008; CEDAW commitments. Valid Code 8 driver's license is compulsory.
- DUTIES** : Assist in facilitating departmental inputs into provincial reports. Facilitate mainstreaming with program managers from provincial, district and institutional offices for inclusion of gender issues into departmental standards. Formulate, coordinate and monitor implementation of gender policies and women empowerment programs in the department. Conduct gender responsive research and capacity building. Liaise with partners and stakeholders including office on the status of women in Office of the Premier, Legislature, women's organizations, religious organizations, private sector, institutions of higher learning etc. Coordinate awareness programmes on behalf of the department, including women's month and 16 days of activism. Compile reports on progress made by the department on gender mainstreaming.
- ENQUIRIES** : Mrs Z Mpehlo Tel no: 040-608 1380
- POST 18/22** : **PERSONAL ASSISTANT: OFFICE OF THE GENERAL MANAGER IHRM REF NO: ECHEALTH/PA/GM: IHRM/BHO/04/4/2017**
- SALARY** : All inclusive package of R226 611 per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE REQUIREMENTS** : Bhisho: Head Office
National Diploma in Office Administration/ Public Management. Relevant 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.
- DUTIES** : Provide secretarial services, make transport and accommodation arrangements. Manage the Manger's diary. Organize the manager's office environment. Construct and maintain the manager's filling 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.
- POST 18/23** : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: ECHEALTH/AD/BHO/05/4/2017**
- SALARY** : All inclusive package of R334 545 per annum, Level 9. Annual progression up to a maximum salary of R404 121 is possible subject to satisfactory performance. The

all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

- CENTRE REQUIREMENTS** : Bhisho
 : A Bachelor's Degree or equivalent qualification with Accounting or Auditing /Internal Auditing or Risk Management as a major subject. 3-5 years' experience in a Risk Management and/or auditing environment. Computer literacy, report writing skills, strong technical and people management skills. A valid driver's License and willingness to travel extensively. Understanding of COSO framework, PFMA and Treasury Regulations.
- DUTIES** : Update the Strategic and operational risk registers. Assessment of Portfolio of Evidence on control improvements. Assist with Risk management training to all levels of management. Provide risk management information reports and secretariat services to the Risk Management Committee. Co-ordination of risk management at District office level. Updating of Risk Methodology and relevant documents. Valid driver's license and be willing to travel extensively.
- ENQUIRIES APPLICATIONS** : Mr Sharma, contact number 083 303 2632
 : Must be Posted to Registry Office, Dukumbana Building Private Bag X0038, Bhisho, 5605, Eastern Cape or Hand Delivered to Recruitment Office, Shop No 1, Dukumbana Building, Bhisho

LILITHA COLLEGE OF NURSING

POST 18/24 : **ASSISTANT MANAGER: HUMAN RESOURCE MANAGEMENT REF. NO: ECHEALTH/ADHR /LILITC/06/4/2017**

SALARY : All inclusive package of R334 545 per annum, Level 09. Annual progression up to a maximum salary of R404 121 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Central Administration Office – East London
 : A Bachelor's Degree / National Diploma in Human Resource Management or equivalent qualification at least 3-5 years' experience at supervisory level. Extensive knowledge of Persal. Ability to do presentations, interpretation of reports and policies. Knowledge of PFMA and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.

DUTIES : Manage Human Resource Management and Administration, Persal Management, Facilitate implementation of Employment Equity Act. Ensure and monitor implementation of HR Policies in the hospital.

POST 18/25 : **SENIOR ADMINISTRATION OFFICER REF NO: ECHEALTH/SAO/LUSC/07/4/2017**

SALARY : All inclusive package of R281 418 per annum, Level 08. Annual progression up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Lusikisiki Campus
 : National Diploma /Degree in Public Administration/ Human Resource Management with 3-5 years relevant supervisory experience or Grade 12 plus 8 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.

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

POST 18/26 : **DATA CAPTURER REF NO: ECHEALTH/DC/LILITC/08/4/2017**

SALARY : All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's

contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Lusikisiki Campus
 : Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents posted 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.

POST 18/27 : **EXAMINATION TYPIST REF NO. ECHEALTH /ET/LILITC/09/4/2017**

SALARY : All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Lilitha Campus
 : Grade 12 or equivalent qualification and one year of general office experience. Knowledge of business English, spelling, punctuation, grammar and office procedures. Ability to prepare and type correspondence and reports. Ability to verify information. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

DUTIES : Type letters, memos and exam papers. Duplicate and collates. Perform other administrative duties.

ENQUIRIES APPLICATIONS : Ms Y Malgas @ (040) 608 9723
 : Must be Posted to The Human Resources Office, Lilitha College of Nursing Central Administration Office, Private Bag X0028, Bhisho Or Hand Delivered to No. 40 Lennox Road, Amalinda, East London,

BUFFALO CITY METRO HEALTH DISTRICT

POST 18/28 : **PERSONAL ASSISTANT: FINANCE & SCMS REF NO ECHEALTH/PA/BCMHD/10/4/2017**

SALARY : All inclusive package of R226 611 per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Buffalo City Metro Health District
 : National Diploma in Office Administration/ Public Management. Relevant 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.

DUTIES : Provide secretarial services, make transport and accommodation arrangements. Manage the Manger'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.

POST 18/29 : **DATA CAPTURER REF NO: ECHEALTH/DC/BCMHD/11/4/2017**

SALARY : All inclusive package of R127 851per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's

contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

- CENTRE REQUIREMENTS** : Buffalo City Metro Health District X1
 : Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude
- DUTIES** : Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents posted 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.
- ENQUIRIES APPLICATIONS** : Ms SA Zondi @ (043) 711 1100
 : Must be Posted to Human Resource Office, Buffalo City Metro Health District, Private Bag x 9015, Main Post Office, East London, 5200, Or Hand Delivered to Human Resource Office, No. 9 Vincent Road, Vincent Billie Road, Eastern Cape.

NKQBELA TB HOSPITAL

POST 18/30 : **SENIOR INFORMATION OFFICER REF NO: ECHEALTH/SIO/NKQTBH/12/4/2017**

SALARY : All inclusive package of R281 418per annum, Level 08. Annual progression up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Nkqubela TB Hospital
 : Degree or National Diploma in Statistics, Information Management or equivalent qualification plus 3-5 years relevant experience OR grade12 plus seven (7) years' experience in supervisory level. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory.

DUTIES : Analyse health information and data. Management of health information and statistics. Compile quarterly reports on drug resistant TB case findings. Compile reports on six monthly interim outcome assessments for drug resistant TB. Compile annual reports on treatment outcomes on MDR/XDR TB. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

POST 18/31 : **DRIVER (LIGHT DUTY) REF NO: ECHEALTH/DR/NKQTBH/13/4/2017**

SALARY : All inclusive package of R107 886per annum, Level 03. Annual progression up to a maximum salary of R127 086 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Nkqubela TB Hospital
 : Grade 10/ standard 8 certificates. Relevant experience in Driving/Code B with 3 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

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

<u>POST 18/32</u>	:	<u>FOOD SERVICE MANAGER REF NO: ECHEALTH/NKQTBH/FSM/14/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R266 611per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Nkqubela Hospital Degree/ National Diploma in Food Service Management or relevant field. 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 Pele principles, Public Service Regulations, Labor Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.
<u>DUTIES</u>	:	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.
<u>POST 18/33</u>	:	<u>FINANCIAL CLERK: REF NO: ECHEALTH/FC/NKQTBH/15/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R226 611 per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Nkqubela TB Hospital Grade 12 plus 3-5 years' experience and additional tertiary qualification will be an advantage. Basic knowledge and insight of the Public Service Financial Legislations, procedures and Treasury Regulations (PFMA, DORA, PSR,PSA, PPPFA and Financial manual) Knowledge of basic Financial operating systems (PERSAL, BAS, LOGIS). Good verbal and written communication skills, problem solving and analysis, report writing and good supervisory skills. Computer literacy is mandatory.
<u>DUTIES</u>	:	Supervise and render financial accounting transactions: Receive and allocate invoices. Verify invoices for correctness, verification and approval internal control). Verify processing of invoices (e.g. capturing of per annum). Supervise filing of all documents. Supervise collection of cash. Supervise and Perform salary administration support services: Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices) for correctness, capture salaries, bonuses, salary adjustments and capture all deductions. Supervise the filing of all documents. Supervise and perform bookkeeping services: Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support services: Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervise human and physical resources.
<u>POST 18/34</u>	:	<u>FOOD SERVICE AID 2 POSTS REF NO: ECHEALTH /FSA/NKQTBH/16/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R90 234per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Nkqubela TB Hospital Grade 10 or ABET. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

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

POST 18/35 : **CLEANER 2 POSTS REF NO: ECHEALTH/NKQTBH/17/4/2017**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

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

DUTIES : Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet paper /towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threats in the cleaning environment. Provide routine maintenance services: 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.

POST 18/36 : **LAUNDRY WORKER:REF NO: ECHEALTH/LW/NKQTBH/18/4/2017**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Nkqubela TB Hospital
: Minimum requirement, Abet or grade 10 with 2 years Laundry/cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operatevarious 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.

ENQUIRIES : Ms N Mgatyelwa @ (043) 761 2131
APPLICATIONS : Must be Posted to Human Resource Office, Nkqubela TB Hospital, P.O. Box 12239, Amalinda, 5247, Or Hand Delivered to Human Resource Office, Nkqubela TB Hospital, 1124 N.U. 9 Billie Road, Mdantsane, 5219.

CECILIA MAKIWANE HOSPITAL

POST 18/37 : **HOUSE KEEPING SUPERVISOR 2 POSTS REF NO:**
ECHEALTH/HCS/CMH/19/4/2017

SALARY : All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Cecilia Makiwane Hospital
REQUIREMENTS : Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

DUTIES : Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctors room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

ENQUIRIES : Ms P Mncontso @ (043) 708 2118
APPLICATIONS : Must be Posted to Human Resource Office, Cecilia Makiwane Hospital, Private Bag X001, Mdantsane, 5225, Or Hand Delivered to Human Resource Office, Cecilia Makiwane Hospital, at Billie Road, Eastern Cape.

POST 18/38 : **MIDDLE MANAGER ADMINISTRATION REF NO:**
ECHEALTH/VICH/MMA/21/4/2017

SALARY : All inclusive package of R334 545 per annum, Level 09. Annual progression up to a maximum salary of R404 121 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Victoria Hospital
REQUIREMENTS : National Diploma /Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, PERSAL, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of Persal system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

DUTIES : Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, effective management of staff establishment and leave Management including incapacity leave management. Develop and Implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget

spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

POST 18/39

GENERAL WORKER 7 POSTS

SALARY

All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE

Cathcart Hospital X1: REF NO: ECHEALTH/GW/CATH/22/4/2017
 Mnquma Sub District X2: REF NO: ECHEALTH/GW/MNQSD/22/4/2017
 NompumeleloHospitalX1REF NO: ECHEALTH/GW/NOMPH/22/4/2017
 SS Gida Hospital X1: REF NO: ECHEALTH/GW/SSGH/22/4/2017
 Thafalofefe Hospital X2: REF NO: ECHEALTH/GW/THAFH/22/4/2017

REQUIREMENTS

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

DUTIES

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

POST 18/40

DRIVER (LIGHT VEHICLE) 2 POSTS

SALARY

All inclusive package of R107 886 per annum, Level 03. Annual progression up to a maximum salary of R127 086 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE

Amahlathi Sub-District- Peddie CHC X1 REF NO: ECHEALTH/DR/AMAHSD/23/4/2017
 Mnquma Sub District X1: REF NO: ECHEALTH/DR/MNQSD/23/4/2017

REQUIREMENTS

Grade 10/ standard 8 certificates. Relevant experience in Driving/Code B with 3 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

DUTIES

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

POST 18/41

FOOD SERVICE SUPERVISOR 5 POSTS

SALARY

All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's

	:	contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Fort Beaufort Hospital x1: REF NO: ECHEALTH/FSS/FBH/24/4/2017 Tower Hospital X 2: REF NO: ECHEALTH/FSS/TH/24/4/2017 Nkqubela TB Hospital X2 REF NO: ECHEALTH/FSS/NKQ/24/4/2017
<u>REQUIREMENTS</u>	:	National Diploma in food service management with 3-5 years applicable Public hospital experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.
<u>DUTIES</u>	:	Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.
<u>POST 18/42</u>	:	<u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/MNQH/25/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Mnquma Sub District
<u>REQUIREMENTS</u>	:	Grade 10 or ABET. Knowledge of Food services & food preparation. Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately. Ability to perform routine / structured tasks.
<u>DUTIES</u>	:	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.
<u>POST 18/43</u>	:	<u>PORTER 2 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Cathcart Hospital REF NO: ECHEALTH/ POR/CARTH/26/4/2017 Nompumelelo Hospital REF NO : ECHEALTH/POR/NOMPH/26/4/2017
<u>REQUIEMENTS</u>	:	Grade10/Abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	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.

<u>POST 18/44</u>	:	<u>PROPERTY CARE TAKER 73 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Nompumelelo Hospital x1: ECHEALTH/PCT/NOMPH/27/4/2017 Zigodlo Clinic x1 ECHEALTH/PCT/NKSDZIGCLIN/27/4/2017 Gilton Clinic x1 CHEALTH/PCT/NKSDGILCLIN/27/4/2017 Middledrift Clinic x1 ECHEALTH/PCT/NKMIDDCLIN/27/4/2017 Qibira Clinic x1 ECHEALTH/PCT/QIBCLIN/27/4/2017 Mbashe Sub District- Nqabara-Willowvalle Clinic x1 ECHEALTH/PCT/NKNQABWILLCLIN/27/4/2017 Tower Hospital x 1: REF NO : ECHEALTH/PCT/TOWHOSP/27/4/2017 Amahlathi Sub District x 43: ECHEALTH/PCT/ASD/27/4/2017 Mbashe Sub District x 23: REF NO: ECHEALTH/PCT/MSD/27/4/2017
<u>REQUIREMENTS DUTIES</u>	:	ABET. Ethical and moral person, energetic and hard working person. Provide effective property care services in the institution: Control the access of institutions accommodation. Safeguard all master and spare keys belonging to the institution Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas of responsibility. Take care of organizations fixed and moveable assets.
<u>POST 18/45</u>	:	<u>SENIOR ADMINISTRATION OFFICER (EMPLOYEE RELATIONS) REF NO: ECHEALTH/SAO/AMDHO/28/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R281 418 per annum, Level 08. Annual progression up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Amathole District Health Office National Diploma /Degree in Human Resource Management with labour relations' modules/ Labour Law or an equivalent qualification in the related field. Minimum of 3-5 years' experience in Labour Relations environment. Sound knowledge and understanding in the application of Labour Law Legislation, understanding of relevant legal and Public service legislative or policy prescripts. Good verbal and written communication with strong presentation skills. Proven investigative, analytical, computer literacy and good report writing skills, ability to work in a high pressured environment. A valid driver's Licence is essential.
<u>DUTIES</u>	:	Perform administrative functions. Receive notices from bargaining council. Represent employer in conciliation. Act as an interpreter during hearing. Conduct disciplinary investigations. Receive grievances from employees and refer to designated employee. Provide technical support during disciplinary hearings. Monitor compliance and adherence to Labour Relations practices and standards.
<u>POST 18/46</u>	:	<u>SENIOR ADMINISTRATION OFFICER REF NO: ECHEALTH/SAO/NKOSD/29/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R281 418 per annum, Level 08. Annual progression up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Nkonkobe Sub-District A recognised 3 year National Diploma /Degree in Public Administration/Human Resource Management with 3-5 years relevant supervisory experience or Grade 12 plus 8 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.
<u>DUTIES</u>	:	Responsible for the effective control of the institution's administrative and support functions, including HR, Student Support, SCM, Asset management and Financial control. Assist in managing the budget and expenditure of the institution. Supervise, provide direction and capacity building to the staff. Promote good employee relations.
<u>POST 18/47</u>	:	<u>SENIOR INFORMATION OFFICER REF NO: ECHEALTH/SIO/BWH/30/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R281 418 per annum, Level 08. Annual progression up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Butterworth Hospital Degree or National Diploma in Information Management or equivalent qualification plus 3-5 years relevant experience OR grade 12 plus seven (7) years' experience in supervisory level. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory.
<u>DUTIES</u>	:	Co-ordinate all capturing of statistics. Analyse health information data. Management of health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.
<u>POST 18/48</u>	:	<u>HUMAN RESOURCE CLERK (SUPERVISORY) REF NO: ECHEALTH/HRC/TWH/31/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R226 611per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Tower Hospital Grade 12 plus 3-5 years' experience in Human Resource or Degree/National Diploma. Knowledge of PERSAL system. Knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	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, 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.
<u>POST 18/49</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/MSD/32/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Mnquma Sub District (CHC) Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for

quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents posted 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.

POST 18/50 : **ACCOUNTING CLERK (PAYMENT) REF NO: ECHEALTH/AC/TOWH/33/4/2017**

SALARY : All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Tower Hospital
REQUIREMENTS : Grade 12 with 3 years' experience in Finance/ National Diploma in Finance with 2 years. Relevant Experience. Knowledge of payment administration and BAS System and Persal System. Good Communication skills. Knowledge of public sector regulations and policies, PFMA, Treasury regulations and other relevant prescripts.

DUTIES : Render financial accounting transactions: Receives invoices. Check invoices for correctness, verification and approval (internal control). Process invoices e.g. capture payments. Filing of all documents. Collection of cash. Render budget support services: collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.

POST 18/51 : **ASSISTANT MANAGER: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/ADHRM/TOWH/34/4/2017**

SALARY : All inclusive package of R334 545 per annum, Level 09. Annual progression up to a maximum salary of R404 121 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Tower Hospital
REQUIREMENTS : A Bachelor's Degree / National Diploma in Human Resource Management or equivalent qualification with 3-5 years' experience at supervisor level. Extensive knowledge of Persal. Ability to do presentations, interpretation of reports and policies. Knowledge of PFMA, PSA, PSR and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.

DUTIES : Manage Human Resource Management and Administration, Persal Management, Facilitate implementation of Employment Equity Act. Ensure and monitor implementation of HR policies in the hospital. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

POST 18/52 : **ASSISTANT DIRECTOR: OPERATIONS REF NO: ECHEALTH/ADOP/TOWH/35/4/2017**

SALARY : All inclusive package of R334 545 per annum level 9. Annual progression up to a maximum salary of R404 121 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Tower Hospital
REQUIREMENTS : National Diploma / Degree in facilities /Operations or equivalent qualification, 3-5 years' experience in Operations and Auxiliary services. A valid driver's license. Knowledge of public service regulations, the public service act, 1994 (Act 103 of

1994), PFMA, OHS and National Building Regulations. Skills and competencies: Project Management skills. Good financial management skills, planning and organising. Strong communication skills, strategic and conceptual orientation. People management skills and computer literacy.

DUTIES : Supervise general operations in the hospital. Monitor compliance with necessary statutory requirements for facility, building maintenance and related work. Provide support to Housekeeping, horticulture, pest control and landscape. Compile business report for facility maintenance. Provide technical inputs in drawing up specifications and monitor compliance by service providers regarding health and safety matters. Implement regular compliance inspections and audits. Report emergency cases affecting Land and Buildings i.e., interruptions to power supply, water supply and sewage system. Provide security services for buildings and assets. Supervise and train sub-ordinates in Facility Management Unit (FMU). Monitor construction projects and identify areas that need urgent and on-going attention. Validate recommendations on payment for work completed. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

POST 18/53 : **SENIOR INFORMATION OFFICER REF NO. ECHEALTH/SIO/TOWH/36/4/2017**

SALARY : All inclusive package of R281 418 per annum, Level 08. Annual progression up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Tower Hospital
: Degree or National Diploma in Information Management or equivalent qualification plus 3-5 years relevant experience OR grade 12 plus seven (7) years' experience in supervisory level. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory.

DUTIES : Co-ordinate all capturing of statistics. Analyse health information data. Manage health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

POST 18/54 : **ADMIN CLERK (PERSONAL ASSISTANT) REF NO: ECHEALTH/AC/TOWH/37/4/2017**

SALARY : All inclusive package of R152 862 per annum, Level 05. Annual progression up to a maximum salary of R180 063 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Tower Hospital
: National Diploma in Office Administration/ Public Management. Relevant 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.

DUTIES : 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.

<u>POST 18/55</u>	:	<u>CLIENT INFORMATION CLERK REF NO: ECHEALTH/TOWH/CIC/38/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R127 851 per annum, Level 05. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Tower Hospital Grade 12 with 0-2 years' experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.
<u>DUTIES</u>	:	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.
<u>POST 18/56</u>	:	<u>LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/TOWH/LSO/39/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R226 611 per annum, Level 09. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Tower Hospital National Diploma / Degree with 3 – 5 years' experience or Grade12 with 8 years' experience in supervisory level. Knowledge and understanding of the relevant Acts/prescripts and legislation. Ability to collect and collate data.
<u>DUTIES</u>	:	Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescripts. Monitor inventory level. Maintain stock levels.
<u>POST 18/57</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/SHRP/TOWH/40/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R281 418 per annum, Level 08. Annual progression up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Tower Hospital Degree/ National Diploma in Human Resource Management/Administration or Public Administration with 5 years' experience in Human Resource Management field or Grade 12 with 7 years' experience in Human Resource Management field. NB: Shortlisted candidates will be tested on Persal. Valid driver's license will serve as added advantage and as a recommendation. Knowledge and experience of the Persal systems. Knowledge of Public Service Act, Public Service Regulations. Basic conditions of Employment Act, Skills Development Act, Performance Management and Development System and relevant policies and resolutions related to HRM. Computer Literacy and skills in MS package (MSW word, Excel and PowerPoint and Access).
<u>DUTIES</u>	:	Supervise human resources to ensure efficient and quality service to client. Supervise effective capturing of Persal data. Implement the Human Resources and Management policies related to the conditions of service. Manage termination of services. Represent the recruitment section in selection committees and provide HR advisory and secretarial support services. Administer conditions of service, including appointments, transfers and post establishment. Facilitate for timeous processing of all employee benefits including exit benefits and leave gratuities. Compile reports and provide statistics. Supervise, develop and quality control work. Provide guidance to supervisors and managers on relevant policies and related matters.

POST 18/58 : **PROVISIONING ADMIN CLERK REF NO: ECHEALTH/TOWH/PER ANNUMC/41/4/2017**

SALARY : All inclusive package of R152 862 per annum, Level 05. Annual progression up to a maximum salary of R180 063 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Tower Hospital
Grade 10/12 or equivalent qualification. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.

DUTIES : Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

APPLICATIONS : Must be forwarded to, Human resource offices OR Sub Districts to the following address :-
Nompumelelo hospital: Private bag x 13, Peddie 5640, Enquiries: Ms. NG Tsako @040- 6733321
Thafalofefe hospital: Private bag x 3024, Enquiries: Ms V. Motebele @ 047- 498 0026
Mnquma sub-district: 15 old hospital road ext. 7 Butterworth 4960, Enquiries Ms. N. Tengwa @ 047- 491 0740
Cathcart Hospital: Private Bag X 10, Cathcart 5310, Enquiries: Ms B. Soyamba @ 045- 843 1029
S.S. Gida hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: N. E Fumanisa @ 040- 658 0043,
Amathole health district: Private Bag X 002, Southernwood, East London Or Hand Delivered 19 St James Road, Medical Centre Building Southernwood, East London 5200: Enquiries: Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49
Butterworth Hospital: Private Bag X3051, Butterworth 4960: Enquiries: Ms P.Mtshemla @ 047-491 4161
Tower Hospital: Private Bag X 238, Fort Beaufort 5720: Enquiries: H. Potgieter @046- 645 1122
Nkonkobe Sub- District P. O. Box 967, Fort Beaufort 5720, Enquiries Mrs Van Der Merve Na @ 046- 645 1892
Komga Hospital: P.O. Box 33 Komga 4950 Or Victoria Road, Komga 4950: Enquiries: Ms T. Lali @ 043- 831 1013
Mbhashe Sub-District: Private Bag X 1212, Dutywa 5000: Enquiries: Ms X.O Bushula @ 047- 489 2416
Amahlathi Sub District: Private Bag X 425 King Williams Town 5600, Or Hand Delivery To, 1 Bridge Street, Wes Bank King Williams Town: Enquiries: Ms B Mngxe @ 043- 643 4775/ 6
Nkonkobe Sub District: Room 8 First Floor Heald Road, Fort Beaufort 5720 Enquiries: Ms Na Mcetywa @ 046- 645 2695
Victoria Hospital: Private Bag X 1300, Alice 5700 Or Hand Delivery To Old Lovedale Road, Victoria hospital: Enquiries: Mr XD Marele @ 040- 653 1141

CHRIS HANI HEALTH DISTRICT

POST 18/59 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/ALLSH/ADQA/42/4/2017**

SALARY : All inclusive package of R334 545 per annum, Level 09. Annual progression up to a maximum salary of R404 121 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : All Saints Hospital
Degree/ National Diploma in Health related field or equivalent qualification in Quality Assurance. A minimum of 3-5 years' experience in the relevant field at a supervisory level. Experience in Health Sector will be essential. A valid driver's License will be an added advantage. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to

<u>DUTIES</u>	:	interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data. Implement and maintain Quality Assurance policies and procedures, team formation at institution level. Report to Quality Health Assurance when required to do so. Co-ordinate infection control; and clinical audit activities. Manage complaint system and monitor adverse events. Assessing customer satisfaction surveys. Monitor adherence to norms and standards, National Core Standards and Six most Critical Areas. Identify areas for training and ensure that training takes place. Independent Practice.
<u>POST 18/60</u>	:	<u>GENERAL WORKERS 9 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Cradock Hospital X1 REF NO: ECHEALTH/CRA/GA/43/4/2017 Cofimvaba X3 REF NO: ECHEALTH/COF/GA/43/4/2017 Elliot Hospital X5 REF NO: ECHEALTH/ELL/GA/43/4/2017
<u>REQUIREMENTS</u>	:	Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	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.
<u>POST 18/61</u>	:	<u>ARTISAN FOREMAN A, B REF NO: ECHEALTH/CALAH/AF/44/4/2017</u>
<u>SALARY</u>	:	R249 540 – R382 557 per annum (Plus Competitive Benefits) OSD
<u>CENTRE</u>	:	Cala Hospital
<u>REQUIREMENTS</u>	:	An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.
<u>DUTIES</u>	:	Coordinate effective rendering of technical services: Lead and guide on all technical activities. Compile technical / inspection reports. Monitor adherence to safety standards. Ensure maintenance of technical services: Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work. Supervise human and physical resources: Coach and mentor subordinates: Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.
<u>POST 18/62</u>	:	<u>LAUNDRY WORKER 2 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Cradock Hospital X1 REF NO: ECHEALTH/CRAD/LW/45/4/2017 Frontier Hospital X1 REF NO: ECHEALTH/FRONH/LW/45/4/2017
<u>REQUIREMENTS</u>	:	Abet or grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good

<u>DUTIES</u>	:	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. 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.
<u>POST 18/63</u>	:	<u>ARTISAN GR A, B, C REF NO: ECHEALTH/ART/COFH/46/4/2017</u>
<u>SALARY</u>	:	R167 778– R186 207 per annum, plus competitive benefits) OSD
<u>CENTRE</u>	:	Cofimvaba Hospital
<u>REQUIREMENTS</u>	:	An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years' experience in supervisory level. Valid Driver Licence is required.
<u>DUTIES</u>	:	Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.
<u>POST 18/64</u>	:	<u>FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/COF/FSAS/47/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Cofimvaba Hospital
<u>REQUIREMENTS</u>	:	National Diploma in food service management with 3-5 years applicable Public hospital experience. Poses good communication skills. Be able to work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.
<u>DUTIES</u>	:	Supervise any tasks emanating from menu planning of the data preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according

to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

- POST 18/65** : **HOUSEHOLD WORKER REF NO: ECHEALTH/ELLIH/HW/48/4/2017**
- SALARY** : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Elliot Hospital
- REQUIREMENTS** : Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet pampers /towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threats in the cleaning environment. Provide routine maintenance services: 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.
- POST 18/66** : **CLEANER 1 POST REF NO: ECHEALTH/INX-SUB/CL/49/4/2017**
- SALARY** : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Inxuba Yethemba Sub-District
- REQUIREMENTS** : Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet pampers /towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threats in the cleaning environment. Provide routine maintenance services: 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.
- POST 18/67** : **LAUNDRY SUPERVISOR 1 POST REF NO: ECHEALTH/INTSIKA-SUB/50/4/2017**
- SALARY** : All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

<u>CENTRE</u>	:	Intsika Yethu Sub-District
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus 3-5 years' experience in laundry. Computer literate. Ability to operate machines. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable Poses physical strength and to cope with physical demands of position.
<u>DUTIES</u>	:	Supervise rendering of laundry services: ensure safe and clean working environment in line with health and safety standards. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Monitor adherence to basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate and monitor various machines in the laundry (i.e., washing, dryer ironing and pressers). Report any machine defaults to the manager. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>POST 18/68</u>	:	<u>FOOD SERVICE AID REF NO: ECHEALTH/GGH/FSA/51/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework
<u>CENTRE</u>	:	Glen Grey Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or ABET. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	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.
<u>POST 18/69</u>	:	<u>DRIVER (LIGHT VEHICLE) 2 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R107 886 per annum Level 03. Annual progression up to a maximum salary of R127 086 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Intsika Yethu Sub-District REF NO: ECHEALTH/INTSI/DR/52/4/2017 Ngcobo Sub Districts REF NO : ECHEALTH/NGC/DR/52/4/2017
<u>REQUIREMENTS</u>	:	Grade 10/ standard 8 certificates. Relevant experience in Driving /Code B with 3 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.
<u>DUTIES</u>	:	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.

<u>POST 18/70</u>	:	<u>ADMINISTRATIVE CLERK 6 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R152 648per annum, Level 05. Annual progression up to a maximum salary of R180 063 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Chris Hani District Office X1 REF NO: ECHEALTH/DISTO/AC/53/4/2017 Cofimvaba Hospital X1 REF NO: ECHEALTH/COF/AC/53/4/2017 Elliot Hospital X1 REF NO: ECHEALTH/ELL/AC/53/4/2017 Emalahleni Sub-District X1 REF NO: ECHEALTH/EMSD/AC/53/4/2017 Komani Hospital X2 REF NO: ECHEALTH/KOMH/AC/53/4/2017
<u>REQUIREMENTS</u>	:	National Diploma in Human Resource Management or equivalent with minimum of 0-2 year's relevant experience. Grade 12 with 4-6 years relevant administrative experience. Good interpersonal and communication skills. Computer literacy and knowledge of patient's right charter. Must be a committed and hard working person. Ability to work under pressure.
<u>DUTIES</u>	:	Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty roosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
<u>POST 18/71</u>	:	<u>OPERATOR: REF NO: ECHEALTH/GLENGH/OP/54/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Glen Grey Hospital
<u>REQUIREMENTS</u>	:	ABET / Level 4, Grade 10 / Standard 8 and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.
<u>DUTIES</u>	:	Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.
<u>POST 18/72</u>	:	<u>CLIENT INFORMATION CLERK REF NO: ECHEALTH/FRONH/CIC/55/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Frontier Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with 0-2 years' experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.
<u>DUTIES</u>	:	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.

<u>POST 18/73</u>	:	<u>PROPERTY CARE TAKER 10 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Cala Hospital X1 REF NO: ECHEALTH/CALH/PCT/56/4/2017 Elliot Hospital X2 REF NO: ECHEALTH/ELL/PCT/56/4/2017 Lukhanji Sub-District- Gateway Clinic X1 REF NO: ECHEALTH/LKGC/PCT/56/4/2017 Hukuwa Clinic X1 REF NO: ECHEALTH/HKC/PCT/56/4/2017 Lahlangubo Clinic X1 REF NO: ECHEALTH/LHC/PCT/56/4/2017 Nomonde Clinic X1 REF NO: ECHEALTH/NOMC/PCT/56/4/2017 Engcobo Sub-District X3 REF NO: ECHEALTH/ENGCSUB/PCT/56/4/2017
<u>REQUIREMENTS</u>	:	ABET. Ethical and moral person, energetic and hard working person
<u>DUTIES</u>	:	Provide effective property care services in the institution: Control the access of institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas of responsibility. Take care of organizations fixed and moveable assets.
<u>POST 18/74</u>	:	<u>PORTER 2 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Cofimvaba Hospital REF NO: ECHEALTH/COF/P/57/4/2017 Frontier Hospital REF NO: ECHEALTH/FRONH/P/57/2017
<u>REQUIREMENTS</u>	:	Minimum Grade10/Abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	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.
<u>POST 18/75</u>	:	<u>SENIOR ADMINISTRATION OFFICER (ER) REF NO: ECHEALTH/SAO/AMDO/58/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R281 418 per annum, Level 08. Annual progression up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Chris Hani District Office
<u>REQUIREMENTS</u>	:	National Diploma /Degree in Human Resource Management with labour relations' modules/ Labour Law or an equivalent qualification in the related field. Minimum of 3-5 years' experience in Labour Relations environment. Sound knowledge and understanding in the application of Labour Law Legislation, understanding of relevant Legal and Public service legislative or policy prescripts. Good verbal and written communication with strong presentation skills. Proven investigative, analytical, computer literacy and good report writing skills, ability to work in a high pressured environment. A valid driver's License is essential.
<u>DUTIES</u>	:	Perform administrative functions. Receive notices from bargaining council. Represent employer in conciliation. Act as an interpreter during hearing. Conduct

disciplinary investigations. Receive grievances from employees and refer to designated employee. Provide technical support during disciplinary hearings. Monitor compliance and adherence to Labour Relations practices and standards.

POST 18/76 : **SENIOR INFORMATION OFFICER REF NO: ECHEALTH/COF/SIO/59/4/2017**

SALARY : All inclusive package of R281 418 per annum, Level 08. Annual progression Up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Cofimvaba Hospital

REQUIREMENTS : Degree or National Diploma in Information Management or equivalent qualification plus 3-5 years relevant experience OR grade 12 plus seven (7) years' experience in supervisory level. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory.

DUTIES : Co-ordinate all capturing of statistics. Analyse health information data. Manage health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

POST 18/77 : **OCCUPATIONAL HEALTH & SAFETY OFFICER**

SALARY : All inclusive package of R281 418 per annum, Level 08. Annual progression Up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : All Saints Hospital REF NO: ECHEALTH/ASH/SO/ASH/60/4/2017
Elliot Hospital REF NO: ECHEALTH/SO/ELLH/60/4/2017

REQUIREMENTS : Degree/National Diploma in the relevant field with 3-5 years' experience required, training in ethics. Continuous professional and ethical behavior. Knowledge of Public Health Management and Public Service Legislation, Regulations and Policies. Good communication, Report writing; Facilitation skills; Co-ordination skills; Liaison; Decision making, Analytical thinking.

DUTIES : Establish and administer Safety Committees. Audit all workplaces in order to ensure compliance with the Occupational Health and Safety Act and regulations under this Act. Report all deviations to the Manager. Identify and co-ordinate the training and activities of First Aiders. Receive process and submit all injury reports. Obtain Claim numbers for the injured, receive and submit all medical reports for processing. Make follow ups on all outstanding claims, keep a record of all claims and a filing system pertaining to each claim.

POST 18/78 : **FOOD SERVICE MANAGER REF NO: ECHEALTH/MOL/FSM/61/4/2017**

SALARY : All inclusive package of R226 611 per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Molteno Hospital

REQUIREMENTS : Degree/ National Diploma in Food Service Management or relevant field. 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 Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

DUTIES : 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.

- POST 18/79** : **HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/ELL/HSW/62/4/2017**
- SALARY** : All inclusive package of R127 851 per annum level 4. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Elliot Hospital
- REQUIREMENTS** : Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.
- DUTIES** : Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctors room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward Guide and Clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and rep air 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.
- POST 18/80** : **MORTUARY ATTENDANT REF NO: ECHEALTH/GGH/MA/63/4/2017**
- SALARY** : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Glen Hospital
- REQUIREMENTS** : Minimum Grade10/abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
- DUTIES** : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
- POST 18/81** : **DATA CAPTURER 8 POSTS: REF NO: ECHEALTH/DISTO/DC/64/4/2017**
- SALARY** : All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Chris Hani District Office

<u>REQUIREMENTS</u>	:	Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents posted 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.
<u>POST 18/82</u>	:	<u>TRADE LABOURER REF NO: ECHEALTH/FRONH/AS/65/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Frontier Hospital
<u>REQUIREMENTS</u>	:	ABET Level 4. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such painting, Repairing of cracked walls as well as Repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and Repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.
<u>POST 18/83</u>	:	<u>LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/FRT/LSO/66/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R226 611 per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Frontier Hospital
<u>REQUIREMENTS</u>	:	National Diploma / Degree with 3 – 5 years' experience or Grade12 with 7 years' experience in supervisory level. Knowledge and understanding of the relevant Acts/prescripts and legislation. Ability to collect and collate data.
<u>DUTIES</u>	:	Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescripts. Monitor inventory level. Maintain stock levels.
<u>POST 18/84</u>	:	<u>ARTISAN FOREMAN A, B REF NO: ECHEALTH/KOM/AF/67/4/2017</u>
<u>SALARY</u>	:	R267 756 – R301 629 per annum (Plus Competitive Benefits) OSD
<u>CENTRE</u>	:	Komani Hospital
<u>REQUIREMENTS</u>	:	An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years' experience in supervisory level. Valid Driver's License is required.
<u>DUTIES</u>	:	Coordinate effective rendering of technical services: Lead and guide on all technical activities. Compile technical / inspection reports. Monitor adherence to safety standards. Ensure maintenance of technical services: Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily

preventative and maintenance work. Inspect and monitor quality of the technical work. Supervise human and physical resources: Coach and mentor subordinates: Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.

POST 18/85 : **TRANSPORT OFFICER REF NO: ECHEALTH/KOM/TO/68/4/2017**

SALARY : All inclusive package of R226 611 per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Komani Hospital
National Diploma in Transport management or related field and with 3-5 years' experience in transport section. Grade 12 plus 7 years relevant experience. Valid driver's license is compulsory.

DUTIES : Check filling in log sheets before and after trips. Do transport returns. Delegate work and supervise section. Receive work instructions and respond. Manage transport office. Control government fleet Book service and maintain government vehicles. Receive and record documents. Monitor loading and despatching of items. Check and verify the vehicle condition. Check lights, windscreen, wipers, hooter, and tyre condition and check vehicle license Check dates for vehicle service and report. Check road worthiness of vehicles.

POST 18/86 : **MIDDLE MANAGER ADMINISTRATION REF NO: ECHEALTH/COF/MMA/69/4/2017**

SALARY : All inclusive package of R334 545 per annum, Level 09. Annual progression up to a maximum salary of R404 121 possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Cofimvaba Hospital
National Diploma /Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, PERSAL, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of Persal system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's licence. Computer literate.

DUTIES : Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

POST 18/87 : **GENERAL WORKER 1 POST REF NO: ECHEALTH/GW/FRH/70/4/2017**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

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

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant

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

<u>POST 18/88</u>	:	<u>CLINICAL ASSOCIATE REF NO: ECHEALTH / COF/CA/71/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R226 611 per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Cofimvaba Hospital Bachelor of Clinical Medical Practice (BCMP). Current registration with HPSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counseling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M. Ndyalvane Tel No: 045 807 1181 Must be Posted to Chris Hani District, P.O. Box 1661, Queenstown, 5320. Enquiries: Mr S Zihlangu Tel No: 047 8770129 Must be Posted to Human Resource Office, Cala Hospital, Private Bag X 516 Cala, 5455 or Hand and Deliver to Drully Lane Street, Cala 5455. Enquiries: Ms Z Sentile Tel No: 047 8748000 Must be Posted to Human Resource Office, Cofimvaba Hospital, Private Bag X 1207 Cofimvaba, 5380 or Hand Delivered to Cofimvaba Hospital, 5380. Enquiries: Ms Danster F Tel No: 048 881 2123 Must be Posted to Human Resource Office, Cradock Hospital, Private Bag X 55 Idutywa 5880 or Hand Delivered to Cradock Hospital, 5880. Enquiries: Ms M Tweni Tel No: 045 807 8908 Must be Posted to Human Resource Office, Lukhanji Sub District, Private Bag X 1, Komani Hospital Queenstown 5320. Enquiries: Ms N Ralushe Tel No: 047 878 2800 Must be Posted to Human Resource Office, Glen Grey Hospital, Private Bag X 1142 Lady Frere, 5410 or Hand Delivered to Glen Grey Hospital, 5410. Enquiries: Ms NP Gcaza Tel No: 047 548 4104 Must be Posted to Human Resource Office, All Saints Hospital, Private Bag X 215 All Engcobo, 5605 or Hand Delivered to All Saints Hospital, Engcobo. Enquiries: Ms N. Matala Tel No: 047 5480022 Must Be Posted to Recruitment Office, Ngcobo Sub-District P.O Box X 215, Ngcobo 5050 or Hand Delivered To All Saints Hospital Ngcobo (Old Maternity Ward). Enquiries: Ms. A. Mabentsela Tel No: 047 874 0079 Must be Posted to Recruitment Office, Intsika Yethu Sub-District, P/Bag X1250, Cofimvaba, 5380. Enquiries: Mrs P Marongo Tel No: 045 8084 272 Must be Posted to Human Resource Office, Frontier Hospital Private Bag X 7063, Queenstown 5320. Enquiries: Mtshabe NP Tel No: 047 878 4300 Must be Forwarded to Emalahleni Sub District, Lady Frere 5410, Enquiries: P.P. Mandindi Tel. No: 045 858 8400 Must be Posted to Human Resource Office, Komani Hospital, P.O. Box 1661, Queenstown, 5320. Enquiries: N.B Puza Tel. No: 045 931 1321 Must be Posted to Human Resource Office, Elliot, P.O Box 523, Elliot, 5460. Enquiries: L Stier Tel No: (045) 967 0089 Must be Posted to Human Resource Office, Molteno Hospital, P.O Box 132, Molteno, 5500 or Hand Delivered Molteno Hospital, Steuart Street. Enquiries: D. Zantsi Tel No: (045) 858 8112

Must be Posted to Human Resource Office, Forensic Pathology Services, P.O. Box 1024, Queenstown 5320 or Hand Delivered to Ccssd Building Komani Psychiatric Hospital Next to Recreation Hall.

SARAH BAARTMAN HEALTH DISTRICT

- POST 18/89** : **FOOD SERVICE AID X2 REF NO: ECHEALTH/FSaid/72/4/2017**
- SALARY** : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R103 6 290 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE REQUIREMENTS** : Andries Vosloo Hospital
Grade 10 or ABET. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
- DUTIES** : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
- POST 18/90** : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/AVH/73/4/2017**
- SALARY** : All inclusive package of R152 862 per annum, Level 05. Annual progression up to a maximum salary of R180 063 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE REQUIREMENTS** : Andries Vosloo Hospital
Grade 12 plus 2-5 years' experience in Human Resource or Degree/National Diploma in Human Resource Management with 0-2 years' experience in Human Resources environment. 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.
- DUTIES** : Capture information from input 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.
- POST 18/91** : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/AVH/74/4/2017**
- SALARY** : All inclusive package of R226 611 per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE REQUIREMENTS** : Andries Vosloo Hospital
Bachelor's Degree/National Diploma in Human Resource Management/Public Management or equivalent qualification. A minimum of 3 years relevant experience in Human Resource Administration environment or Grade 12 with 7 years' experience in Human Resource Administration environment. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions,

computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.

DUTIES : The incumbent will be responsible to perform and administer all functions related to recruitment and selection, PMDS and leave management. Implement/manage PERSAL transactions. Provide human resource management information support i.e. implementing policies, maintaining discipline, motivating and exercising control of subordinates.

POST 18/92 : **LAUNDRY WORKER X2 REF NO. ECHEALTH/LW/AVH/75/4/2017 FORT ENGLAND HOSPITAL REF NO: REF NO: ECHEALTH/LW/FEH/75/4/2017**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Andries Vosloo Hospital X1
: Minimum requirement, Abet or grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate 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.

ENQUIRIES : Andries Vosloo Hospital: Ms C.Z Zozo @ (042) 243 1313

Fort England Hospital: Enquiries Ms X Nazo @ (046) 602 2300

APPLICATIONS : Must be Posted to Human Resource Office, Andries Vosloo Hospital, Private Bag x 27667, Port Elizabeth 6057, Or Hand Delivered to Human Resource Office, Room 505 5th Floor Golden Mile Building Govan Mbeki Road Port Elizabeth 6057
Must be Posted to Human Resource Office, Fort England Hospital, Private Bag x 1002, Grahamstown 6139, Or Hand Delivered to Fort England Hospital York Road Grahamstown 6139

POST 18/93 : **GENERAL WORKER 22 POSTS**

SALARY : All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Fort England Hospital X3, REF NO: ECHEALTH/GW/FEH/76/4/2017
Livingstone Hospital X11, REF NO: ECHEALTH/GW/LVH/76/4/2017
Dora Nginza Hospital X5, REF NO: ECHEALTH/GW/DNH/76/4/2017
Andries Vosloo Hospital X1, REF NO: ECHEALTH/GW/AVH/76/4/2017
Kouga Sub District X1, REF NO: ECHEALTH/GW/KSD/76/4/2017
Marjorie Parrish TB Hospital X1 REF NO: ECHEALTH/GW/MPH/76/4/2017

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

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys

belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Fort England Hospital: Enquiries Ms X Nazo @ (0462) 602 2300
APPLICATIONS : Must be Posted to Human Resource Office, Fort England Hospital, Private Bag x 1002, Grahamstown 6139 Andries Vosloo Hospital: Enquiries Ms C.Z Zozo @ (042) 243 1313
 Must be Posted to Human Resource Office, Andries Vosloo Hospital, Private Bag x 27667, Port Elizabeth 6057, Or Hand Delivered to Human Resource Office, Room 505 5th Floor Golden Mile Building Govan Mbeki Road Port Elizabeth 6057
 Livingstone Hospital: Enquiries Mr M Mjindi @ (041) 405 2121
 Must be Posted to Human Resource Office, Livingstone Tertiary Hospital, Private Bag x, Korsten, Port Elizabeth 6014, Or Hand Delivered to the Nurses Home 2nd Floor, Stanford Road Korsten PE 6014
 Kouga Sub District: Enquiries Mr D Ntuli @ (042) 200 4214
 Must be Posted to Human Resource Office, Kouga Sub District, PO. Box 154 Humansdorp 6300 or Hand delivered to Room 38 Ground Floor, Kouga Sub District Office Humansdorp 6300. Marjorie Parrish TB Hosp: Enquiries Mrs NA Ngxata @ (046) 4624 5306
 Must be Posted to Human Resource Office, Marjorie Parrish TB Hospital, Private Bag x 154, Port Alfred 6170, or Hand Delivered to 43 Old Air School, Bathurst Road Port Alfred

POST 18/94 : **STORE ASSISTANT - REF NO: ECHEALTH/SA/AH/77/4/2017**

SALARY : All inclusive package of R107 886 per annum, Level 03. Annual progression up to a maximum salary of R127 086 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Aberdeen Hospital
REQUIREMENTS : Grade 10 certificate .Knowledge of provisioning administration. Good communication skills. Honesty assertiveness.

DUTIES : Execute stores administrative service (receipt, storage, issue etc). Deal with hospital matters pertaining to stores. Apply best practice procurement standards for goods and services. Maintain stock levels. Implement and guide the application of prescribed provisioning and procurement policy.

POST 18/95 : **FINANCE CLERK : REF NO: ECHEALTH/FC/MH/78/4/2017**

SALARY : All inclusive package of R152 862 per annum, Level 05. Annual progression up to a maximum salary of R180 063 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Midlands Hospital
REQUIREMENTS : Degree/ National Diploma in a relevant field with 0-2 years' experience. Grade 12 with 7 years' experience in relevant field. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills.

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of

debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

- POST 18/96** : **STATEACCOUNTANTREF NO: ECHEALTH/STATEAC/ABERDH/79/4/2017**
- SALARY** : All inclusive package of R226 611 per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to performance. The' all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE REQUIREMENTS** : Aberdeen Hospital
: Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 2- 5 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.
- DUTIES** : Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.
- ENQUIRIES APPLICATIONS** : Midland Hospital: Mr A Mabombo @ (049) 807 7737
: Must be Posted to Human Resource Office, Midlands Hospital, Private Bag X696, Graaff Reineit 6280 or Hand Delivered to Albertynn Straat, Graaf Reinet. Enquiries @: N Mandela District: Mrs C Jaggars on (041) 391 8184
: Must be Posted to Human Resource Office, Nelson Mandela Bay Health District, Private Bag X28000, Greenacres Port Elizabeth, 6057
- POST 18/97** : **PROPERTY CARETAKER 4 POSTS**
- SALARY** : All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to performance. The' all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Kouga Sub District Office X2, REF NO: ECHEALTH/ CT/KSD/80/4/2017
: Fort England Hospital X1, REF NO: ECHEALTH/CT/FEH/80/4/2017
: Sundays Valley Hospital X1 REF NO: ECHEALTH/CT/SVH/80/4/2017
- REQUIREMENTS** : ABET. Ethical and moral person. Energetic and hard working person
- DUTIES** : Provide effective property care services in the institution: Control the access of institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas of responsibility. Take care of organizations fixed and moveable assets.
- POST 18/98** : **HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/MPTBH/81/4/2017**
- SALARY** : All inclusive package of R127 851 per annum level 4. Annual progression up to a maximum salary of R150 606 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE REQUIREMENTS** : Marjorie Parrish TB Hospital
: Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.
- DUTIES** : Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work,

housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and Repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

POST18/99 : **SENIOR ADMINISTRATION OFFICER REF NO: ECHEALTH/SA/MPTBH/82/4/2017**

SALARY : All inclusive package of R281 418 per annum level 8. Annual progression up to a maximum salary of R331 497 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Marjorie Parrish TB Hospital
: A recognised 3 year National Diploma /Degree in Public Administration/ Human Resource Management with 3-5 years relevant supervisory experience or Grade 12 plus 8 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 Licence.

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

POST 18/100 : **ARTISAN FOREMAN REF NO: ECHEALTH/ARTF/MPTBH/83/4/2017**

SALARY : R267 756 – R301 629 per annum (Plus Competitive Benefits) OSD
CENTRE : Marjorie Parrish TB Hospital
REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years' experience in supervisory level. Valid Driver's Licence is required.

DUTIES : Coordinate effective rendering of technical services: Lead and guide on all technical activities. Compile technical / inspection reports. Monitor adherence to safety standards. Ensure maintenance of technical services: Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work. Supervise human and physical resources: Coach and mentor subordinates: Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.

ENQUIRIES APPLICATIONS : Marjorie PAR TB HOSP: Mrs NA Ngxata @ (046) 624 5306
: Must be Posted to Human Resource Office, Marjorie Parrish TB Hospital, Private Bag X154, Port Alfred 6170, or Hand Delivered to 43 Old Air School, Bathurst Road, Port Alfred

POST 18/101 : **CLEANER 2 POSTS**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Sundays Valley Hospital X1 REF NO : ECHEALTH/CLN/SVH/84/4/2017
Camdeboo Sub District X1 REF NO : ECHEALTH/CLN/CBD/84/4/017

REQUIREMENTS : Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses

		physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet pampers /towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threats in the cleaning environment. Provide routine maintenance services: 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.
<u>POST 18/102</u>	:	<u>CLIENT INFORMATION CLERK REF NO: ECHEALTH/ CIC/MH/85/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R127 851per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Midlands Hospital
	:	Grade 10 certificate or equivalent with 0-2 years' experience. Grade 12 certificate with 3-5 years' experience. Ability to exchange information in the polite and helpful manner. Good communication skills and interpersonal skills. Telephonic etiquette.
<u>DUTIES</u>	:	Receive and refer telephone calls to the relevant staff. Record and deliver message to the relevant staff. Provide general information and manage internal and external calls. Arrange new internal telephone extensions. Report faults of the equipment to the service provider.
<u>POST 18/103</u>	:	<u>FOOD SERVICE MANAGER REF NO: ECHEALTH/FSM/MH/86/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R226 611per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Midlands Hospital
	:	Degree/ National Diploma in the relevant field. 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 Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.
<u>DUTIES</u>	:	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.
<u>POST 18/104</u>	:	<u>CHIEF ARTISAN GR A, B REF NO: ECHEALTH/CA/MH/87/4/2017</u>
<u>SALARY</u>	:	R319 971– R515 262per annum (Plus Competitive Benefits) OSD
<u>CENTRE</u>	:	Midlands Hospital
<u>REQUIREMENTS</u>	:	Grade 10 plus Appropriate Trade Test Certificate. Five years relevant experience as an in the Public-sector. Experience in Safety Health related environment. Knowledge of a limited range of work procedures. Basic health and safety measures. Quality workmanship. Relevant Artisans regulations. Valid driver's license. Computer literacy will be an added advantage.
<u>DUTIES</u>	:	Carry out maintenance, Repairs, installations and upgrade of hospital facilities, equipment and services and to ensure compliance with the OHSA Act. Assisting in the unit's budgeting and expenditure control. Controlling over tools, spare, materials and equipment .Identify training needs for staff. Assisting in the

management of workshop attendance, time keeping and leave. Do maintenance and Repairs to plant services and equipment. Attend to emergency breakdowns 24 Hrs a day. Ensure that all equipment is in good working condition. Plan and implement minor installations and alterations. Deal with administrative related issues. Process and return completed work requisitions. Ordering and control maintenance materials. Prepare reports on incidents, equipment and staff.

ENQUIRIES APPLICATIONS : Midland Hospital: Mr A Mabombo @ (049) 807 7737
 : Must be posted to Human Resource Office, Midlands Hospital Private Bag X696, Graaff Reinet 6280 or Hand Delivered to Albertynn Straat, Graaf Reinet

POST 18/105 : **TRADE LABOUR REF NO: ECHEALTH/TL/MPTBH/88/4/2017**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Marjorie Parrish TB Hospital
 : ABET Level 4. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such painting, Repairing of cracked walls as well as Repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and Repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill is and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

POST 18/106 : **FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/MPTBH/89/4/2017**

SALARY : All inclusive package of R127 851 per annum level 4. Annual progression up to a maximum salary of R150 606 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Marjorie Parrish TB Hospital
 : Grade 10 or equivalent with 2-5 years relevant experience in the field. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

DUTIES : Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

ENQUIRIES APPLICATIONS : Marjorie Par TB HOSP: Mrs NA Ngxata @ (046) 4624 5306
 : Must be Posted to Human Resource Office, Marjorie Parrish TB Hospital, Private Bag x 154, Port Alfred 6170 or Hand Delivered to 43 Old Air School, Bathurst Road Port Alfred.

NELSON MANDELA METRO DISTRICT

- POST 18/107** : **ADMINISTRATIVE CLERK REF NO: ECHEALTH/AC/NMBHD/90/4/2017**
- SALARY** : All inclusive package of R152 862 per annum level 5. Annual progression up to a maximum salary of R180 063 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Nelson Mandela Bay Health District
- REQUIREMENTS** : National Diploma /Degree in Public Management or equivalent with minimum of 2-3 years relevant experience. Grade 12 with 4-6 years relevant administrative experience. Good interpersonal and communication skills. Computer literacy and knowledge of Patient's right charter. Must be a committed and hard working person. Ability to work under pressure.
- DUTIES** : Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
- ENQUIRIES** : N Mandela District: Mrs C Jagers @ (041) 391 8184
- APPLICATIONS** : Must be Posted to Human Resource Office, Nelson Mandela Bay Health District, Private Bag x 28000, Greenacres Port Elizabeth, 6057
- POST 18/108** : **PORTER: REF NO: ECHEALTH/PTR/JPTBH/91/4/2017**
- SALARY** : All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Jose Pearson TB Hospital
- REQUIEMENTS** : Minimum Grade10/abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
- DUTIES** : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
- POST 18/109** : **MORTUARY ATTENDANT REF NO: ECHEALTH/MA/JPTBH/92/4/2017**
- SALARY** : All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Jose Pearson TB Hospital
- REQUIREMENTS** : ABET or Grade 10. Good interpersonal and communication skills. Relevant experience will be added as an advantage. Ability to perform routine tasks and to operate relevant machines
- DUTIES** : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the

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

ENQUIRIES APPLICATIONS : Jose Pearson HOSP: Mrs L Jacobs @ (041) 372 1011
Must be posted to Human Resource Office, Jose Pearson TB Hospital, PO Box 10692, Port Elizabeth 6015, or hand delivered to Human Resource Office, Mission Road, Bethelsdorp Linton Grange PE 6015

POST 18/110 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/SHRP/LVH/93/4/2017**

SALARY : All inclusive package of R281 418 per annum level 8. Annual progression up to a maximum salary of R331 497 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Livingstone Hospital
Degree/ National Diploma in Human Resource Management/Administration or Public Administration with 5 years' experience in Human Resource Management field or Grade 12 with 7 years' experience in Human Resource Management field. NB: Shortlisted candidates will be tested on Persal. Valid driver's license will serve as added advantage and as a recommendation. Knowledge and experience of the Persal systems. Knowledge of Public Service Act, Public Service Regulations. Basic conditions of Employment Act, Skills Development Act, Performance Management and Development System and relevant policies and resolutions related to HRM. Computer Literacy and skills in MS package (MSW word, Excel and PowerPoint and Access).

DUTIES : Supervise human resources to ensure efficient and quality service to client. Supervise effective capturing of Persal data. Implement the Human Resources and Management policies related to the conditions of service. Manage termination of services. Represent the recruitment section in selection committees and provide HR advisory and secretarial support services. Administer conditions of service, including appointments, transfers and post establishment. Facilitate for timeous processing of all employee benefits including exit benefits and leave gratuities. Compile reports and provide statistics. Supervise, develop and quality control work. Provide guidance to supervisors and managers on relevant policies and related matters.

ENQUIRIES APPLICATIONS : Livingstone HOSP: Mr M Mjindi @ (041) 405 2121
Must be posted to Human Resource Office, Livingstone Tertiary Hospital, Private Bag x, Korsten Port Elizabeth 6014, OR Hand Delivered to the Nurses Home 2nd Floor, Stanford Road Korsten PE 6014

POST 18/111 : **ASSISTANT DIRECTOR: HRM REF NO: ECHEALTH/ADHRM/OTBH/94/4/2017**

SALARY : All inclusive package of R334 545 per annum, Level 09. Annual progression up to a maximum salary of R404 121 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Orsmond TB Hospital
A Bachelor's Degree / National Diploma in Human Resource Management or equivalent qualification with 3-5 years' experience at supervisor level. Extensive knowledge of Persal. Ability to do presentations, interpretation of reports and policies. Knowledge of PFMA, PSA, PSR and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.

DUTIES : Manage Human Resource Management and Administration, Persal Management, Facilitate implementation of Employment Equity Act. Ensure and monitor implementation of HR policies in the hospital. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Manage information, records and knowledge in the section: Support

and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

POST 18/112 : **ASSISTANT DIRECTOR: OPERATIONS REF NO:**
ECHEALTH/ASO/OTBH/95/4/2017

SALARY : All inclusive package of R334 545 per annum, Level 09. Annual progression up to a maximum salary of R404 121 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Orsmond TB Hospital
: An appropriate three years qualification (National Diploma / Degree) in facilities /Operations or equivalent qualification, 5 – 10 years' experience in Operations and Auxiliary services. A valid driver's License. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994), PFMA, OHS Act and National Building Regulations. Skills and competencies: Project Management skills. Good financial management skills, planning and organising. Strong communication skills, strategic and conceptual orientation. People management skills and computer literacy.

DUTIES : Supervise general operations in the hospital. Monitor compliance with necessary statutory requirements for facility, building maintenance and related work. Provide support to Housekeeping, horticulture, pest control and landscape. Compile business report for facility maintenance. Provide technical inputs in drawing up specifications and monitor compliance by service providers regarding health and safety matters. Implement regular compliance inspections and audits. Report emergency cases affecting Land and Buildings i.e, interruptions to power supply, water supply and sewage system. Provide security services for buildings and assets. Supervise and train sub-ordinates in Facility Management Unit (FMU). Monitor construction projects and identify areas that need urgent and on-going attention. Validate recommendations on payment for work completed. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ENQUIRIES APPLICATIONS : ORSMOND TB HOSP: Mrs C Bekker @ (041) 988 1111
: Must be Posted to Human Resource Office, Orsmond TB Hospital PO Box 246, Uitenhage, 6230 or Hand Delivered to Human Resource Office, 1 John Dissel Drive, Allanridge, Uitenhage

POST 18/113 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO:**
ECHEALTH/ADQA/PER ANNUMH/96/4/2017

SALARY : All inclusive package of R334 545 per annum, Level 09. Annual progression up to a maximum salary of R404 121 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Port Alfred Hospital
: Degree/ National Diploma in Health related field or equivalent qualification in Quality Assurance. A minimum of 3-5 years' experience in the relevant field at a supervisory level. Experience in Health Sector will be essential. A valid driver's License will be an added advantage. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data.

DUTIES : Implement and maintain Quality Assurance policies and procedures. Establish team at institution level. Report to Quality Health Assurance when required to do so. Co-ordinate infection control; and clinical audit activities. Manage complaint system and monitor adverse events. Assess customer satisfaction surveys.

Monitor adherence to norms and standards, National Core Standards and Six most Critical Areas. Identify areas for training and ensure that training takes place.

<u>POST 18/114</u>	:	<u>PATIENT ADMIN CLERK 2 POSTS REF NO: ECHEALTH/PAC/PAH/97/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R152 862 per annum, Level 05. Annual progression up to a maximum salary of R180 063 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Port Alfred Hospital Grade 12 with 3-5 years' experience with strong administration skills. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Driver's license will be added advantage.
<u>DUTIES</u>	:	Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.
<u>ENQUIRIES APPLICATIONS</u>	:	Port Alfred HOSP: Ms T Funo @ (046) 604 4000 Must be Posted to Human Resource Office, Port Alfred Hospital Private Bag x153 Port Alfred 6170 or Hand Delivered to Human Resource Office, Southwell Road Port Alfred

OR TAMBO DISTRICT

<u>POST 18/115</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/ORTDO/DDSCM/98/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R657 558 per annum, Level 11. Annual progression up to a maximum salary of R774 576 possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District Office Degree/ National Diploma in Financial Management or equivalent qualification in the related field. A minimum of 3-5 years' experience in supervisory level. A valid driver's License will be an added advantage. Sound knowledge Computer literacy and knowledge of government accounting systems and software (e.g BAS & PERSAL etc). Extensive knowledge of or experience in PFMA, Treasury Regulations and other legislation. A valid driver's license. Strategic Planning. Ability to work under pressure. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data.
<u>DUTIES</u>	:	Provision of generic management services. Guide and supervise the implementation of Supply Chain Management related policies and programmes. Planning and compilation of operations' baseline plans. Co-ordination of unit operations or programme. Coordinate related work committees to advance hospital interests. Manage provision of Sub-Directorate programs and projects: Guide execution and maintenance of the following activities:-Demand, Acquisition, Contract, Asset and Logistics. Manage utilization of physical, financial and human resource in the Sub- Directorate: Compile budget proposal of the Sub-Directorate. Table budget proposal to the finance structure for consideration. Monitor budget spending and make budget reviews for the Directorate and report deviations to the Director. Recommend/approve basic financial transactions of the Sub-Directorate Assign work programs and projects to relevant Assistant Managers of the Directorate. Develop and review performance work plans and the related job profiles. Manage of information, records and knowledge in the Directorate: Support and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the Sub-Directorate in order to provide corrective mechanisms. Provide support for

safekeeping and maintenance of records, information and knowledge in the Sub-Directorate.

POST 18/116 : **ASSISTANT DIRECTOR: PAYMENT ADMINISTRATION REF NO: ECHEALTH/ADPA/ORTDO/99/4/2017**

SALARY : All inclusive package of R334 545 per annum, Level 09. Annual progression up to a maximum salary of R404 121 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : OR Tambo District Office
National Diploma /Degree in Financial Management/Accounting or equivalent with 3-5 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.

DUTIES : Guide execution and rendering of the following activities:- salary administration and supply payments. Ensure and monitor implementation of Financial Administration policies in the district. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ENQUIRIES APPLICATIONS : Ms U.N Bomela. TEL NO.: 047 502 9016/083 378 1278
Must be posted to District Manager, OR Tambo Health District Officer, Private Bag X5005, Mthatha, 5099

POST 18/117 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION) 2 REF NO: ECHEALTH/AC/STEH/100/4/2017**

SALARY : All inclusive package of R152 862 per annum, Level 05. Annual progression up to a maximum salary of R180 063 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : St Elizabeth Hospital
Grade 12 with 3-5 Years' experience with strong administration skills. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Driver's license will be added advantage.

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

POST 18/118 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION) REF NO: ECHEALTH/AC/STEH/101/4/2017**

SALARY : All inclusive package of R152 862 per annum, Level 05. Annual progression up to a maximum salary of R180 063 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : St Elizabeth Hospital
Grade 12 with 3-5 Years' experience with strong administration skills. Basic knowledge of administration processes, Batho Pele principle and Patients Right

Charter. Good communication skills and Computer Literacy. Driver's license will be added advantage.

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

POST 18/119 : **ADMINISTRATION CLERK (OPD) 2 POSTS**

SALARY : All inclusive package of R152 862 per annum, Level 05. Annual progression up to a maximum salary of R 180 063 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Canzibe Hospital X1 ECHEALTH/AC/CANH/102/4/2017
Isilimela Hospital X1 ECHEALTH/AC/ISIH/102/4/2017

REQUIREMENTS : Grade 12 or equivalent qualification or National Diploma in Public Administration or equivalent with 0-2 year's administrative experience in the Public sector. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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

POST 18/120 : **CLEANER 6 POSTS**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 886 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Canzibe Hospital X3: ECHEALTH/CL/CANH/103/2017
Bambisana Hospital X3: ECHEALTH/CL/BAMBH/103/2017

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

DUTIES : Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet pampers /towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Slice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threats in the cleaning environment. Provide routine maintenance services: 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.

<u>POST 18/121</u>	:	<u>GENERAL WORKER 12 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Zitulele Hospital X2, REF NO : ECHEALTH/GW/ZITH/104/4/2017 Ngqungqu Clinic X1, REF NO : ECHEALTH/GW/NGQUCLN/104/4/2017 Bambisana Hospital X2, REF NO : ECHEALTH/GW/BAMBH/104/4/2017 Ksd Sub-District X1, REF NO : ECHEALTH/GW/KSDSD/104/4/2017 Mhlontlo Sub-District X1, REF NO: ECHEALTH/GW/MHLSD/104/4/2017 Nyandeni Sub-District X1, REF NO : ECHEALTH/GW/NYANS/104/4/2017 Qaukeni Sub-District X1 REF NO : ECHEALTH/GW/QAUSD/104/4/ 2017 Canzibe X3 REF NO: ECHEALTH/GW/CANZH/104/4/2017
<u>REQUIREMENTS</u>	:	Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	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.
<u>POST 18/122</u>	:	<u>OPERATOR 2 POSTS REF NO: ECHEALTH/OP/ BAMBH/105/2017</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	Bambisana Hospital
<u>REQUIREMENTS</u>	:	ABET / Level 4, Grade 10 / Standard 8 and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Must have ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use discretion) in a team. Must be willing to work shifts, week-ends and public holidays. A driver's license will be an added advantage.
<u>DUTIES</u>	:	Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings ensure that fuel is always filled. Ensure that machinery used in daily activities and also perform any other related job allocation.
<u>POST 18/123</u>	:	<u>PROPERTY CARE TAKER 7 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework
<u>CENTRE</u>	:	Mqekezweni Clinic X1, ECHEALTH/PCT/MQEKCLN/106/2017

		KSD Sub-District X4 ECHEALTH/PCT/KSDSD/106/2017 Mbekwenix1 ECHEALTH/PCT/MBEK/106/2017 Ncambale Clinic X1 ECHEALTH/PCT/NCAMBCLN/106/2017
<u>REQUIREMENTS</u>	:	ABET. Ethical and moral person, energetic and hard working person.
<u>DUTIES</u>	:	Provide effective property care services in the institution: Control the access of institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas of responsibility. Take care of organizations fixed and moveable assets.
<u>POST18/124</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: CHEALTH/AO/KSDSD/107/2017</u>
<u>SALARY</u>	:	All inclusive package of R226 611 per annum level 7. Annual progression up to a maximum salary of R266 943 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework
<u>CENTRE</u>	:	KSD Sub-District
<u>REQUIREMENTS</u>	:	National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.
<u>DUTIES</u>	:	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.
<u>POST 18/125</u>	:	<u>ADMINISTRATION CLERK: ADMINISTRATION SUPPORT REF NO: CHEALTH/AC/KSDSD/108/2017</u>
<u>SALARY</u>	:	All inclusive package of R226 611 per annum level 7. Annual progression up to a maximum salary of R266 943 is possible subject to performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
<u>CENTRE</u>	:	KSD Sub-District
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 3-5 years' experience/ Diploma in Public Administration or equivalent with 0-2 year's administrative experience in the Public sector. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<u>DUTIES</u>	:	Provide administrative support services: Draft routine correspondence (type documents). Receive, register and trace records or documents posted 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.
<u>POST 18/126</u>	:	<u>ARTISAN FOREMAN A, B 2 POSTS</u>
<u>SALARY</u>	:	R267 756 – R306 156 per annum (Plus Competitive Benefits) OSD
<u>CENTRE</u>	:	Dr Malizo Mpehle Hospital REF NO: ECHEALTH/DRMALIZH/AF/109/42017 Bambisana Hospital : REF NO: ECHEALTH/BAMB/AF/109/4/017
<u>REQUIREMENTS</u>	:	An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.
<u>DUTIES</u>	:	Coordinate effective rendering of technical services: Lead and guide on all technical activities. Compile technical / inspection reports. Monitor adherence to safety standards. Ensure maintenance of technical services: Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical

work. Supervise human and physical resources: Coach and mentor subordinates: Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.

POST 18/127 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: ECHEALTH/AD/ORTDO/110/4/2017**

SALARY : All inclusive package of R334 545 per annum level 9. Annual progression up to a maximum salary of R404 121 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE REQUIREMENTS : OR Tambo District Office
: Bachelor's Degree/National Diploma in Finance or equivalent. Minimum of 3-5 years' experience in Finance (Acquisition Management). Extensive knowledge of public sector expenditure processes, rules and regulations. Sound understanding of PFMA, treasury regulations and other related prescripts. Ability to work under pressure and delivery according to tight deadlines. Must have a valid driver's License.

DUTIES : Manage the procurement of goods and services by means of quotations and bids. Ensure that the Department maintains effective systems and procedures of goods and services. Establish and monitor supplier database, bid specification and bid advice centre. Ensure that the policies procedures and regulations are adhered to. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section

POST 18/128 : **STATE ACCOUNTANT (PAYMENT ADMINISTRATION) REF NO: ECHEALTH/FP/ORTDO/111/4/2017**

SALARY : All inclusive package of R226 611 per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE REQUIREMENTS : OR Tambo District Office
: Grade 12 with 7 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 2-5 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.

DUTIES : Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

POST 18/129 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/ADPA/ORTDO/112/04/2017**

SALARY : All-inclusive package of R281 418 per annum level 8. Annual progression up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE REQUIREMENTS : OR Tambo District Office
: Grade 12 plus (7) years' experience in Human Resource or Degree/National Diploma in Human Resource Management with 0-2 years' experience in Human Resources environment. 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.
<u>DUTIES</u>	:	Guide execution and provision of the following activities:- recruitment, selection and appointment. HR registry services. Implement and manage PERSAL transactions. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.
<u>POST 18/130</u>	:	<u>SEAMSTRESS REF NO: ECHEALTH/SEAM/ISILH/113/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R107 886 per annum level 3. Annual progression up to a maximum salary of R127 086 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	Isilimela Hospital
<u>REQUIREMENTS</u>	:	ABET/ Grade 8 with 2 years of training in sewing. Two years and more of sewing experience. Apprenticeship will be an advantage.
<u>DUTIES</u>	:	Sew garments, using needles and threads or sewing machines: Sew clothing or other articles. Operate sewing equipment. Measure parts such as sleeves or pant legs, and mark or pin-fold alteration lines. Measure materials to mark reference points, cutting lines or other indicators. Assemble garment parts and join parts with basting stitches, using needles and threads or sewing machines. Repair or replace defective garment parts such as pockets, zippers, snaps, buttons and linings.
<u>POST 18/131</u>	:	<u>LAUNDRY WORKER X3</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	Mbekweni Chc X1 REF NO: ECHEALTH/LWMBECLN/114/4/2017 Zithulele Hospital X1 REF NO: ECHEALTH/LWZITUH/114/4/2017 Bambisana Hospital X1 REF NO: ECHEALTH/BAMBH/114/4/2017
<u>REQUIREMENTS</u>	:	Abet or grade 10 with 2 years Laundry /cleaning experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	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.
<u>POST 18/132</u>	:	<u>HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/STLH/115/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R152 862 per annum level 5. Annual progression up to a maximum salary of R180 063 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	St Lucy's Hospital

<u>REQUIREMENTS</u>	:	Grade 12 plus 2-5 years' experience in Human Resource or Degree/National Diploma in Human Resource Management with 0-2 years' experience in Human Resources environment. 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.
<u>DUTIES</u>	:	Capture information from input 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.
<u>POST 18/133</u>	:	<u>HOUSEHOLD WORKER REF NO: ECHEALTH/HHW/ZITUH/116/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE REQUIREMENTS</u>	:	Zithulele Hospital
<u>DUTIES</u>	:	ABET/Grade 10 with 0-2 years' work experience. Knowledge of general work and cleaning services. Communication skills (read and write).Team player. Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet papers /towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threats in the cleaning environment. Provide routine maintenance services: 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mthatha Pharmaceutical Depot: Mr M Diko, Tel No: 047 532 5536 Must Be Posted to the Depot Manager, Private Bag X 52988, Mthatha or Hand Delivered to Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Nelson Mandela Academic Hospital, Mthatha, 5099
<u>POST 18/134</u>	:	<u>PERSONAL ASSISTANT REF NO: ECHEALTH/PA/MTHAPHARMD/117/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R226 611per annum level 7. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE REQUIREMENTS</u>	:	Mthatha Pharmaceutical Depot
<u>DUTIES</u>	:	National Diploma in Office Administration/ Public Management. Relevant 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. 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.

POST 18/135 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/MTHAPHARMD/118/4/2017**

SALARY : All inclusive package of R226 611per annum level 7. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Mthatha Pharmaceutical Depot
REQUIREMENTS : B Degree/National Diploma in Human Resource Management/Public Management or equivalent qualification. A minimum of 3 years relevant experience in Human Resource Administration environment or Grade 12 with 5-6 years' experience in Human Resource Administration environment. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.

DUTIES : The incumbent will be responsible to perform and administer all functions related to recruitment and selection, PMDS, leave management and service benefits. Implement/manage PERSAL transactions. Provide human resource management information support i.e. implementing policies, maintaining discipline, motivating and exercising control of subordinates. Allocate, supervise and manage day to day Human Resource functions in the institution.

POST 18/136 : **CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/119/4/2017**

SALARY : All inclusive package of R127 851per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Nelson Mandela Academic Hospital
REQUIREMENTS : Grade 12 with 3-5 years' experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

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

POST 18/137 : **PORTER REF NO: ECHEALTH/POR/NMAH/120/4/2017**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured.

CENTRE : Nelson Mandela Academic Hospital
REQUIREMENTS : Grade10/abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

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

POST 18/138 : **TRADE LABOURER REF NO: ECHEALTH/TL/121/4/2017**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Nelson Mandela Academic Hospital

REQUIREMENTS : ABET Level 4. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

ENQUIRIES : Mrs Calaza on 047 – 502 4320

APPLICATIONS : Must Be Posted Nelson Mandela Academic Hospital, P/Bag X5152, Mthatha, 5099 Or Hand Delivered To Nelson Mandela Academic Hospital, Mthatha, 5099.

JOE GQABI HEALTH DISTRICT

POST 18/139 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/JOEDO/122/4/2017**

SALARY : All inclusive package of R152 862 per annum level 5. Annual progression up to a maximum salary of R180 063 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Joe Gqabi District Office

REQUIREMENTS : Grade 12 plus 2-5 years' experience in Human Resource or Degree/National Diploma in Human Resource Management with 0-2 years' experience in Human Resources environment. 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.

DUTIES : Capture information from input 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 organizational charts and records.

POST 18/140 : **GENERAL WORKER X 40**

SALARY : All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Steynsburg Hospitalx2 REF NO: ECHEALTH/GWSTEYH/123/4/2017
Senqu Sub-District X12 REF NO: ECHEALTH/GWSENSD/123/4/2017
MALETSWAI SUB-DISTRICT X9 REF NO: ECHEALTH/ GWMALES/123/4/2017
ELUNDINI SUB-DISTRICT X14 REF NO: ECHEALTH/ GWELUNSD/ 123/4/2017
ALIWAL NORTH HOSPITAL X1 REF NO: ECHEALTH/GWALIH/ 123/4/2017
BURGERSDORP HOSPITAL X2 REF NO: ECHEALTH/GWBURGH/ 123/4/2017

REQUIREMENTS : Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses

		physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	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.
<u>POST 18/141</u>	:	<u>FOOD SERVICE SUPERVISOR X3</u>
<u>SALARY</u>	:	All inclusive package of R127 851 per annum level 4. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	Cloete Joubert Hospital X1 REF NO: ECHEALTH/FSASCJH/124/4/2017 Aliwal North Hospital X1 REF NO: ECHEALTH/FSASALIH/124/4/2017 Maclear Hospital X1 REF NO: ECHEALTH/FSASMACH/124/2017
<u>REQUIREMENTS</u>	:	National Diploma in food service management with 2-3 years applicable Public hospital experience. 2 years' experience in food service will be Advantageous. Poses good communication skills, be able to work shifts including weekends and public holidays. To attend daily production meetings as well as departmental meetings every 2nd week of the month. Be able to work as a team. Provide leadership.
<u>DUTIES</u>	:	Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.
<u>POST 18/142</u>	:	<u>ADMINISTRATION CLERK X1 REF NO: ECHEALTH/ACMALES/125/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R152 862 per annum level 5. Annual progression up to a maximum salary of R180 063 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	Maletswai Sub-District
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 3-5 years' experience/National Diploma in Public Administration or equivalent with 0-2 year's administrative experience in the Public sector. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<u>DUTIES</u>	:	Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents posted 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.

- POST 18/143** : **FOOD SERVICE AID X1 REF NO: ECHEALTH/FSAALIH/126/4/2017**
- SALARY** : All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
- CENTRE** : Aliwal North Hospital
- REQUIREMENTS** : Grade 10 or ABET. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately. Ability to perform routine / structured tasks.
- DUTIES** : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
- POST 18/144** : **ARTISAN GR A, B, C REF NO: ECHEALTH/TAYLH/ART/127/4/2017**
- SALARY** : OSD R167 778 – R186 207 plus competitive benefits)
- CENTRE** : Taylor Bequest Hospital
- REQUIREMENTS** : An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.
- DUTIES** : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Provide maintenance of technical services: Servicing of all makes of technical equipment. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.
- POST 18/145** : **CLEANER 7 POSTS**
- SALARY** : All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
- CENTRE** : Lady Grey Hospital X1 REF NO: ECHEALTH/CLLGH/128/4/2017
Bugersdorp Hospital X1 REF NO: ECHEALTH/CLBURGH/128/4/2017
Aliwal North Hospital X1 REF NO: ECHEALTH/CLALIH/128/4/2017
St Francis Hospital X1 REF NO: ECHEALTH/CLSTFH/128/4/2017
Steynsburg Hospital X1 REF NO: ECHEALTH/CLSTEYH/128/4/2017
Taylor Bequest Hospital X1 REF NO: ECHEALTH/CLTBH/128/4/2017
Umlamli Hospital X1 REF NO: ECHEALTH/CLUMLH/128/4/2017
- REQUIREMENTS** : Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and

public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and sinks. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet papers towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threat in the cleaning environment. Provide routine maintenance services: 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.

POST 18/146 : **PROPERTY CARE TAKER X1 REF NO: ECHEALTH/PCTSENSD/129/4/2017**

SALARY : All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Senqu Sub-District X1

REQUIREMENTS : ABET. Ethical and moral person, energetic and hard working person.

DUTIES : Control the access of institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas of responsibility. Take care of organizations fixed and moveable assets.

POST 18/147 : **SENIOR ADMINISTRATION OFFICER X1 REF NO: ECHEALTH/SAOBURGH/130/4/2017**

SALARY : All inclusive package of R281 418 per annum level 8. Annual progression up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Burgersdorp Hospital X1

REQUIREMENTS : A recognised 3 year National Diploma /Degree in Public Administration/ Human Resource Management with 3-5 years relevant supervisory experience or Grade 12 plus 8 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.

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

POST 18/148 : **DRIVER (LIGHT VEHICLE) X1 REF NO: ECHEALTH/DLVTBH/131/4/2017**

SALARY : All inclusive package of R107 886 per annum level 3 Annual progression up to a maximum salary of R127 086 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Taylor Bequest Hospital X1

REQUIREMENTS : Grade 10/ standard 8 certificates. Relevant experience in Driving /Code B with 3 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

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

POST 18/149 : **HR REGISTRY CLERK X2 REF NO: ECHEALTH/HRCSTPH/132/4/2017**

SALARY : All inclusive package of R152 862 per annum level 5 Annual progression up to a maximum salary of R180 063 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : St Patricks Hospital

REQUIREMENTS : Grade 12/ National Diploma in Human Resource/ Public Management with 0-2 years' experience. Knowledge of Batho Pele Principles, Public Service Act.

DUTIES : Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service: Opening and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function: Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

POST 18/150 : **HOUSE KEEPING SUPERVISOR REF NO: ECHEALTH/HCS/STPER ANNUMTR/133/4/2017**

SALARY : All inclusive package of R127 851 per annum level 4 Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : St Patrick's Hospital

REQUIREMENTS : Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

DUTIES : Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctors room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically

check stock levels and place orders for general, housekeeping and cleaning services in the ward.

POST 18/151 : **SENIOR INFORMATION OFFICER X1 REF NO: ECHEALTH/SIOTBH/134/4/2017**

SALARY : All inclusive package of R281 418 per annum level 8 Annual progression up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE REQUIREMENTS : Taylor Bequest Hospital
Degree or National Diploma in Information Management or equivalent qualification plus 3-5 years relevant experience OR grade 12 plus seven (7) years' experience in supervisory level. Should be familiar with the ETR; TIER. Net and DHIS. Good interpersonal skills with strong service orientation. Knowledge and practical experience with data gathering and capturing on DHIS essential. Ability to work under pressure as an individual and in a team. Solve problems by applying innovative thinking and encouraging a lateral approach. Computer literacy is mandatory. Co-ordinate all capturing of statistics. Analyse health information data. Management of health information and statistics. Set up measures to protect hospital information and data. Feed and forward information to the next level e.g. sub district office. Manage all Data sets. Capacitating information users and data captures. Develop and maintain indicators and definitions. Interact between users, management and system developers. Supervision of personnel. Organise and conduct information sharing meetings in the facility.

POST 18/152 : **DATA CAPTURER X1 REF NO: ECHEALTH/DCMALDS/135/4/2017**

SALARY : All inclusive package of R127 851 per annum level 4 Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE REQUIREMENTS : Maletswai Sub-District
Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents posted 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.

POST 18/153 : **TRADE LABOUR X2 REF NO: ECHEALTH/TLSTBYH/136/4/2017**

SALARY : All inclusive package of R90 234 per annum level 2 Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE REQUIREMENTS : Taylor Bequest Hospital
ABET Level 4. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such as painting, repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution.

Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

POST 18/154 : **LAUNDRY SUPERVISOR X1 REF NO: ECHEALTH/LSMACH/137/4/2017**

SALARY : All inclusive package of R127 851 per annum level 4. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Maclear Hospital

REQUIREMENTS : Grade 12 certificate plus 3-5 years' experience in laundry. Computer literate. Ability to operate machines. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable Poses physical strength and to cope with physical demands of position.

DUTIES : Supervise rendering of laundry services: ensure safe and clean working environment in line with health and safety standards. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Monitor adherence to basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate and monitor various machines in the laundry (i.e., washing, dryer ironing and pressers). Report any machine defaults to the manager. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

POST 18/155 : **CHIEF ARTISAN GR A, B REF NO: ECHEALTH/CACJH/138/4/2017**

SALARY : OSD R343 329 – R392 547 per annum (plus competitive benefits)

CENTRE : Cloete Joubert Hospital

REQUIREMENTS : Grade 10 plus Appropriate Trade Test Certificate. Five years relevant experience as an Artisan in the Public Sector. Experience in Safety Health related environment. Knowledge of a limited range of work procedures. Basic health and safety measures. Quality workmanship. Relevant Artisans regulations. Valid driver's license. Computer literacy will be an added advantage. RECOGNITION OF EXPERIENCE: GR A & B

DUTIES : Carry out maintenance, repairs, and installations and upgrade of hospital facilities, equipment and services and to ensure compliance with the OHS Act. Assisting in the unit's budgeting and expenditure control. Controlling over tools, parts, materials and equipment. Identify training needs for staff. Assisting in the management of workshop attendance, time keeping and leave. Do maintenance and repairs to plant services and equipment. Attend to emergency breakdowns 24 hrs a day. Ensure that all equipment is in good working condition. Plan and implement minor installations and alterations. Deal with administrative related issues. Process and return completed work requisitions. Ordering and control maintenance materials. Prepare reports on incidents, equipment and staff.

POST 18/156 : **CLEANER X13**

SALARY : All inclusive package of R90 234 per annum level 2. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Aliwal North Hospital : REF NO: ECHEALTH/CL/ALWH/139/4/2017
 Burgersdorp Hospital REF NO: ECHEALTH/CL/BURDH/139/4/2017
 Cloete Joubert Hospital REF N: ECHEALTH/CL/CJH/139/4/2017
 Empilisweni Hospital REF NO: ECHEALTH/CL/EMPH/139/4/2017
 Jamestown Hospital REF NO: ECHEALTH/CL/JBH/139/4/2017
 Maclear Hospital REF NO: ECHEALTH/MCRH/139/4/2017
 Lady Grey Hospital REF NO: ECHEALTH/LGH/139/4/2017
 Steynsburg Hospitalx2 REF NO: ECHEALTH/STEYBH/139/4/2017
 Tayler Bequest Hospitalx2 REF NO: ECHEALTH/TBH/139/4/2017
 Umlamli Hospitalx2 REF NO: ECHEALTH/UML/139/4/2017

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

DUTIES : Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet papers /towels and hand wash soap. Remove and store waste in the designated area. Sort and soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threats in the cleaning environment. Provide routine maintenance services: 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.

POST 18/157 : **CLEANER 46 POSTS**

SALARY : All inclusive package of R90 234 per annum Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRES : **BensonvaleClinic**REFNO:ECHEALTH/CL/BENCL/140/4/2017
BethaniaClinicREFNO:ECHEALTH/CL/BETHCL//140/4/2017**BlockHCLinic**REFNO:ECHEALTH/CL/BHCL/140/4/2017,**BlueGumsClinic**REFNO:ECHEALTH/CL/BHCL/140/4/2017,**BurgersdorpTownClinic**REFNO:ECHEALTH/CL/BUDCL/140/4/2017, **mpilisweniClinic**REFNO:ECHEALTH/CL/EMLPCL/140/4/2017,**EurakaClinic**REFNO:ECHEALTH/CL/EUCL/140/4/2017,**KatkopClinic**REFNO:ECHEALTH/CL/KTPCL/140/4/2017,**KhayamandiClinic**REFNO:ECHEALTH/CL/KHCL/140/4/2017,**KhungisizweClinic**REFNO:ECHEALTH/CL/KNCL/140/4/2017, **Maletswai Clinic** REFNO:ECHEALTH/CL/MLTCL/140/4/2017
MangoloanengClinicREFNO:ECHEALTH/CL/MANGCL/140/4/2017, **MqokolweniClinic**REFNO:ECHEALTH/CL/MQKCL/140/4/2017, MusongClinicREFNO:ECHEALTH/CL/MUSCL/140/4/2017,MzamomhleClinicREFNO:ECHEALTH/CL/MZACL/140/4/2017,SonwabileZandileClinicREFNO:ECHEALTH/CL/SNWCL/140/4/2017,SunduzaClinicREFNO:ECHEALTH/CL/SUNDCL/140/4/2017,ThembisaClinicREFNO:ECHEALTH/CL/TMBCL/140/4/2017,TywenkaClinicREFNO:ECHEALTH/CL/TYWECL/140/4/2017,MlamiGatewayClinicREFNO:ECHEALTH/CL/MLCL/140/4/2017,UppertelleClinicREFNO:ECHEALTH/CL/UPTLCL/140/4/2017,WitterbergenbClinicREFNO:ECHEALTH/CL/WTCL/140/4/2017,ZanethembaClinicREFNO:ECHEALTH/CL/ZANCL/140/4/2017,HerchelClinicREFNO:ECHEALTH/CL/HRCL/140/4/2017,HillsideClinicREFNO:ECHEALTH/CL/HILCL/140/4/2017,HiltonClinicREFNO:ECHEALTH/CL/HLTNCL/140/4/2017,HlangalaneClinicREFNO:ECHEALTH/CL/HLNGCL/140/4/2017,HlankomoClinicREFNO:ECHEALTH/CL/HLANKCL/140/4/2017,HlomendliniClinicREFNO:ECHEALTH/CL/HLOMNCL/140/4/2017,JamestownClinicREFNO:ECHEALTH/CL/JSTCL/140/4/2017,NcembuClinicREFNO:ECHEALTH/CL/NCEMCL/140/4/2017,NdofeleClinicREFNO:ECHEALTH/CL/NDOFLCL/140/4/2017,NgxazaClinicREFNO:ECHEALTH/CL/NGXCL/140/4/2017,PalmetClinicREFNO:ECHEALTH/CL/PMCL/140/4/2017,PelandaClinicREFNO:ECHEALTH/CL/PLNDCL/140/4/2017,PolyClinicREFNO:ECHEALTH/CL/PCL/140/4/2017,RobertMjoboClinicREFNO:ECHEALTH/CL/RMCL/140/4/2017,MaclearClinicREFNO:ECHEALTH/CL/MACL/140/4/2017,SeqhobongClinicREFNO:ECHEALTH/CL/SEGCL/140/4/2017,SonwabileClinicREFNO:ECHEALTH/CL/SONCL/140/4/2017,StMichaelClinicREFNO:ECHEALTH/CL/STMCL/140/4/2017,TaylorBequestClinicREFNO:ECHEALTH/CL/TLB/140/4/2017,TsitsanaClinicREFNO:ECHEALTH/CL/TITSCL/140/4/2017,UgieClinicREFNO:ECHEALTH/CL/UGICL/140/4/2017,UmngaFlatsClinicREFNO:ECHEALTH/CL/UMFCL/140/4/2017,
VenterstadClinicREFNO:ECHEALTH/CL/VTSDCL/140/4/2017StAugustinesClinicREFNO:ECHEALTH/CL/ST.AUGCL/140/4/2017

REQUIREMENTS : Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses

		physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and sinks. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet papers/towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threat in the cleaning environment. Provide routine maintenance services: 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.
<u>POST 18/158</u>	:	<u>SENIOR ADMIN OFFICER: EMPLOYEE RELATIONS REF NO: ECHEALTH/SAO/BURH/141/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R281 418 per annum level 8. Annual progression up to a maximum salary of R331 497 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	Burgersdorp Hospital X1
<u>REQUIREMENTS</u>	:	National Diploma /Degree in Human Resource Management with labour relations' modules/Labour Law or an equivalent qualification in the related field. Minimum of 3-5 years experience in Labour Relations environment. Sound knowledge and understanding in the application of Labour Law Legislation, understanding of relevant Legal and Public service legislative or policy prescripts. Good verbal and written communication with strong presentation skills. Proven investigative, analytical, computer literacy and good report writing skills, ability to work in a high pressured environment. A valid driver's License is essential.
<u>DUTIES</u>	:	Perform administrative functions. Receive notices from bargaining council. Represent employer in conciliation. Act as an interpreter during hearing. Conduct disciplinary investigations. Receive grievances from employees and refer to designated employee. Provide technical support during disciplinary hearings. Monitor compliance and adherence to Labour Relations practices and standards.
<u>POST 18/159</u>	:	<u>ARTISAN GR A, B, C REF NO: ECHEALTH/ATBH/TBH/142/4/2017</u>
<u>SALARY</u>	:	R167 778 – R186 207 plus competitive benefits) OSD
<u>CENTRE</u>	:	Taylor Bequest Hospital
<u>REQUIREMENTS</u>	:	An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required.
<u>DUTIES</u>	:	Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, p partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

POST 18/160 : **FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/TL/MPTBH/143/4/2017**

SALARY : All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Marjorie Parrish Tb Hospital

REQUIREMENTS : Grade 10 or equivalent with 2-5 years relevant experience in the field. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

DUTIES : Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

ENQUIRIES : Mr J. Nzinde @Tel no: (051) 633 9629

APPLICATIONS : Must Be forwarded to: Private Bag X1005, Aliwal North 9750/ Or Hand Delivered To Room 36, Ground Floor, William's Court, Den Pinaar Street, Aliwal North, 9750

ALFRED NZO DISTRICT

POST 18/161 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/ALFNDO/DDQA/144/4/2017**

SALARY : All inclusive package of R657 558 per annum level 11. Annual progression up to a maximum salary of R774 576 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Alfred Nzo Health Office

REQUIREMENTS : Degree/ National Diploma in Health related field or equivalent qualification in the related field. A minimum of 3-5 years' experience in supervisory level. Experience in Health Sector will be essential. A valid driver's License will be an added advantage. Sound knowledge of PFMA, Public Service Act, PSR, LRA, etc. Health related policies, prescripts. Strategic Planning. Ability to work under pressure. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data.

DUTIES : Provision of generic management services. Facilitate implementation of Employment Equity Act and related legislations. Ensure and monitor implementation of HR Policies in the District. Manage provision of Sub-Directorate programs and projects: Manage implementation and maintenance of Quality Assurance policies and procedures. Manage and monitor QA teams at institution level. Co-ordinate infection control; and clinical audit activities. Manage complaint system and monitor adverse events. Assess customer satisfaction surveys. Monitor adherence to norms and standards, National Core Standards and Six most Critical Areas. Manage utilization of physical, financial and human resource in the Sub- Directorate: Compile budget proposal of the Sub-Directorate. Table budget proposal to the finance structure for consideration. Monitor budget spending and make budget reviews for the Directorate and report deviations to the Director. Recommend/approve basic financial transactions of the Sub-Directorate Assign work programs and projects to relevant Assistant Managers of the Directorate. Develop and review performance work plans and the related job profiles. Manage of information, records and knowledge in the Directorate: Support and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the

Sub-Directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Sub-Directorate.

POST 18/162 : **DEPUTY DIRECTOR: PLANNING, MONITORING & EVALUATION REF NO: ECHEALTH/ALFRNDO/PM&E/145/4/2017**

SALARY : All inclusive package of R657 558 per annum, Level 11. Annual progression up to a maximum salary of R774 576 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Alfred Nzo Health Office
REQUIREMENTS : Degree/ National Diploma in Human Resource Management or equivalent qualification in the related field. A minimum of 3-5 years' experience in supervisory level. A valid driver's License will be an added advantage. Sound knowledge of PFMA, Public Service Act, LRA, EEA, BCEA, etc., regulations, policies, prescripts and practices and monitoring and evaluation policies and prescripts. Strategic Planning. Ability to work under pressure. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data.

DUTIES : Provision of generic management services. Guide and supervise the implementation of human resource management & development related policies and programmes. Planning and compilation of operations' baseline plans. Co-ordination of unit operations or programme. Coordinate related work committees to advance hospital interests. Manage provision of Sub-Directorate programs and projects: Guide execution and maintenance of the following activities:-Human Resource Administration, Employment Relations, Employee Wellness and Human Resource Development. Manage utilization of physical, financial and human resource in the Sub- Directorate: Compile budget proposal of the Sub-Directorate. Table budget proposal to the finance structure for consideration. Monitor budget spending and make budget reviews for the Directorate and report deviations to the Director. Recommend/approve basic financial transactions of the Sub-Directorate Assign work programs and projects to relevant Assistant Managers of the Directorate. Develop and review performance work plans and the related job profiles. Manage of information, records and knowledge in the Directorate: Support and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the Sub-Directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Sub-Directorate.

POST 18/163 : **GENERAL WORKER 24 POSTS**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : St Patricks Hospital X17 REF NO: ECHEALTH/GWSTPH/146/4/2017
 Madzikane Kazulu Hospital X 3 REF NO: ECHEALTH/GWMADKH/146/4/2017
 Greenville Hospital X 2 REF NO: ECHEALTH/GWGRVILLH/146/4/2017
 Mount Ayliff Hospital X1 REF NO: ECHEALTH/GWMAYH/146/4/2017
 Maluti Sub-District X1 REF NO: ECHEALTH/GWMSD/146/4/2017

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

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another

for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

POST 18/164 : **FOOD SERVICE SUPERVISOR 1 POST REF NO:**
ECHEALTH/FSASMADKH/147/4/2017

SALARY : All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Madzikane Ka Zulu Hospital
REQUIREMENTS : National Diploma in food service management with 2-3 years applicable Public hospital experience. 2 years' experience in food service will be Advantageous. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

DUTIES : Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

POST 18/165 : **FOOD SERVICE AID 12 POSTS**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : St Patricks Hospital X8 REF NO: ECHEALTH/FSASTPH/148/4/2017
Khotsong TB Hospital X2 REF NO: ECHEALTH/FSAKTBH/148/4/2017
Greenville Hospital X1 REF NO: ECHEALTH/FSAGRVILLH/148/4/2017
Mount Ayliff Hospital X1 REF NO: ECHEALTH/FSAMAYH/148/4/2017

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

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

<u>POST 18/166</u>	:	<u>PROPERTY CARE TAKER X4</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	Umzimvubu Sub-District Dundee Clinic X1 REF NO: ECHEALTH/PCTUMSDDCLIN/149/4/2017 Maluti Sub-District X3 REF NO: ECHEALTH/PCTMALUSD/149/4/2017
<u>REQUIREMENTS</u>	:	ABET. Ethical and moral person, energetic and hard working person.
<u>DUTIES</u>	:	Provide effective property care services in the institution: Control the access of institutions accommodation. Safeguard all master and spare keys belonging to the institution. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas of responsibility. Take care of organizations fixed and moveable assets.
<u>POST 18/167</u>	:	<u>PORTER X1 REF NO: ECHEALTH/PORGRVILLH/150/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	Greenville Hospital
<u>REQUIREMENTS</u>	:	Minimum Grade10/Abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	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.
<u>POST 18/168</u>	:	<u>CHIEF PORTER 2 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	Greenville Hospital X1 REF NO: ECHEALTH/SRPORGRVILLH/151/4/2017 Mount Ayliff Hospital X1 REF NO: ECHEALTH/SRPOMAYH/151/4/2017
<u>REQUIREMENTS</u>	:	ABET/ Grade 10, plus 2-3 years relevant experience. Good communication skills and good interpersonal relations. Must be committed and hard working person. Ability to work under pressure.
<u>DUTIES</u>	:	Wheel patients to and from the wards. Transport patients to various service areas i.e. Operating theatre, Pharmacy, X-Ray and Physiotherapy units. Transport patients to vehicles or other transportation. Transfer of corpses to the mortuary. Deliver equipment or documentation to wards and other departments. Required to assist at the information desk, responsible for delivery and distribution of documentation / equipment to various wards. Responsible for supervision of subordinates.
<u>POST 18/169</u>	:	<u>DRIVER (LIGHT VEHICLE) X1 REF NO: ECHEALTH/DLVTBH/152/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R107 886 per annum, Level 03. Annual progression up to a maximum salary of R127 086 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

<u>CENTRE</u>	:	Taylor Bequest Hospital X1
<u>REQUIREMENTS</u>	:	Grade 10/ standard 8 certificates. Relevant experience in Driving /Code B with 3 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.
<u>DUTIES</u>	:	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.
<u>POST 18/170</u>	:	<u>DRIVER (HEAVY VEHICLE) X1 REF NO: ECHEALTH/DRHVSPH/153/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R127 851 per annum, Level 04. Annual progression up to a maximum salary of R150 606 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	St Patricks Hospital
<u>REQUIREMENTS</u>	:	Grade 10/ standard 8 certificates plus 3 years' experience as a driver. Valid Code 10 driver's license with PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.
<u>DUTIES</u>	:	To render transport services. Provision of 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 and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
<u>POST 18/171</u>	:	<u>CLEANER 2 POSTS REF NO: ECHEALTH/CLRKTBH/154/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	Khotsong TB Hospital
<u>REQUIREMENTS</u>	:	Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet papers /towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threats in the cleaning environment. Provide routine maintenance services: 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.

<u>POST 18/172</u>	:	<u>ADMINISTRATION CLERK 3 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R152 862 per annum, Level 05. Annual progression up to a maximum salary of R180 063 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	Umzimvubu Sub-District Qwidlana Clinic X1 REF NO: ECHEALTH/ACUMSDQDCLIN/155/4/2017 St Patricks Hospital X1 REF NO: ECHEALTH/ACSTPH/155/4/2017 Isipetu Hospital X1 REF NO: CHEALTH/ACISIPH/155/4/2017
<u>REQUIREMENTS</u>	:	Grade 12 with 3-5 Years' experience with strong administration skills. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS word & MS excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to work shifts, weekends & public holidays. Excellent verbal and written communication skills. Driver's license will be added advantage.
<u>DUTIES</u>	:	Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filing of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.
<u>POST 18/173</u>	:	<u>REGISTRY CLERK 3 POSTS</u>
<u>SALARY</u>	:	All inclusive package of R152 862 per annum, Level 05. Annual progression up to a maximum salary of R180 063 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	St. Patrick's Hospital X2 REF NO: ECHEALTH/RCSPPH/156/4/2017 Taylor Bequest Hospital X1 REF NO: ECHEALTH/RCTBH/156/4/2017
<u>REQUIREMENTS</u>	:	Grade 12/ National Diploma in Human Resource/ Public Management with 0-2 years' experience. Knowledge of Batho Pele Principles, Public Service Act.
<u>DUTIES</u>	:	Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service: Opening and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function: Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>POST 18/174</u>	:	<u>ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/KTBH/157/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R334 545 per annum, Level 09. Annual progression up to a maximum salary of R404 121 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

<u>CENTRE</u>	:	Khotsong TB Hospital
<u>REQUIREMENTS</u>	:	Degree/ National Diploma in Health related field or equivalent qualification in Quality Assurance. A minimum of 3-5 years' experience in the relevant field at a supervisory level. Experience in Health Sector will be essential. A valid driver's License will be an added advantage. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data.
<u>DUTIES</u>	:	Implement and maintain Quality Assurance policies and procedures. Establish team at institution level. Report to Quality Health Assurance when required to do so. Co-ordinate infection control; and clinical audit activities. Manage complaint system and monitor adverse events. Assessing customer satisfaction surveys. Monitor adherence to norms and standards, National Core Standards and Six most Critical Areas. Identify areas for training and ensure that training takes place.
<u>POST 18/175</u>	:	<u>PROVISIONING ADMIN CLERK 2 POSTS REF NO: ECHEALTH/SPCKTBH/158/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R152 862 per annum, Level 05. Annual progression up to a maximum salary of R180 063 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured.
<u>CENTRE</u>	:	Khotsong TB Hospital
<u>REQUIREMENTS</u>	:	Grade 10/12 or equivalent qualification. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure
<u>DUTIES</u>	:	Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.
<u>POST 18/176</u>	:	<u>MORTUARY ATTENDENT X1 REF NO: ECHEALTH/MAGRVLH/159/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured.
<u>CENTRE</u>	:	Greenville Hospital
<u>REQUIREMENTS</u>	:	Grade10/abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	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.
<u>POST 18/177</u>	:	<u>ADMIN OFFICER X1 REF NO: ECHEALTH/AOMADH/160/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R226 611 per annum, Level 07. Annual progression up to a maximum salary of R266 943 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	Madzikane Ka-Zulu Hospital
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification with 3 years qualification in Hospital administration or Grade 12 with at least 7 years' experience, computer literacy in office programme skills and interpersonal relations, proven organizational skills.

DUTIES : Manage provision of registry administrative services: Monitor flow of record correspondence and mail. Proper handling of routine oncoming and outgoing correspondence. Routine check and tracking of files in the registry. Draft routine correspondence (type documents) Open new files/volumes and update through recording on the filing system. Maintain distribution list of general correspondence. Continuous updating of the filing system. Retrieve and store institutional data and correspondence. Store master copies of circulars and internal communication. Archive closed volumes of files. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Provide office automation and reprographic services. Allocate telephones, faxes, and photocopiers to all users according to needs. Attend to queries from users and suppliers with regard to application of various equipment, operational problems and render advice. Arrange for the replacement and upgrading of telephone infrastructure. Process telephone billings. Provide an effective and efficient transport management service: Allocate vehicles to drivers and departmental officials. Monitor utilization of drivers. Make and confirm vehicle bookings for hospital officials attending meetings, conferences and workshops Control usage of official vehicles. Investigate accidents, abuse and misuse of official vehicles. Maintain hospital official transport services. Supervise human and physical resources.

POST 18/178 : **OPERATOR 2 POSTS**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Greenville Hospital X1 REF NO: ECHEALTH/OPGRVLLH/161/4/2017

REQUIREMENTS : Khotsong TB Hospital x1, REF NO: ECHEALTH/OPKTBH/161/4/2017
 ABET / Level 4, Grade 10 / Standard 8 and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Must have ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. A driver's license will be an added advantage.

DUTIES : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings ensure that fuel is always filled. Ensure that machinery used in daily activities and also perform any other related job allocation.

POST 18/179 : **HOUSEHOLD WORKERX1 REF NO: ECHEALTH/HWKTBH/162/4/2017**

SALARY : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured

CENTRE : Khotsong TB Hospital

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

DUTIES : Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet papers /towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash

dishes and utensils. Report safety and hazardous threats in the cleaning environment. Provide routine maintenance services: 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.

- POST 18/180** : **LAUNDRY WORKER REF NO: ECHEALTH/LWGRH/163/4/2017**
- SALARY** : All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
- CENTRE** : Greenville Hospital
- REQUIREMENTS** : Minimum requirement, Abet or Grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
- DUTIES** : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate 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.
- ENQUIRIES** : Mr K Praim @ 039-797-6070
- APPLICATIONS** : Must be posted to Alfred Nzo District, Human Resources Section, Private Bag X3515, KOKSTAD, 4700
- POST 18/181** : **WARD ADMINISTRATION CLERK 2 POSTS REF NO: ECHEALTH/WAC/FEH/164/4/2017**
- SALARY** : All inclusive package of R152 862 per annum, Level 05. Annual progression up to a maximum salary of R180 063 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
- CENTRE** : Fort England Hospital
- REQUIREMENTS** : Grade 12 or equivalent. Between 0-2 years' experience in the public sector administrative environment. Computer literacy in MS Office suit especial Word & Excel. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management.
- DUTIES** : Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
- ENQUIRIES** : Ms X Nazo on (046) 602 2300
- APPLICATIONS** : Must be posted to Human Resource Office, Fort England Hospital, Private Bag x 1002, Grahamstown 6139

<u>POST 18/182</u>	:	<u>HANDYMAN REF NO: ECHEALTH/HM/MPTBH/165/4/2017</u>
<u>SALARY</u>	:	All inclusive package of R90 234 per annum, Level 02. Annual progression up to a maximum salary of R106 290 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured
<u>CENTRE</u>	:	Marjorie Parrish TB Hospital
<u>REQUIREMENTS</u>	:	ABET Level 4. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such painting, repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services (Buildings and equipment): Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.
<u>ENQUIRIES</u>	:	Mrs. NA Ngxata @ (046) 624 5306
<u>APPLICATIONS</u>	:	Must be posted to Human Resource Office, Marjorie Parrish TB Hospital, Private Bag X 154, Port Alfred 6170, or Hand Delivered to 43 Old Air School, Bathurst Road, Port Alfred.

DEPARTMENT OF SPORTS, RECREATION, ARTS AND CULTURE

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

<u>APPLICATIONS</u>	:	The Head Office: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or Hand deliver to No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605 ENQUIRIES: Mr. Trevor Jantjies Tel: 043 704 7806 Amathole District: Enquiries Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver: No 16 Commissioner Street, Old Elco Building, East London, 5201. ENQUIRIES: Mr. V. Ketelo Tel: 046 6034244 Sara Baartman District Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR Hand deliver to: Registry, 1 st floor, Corner African and Milner Street, Grahamstown.
<u>FOR THE ATTENTION</u>	:	Ntandakazi Nomvete
<u>CLOSING DATE</u>	:	12 May 2017

OTHER POSTS

<u>POST 18/183</u>	:	<u>EXECUTIVE ASSISTANT 6 POSTS (REF NO: HEAD OFFICE REF: DSRAC 01/04/2017 (FINANCE MANAGEMENT, LIBRARIES AND INFORMATION SERVICES, STRATEGIC PLANNING, OFFICE OF THE GENERAL MANAGER CULTURAL AFFAIRS); AMATHOLE DISTRICT REF: 02/04/2017; SARAH BAARTMAN DISTRICT REF: DSRAC 03/04/2017</u>
<u>SALARY</u>	:	Salary range R226 611 - R266 943 per annum, Level 07
<u>CENTRE</u>	:	King Williams Town-Head Office; Amathole District and Sarah Baartman District
<u>REQUIREMENTS</u>	:	A 3-year/Diploma in Office Administration or equivalent qualification or Matric coupled with 2 years' experience in Administration support. Computer skills, communication skills (verbal and written), listening skills. Good telephone etiquette and interpersonal skills. Able to work independently and under pressure. Knowledge and understanding of relevant legislation/policies in the Public Service.

DUTIES

: Provide a secretarial/receptionist support to the General/Senior Manager. Handle telephone enquiries and compile a schedule of appointments. Render administrative support, collate and compile report, ensure the effective flow of information and documents, edit correspondence and memoranda. Handle the procurement of the unit. Ensure safe keeping of all documentation in the office of the General/Senior Manager in line with relevant legislation and policies. Scrutinise routine submission/reports and make notes and /or recommendations to the Senior Manager. Respond to enquiries received from internal and external stakeholders. Typing of reports. Collating monthly and quarterly Audit Committee packs. Prioritise issues in the office of the General/Senior Manager. Look after leave and attendance registers. Coordinate logistical arrangements for meetings, record minutes/decisions and communicate to the relevant role players. Support with the administration of the General/Senior Manager's budget and expenditure. Ensure traveling and accommodation arrangements are well coordinated. Prepare claims and arrange payments. Keep the diary of the General/Senior Manager. Provide a reliable filing system and attend to any other matters of administration as and when required. (People with disabilities are encouraged to apply).

ENQUIRIES

: Ms Ntandakazi Nomvete Tel no: (043) 604 4110