

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

The Office of The Premier in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho and enquiries can be directed to Ms M Mbangi 040 609 6290/6424/ 6248.

FOR ATTENTION : Mr M Mbangi

CLOSING DATE : 18 August 2017

NOTE : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts: Females will be given preference and for all posts people with disabilities will be given preference.

OTHER POSTS

POST 31/77 : **ICT OPERATIONS MANAGER REF NO: OTP01/07/2017**

SALARY : R657 558 per annum, Level 11

CENTRE : Bhisho

REQUIREMENTS : Formal Qualifications: IT-related NQF level 6-7, or Matric. More than 10 years' professional experience, of which a minimum of 3 years should be in managing/supervising IT technical staff. Professional qualifications (in order of preference): ITIL Intermediate (ITIL-accredited International certificate only); IT Project-Management (Prince2, or PMP). Key Competencies: Communication and Information Management; Developing Others; Problem Solving. Skills: Reading comprehension, Writing, Analytical/Critical thinking, Organising. Personal Attributes: Excellence, Integrity, Responsiveness. Note: Finalists will be subjected to the DPSA MMS competency assessment and a technical competency exam.

DUTIES : Implement and Maintain internal ICT Service Level Agreements: Understand business service requirements and the way in which IT-enabled services and service levels support business processes. Identify potential services and service levels with the business, and compare them with the current service portfolio to identify new or changed services or service level options. Define and maintain one or more service catalogues for relevant target groups. Publish and maintain live IT-enabled services in the service catalogues. Define and prepare service agreements

based on the options in the service catalogues. Include internal operational agreements. Monitor service levels, report on achievements and identify trends. Provide the appropriate management information to aid performance management. Manage ICT Supplier Relationship and Contracts: Manage, maintain and monitor contracts and service delivery. Ensure that new or changed contracts conform to enterprise standards and legal and regulatory requirements. Deal with contractual disputes. Identify and manage risk relating to suppliers' ability to continually provide secure, efficient and effective service delivery. Review the overall performance of suppliers, compliance to contract requirements, and value for money, and address identified issues. Manage ICT Configuration Changes: Evaluate all requests for change to determine the impact on business processes and IT services, and to assess whether change will adversely affect the operational environment and introduce unacceptable risk. Ensure that changes are logged, prioritised, categorised, assessed, authorised, planned and scheduled. Carefully manage emergency changes to minimise further incidents and make sure the change is controlled and takes place securely. Verify that emergency changes are appropriately assessed and authorised after the change. Manage ICT Availability and Capacity: Assess availability, performance and capacity of services and resources to ensure that cost-justifiable capacity and performance are available to support business needs and deliver against SLAs. Create availability, performance and capacity baselines for future comparison. Identify important services to the enterprise, map services and resources to business processes, and identify business dependencies. Manage Operational Unit Process Controls (Risk, Finance, SCM, HR): Identify and manage risks in area of operational responsibility; Ensure timely budgeting, monitoring, variance analysis and reporting; Ensure that Procurement Planning takes place, and that there is timely compliance with supply chain prescripts; Ensure the Unit's assets are managed, maintained and kept safely; Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Ms M Mbangi Tel no: (040) 609 6424/6248/6290

PROVINCIAL TREASURY

The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho.

FOR ATTENTION : Ms B Ndayi

CLOSING DATE : 18 August 2017

NOTE : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the

Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts: Females will be given preference and for all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

POST 31/78 : **CHIEF DIRECTOR INFRASTRUCTURE SPECIALISTS 2 POSTS REF NO: PT30/07/2017**
3 year contract

SALARY : R1 068 564 per annum, Level 14
CENTRE : Bhisho
REQUIREMENTS : A minimum qualification of a four year Bachelor degree or Bachelor of Technology degree in the built environment disciplines of Quantity Surveying, Project / Building / Construction Management or Civil / Structural Engineering. Current professional registration in either of these disciplines is mandatory. Minimum of 10 years' experience in Public Sector management and/or related management of infrastructure delivery programmes.

DUTIES : To facilitate the institutionalisation of the Infrastructure Delivery Management System (IDMS) guidelines and the associated regulations of the Standard for Infrastructure Procurement and Delivery Management (SIPDM). To advise on infrastructure delivery models that addresses improvements in infrastructure delivery and associated socio-economic developmental targets in the Province. To review the suite of infrastructure plans and related project budget schedules, such as, UAMPs, IPMPs and IDPs. To review integrated planning and project readiness compliance before projects embark on implementation. To monitor and evaluate project progress, identify risk issues, and recommend risk mitigating actions. To recommend suitable infrastructure procurement strategies per programme / project with respect to delivery targets, project integration and efficiencies of scale. To monitor expenditure performance and make recommendations on portfolio scheduling of projects to mitigate under- or over-expenditure in order to remain with the overall budget allocation per portfolio. To develop, monitor and evaluate the performance of improvement plans / recovery plans. Manage relations with clients and provide project leadership. Develop, establish, enhance and manage project information systems. Contribute to team and own performance, as well as, knowledge sharing and quality circles.

ENQUIRIES : Ms B Ndayi Tel no: (040) 1010 072

OTHER POSTS

POST 31/79 : **ASSISTANT DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES, REF NO: PT 31/07/2017**

Purpose: To facilitate the implementation of Transversal Internal Audit Services to Provincial Departments and Public Entities

SALARY : R334 545 per annum Level 09
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Internal Auditing coupled with minimum of 3 years as an Internal Auditor. CIA, PIA, IAT & QAR Certifications will be added advantage. KNOWLEDGE AND SKILLS: Sound knowledge of current internal audit standards and methodology. Departmental Policies and Procedures. Budget Preparation, Monitoring and Reporting. Document Management. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Relations, Planning and Organising, Decision Making, Project Management, Presentation and Computer Literacy (MS Office).

DUTIES : Render support in monitoring, enforcing and reporting on the effective implementation of internal audit standards: Assist on the reevaluation / development of

standard internal audit Chaters. Render assistance on the development of departments 3 year and 1 year Internal Audit Plans. Review operational plans and draft progress reports quarterly. Promote the image of internal audit in the province: Assess the performance of Audit Committees in the province. monitor performance of Internal Audit functions and Audit Committees in the province. Provide secretariat duties for Chief Audit Executive Forum, Audit Committee Chairperson Forum and Managers Forum meetings quarterly. Provide administrative support on coordinating the induction for Provincial Audit Committee members. provide support on the implementation of specialised audits including ICT performance audit and qar services: Render advise on the implementation of Quality Assurance Improvement Plans. Conduct Internal Quality Assurance Reviews for Provincial Departments. Coordinate the audit of External Quality Assurance Review. Ensure Performance of Information Communication Technology Audits (ICT Audits) Facilitate the implementation of recommendations: Assist department's Internal Audit functions to produce quality audit reports reports. Conduct research on best practice monitoring tools suitable for internal audit functions.

ENQUIRIES

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Ms B Ndayi (040) 1010 072/071

POST 31/80

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ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: PT 32/07/2017

Purpose: To facilitate the provisioning of Risk Management Services in the department

SALARY

:

R334 545 per annum Level 09

CENTRE

:

Bhisho

REQUIREMENTS

:

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Commerce / Financial Management / Public Finance / Risk Management coupled with 3 years experience in Risk Management environment at an officer level (Level 7 or higher). Knowledge and Skills: Knowledge and application of applicable legislative requirement. Departmental Policies and Procedures. Governance & Risk Management. Risk Management Strategy. Diversity Management, Managing Interpersonal, Conflict and Resolving Problems, Planning and Organising, Problem Solving, Decision Making, Problem Solving Skills, Analytical Thinker, Communication (Verbal & Written). Computer Literacy in MS Word, Excel, Powerpoint and Outlook, knowledge and use of Barn Owl Risk Management System would be an added advantage.

DUTIES

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Facilitate the development of departmental risk management strategy: Obtain inputs from stakeholders. Assist in researching best-practice for review and inclusion in the Risk Management Framework. Assist in communicating the approved departmental strategy / framework. Conduct continuous organisational risk assessment, identify risks and develop strategies. Conduct annual risk assessment by means of: Risk identification, Risk analysis and Risk rating. Manage the development of mitigating action plans. Manage updating of risk register. Assist in the development of departmental risk profile. Monitor the implementation of action plans to reduce risk. Develop and monitor the implementation of ethics and anti-corruption implementation plan. Assist in the development of Ethics and Anti-corruption implementation plan. Monitor the Ethics and anti-corruption implementation plan. Facilitate submission of accurate and timeous management reports. Communicate the deadlines for the reports and follow-up on outstanding reports. Assess the adequacy of the risk management reviews from the reports. Facilitate the sitting of the risk management committee. Assist in the scheduling and administrative arrangements of the risk management committee. Support the committee and management in the duties of the risk management committee. Identify areas of high concern for further discussion in the committee meetings.

ENQUIRIES

:

Ms B Ndayi (040) 1010 072/071

<u>POST 31/81</u>	:	<u>ASSISTANT DIRECTOR: NORMS AND STANDARDS REF NO: PT 33/07/2017</u> Purpose: To support financial management reforms and financial management capacity building strategies towards a sustainable financial management maturity in the province.
<u>SALARY</u>	:	R334 545 per annum, Level 09
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Accounting / Financial Management / Public Finance / Auditing, coupled with a minimum of 3 years' experience in Financial management environment at officer level (Level 7 or higher). Having completed articles of clerkship and/or possession of a relevant postgraduate qualification and/or experience in the public sector financial environment will be an added advantage. KNOWLEDGE AND SKILLS: Advanced knowledge of Ms Office (Ms Word, Ms Excel, Powerpoint), as well as understanding and application of public sector reporting and management systems like PFMA (and its Regulations), GRAAP, and MCS, including BAS, LOGIS and PERSAL. Effective Stakeholder management skills, problem solving skills, writing skills, interpersonal skills, good communication skills as well the ability to prepare management reports.
<u>DUTIES</u>	:	Research and contribute on Public Sector Accounting reforms and continuous liaison with the critical stakeholders like Accounting Standards Board, National Treasury and Auditor General; 2) support in setting financial management standards, 3) support departments and entities towards financial management maturity as well as 4) supporting enforcement of financial management standards, including compliance with Financial Legislation (Public Finance Management Act, Municipal Finance Management Act, Division of Revenue Act, Appropriation Act, Finance Acts, etc).
<u>ENQUIRIES</u>	:	Ms B Ndayi (040) 1010 072/071
<u>POST 31/82</u>	:	<u>SENIOR PROCUREMENT OFFICER: ACQUISITION MANAGEMENT REF NO: PT 34/07/2017</u> Purpose: To provide clerical and administrative support to the provisioning administrative services of the department.
<u>SALARY</u>	:	R281 418 per annum Level 08
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Commerce / Supply Chain Management / Procurement / Logistics coupled with Minimum 3 years' experience in SCM / Logistics / Procurement environment. Knowledge and Skills: Knowledge and application of the following prescripts: Public Finance Management Act. Supply Chain Management Policies and Practices. Risk Management Policies and Practices. Financial Accounting. Budget preparation. Good understanding of acquisition and demand management process. Knowledge on office procedure and Bid administration. Good Communication Skills (verbal & written). Computer Literate. Project Management, Planning and Organising, People Management, Problem Solving, Decision Making and Client orientation and customer focus.
<u>DUTIES</u>	:	Supervise and execute the bidding process: Assist in providing secretariat support services to the Quotations Committee, Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receiving and open bid documents. Authorize requests on LOGIS. Facilitate The Procurement Of Goods And Services: Monitor compilation and updating of supplier data-base. Facilitate request for quotations. Perform authorization functions of requisitions on Financial systems. Manage administration of Acquisitions. Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual

potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES

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Ms B Ndayi (040) 1010 072/071

POST 31/83

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PERSONAL ASSISTANT: MOVABLE AND IMMOVABLE ASSETS REF NO: PT 35/07/2017

Purpose: To render Secretarial, Clerical and Administrative Support Services to the Directorate

**SALARY
CENTRE**

:

R226 611 per annum Level 07

:

Bhisho

REQUIREMENTS

:

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration or any other related qualification coupled with Minimum of 2 years working experience in office administration.

DUTIES

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Provide Secretarial/Receptionist Support Service to the Chief Director/Director: Receive telephone calls. Perform advanced typing for the Chief Director/Director. Operate and ensure that office equipment, e.g. fax machine and photocopies are in good working order. Records the engagements of the Chief Director/Director. Coordinate, sensitize and advises Chief Director/Director regarding his / her engagements. Compile schedules of all appointments. Render Administrative Support Services To The Office Of The Chief Director/Director: Ensure effective flow of information and documents from and to the office of the Director. Ensure the safe keeping of all documentation in the office of the Chief Director/Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g. Progress Reports, Monthly Reports, and Management Reports. Scrutinise routine submissions / reports and make notes or recommendations for the Chief Director/Director. Respond to enquiries received internal and from external stakeholders. Draft document as required. File documents for the Chief Director/Director and the Directorate where required. Collects, analyse and collates information as requested by the Chief Director/Director. Clarifies instructions and notes on behalf of the Chief Director/Director. Coordinate travel arrangements on behalf of the Chief Director/ Director. Prioritise issues in the office of the Chief Director/Director. Manage leave register and telephone Accounts for the office of the Chief Director/Director. Administer procurement of standard items (stationery & refreshments) for the Office of the Chief Director/Director. Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide Support To The Chief Director/Director Regarding Meetings And Directorate Meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Collects and compiles necessary documents for the Chief Director/Director to inform him / her on the contents. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes for the Chief Director/Director as required. Coordinates logistical arrangement for the meetings when required. Support Director with The Administration of the Directorates Budget: Collects and coordinate all documents related to the Directorates budget. Assist Chief Director/Director in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alerts Chief Director/Director of possible over – and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the Chief Director/Director and compile a draft memorandum for this purpose.

ENQUIRIES

:

Ms B Ndayi Tel no: (040) 1010 072

DEPARTMENT OF HEALTH

The Department of Health in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to. Applications directed to the addresses as indicated below or Hand Delivered as indicated below.

APPLICATIONS

- : Bisho Head Office: Post to: Private Bag X0038, Bisho, 5605 or Hand delivered at UIF Building, Phalo Avenue, Bisho, 5605. Enquiries: Ms S Lamani Tel: 040 608 1275. Post to: Human Resource Office, Frere Hospital, Private bag X 9047, EAST LONDON, 5200 Enquiries: Ms N Mthitshana or P Zasawe - TEL NO: 043 709 2487/2532.
- Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, CALA 5455 Enquiries: Ms B Mtsi – TEL NO: 047-8770931. Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District, Private bag X 1250, COFIMVABA, 5380. Enquiries: Ms A Mabentsela - TEL NO: 047 874 0079.
- Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142, LADY FRERE, 5410 or hand delivery to Glen Grey Hospital, 5410. Enquiries: Mr S Khumalo - TEL NO: 083 585 7576.
- Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, QUEENSTOWN, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo - TEL NO: 045 8084 272.
- Post to: Human Resource Office, Frere Hospital, Private bag X 9047, EAST LONDON, 5200 Enquiries: Ms N Mthitshana or P Zasawe - TEL NO: 043 709 2487/2532.
- Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, MTHATHA 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca TEL NO: 047 531 0823, MS S Zokufa Tel: 074 502 9000.
- Post to: Human Resource Office, Nessie Knight Hospital, P/bag X420, QUMBU, 5180 or hand delivery to Sulenkama Admin Area - Nessie Knight Hospital - QUMBU. Enquiries: Ms O.N Sotsaka - TEL NO: 047 553 6007/8/9.
- Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, LIBODE, 5160. Enquiries: Ms U Toni - TEL NO: 047 555 5300.
- Post to: Human Resource Office, St Elizabeth Hospital, Private Bag x1007, LUSIKISIKI, 4820. Enquiries: Mr M Nozaza - TEL NO: 039 253 5012.
- Post to: Human Resource Office, St Lucy's Hospital, P.O St Cuphberts, TSOLO, 5171. Enquiries: Majikana TEL NO: 047 532 6259.
- Post to: Private bag 5016, Sterkspruit, 9762 or Hand deliver at the HR Office, Umlamli Hospital. Enquiries: Ms Mpithimpithi Tel: 051 611 0079/90.
- Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel: 047 564 2805.
- Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangeni –Tel No: 039 253 7262/0835860659.
- Post to: Human Resource Office St Patricks Hospital, P/Bag X531, Bizana, 4800 or Hand deliver to St Patricks hospital road, Bizana, Enquiries: Ms Jafta – Tel:039 251 0236.
- Human Resource Office, Fort England Hospital, Private bag X 1002, GRAHAMSTOWN, 6139 or hand delivery to Fort England Hospital York Road, GRAHAMSTOWN, 6139. Enquires: Ms X Nazo - TEL NO: 046 602 2300.
- Human Resource Office, Cala Hospital, Private bag X 516, CALA, 5455 or hand delivery to Drully Lane Street, CALA, 5455. Enquires: Ms Z Sentile - TEL NO: 047 874 8000.
- Post to: Human Resource Office, Inxuba Yethemba Sub-District, Private bag X90, CRADOCK, 5880. Enquires: Ms G.O Vanhecrdin – TEL NO: 048 881 2921.
- Post to: Human Resource Office, Empilweni TB Hospital, Private bag X6060, PORT ELIZABETH, 6200 or hand delivery to NO1 Mati Road, New Brighton, PORT ELIZABETH, 6200. Enquires: Ms B Bomela TEL NO: 041 406 7606/36.
- Post to: Human Resource Office, Cradock Hospital, Private bag X55, CRADOCK, 5460 or hand delivery to Cradock Hospital, 5880. Enquires: Ms F Danster - TEL NO: 048 881 2123.

Post to: Human Resource Office, Buffalo City Metro, Private bag X 9015, Main Post Office, EAST LONDON, 5200 or hand delivery to Sheffield Road, Woodbrook/Wesbank, East London, 5200. Enquires: Ms Sawula - Tel No: 043 708 1700.

Post to: Human Resources Office, Ngcobo Sub-District, Private Bag X215, NGCOBO, 5050 or hand delivery at, Enquiries: Miss N Matala - Telephone: 047-548 0022.

Post to: Human Resource Office, Tower Hospital Private Bag X 228 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Mrs V Whitecross - Tel NO: 046 645 5008.

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

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

Post to: Human Resource Office, Victoria Hospital, Private Bag X1300, ALICE, 5700, Enquiries: Mr XB Marele - Tel NO: 040-653 1141.

Post to: Human Resource Office, Cathcart Hospital, Private Bag X 10, CATHCART, 5310, Enquiries: Ms B Soyamba – Tel NO: 045 843 1029.

Applications must be submitted to The Human Resource Office, Mjanyana Hospital, Private Bag C1204, IDUTYWA, 5000. Enquiries SS Naku Tel.047-874 8000.

Post to: Orsmond TB Hospital, P.O. Box 246, UITENHAGE, 6320 or hand delivered to Human Resource Office, 1 John Dissel Drive, Allanridge, UITENHAGE. Enquiries Mrs C Bekker Tel: 041-988 1111.

Post to The Human Resource Office, Livingstone Hospital, Private Bag x Korsten, Port Elizabeth, 6020. Enquires Ms P Marongo Tel: 045 808 4272.

Applications should be forwarded to The HR Manager, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, MOUNT FLETCHER, 4770, Enquiries: Mr P Mpanza Tel: 0822696742.

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.

Post to: 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.

Post to: S.S. Gida hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: N. E Fumanisa @ 040- 658 0043.

Post to: 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.

Post to: P.O. Box 05, Indwe Hospital, 5445 or Hand deliver to 1 Graham Street, Indwe Hospital, 5445, Enquiries: Ms Gouws Tel: 045 952 5500.

Post to: Private Bag 9009, Sipetu Hospital, Mount Frere, 5090 or HR Office Siphetu Hospital. Enquiries: Mr EF Madaka Tel: 039 255 0077 Nompumelelo Hospital, Private Bag X 13, PEDDIE 5640. Enquiries: Ms NG Tsako Tel no: 040 673 3321.

Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, KING WILLIAMS TOWN 5600. Enquiries: Ms Phillip Tel no: 043 643 3304.

Post to: 12 Cavendish Road, New Heaven Hospital, Vincent, 5247. Enquiries: Ms K Mntumni Tel: 043 726 3225.

FOR ATTENTION
CLOSING DATE
NOTE

: Ms L. Mabhele
: 18 August 2017

: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further 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 department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 31/84 : **DEPUTY DIRECTOR GENERAL: COPORATE SERVICE CLUSTER REF NO. ECHEALTH/DDG/HO/05/06/2017**

SALARY : R1 299 501 –R1 463 892 per annum, Level 15
CENTRE : Head Office

REQUIREMENTS : An appropriate degree and a post graduate degree (NQF level 8) coupled with 8 to 10 years of experience at senior managerial level. PLUS the following key competencies: Knowledge of: proven experience in strategic planning and policy development, understanding of DoH policies, financial management and project management. Sound working knowledge of corporate governance framework of the republic of South Africa. In depth knowledge of National Development Plan. Skills: strategic capability and leadership, management and organisational skills, information technology, creativity and innovation, analytical, numerical, organising and coordination, facilitation and implementation, financial management, negotiation and consultation, problem solving and analysis, change management, policy development, legal interpretation and implementation. Communication: Ability to communicate (both verbal and written) with executive management and all levels throughout the organisation. Internal and external communication and liaising, speech writing, well-spoken and perceptive to suggestions, well developed interpersonal relationships at all levels, creative and innovative thinker, logical and objective and high level of diplomacy.

DUTIES : Provide strategic direction, guidance and oversight with regards to Human Resource Management and Development as well as provisioning of support and advisory services to the department. Oversee the provisioning of Strategic ICT management support and advisory services to the department. Oversee the management of Auxiliary and Security support services to the Department. Oversee the provisioning support and advisory services to the Department. Ensure effective and efficient presentation to the various committees and forums relevant to corporate support services. Design and implement change initiatives in the Branch to improve capacity and appraise system for effective delivery of the corporate services programmes, design and develop operational policies and standard operating procedures for the Branch. Ensure and co-ordinate performance and reporting in the Branch and ensure co-ordination of performance information and management of Branch operations and programmes.

ENQUIRIES : Ms S Lamani. Tel: 040 608 1275

POST 31/85 : **SENIOR MANAGER: QUALITY ASSURANCE REF NO. ECHEALTH/ SNRQA/ HO/05/06/2017**

SALARY : R898 743 –R1 085 691 per annum, Level 13
CENTRE : Head Office

REQUIREMENTS : A Bachelor's Degree or National Diploma in Health Sciences with a minimum of 5 years' experience, knowledge of the public service legislative framework. Strategic planning & organizational skills, negotiation and conflict resolution skills. Be a strategic and seasoned leader. The candidate must be competent in records management, budgeting and financial management, communication and

		information management, project management, managing conflict and resolving problems, diversity management, planning and organising.
<u>DUTIES</u>	:	Provide strategic leadership and management in the operations of the Directorate. Develop and review strategy for the Directorate, guide and correct the process of programme implementation. Design and implement change initiatives in the Directorate to improve capacity and appraise system for effective delivery of the quality assurance management, design and develop operational policies and standard operating procedures for the directorate. Ensure and co-ordinate performance and reporting in the Directorate. Co-ordinate provision of Directorate programmes and projects, manage financial spending and budget reviews of the directorate. Manage information, reports and knowledge in the Directorate.
<u>ENQUIRIES</u>	:	Ms S Lamani. Tel: 040 608 1275
<u>POST 31/86</u>	:	<u>SENIOR MANAGER: DEMAND MANAGEMENT REF NO. ECHEALTH/DIMS/HO/05/06/2017</u>
<u>SALARY</u>	:	R898 743 –R1 058 691 per annum, Level 13
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Senior Certificate. Relevant Bachelor's Degree/diploma in Accounting/ Supply Chain Management or equivalent qualifications. Training in management practises related to procurement or Supply Chain Management recommended. At Least 5 years' experience managerial experience. Practical experience in Supply Chain Management in large organisation. Computer skills, communication, presentation, report writing, leadership and management skills. Sound management of Public Finance Management Act, Treasury Regulations, Supply Chain management Framework, relevant policies and legislation. Extensive experience in Bid Management. Ability to implement internal systems and ensure sound financial management. Valid Driver's license.
<u>DUTIES</u>	:	Develop, implement and maintain Demand Management policy and procedures that will facilitate effective, efficient economic and transparent procurement of goods and services. Provide strategic leadership to the unit. Ability to interact both strategically and at operational level. Knowledge of the operational framework of the PFMA and Supply Chain Management. Manage timely development of procurement plan. Ensure adherence to SCM delegations. Provide ongoing advisory and institutional support to the internal and external clients especially with regard to analysis of commodity and supplying industry to support to the departmental core function.
<u>ENQUIRIES</u>	:	Ms S Lamani. Tel: 040 608 1275
<u>POST 31/87</u>	:	<u>SENIOR MANAGER: ICT REF NO. ECHEALTH/DIMS/HO/05/06/2017</u>
<u>SALARY</u>	:	R898 743 –R1 058 691 per annum, Level 13
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A relevant degree in Information Communication Technology at NQF level 7 as recognized by SAQA. 5 years ICT experience in a managerial position either in public or private environment. Expert knowledge of Data management and processing (interphase collaboration and web design development). Sound knowledge, understanding and application of the relevant legislation. Competence in the implementation of government's e-strategy. Implementation of the ICT strategy in the public sector environment. Sound knowledge and understanding of the eHealth strategies. Good corporate governance principles. Government priorities and imperatives. The White Paper on the Transformation of the Public Service (Batho Pele).
<u>DUTIES</u>	:	Manage and review ICT Corporate Governance capability and functionality for the Department in line with the DPSA's CGICT (Corporate Governance Information and Communication Technology). Ensure appropriate processes, procedures and controls are adequately implemented to meet audit and compliance expectations. Act as audit liaison for internal and external audits and coordinate the monitoring and resolution of audit findings. Manage the ICT Disaster Recovery Plan (DRP) and ensure alignment with ECDoH Business Continuity Plan (BCP) and periodically test all backup and recovery plans, procedures and capabilities. Manage the resources of the Directorate and develop the operational plan for the Directorate

and ensure its implementation. Conduct financial planning and account for allocated budget with the Directorate. Develop solutions to technical challenges and advise users on appropriate processes to follow. Provide technical support and maintenance of the enterprise-wide ICT infrastructure. Develop and strengthen the ECDOH digital connectivity strategy. Determine demand specification and procurement of ICT technologies. Plan, develop, implement and maintain rollout of ICT technologies. Promote and champion the eHealth and m-Health strategies.

ENQUIRIES

:

Ms S Lamani. Tel: 040 608 1275

POST 31/88

:

DIRECTOR: INFORMATION MANAGEMENT SYSTEMS REF NO: ECHEALTH/DIMS/HO/05/06/2017

SALARY

:

R898 743 –R1 058 691 per annum, Level 13

CENTRE

:

Head Office

REQUIREMENTS

:

A Bachelor's degree, National diploma or an equivalent NQF Level 7 Certificate in Health or Social Sciences. Further to the aforementioned, a post-graduate qualification in Health Information or Public Health or a qualification in Information and Communications Technology (ICT) will serve as an advantage. At least five (5) years' experience on a middle management level. Experience must include some exposure to District Health Information Systems, Information and Knowledge Management, Patient-based Information System, Database Management and Electronic Communication Systems. Knowledge of the development of ICT in health and Geographic Information Systems (GIS). Knowledge of policy development, financial management, Government strategies and processes as well as strategic and project management. Good interpersonal, creative, innovative, communication (verbal and written) and computer (MS Word, PowerPoint and Excel) skills. A valid driver's license.

DUTIES

:

Provide leadership required for the implementation of the National Health Information System. Provide leadership to the development of Patient-based Information Systems. Oversee the implementation of the District Health Management Information System (DHMIS) policy. Implement continuous data quality improvement mechanisms. Manage the National Telemedicine, Vital Registration and Geographic Information System. Support the implementation of the National Health Strategy and Health initiatives. Perform any further DUTIES as required by Chief Director. The candidate will be reporting to Chief Director: Strategy and Organisational Performance.

ENQUIRIES

:

Mr M.V. Mahlalela – 0634074258 / 0406081289

POST 31/89

:

DIRECTOR: MONITORING & EVALUATION REF NO. ECHEALTH/DIMS/HO/05/06/ 2017

SALARY

:

R898 743 –R1 058 691 per annum, Level 13

CENTRE

:

Head Office

REQUIREMENTS

:

Bachelor's Degree or equivalent qualification with knowledge or experience of monitoring and Evaluation in a Public Sector (preferable health sector) and 5 years management experience. Background in Research and Epidemiology, Statistics, Evaluation and public health information will be added advantage. Good understanding of Public Health Policies and their application, report, strategic planning and monitoring skills. Excellent planning, organisational and management competencies. Ability to work across different units in the department and a valid driver's license.

DUTIES

:

Provide strategic leadership and management of the M&E unit, develop and facilitate implementation of the monitoring and evaluation framework and policies. Review indicators and design / develop monitoring tools for health programmes standardise reporting format for health programme performance, report performance and progress of health programme and Provincial Department of Health to internal structures as well as external key stakeholders including the office of the Premier as well as National and Provincial Treasury. Manage, coordinate and provide monitoring and evaluation support process and procedures. Facilitate the implementation of the MPATH process. Coordinate audit of sector and pre – determined objectives by external and internal auditors including the Auditor General, institutionalise Monitoring and Evaluation in all the Districts in the

Province. Review and support Monitoring and Evaluation activities and governance structures in the Province, in collaboration with programmes, other agencies and stakeholders, conduct impact or output evaluation. Fulfil and oversight and monitoring and evaluation role to ensure compliance at institutional, district and provincial levels to service standards jointly with all programs. The candidate will be reporting to Chief Director: Strategy and Organisational Performance.

ENQUIRIES

: Mr M.V. Mahlalela – 0634074258 / 0406081289

OTHER POSTS

POST 31/90

: **CHIEF ARCHITECT GRADE A&C REF NO: ECHEALTH/CA/HO/02/07/2017**

SALARY
CENTRE
REQUIREMENTS

: R805 8006 – 1 505 937 per annum (OSD)
: Head Office
: Bachelor of Architecture or equivalent as recognised by South African Council for the Architectural profession. Six years' experience post qualification. Registration with South African Council for Architectural profession as a professional Architect. Valid driver's license and Computer literacy.

DUTIES

: To provide architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/ technical norms and standards which includes form and space designs in line with the Infrastructure Delivery Management Framework (IDMF).

ENQUIRIES

: Mr Tuswa Tel no. : 040 608 1170

POST 31/91

: **DEPUTY DIRECTOR: PRE-AUDIT REF NO: ECHEALTH/DME/HO/05/06/2017**

SALARY
CENTRE
REQUIREMENTS

: R657 558 – R774 576 per annum, Level 11
: Head Office
: A Bachelor's Degree or National Diploma in financial management with Internal Auditing or Auditing as major. Must have at least 3 years' experience at Assistant Director Level operating within the financial management environment preferably in the field of internal control and auditing within a government department. Knowledge of financial prescripts like the PFMA, Treasury Regulations, Supply Chain Management policies, procedures and practices and other financial management policies, financial systems like LOGIS,BAS and PERSAL. Knowledge of Irregular, Unauthorised, Fruitless and wasteful expenditure and how these should be prevented. Knowledge of Risk and Risk management and internal controls in the government financial environment. Management and supervision of staff. Leadership and managerial experience, Business report writing skills and customer service are essential qualities required for this position.

DUTIES

: The incumbent will provide leadership and oversee the Pre-Audit function at Head Office by monitoring compliance and adherence to internal financial controls .Develop policies, procedures and guidelines on internal financial controls. Compile departmental governance frameworks. Conduct, evaluate, review and monitor pre-audit service in the districts and institutions. Ensure that financial internal controls add value and enable the department to achieve its objectives efficiently and effectively. Manage the verification of documentation and transactions from SCM, Creditor Payments and Salary Administration at Head Office and coordination of resolution of rejections. Put in place measures to improve internal financial controls to avoid risk and enhance financial governance in the department. Focus on measures to detect and prevent Irregular, unauthorised, fruitless and wasteful expenditure and enforce internal financial controls in the department in line with section 45 of the PFMA.

ENQUIRIES

: Ms S Lamani. Tel: 040 608 1275

POST 31/92

: **CONTACT CENTRE DYNAMIC CRM AND MITEL ADMINISTRATOR REF NO: ECHEALTH/CCD/HO/02/07/2017**

SALARY
CENTRE
REQUIREMENTS

: R334 545–R404 121 per annum, Level 09
: East London Shared Contact Centre
: Relevant bachelor's Degree/ Honours on ICT/ IS with one to three years of programming experience in a multimedia and innovative contact centre,

telecommunication sector or any related field. Certified Cisco Network Association Certificate. One to two years working experience in a call centre environment, proven knowledge and experience of public service regulatory framework. Valid Code EB driver's license.

DUTIES : Perform a variety of Voice Over Internet programming assignments requiring knowledge of established programming procedures (Contact Centre systems and operations, CCC, CCM CRM, micollab, MiVoice) and voice over IP data processing Requirements: of ECHoH 24 hour Shared Contact Centre, Routinely maintains, Calibrate and modifies as per daily needs (call volumes) and staffing schedule of the 24 hour Shared Contact Centre. Contact Centre Systems Analyser and reporting.

ENQUIRIES : Mr Z. Ntlube Tel no: 043 711 0699

POST 31/93 : **OFFICE MANAGER: GM STRATEGY AND ORGANISATIONAL PERFORMANCE REF NO: ECHEALTH/OMSOP/HO/02/07/2017**

SALRY CENTRE REQUIREMENTS : R334 545–R404 121 p.a. (Level 9)
: Head Office
: 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. Ability of practical approach and of working independently. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's license.

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.

ENQUIRIES : Mr Tuswa Tel no. : 040 608 1170

POST 31/94 : **ASSISTANT DIRECTOR FINANCE REF NO: ECHEALTH/ADF/HO/02/07/2017**

SALRY CENTRE REQUIREMENTS : R334 545–R404 121 per annum, Level 09
: Head Office
: Degree or Diploma in Commerce/ Accounting/ Economics. Valid driver's licence. Computer literacy understanding financial management as implemented in Government and within the context of infrastructure/ construction budgeting and spending. Three year post qualification experience.

DUTIES : To assist with the coordination of all financial management functions for the Chief Directorate including all financial and supply chain management issues pertaining to infrastructure projects/ programmes.

ENQUIRIES : Mr Tuswa Tel no. : 040 608 1170

POST 31/95 : **SENIOR ADMIN OFFICER: SHARED CONTACT CENTRE REF NO: ECHEALTH/CCS/02/07/2017**

SALARY CENTRE REQUIREMENTS : R281 418–R331 497 p.a. (Level 8)
: East London Shared Contact Centre
: Appropriate diploma/degree in social sciences/communication/ public relations with good people management skills, dedication, experience in managing people/personnel, 3 to 6 years in Contact Centre environment coupled with interpersonal communication skills, Coordinating skills, legal knowledge will be highly recommended, Computer literate, Knowledge of public service regulation, mandate of Eastern Cape Department of health as well as standard operating procedure of the Contact Centre/ any related customer services environment, knowledge of the Customer Relationship Management (CRM) unendorsed drivers licence, code EB.

DUTIES : Supervising and meeting performance targets for speed, efficiency, and citizen's health service enquiries/complaints for outbound operation of the Shared Contact

Centre Assist on the daily operative running of the Shared Contact Centre; Liaising with Contact Centre management team to gather information and resolve conflicting operative issues; Handling the most complex customer complaints or enquiries; Coaching, motivating and retaining staff and coordinating bonus, reward and incentive schemes.

POST 31/96 : **TEAM LEADER SHARED CONTACT CENTRE: (SHIFT LEADER) REF NO: ECHEALTH//02/07/2017**

SALARY : R226 611–R266 943 p.a. (Level 7)
CENTRE : Head Office: East London Shared Contact Centre
REQUIREMENTS : Appropriate diploma/ degree in Social science/ related competency/ IT certificate on contact centre operations management. 3 to 5 years in Shared Contact Centre environment coupled with interpersonal communication skills, Computer literate, knowledge of public service regulation, Mandate of the Eastern Cape Department of Health, Standard Operating Procedure of the contact centre environment, knowledge and skills on CRM and CCC.

DUTIES : Supervise and meeting performance targets for speed, efficiency, and health service promotions and quality for both Inbound and Outbound operations; Supervise the daily operative running of the Shared Contact Centre; liaising with Contact Centre management team to gather information and resolve conflicting operative issues. Monitoring random calls to improve quality, minimise errors and track operative performance. Reviewing the performance of Contact Agents. Identifying training needs and planning on job training sessions; recording statistics, user rates and the performance levels of Contact Centre and preparing reports. Handling the most complex customer complaints or enquiries. Organising staffing, including shift patterns and the number of staff required to meet demand (Call volumes and trends analysis); coaching, motivating and retraining staff and coordinating bonus, reward and incentive schemes, forecasting and analysing data against budget figures on a weekly and/or monthly basis. Improving performance by raising efficient and sourcing new equipment to enable this, e.g. new dialling products. Supervise Contact Centre agent as well as logging of queries on CRM as defined in the standard operating policy of the centre. Must be able to work shifts in 24hour Contact Centre of the department of Health.

ENQUIRIES : Mr Z. Ntlube Tel no. : 043 711 0699

POST 31/97 : **QUALITY ASSESSOR-SHARED CONTACT CENTRE REF NO: ECHEALTH//02/07/2017**

SALARY : R226 611–R266 943 p.a. (Level 7)
CENTRE : Head Office: East London Shared Contact Centre
REQUIREMENTS : Appropriate diploma/ degree in Social science/Public Administration or any Business Related studies, 3-5 years working as a quality assessor in a Contact Centre environment, Knowledge of Public Service Regulations. Mandate of the Eastern Cape Department of Health, Standard Operating Procedure of the contact centre, must be computer literate, understand system of quality monitoring as an assessor. Good interpersonal communication skills and ability to work under pressure.

DUTIES : Performs daily monitoring; i.e. this entails assessing whether the contact centre agents adhere and practice the basis telephone etiquette when handling call and whether professionalism is constant train when communicating with clients. Analyse and assess quality of call handling by utilizing the standard assessment tool which assesses various call handling aspects such as the greeting used, product and systems knowledge, communication skills; professional and wrapping up or the ending of the call. Problem solving i.e. identifying and helping to eradicate bad trends that maybe spreading within the centre. Compile reports and track agent performance. Perform daily quality assurance administration such seeing to it that all agents' score sheets and monthly coaching are filed coherently. Develop and coach teams. Call back strategy (conduct a monthly survey on client satisfaction). Conducting monthly feedback sessions; i.e. giving agents feedback and coaching on weak areas that may have been identified for that particular month. Draw up

monthly spreadsheets with agent scoring and average group performance percentages.

ENQUIRIES : Mr Z. Ntlube Tel no. : 043 711 0699

POST 31/98 : **CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC/02/07/2017**

SALARY : R226 611–R266 943 p.a. (Level 7)

CENTRE : Head Office

REQUIREMENTS : Grade12 plus NQF level 5 in Archives Management/Records or Document Management with extensive and proper training on all records management and registry procedures, coupled with a minimum of 3 years working experience within the Records Management/Registry field. Competencies: sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA's); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organisational skills; analytical and problem solving skills; personal & interpersonal skills; effective time management; organisational skills; document and content management will be an added advantage.

DUTIES : Coordinate and supervise activities in registry; Provide registry services to the Department such as file enquiries, posting and updates on general procedures and functions of the unit; manage own performance and develop others; maintain and amend the file plan on a regular basis; implement the policies and procedures for records management as per the prescribed REQUIREMENTS:: by archives; Scan, distribute files and documents; maintain an accurate register of all archived files; assist in uploading of documents on the electronic content and records management system (ECDMS) including intranet and website; Register records and correspondences (both incoming and outgoing) apply the National Archives and Records Management Act and other related legislations.

ENQUIRIES : Mr Siga Tel: 040 608

POST 31/99 : **HRD CLERK REFNO: ECHEALTH/HRDC/IHO/02/07/2017**

SALARY : R152 862 – R180 063 p.a. (Level 5)

CENTRE : Head Office

REQUIREMENTS : Grade 12 plus 2-5 years' experience in Human Resource Development or Degree/National Diploma in Human Resource Management with 1-2 years' experience in Human Resource Development environment. Computer literacy. Valid light vehicle Drivers Licence. Knowledge and understanding of Batho-Pele Principles. Knowledge of procedures relating to specific working environment including norms and standards.

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

ENQUIRIES : Mr Mbatha Tel no. : 040 608 9670

ALFRED NZO DISTRICT

POST 31/100 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/KH/02/07/2017**

SALARY : R152 862-R180 315 p.a. (Level 5)

CENTRE : Khotsong TB Hospital

REQUIREMENTS : 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.

DUTIES : Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49

POST 31/101 : **REGISTRY CLERK REF NO: ECHEALTH/RC/SPH/02/07/2017**

SALARY : R152 862 - R180 063 p.a. (Level 05)

CENTRE : Sipetu 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.

ENQUIRIES : Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49

POST 31/102 : **DATA CAPTURER REF NO: ECHEALTH/DC/STPH/02/07/2017**

SALARY : R127 851 - R150 606 p.a. (Level 04)

CENTRE : St Patricks Hospital

REQUIREMENTS : 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 submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49

POST 31/103 : **GENERAL WORKER 3 POSTS REF NO: ECHEALTH/GW/SPH/02/07/2017**

SALARY : R90 234-R106 290 p.a. (Level 2)

CENTRE : Sipetu 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 : 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 : Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49

POST 31/104 : **LAUNDRY WORKER REF NO: ECHEALTH/LW/SPH/02/07/2017**

SALARY CENTRE REQUIREMENTS : R90 234-R106 290 p.a. (Level 2)
: Sipetu 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 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 : Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49

POST 31/105 : **OPERATOR REF NO: ECHEALTH/OP/SPH/02/07/2017**

SALARY CENTRE REQUIREMENTS : R90 234-R106 290 p.a. (Level 2)
: Sipetu Hospital
: ABET / Level 4, Grade 10 / Standard 8 and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.

DUTIES : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault 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

ENQUIRIES : Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49

POST 31/106 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/GRH/02/07/2017**

SALRY : R90234-R106 290 p.a. (Level 2)

CENTRE : Greenville 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.

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.

ENQUIRIES : Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49

POST 31/107 : **PROPERTY CARE TAKER 2 POSTS**

SALARY : R90 234-R106 290 p.a. (Level 2)

CENTRE : Madzikane Ka-Zulu Memorial Hospital Ref No: ECHEALTH/ PCT/ MKZH/ 02/07/2017

REQUIREMENTS : Mwaca Clinic Ref No: ECHEALTH/PCT/MWAC/02/07/2017

Abet level / Grade 10. Grade 12 certificate is an advantage, physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

ENQUIRIES : Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49

POST 31/108 : **TRADE LABOURER REF NO: ECHEALTH/PCT/STPH/02/07/2017**

SALARY : R90 234-R106 290 p.a. (Level 2)

CENTRE : Tayler Bequest Hospital (Matatiele)

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

DUTIES : Take proper care of equipment and machinery used daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, and repair of broken windows and toilet flush systems. Unblock drains, basin and sinks to

ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.

ENQUIRIES : Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49

AMATHOLE DISTRICT

POST 31/109 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/DDSCM/DISTO/05/06/2017**

SALARY : R657 558 – R774 576 p.a. (Level 11)

CENTRE : Amathole District Office

REQUIREMENTS : As a minimum a National Diploma/ Advanced Certificate in SCM/ Advanced Strategic Procurement or equivalent NQF 6 qualification or a B. Com degree in Finance/ Accounting/ SCM coupled with at least 8 years in Financial Management/ SCM of which four years should be supervisory experience. At least three years should preferably be in government SCM. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Walker BAS. Strong planning and co-ordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. A valid driver's license.

DUTIES : Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyse on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Senior.

ENQUIRIES : Ms. Bonase / Ms. N. Nene @ 043 -707 6748 / 49

POST 31/110 : **MIDDLE MANAGER ADMINISTRATION REF NO: ECHEALTH/MMA/VICH/02/07/2017**
Re- Advertisement

SALARY : R334 545 – R404 121 p.a. (Level 9)

CENTRE : Victoria Hospital

REQUIREMENTS : Public Admin / Human Resource Management Degree or Relevant Tertiary qualification. At least 3-5 years 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 and 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 institution: 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 institution: Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the institution in order to provide corrective mechanisms.

Provide support for safekeeping and maintenance of records, information and knowledge in the institution. Facilities management.

POST 31/111 : **CHIEF PERSONNEL OFFICER: SERVICE BENEFITS REF NO: ECHEALTH/CPO/DISOH/02/07/2017**

SALARY : R281 418-R331 497 p.a. (Level 8)
CENTRE : District Office
REQUIREMENTS : Degree/diploma in Human Resource Management with at least 3 years' experience as a Supervisor / Grade 12 with 6 years' experience in the field of HR Admin. Extensive knowledge of PERSAL is essential. Interpretation of reports and Policies. Knowledge of PFMA and other prescripts applicable to the field. Computer literacy. Sound knowledge of Public Service Act, EEA, BCEA and OSD resolutions for designated categories. Valid driver's license.

DUTIES : Administer the conditions of service to all employees in the district, e.g. housing allowance, state guarantee, medical aid, employee exit process, long service awards. In depth knowledge of E-Channel processes. Co-ordinate and administer leave administration. PILLIR processes and Injury on Duty (IOD). Restructuring of SMS/MMS salary packages. Implementation of OSD benefits for designated categories. Manage the termination of service administration.

POST 31/112 : **PERSONAL ASSISTANT REF NO: ECHEALTH/PATWH/02/07/2017**
Re-Advertisement

SALARY : R226 611-R266 943 p.a. (Level 7)
CENTRE : Tower Hospital
REQUIREMENTS : 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 filling s R266 943 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 31/113 : **FOOD SERVICE MANAGER REF NO: ECHEALTH/FSM/TWH/02/07/2017**

SALARY : R226 611-R266 943 p.a. (Level 7)
CENTRE : Tower 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 31/114 : **FINANCIAL CLERK REF NO: ECHEALTH/FC/CCH/02/07/2017**

SALARY : R152 862 – R180 063 p.a. (Level 5)
CENTRE : Cathcart Hospital
REQUIREMENTS : Grade 12 plus 3-5 years' experience or National Diploma in accounting/ financial or related qualification with minimum of 1-2 years appropriate experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

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

POST 31/115 : **SENIOR CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/VICH/02/07/2017**

SALARY : R152 862 – R180 063 p.a. (Level 5)
CENTRE : Victoria Hospital
REQUIREMENTS : Grade 12 plus 3-5 years' experience or National Diploma/Degree 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.

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. 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 service providers.

POST 31/116 : **DATA CAPTURER 24 POSTS REF NO: ECHEALTH/DC/BCM/02/07/2017**

SALARY : R127 851 - R150 606 p.a. (Level 04)
CENTRE : Buffalo City
REQUIREMENTS : Grade 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 submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

POST 31/117 : **CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/SSGH/02/07/2017**

SALARY : R127 851 – R150 606 p.a. (Level 4)
CENTRE : SS Gida Hospital
REQUIREMENTS : Grade 12 with 0-2 years' experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

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.

<u>POST 31/118</u>	:	<u>MORTUARY ATTENDANT REF NO: ECHEALTH/MA/NOMPH/02/07/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R127 851- R150 606 (Level 04) Nompumelelo Hospital 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 31/119</u>	:	<u>SENIOR DRIVER REF NO: ECHEALTH/SDR/AMAT/02/07/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R127 851- R150 606, Level 03 Amathole District Office 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 31/120</u>	:	<u>LAUNDRY WORKER REF NO: ECHEALTH/LW/SSGH/02/07/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R90 234-R106 290 p.a. (Level 2) SS Gida 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.
<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 31/121</u>	:	<u>FOOD SERVICE AID 5 POSTS</u>

SALARY CENTRE : R90 234-R106 290 p.a. (Level 2)
: SS Gida Hospital REF NO: ECHEALTH/FSA/SSGH/02/07/2017 2 Posts
Victoria Hospital REF NO: ECHEALTH/FSA/VICH/02/07/2017 2 Posts
Nompumelelo Hospital REF NO: ECHEALTH/FSA/NOMPH/02/07/2017

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.

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 31/122 : **GENERAL WORKER 9 POSTS**

SALARY CENTRE : R90 234-R106 290 p.a. (Level 2)
: Victoria Hospital REF NO: ECHEALTH/GW/VICH/02/07/2017 X3; Dutywa CHC REFNO. ECHEALTH/GW/DCHC/02/07/2017; Thafalofefe Ref No: ECHEALTH/GW/VICH/02/07/2017 x3; Tower Hospital Ref No: ECHEALTH/GW/DCHC/02/07/2017; Winterberg Hospital Ref No: ECHEALTH/GW/DCHC/02/07/2017

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 31/123 : **PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/AMSUB/02/07/2017**

SALARY CENTRE : R90 234-R106 290 p.a. (Level 2)
: Amahlathi Sub-district

REQUIREMENTS : Abet level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning

environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

BUFFALO CITY METRO

POST 31/124 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: ECHEALTH/ADIT/FRH/02/07/2017**

SALARY : R334 545 – R404 121 p.a. (Level 9)
CENTRE : Frere Hospital
REQUIREMENTS : Grade 12 with a relevant Degree / Diploma in software development, coupled with at least 5 years' experience in the development of enterprise wide software solution OR a Grade 12 with a minimum of at least 10 years' experience in the development of enterprise wide software solutions. You will require strong object orientated development skills, sound LAMP and WAMP stack development, Strong SDLC experience, Strong DB administration skills for MySQL (Oracle) / MS SQL and Postgress DBs, Advanced PHP (Version 5 and 7), HTML 4/5, CSS, XML, SQL and JavaScript development. Sound experience with the development and management of enterprise wide anti-virus and security patch management solutions, Strong windows server management and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. Must be in possession of a valid driver's license.

DUTIES : The successful candidate will be responsible to conduct systems analysis, systems development implementation (inclusive of project management), systems testing, systems training and management of enterprise software solutions.

POST 31/125 : **ASSISTANT DIRECTOR: HRD REF NO: ECHEALTH/AD/FRH/02/07/2017**

SALARY : R334 545 – R404 121 p.a. (Level 9)
CENTRE : Frere Hospital
REQUIREMENTS : National Diploma or an Advanced Certificate in ODETDP or equivalent NQF6 qualification with 6 years' experience in HRD, of which 3 years must be on Supervisory level and in the HRD environment. A degree in the related field will be an advantage. Registration with 99 relevant professional body, such as SABPP being an Assessor/Moderator would be an added advantage. Working knowledge of Government policies and regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislation and policies in HRM/Development. Report writing and presentation skills. Effective communication at all level. Project management skills. Policy formulation, change and diversity management skills. The ability to conduct research and write proposals. The ability to work under pressure. Good administrative and organisational skills. Computer literacy.

DUTIES : Coordinate and implement Human Resource Development. Initiate in line with the strategic objective of the department. Coordinate and monitor training and development programmes. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses process and procedures. Administer the WSP/ATR processes, identify and implement career development and succession planning. Communicate information on skills development to stakeholders. Organise, guide and convene Training Committee Meetings. Assist with the preparation and monitoring of the training budget. Supervise the training unit.

POST 31/126 : **MIDDLE MANAGER ADMINISTRATION REF NO: ECHEALTH/ASDA/GRH/02/07/2017**

<u>SALARY</u>	:	R334 545 – R404 121 p.a. (Level 09)
<u>CENTRE</u>	:	Grey Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Overall management of Human Resources and 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 CENTRE: 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 subordinates (PMDS). Manage information, records and knowledge in the CENTRE: 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.
<u>POST 31/127</u>	:	<u>SENIOR ADMINISTRATION OFFICER 2 POSTS</u>
<u>SALARY</u>	:	R281 418 – R331 497 p.a. (Level 8)
<u>CENTRE</u>	:	Frere Hospital Ref No: ECHEALTH/SAO/FRH/02/07/2017 Grey Hospital Ref No: ECHEALTH/SAO/GRH/02/07/2017
<u>REQUIREMENTS</u>	:	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 31/128</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER RER NO: ECHEALTH/SHRP/FRH/02/07/2017</u>
<u>SALARY</u>	:	R281 418 – R331 497 p.a. (Level 8)
<u>CENTRE</u>	:	Frere Hospital
<u>REQUIREMENTS</u>	:	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 31/129** : **INFORMATION OFFICER REF NO: ECHEALTH/SIO/GRH/02/07/2017**
- SALARY** : R226 611 – R266 943 p.a. (Level 7)
CENTRE : Grey Hospital
REQUIREMENTS : Degree or National Diploma in Statistics, 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. 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 31/130** : **ADMINISTRATIVE OFFICER REF NO: ECHEALTH/AO/FRH/02/07/2017**
- SALARY** : R226 611 – R266 943 p.a. (Level 7)
CENTRE : Grey Hospital
REQUIREMENTS : 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.
- DUTIES** : Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.
- POST 31/131** : **ARTISAN GRADE A 2 POSTS REF NO: ECHEALTH/ART/FRH/02/07/2017**
- SALARY** : R167 778 – R186 207 p.a. (OSD)
CENTRE : Frere 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. 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 31/132</u>	:	<u>ADMINISTRATION CLERK 5 POSTS</u>
<u>SALARY CENTRE</u>	:	R152 862-R180 315 p.a. (Level 5) Grey Hospital Ref No: ECHEALTH/AC/GRH/02/07/2017 2 Posts Empilweni Gompo -BCM CHC Ref No: ECHALTH/AC/EGCHC/02/07/2017 Nontyatyambo CHC - BCM Ref No: ECHEALTH/AC/NOTYCHC/02/07/2017 Frere Hospital Ref No: ECHEALTH/AC/FRH/02/07/2017
<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 submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.
<u>POST 31/133</u>	:	<u>FINANCIAL CLERK 4 POSTS</u>
<u>SALARY CENTRE</u>	:	R152 862 – R180 063 p.a. (Level 5) Grey Hospital Ref No: ECHEALTH/FC/GRH/02/07/2017 3 Posts Frere Hospital Ref No: ECHEALTH/FC/FRH/02/07/2017
<u>REQUIREMENTS</u>	:	National Diploma in accounting/ financial or related qualification with minimum of 1-2 years appropriate experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
<u>DUTIES</u>	:	Knowledge of LOGIS. Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related DUTIES as deemed necessary by college management.
<u>POST 31/134</u>	:	<u>WARD CLERK REF NO: ECHEALTH/WC/GRH/02/07/2017</u>
<u>SALARY CENTRE</u>	:	R152 862 – R180 063 p.a. (Level 5) Grey Hospital
<u>REQUIREMENTS</u>	:	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 roosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

POST 31/135 : **CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/GRH/02/07/2017**

SALARY : R127 851 – R150 606 p.a. (Level 4)
CENTRE : Grey Hospital
REQUIREMENTS : Grade 12 with 0-2 years' experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

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 31/136 : **LAUNDRY SUPERVISOR REF NO: ECHEALTH/LS/FRH/02/07/2017**

SALARY : R127 851 – R150 606 p.a. (Level 4)
CENTRE : Frere Hospital
REQUIREMENTS : Grade 12. 2-3 year's relevant experience in the Public Sector. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

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

POST 31/137 : **HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/ HKS/ EGCHC/02/07/2017**

SALARY : R127 851– R150 606.00 p.a. (Level 04)
CENTRE : Empilweni Gompo CHC - BCM
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, 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.

<u>POST 31/138</u>	:	<u>SENIOR DRIVER REF NO: ECHEALTH/SDRIV/BH/02/07/2017</u>
<u>SALARY</u>	:	R127 851– R150 606.00 p.a. (Level 04)
<u>CENTRE</u>	:	Bhisho Hospital
<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 31/139</u>	:	<u>DRIVER REF NO: ECHEALTH/DRIV/GRH/02/07/2017</u>
<u>SALARY</u>	:	R107 886 – R127 086 p.a. (Level 3)
<u>CENTRE</u>	:	Grey Hospital
<u>REQUIREMENTS</u>	:	Grade 10/ standard 8 certificates. Relevant experience in Driving/Code B with 2 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 31/140</u>	:	<u>GENERAL WORKER 11 POSTS</u>
<u>SALARY</u>	:	R90 234-R106 290 p.a. (Level 2)
<u>CENTRE</u>	:	Frere Hospital Ref No: ECHEALTH/GW/FRH/02/07/2017 6 Posts Grey Hospital Ref No: ECHEALTH/GW/GRH/02/07/2017 Empilweni Gompo - CHC CHC - BCM Ref No: ECHEALTH/ GW/EGCHC/02/07/2017 Kwelera Clinic BCM Ref No: ECHEALTH/GW/GRH/02/07/2017 Newhaven Ref No: ECHEALTH/GW/GRH/02/07/2017 Bhisho Hospital Ref No: ECHEALTH/GW/BH/02/07/2017
<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 31/141</u>	:	<u>FOOD SERVICE AID 9 POSTS</u>
<u>SALARY CENTRE</u>	:	R90234-R106 290 p.a. (Level 2)
	:	Grey Hospital REF NO: ECHEALTH/FSA/GRH/02/07/2017 8 Posts
	:	Frere Hospital REF NO: ECHEALTH/FSA/FRH/02/07/2017
<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 31/142</u>	:	<u>PORTER 3 POSTS</u>
<u>SALARY CENTRE</u>	:	R90 234-R106 290 p.a. (Level 2)
	:	Grey Hospital REF NO: ECHEALTH/POR/GRH/02/07/2017
	:	Frere Hospital REF NO: ECHEALTH/POR/FRH/02/07/2017 2 Posts
<u>REQUIREMENTS</u>	:	Grade10/abet level 4. Grade 12 Certificate and 1 year experience in hospital environment will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any DUTIES allocated by supervisor.
<u>POST 31/143</u>	:	<u>PROPERTY CARE TAKER 3 POSTS</u>
<u>SALARY CENTRE</u>	:	R90 234-R106 290 p.a. (Level 2)
	:	Braelyn Clinic REF NO: ECHEALTH/PCT/BRLNC/02/07/2017

Fezeka NU3 Clinic REF NO: ECHEALTH/PCT/FN3C/02/07/2017

Tembisa Clinic REF NO: ECHEALTH/PCT/TEMC/02/07/2017

REQUIREMENTS : Abet level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

POST 31/144 : **TRADE LABOURER REF NO: ECHEALTH/TL/FRH/02/07/2017**

SALARY : R90 234-R106 290 p.a. (Level 2)

CENTRE : Frere Hospital

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

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

CHRIS HANI DISTRICT

POST 31/145 : **PROVISIONING ADMIN CLERK REF NO: ECHEALTH/ SCC/ FRONTH/02/07/2017**

SALARY : R152 862.00- R180 063.00 (Level 05)

CENTRE : Frontier Hospital

REQUIREMENTS : Grade 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.

POST 31/146 : **DATA CAPTURER 4 POSTS**

SALARY : R127 851 - R150 606 p.a. (Level 04)

CENTRE : Ngcobo Sub-District REF NO: ECHEALTH/DC/NGCSUB/02/07/2017 X2

REQUIREMENTS : Sakhisizwe Sub-District REF NO: ECHEALTH/DC/NGCSUB/02/07/2017 X2

REQUIREMENTS : Grade 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 submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of

information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

<u>POST 31/147</u>	:	<u>CLIENT INFORMATION CLERK 2 POSTS</u>
<u>SALARY</u>	:	R127 851 – R150 606 p.a. (Level 4)
<u>CENTRE</u>	:	Glen Grey Hospital REF NO: ECHEALTH/CIC/GGH/02/07/2017 Frontier Hospital REF NO: ECHEALTH/CIC/FRONTH/02/07/2017
<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 31/148</u>	:	<u>FOOD SERVICE SUPERVISOR 2 POSTS</u>
<u>SALARY</u>	:	R127 851 - R150 606 per annum, Level 04
<u>CENTRE</u>	:	All Saints Hospital REF NO: ECHEALTH/FSS/ASH02/07/2017 Cofimvaba Hospital REF NO: ECHEALTH/FSS/COFH/02/07/2017
<u>REQUIREMENTS</u>	:	Grade 12 with 2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.
<u>DUTIES</u>	:	Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.
<u>POST 31/149</u>	:	<u>HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/ HKS/ SADACHC/ 02/07/2017</u>
<u>SALARY</u>	:	R127 851– R150 606 per annum, Level 04
<u>CENTRE</u>	:	SADA CHC
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.

POST 31/150

: **LAUNDRY WORKER REF NO: ECHEALTH/LS/COFH/02/07/2017**

SALARY

: An all-inclusive remuneration: R90 234-R106 290 per annum, Level 02

CENTRE

: Cofimvaba 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.

POST 31/151

: **GENERAL ASSISTANT 8 POSTS**

SALARY

: An all-inclusive remuneration: R90 234-R106 290 per annum, Level 02
(Ref. ECHEALTH/GA/COFH/02/07/2017)-Cofimvaba Hospital X 2
(Ref. ECHEALTH/GA/FROH/02/07/2017) - Frontier Hospital
(Ref. ECHEALTH/GA/MJAH/02/07/2017) - Mjanyana Hospital X2
(Ref. ECHEALTH/GA/COFH/02/07/2017) -Intsika Yethu Sub-District
(Ref. ECHEALTH/GA/INDWH/02/07/2017) - Indwe Hospital
(Ref. ECHEALTH/GA/CALAH/02/07/2017) - CalaHospital

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.

<u>POST 31/152</u>	:	<u>PROPERTY CARE TAKER 3 POSTS</u>
<u>SALARY CENTRE</u>	:	R90 234-R106 290 p.a. (Level 2) Inxuba Yethemba REF NO: ECHEALTH/PCT/IYSUB/02/07/2017 2 Posts Sterkstroom Hospital REF NO: ECHEALTH/PCT/STERKH/02/07/2017
<u>REQUIREMENTS</u>	:	Abet level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other DUTIES delegated by supervisor.
<u>POST 31/153</u>	:	<u>TRADE LABOURER REF NO: ECHEALTH/TL/ASH/02/07/2017</u>
<u>SALARY CENTRE</u>	:	R90 234-R106 290 p.a. (Level 2) All Saints Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualifications, Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage
<u>DUTIES</u>	:	Take proper care of equipment and machinery used daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, and repair of broken windows and toilet flush systems. Unblock drains, basin and sinks to ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.
<u>POST 31/154</u>	:	<u>FOOD SERVICE AID 3 POSTS</u>
<u>SALARY CENTRE</u>	:	R90234-R106 290 p.a. (Level 2) Cofimvaba Hospital REF NO: ECHEALTH/FSA/COFIH/02/07/2017 X2 Cala Hospital REF NO: ECHEALTH/FSA/CALAH/02/07/2017
<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.

JOE GQABI

POST 31/155 : **ASSISTANT DIRECTOR: QUALITY ASSUARANCE REF NO: ECHEALTH/ADQ/UMLAH/02/07/2017**

SALARY : R334 545–R404 121 p.a. (Level 9)
CENTRE : Umlamli Hospital
REQUIREMENTS : 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, 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.

ENQUIRIES : Ms Mpithimpithi Tel no. : 051 611 0079/90 or 073 449 9905

POST 31/156 : **GENERAL WORKER (3) REF NO: ECHEALTH/GW/SPH/02/07/2017**

SALARY : R90 234-R106 290 p.a. (Level 2)
CENTRE : Tayler Bequest hospital (Mount Fletcher)
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.

NELSON MANDELA BAY

POST 31/157 : **ASSISTANT DIRECTOR: HRM REF NO: ECHEALTH/ ADHRM/ EMPH/02/07/2017**

SALARY : R334 545–R404 121 p.a. (Level 9)
CENTRE : Empilweni TB Hospital
REQUIREMENTS : A bachelor's degree/National Diploma in Human Resource Management and/or equivalent (NQF level and Credits). 3-5 years' experience in the Human Resource Administration field of which 3 years at Senior Personnel Practitioner level. PERSAL controller course will be an added advantage. 3-5 years extensive experience in PERSAL system and knowledge of SCC. Ability to interpret HR

		<p>policies and decisions. Planning and coordinating skills. Good communication skills and interpersonal relations. Valid driver's license.</p>
<u>DUTIES</u>	:	<p>Render support advice and support to line management and personnel on HR matters. Manage and administer remuneration and all employees' benefits. Manage the implementation of HR policies, systems and procedures. Co-ordinate and perform recruitment, selection and placement for the Department. Perform Personnel Controller function. Development of departmental HR Policies. Manage staff in terms of their Key Performance Areas.</p>
<u>POST 31/158</u>	:	<p><u>ASSISTANT DIRECTOR: HRM (Labour Relations) REF NO: ECHEALTH/ADHRM/LIVH/02/07/2017</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R334 545–R404 121 p.a. (Level 9) Livingstone Hospital</p>
	:	<p>A bachelor's degree/National Diploma in Human Resource Management/ Public Management/ Management and/or equivalent (NQF level and Credits) with 1 year certificate in Labour Law. 3 years at labour relations -supervisory level. Knowledge of Labour Law, Departmental Polices on Labour Relations, Collective agreements and Dispute Resolutions and conflict management guidelines. Good Communication skills, problem Solving skills, Dispute Resolution, negotiations and report writing. Valid driver's license.</p>
<u>DUTIES</u>	:	<p>To assist the investigating officers/ employer representative in the management implementation of disciplinary process Ensure that cases of misconducts are investigated and finalised. To facilitate the appointment of Chairperson and employer representative for a disciplinary hearing. Assists in formulation of charge sheet. Advise employer representative and assists investigating officers give assistance to the procedure must be employee representative on procedures to be followed on hearings. To ensure facilitation between Management and stakeholders/ Labour organization in respect with sound labour. To Assists in the management of grievances within Livingstone hospital in order to resolved. To supervise staff and perform related administrative DUTIES.</p>
<u>POST 31/159</u>	:	<p><u>ARTISAN GRADE A REF NO: ECHEALTH/ART/EMPH/02/07/2017</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R167 778 – R186 207 p.a. (OSD) Empilweni TB Hospital</p>
	:	<p>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.</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>POST 31/160</u>	:	<p><u>HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/LIVH/02/07/2017</u></p>

SALARY : R152 862 – R180 063 p.a. (Level 5)
CENTRE : Livingstone Tertiary Hospital
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 organisational charts and records.

POST 31/161 : **ADMINISTRATIVE CLERK (PATIENT REGISTRATION) REF NO: ECHEALTH/AC/LIVH/02/07/2017**

SALARY : R152 862-R180 315 p.a. (Level 5)
CENTRE : Livingstone Hospital
REQUIREMENTS : 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.

DUTIES : Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

POST 31/162 : **PROVISIONING ADMINISTRATION CLERK (SCM) 2 POSTS REF NO: ECHEALTH/SCMC/LIVH/02/07/2017**

SALARY : R152 862 – R180 063 p.a. (Level 5)
CENTRE : Livingstone Tertiary Hospital
REQUIREMENTS : Grade 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.

POST 31/163 : **FINANCIAL CLERK 3 POSTS REF NO: ECHEALTH/FINC/LIVH/02/07/2017**

SALARY : R152 862 – R180 063 p.a. (Level 5)
CENTRE : Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma in accounting/ financial or related qualification with minimum of 1-2 years appropriate experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

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

POST 31/164 : **FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/EMPTBH/02/07/2017**

SALARY : R127 851 - R150 606 p.a. (Level 04)

CENTRE : Empilweni TB Hospital

REQUIREMENTS : Grade 12 with 2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

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

POST 31/165 : **DRIVER 2 POSTS REF NO: ECHEALTH/DRIV/LIVH/02/07/2017**

SALARY : R107 886 – R127 086 p.a. (Level 3)

CENTRE : Livingstone Tertiary Hospital

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 31/166 : **PORTER 4 POSTS**

SALARY : R90 234-R106 290 p.a. (Level 2)

CENTRE : Livingstone Tertiary Hospital Ref No: ECHEALTH/POR/LIVH/02/07/2017 X 3

Orsmond TB Hospital Ref No: ECHEALTH/POR/ORSH/02/07/2017

REQUIREMENTS : Grade10/abet level 4. Grade 12 Certificate and 1 year experience in hospital environment will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

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

POST 31/167 : **MORTUARY ATTENDANT 2 POSTS REF NO: ECHEALTH/MA/LIVH02/07/2017**

SALARY : R127 851- R150 606 (Level 04)
CENTRE : Livingstone 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 31/168 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/LIVH/05/06**

SALARY : R90 234-R106 290 p.a. (Level 2)
CENTRE : Livingstone Tertiary 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.

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 31/169 : **GENERAL WORKER 2 POSTS REF NO: ECHEALTH/GW/LIVH/02/07/2017**

SALARY : R90 234-R106 290 p.a. (Level 2)
CENTRE : Livingstone 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 : 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 31/170

LAUNDRY WORKER REF NO: ECHEALTH/LW/LIVH/02/07/2017

SALARY
CENTRE
REQUIREMENTS

: R90 234-R106 290 p.a. (Level 2)
: Livingstone Hospital
: 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.

OR TAMBO

POST 31/171

ASSISTANT DIRECTOR: QUALITY ASSUARANCE REF NO: ECHEALTH/ ADQ/ ISILH/02/07/2017

SALARY
CENTRE
REQUIREMENTS

: R334 545–R404 121 p.a. (Level 9)
: Isilimela 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 analyse data.

DUTIES

: 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.

POST 31/172

INFORMATION OFFICER REF NO: ECHEALTH/INFO/NKH/02/07/2017

SALARY
CENTRE
REQUIREMENTS

: R226 611 – R262 943 p.a. (Level 7)
: Nessie Knight 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. 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.
<u>POST 31/173</u>	:	<u>SENIOR LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/SLSO/ORD/02/07/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418-R331 497 p.a. (Level 8) OR Tambo District B Degree/ Diploma in Financial Management or Supply Chain Management with at least 3 years' experience in contract Management. Grade 12 with accounting at least 6 years' experience in Contract Management. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in Bas & Logis will be an added advantage. Valid driver's license
<u>DUTIES</u>	:	Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register for all OR Tambo institutions as per BAS report and verify and update contract register. Maintaining lease agreement.
<u>POST 31/174</u>	:	<u>PRINCIPAL PERSONNEL OFFIER REF NO: ECHEALTH/CPO/ORD/02/07/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 – R262 272 per annum, Level 07 OR Tambo District Degree / National Diploma in Human Resource Management or Relevant qualification with at least 3-5 years' experience in Human Resource. Knowledge of HR policies and procedures, understanding of different HR processes, relevant legislation and Public Service Regulations, Knowledge of PERSAL system. Knowledge of HR transactional processing and relevant white papers. Valid driver's licence
<u>DUTIES</u>	:	Mentor and support HR practitioners, quality assure HR Processes, remuneration and service benefits. Check accuracy and completeness of transactions captured and approve the transactions on PERSAL, handle complex and sensitive salary administration transactions. Responsible for monthly reports and supervision of subordinates, leaves, leave Gratuities, Subsidiary and Traveling claims, PILLIR, approve transactions on PERSAL. Interface with third parties to complete processing of all payment processes, handle complex and sensitive employee transactions. Quality assure transactions captured on PERSAL, to mentor and support HR salary administration practitioners. Do housing Allowances, Pay Progression, and Medical Aid on PERSAL. Monitoring and ensuring of effective use of Persal system, submit reports on transactions captured on Persal to district management and manage the even distribution of transaction to be processed between practitioners.
<u>POST 31/175</u>	:	<u>HUMAN RESOURCE CLERK REFNO: ECHEALTH/HRC/ISILH/02/07/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 – R180 063 p.a. (Level 5) Isilimela 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 31/176 : **ADMINISTRATIVE CLERK REF NO: ECHEALTH/AC/MHLCHC/02/07/2017**

SALARY : An all-inclusive remuneration: R152 862-R180 315 per annum, Level 5
CENTRE : Mhlakulo CHC
REQUIREMENTS : Grade 12 plus 2 – 5 years' experience in Human Resource or Diploma/Degree 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. Driver's license will be an added advantage.

DUTIES : Condition of service (leave management, payment of benefits, allowances and termination of services). Staff recruitment, document management, capturing process of PMDS transactions. Interview employees to gather specific human resource information for the completion of forms. Deal with personnel evaluation matters. Maintain legislation relating directly to Human Resource functions. Administer the salary code system.

POST 31/177 : **FINANCIAL CLERK REF NO: ECHEALTH/FINC/ELDH/02/07/2017**

SALARY : An all-inclusive remuneration: R152 862 – R180 063 per annum, Level 05
CENTRE : OR Tambo District Office
REQUIREMENTS : Grade 12 with 2-3 years relevant experience or National Diploma in Accounting / Financial Management with 0-2 year's relevant experience in salary administration field. Extensive knowledge and understanding of the Public Service Legislation Framework. Knowledge and application of BAS, LOGIS, PFMA and its related policies and treasury regulations. Problem solving skills and knowledge of document safe keeping will be an added advantage.

DUTIES : Payroll Management, Document Management, Capture transactions on Persal and BAS, Provide Persal report, Ensure distribution of pay sheets and verification of reports.

POST 31/178 : **HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/ HKS/ BAMBH/ 02/07/2017**

SALARY : R127 851– R150 606.00 p.a. (Level 04)
CENTRE : Bambisana 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, 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.

POST 31/179 : **FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/STL02/07/2017**

SALARY : R127 851 - R150 606 p.a. (Level 04)

CENTRE : St Lucy's Hospital

REQUIREMENTS : Grade 12 with 2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

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

POST 31/180 : **DRIVER REF NO: ECHEALTH/DRIV/STLH/02/07/2017**

SALARY : R107 886 – R127 086 p.a. (Level 3)

CENTRE : St Lucy's Hospital

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 31/181 : **ROPERTY CARE TAKER 6 POSTS**

SALARY : Range: An all-inclusive remuneration: R90 234-R106 290 p.a. (Level 2)

CENTRE : KSD Sub-District Ngubechanti Clinic REF. ECHEALTH/PCT/KSDSUB/02/07/2017

Qumbu CHC REF. ECHEALTH/PCT/QUCHC/02/07/2017 X2

St Lucy's Hospital REF. ECHEALTH/PCT/STLH/02/07/2017

Nessie Knight Hospital REF. ECHEALTH/PCT/KNNH/02/07/2017

KSD Sub-District Xwili Clinic: ECHEALTH/PCT/XWIC/02/07/2017

REQUIREMENTS : Abet level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters.

Adherence to safety regulations. Execute any other DUTIES delegated by supervisor.

POST 31/182 : **PORTER 6 POSTS REF NO: ECHEALTH/POR/BAMBH/02/07/2017**

SALARY : R90 234-R106 290 p.a. (Level 2)
CENTRE : Bambisana Hospital
REQUIREMENTS : Grade 10/abet level 4. Grade 12 Certificate and 1 year experience in hospital environment will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

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

POST 21/183 : **GENERAL WORKER 12 POSTS**

SALARY : R90 234-R106 290 p.a. (Level 2)
CENTRE : Qumbu CHC REF. ECHEALTH/GW/QUCHC/02/07/2017 3 Posts
Bambisana Hospital Ref No: ECHEALTH/GW/BAMH/02/07/2017 2 Posts
Isilimela Hospital Ref NO: ECHEALTH/GW/ISILH/02/07/2017 4 Posts
St Barnabas Hospital REF. ECHEALTH/GW/STBARH/02/07/2017
St Lucy's Hospital REF. ECHEALTH/GW/STLH/02/07/2017
St Elizabeth Hospital REF. ECHEALTH/GW/STEH/02/07/2017

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 31/184 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/BAMBH/02/07/2017**

SALARY : R90234-R106 290 p.a. (Level 2)
CENTRE : Bambisana 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.

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 31/185 : **TRADE LABOURER REF NO: ECHEALTH/TL/STLH/02/07/2017**

SALARY : R90 234-R106 290 p.a. (Level 2)
CENTRE : St Lucy's Hospital
REQUIREMENTS : Grade 10 or equivalent qualifications, Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage

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

SARAH BAARTMAN

POST 31/186 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/ELDH/02/07/2017**

SALARY : R152 862 – R180 063 p.a. (Level 5)
CENTRE : Elizabeth Donkin Hospital
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 organisational charts and records.

POST 31/187 : **FINANCIAL CLERK REF NO: ECHEALTH/FINC/ELDH/02/07/2017**

SALARY : R152 862 – R180 063 p.a. (Level 5)
CENTRE : Elizabeth Donkin Hospital
REQUIREMENTS : National Diploma in accounting/ financial or related qualification with minimum of 1-2 years appropriate experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

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

<u>POST 31/188</u>	:	<u>FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/FEH/02/07/2017</u>
<u>SALARY</u>	:	R127 851 - R150 606 p.a. (Level 04)
<u>CENTRE</u>	:	Fort England Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with 2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.
<u>DUTIES</u>	:	Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.
<u>POST 31/189</u>	:	<u>FOOD SERVICE AID 2 POSTS</u>
<u>SALARY</u>	:	R90234-R106 290 per annum, Level 02
<u>CENTRE</u>	:	Marjorie Parrish Hospital REF. ECHEALTH/FSA/MPH/02/07/2017 Jourbetina CHC REF. ECHEALTH/FSA/JOURBCHC/02/07/2017
<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 31/190</u>	:	<u>GENERAL WORKER 2 POSTS</u>
<u>SALARY</u>	:	R90 234-R106 290 per annum, Level 02
<u>CENTRE</u>	:	Fort England Hospital Ref No. ECHEALTH/GW/FORTH/02/07/2017 PZ Meyer Hospital Ref No: ECHEALTH/GW/PZMH/02/07/2017
<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.

POST 31/191 : **TRADE LABOURER REF NO: ECHEALTH/TL/ANDRH/02/07/2017**

SALARY : R90 234-R106 290 p.a. (Level 2)
CENTRE : Andries Voosloo Hospital
REQUIREMENTS : Grade 10 or equivalent qualifications, Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage.

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

DEPARTMENT OF TRANSPORT: GFMS-TRADING ENTITY

The Department of Transport: GFMS Trading Entity is in the Eastern Cape is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature

APPLICATIONS : Post to: Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office no 9 and enquiries can be directed to Ms S Njokweni 043-731 2980/043 731 2319.

FOR ATTENTION : Ms B Ndayi
CLOSING DATE : 18 August 2017
NOTE : Applications must be submitted on the Z83 Form, obtainable from any Public Service Department and should be accompanied by a comprehensive CV, certified copies of educational qualifications and Identity Document. Incomplete and unsigned applications will be disqualified. Faxed or e-mailed and late applications will not be considered. It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subject to security vetting, reference checking, verification of qualification and driving test. None South African citizens must attach proof of permanent residence in South Africa. Applicants are respectfully informed that if no notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful and that communication including correspondence will only be entered into with short listed candidates. The Department of Transport deserves the right not to make an appointment

OTHER POST

POST 31/192 : **NETWORK CONTROLLER: REF NO: GFMS 26/07/2017**
1 Year Contract

SALARY : R 281 418 per annum Level 8
CENTRE : East London

REQUIREMENTS

: B Degree/ National Diploma (NQF 6) in Information Technology with 3 years' relevant working experience in the field of WAN, LAN infrastructure and desktop user support. International recognised certificate such as A+, N+ as well as a valid driver's license will be an added advantage. Competencies: Good knowledge of ICT user requirements, Microsoft Office Suit, Desktop operating Systems, WAN and LAN infrastructure is essential. Knowledge of Departmental transversal systems will be an added advantage. Hands on experience and knowledge of troubleshooting and resolving hardware and software related problems is required.

DUTIES

: Provide 1st and 2nd line user support services. Provide technical support with the maintenance of the local area network. Provide incident management response and escalation.

ENQUIRIES

: can be directed to Ms S Njokweni, at 043-731 2980/043 731 2319.