

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

*The Department of Cooperative Governance and Traditional Affairs 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** : Applications quoting reference number must be addressed to Mr M. Matebese but will be received at foyer until 15H30 on the closing date. Applications must be posted to the Head of Department, Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605.
- FOR ATTENTION** : Mr M. Matebese
- CLOSING DATE** : 15<sup>th</sup> December 2017
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to [www.dpsa.gov.za/](http://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. 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 Cooperative Governance and Traditional Affairs 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. 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 late, emailed or faxed Applications will be accepted.

**MANAGEMENT ECHELON**

- POST 48/39** : **CHIEF DIRECTOR: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT & CAPACITY BUILDING REF. COGTA (01/11/2017)**
- SALARY** : R1 127 334. Per annum Level 14
- CENTRE** : Bhisho
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) or advanced Diploma in Public Management/Administration, LLB, B. Proc. as recognised by SAQA. Any legal qualification will be an added advantage. A minimum of 5 years of experience at a senior managerial level. A valid driver's licence. Computer literacy. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. To ensure proper management and transformation of Traditional Leadership institutions.
- DUTIES** : Provide and drive strategic direction for the Chief Directorate and ensure the formulation and implementation of strategic policies which will enable the Chief Directorate/Administration to successfully fulfil its role in delivering services to the communities/clients. Facilitates the provision of administrative support to traditional leadership institutions such as management of processes of recognition and recognition of Traditional Leaders as well as recruitment or employment practises, management of establishment and disestablishment of Traditional leadership institutions, management and administration of Traditional Leadership matters such as, Conditions of Services, Code of Conduct, etc. Facilitate the promotion of optimal development and capacitation

of Traditional Leaders. Facilitate and manage the provision of support and resources to Traditional Leaders institutions, Traditional Council Infrastructure, Asset, furniture, stationery, computer equipment etc. Facilitate and manage the administration of Traditional Leadership Claims and Disputes matters. Ensure that good relations are maintained between the Chief Directorates and stakeholders such as SALGA, Municipalities, Standing Committees, Treasury, OTP, Emerging contractors, NGO's consultants, Contralesa, Traditional Leaders, etc. Responsible for efficient management of the Chief Directorate, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations, budget and action plans and the proper use of state of state property. Ensure compliance with PFMA, Public Service Act and Public Service Regulations, Municipal Structures Act, Municipal System Act, Traditional Leadership and Governance Frameworks Acts and other relevant legislation and mandates that are relevant to the department and also governing local government and traditional leadership institutions.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239/5351/5352/5350/5258  
**NOTE** : Preference will be given to African Male.

**POST 48/40** : **CHIEF DIRECTOR: MUNICIPAL DEVELOPMENT & PLANNING REF. COGTA (02/11/2017)**

**SALARY** : R1 127 334 per annum Level 14  
**CENTRE** : Bhisho  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) or advanced Diploma) in Land development- related field of study e.g. Town and Regional Planning, Land Survey and Valuation. A postgraduate Degree/Diploma qualification will be an added advantage. A minimum of 5 years working experience at a Senior Management level position in the relevant professional field. Professional registration in the field of study and practice. Knowledge and experience in Project Management would be an added advantage. A valid driver's licence. Computer literacy. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

**DUTIES** : To promote, facilitate and coordinate integrated planning in municipalities. Provide for spatial planning and land management. Develop policy and standards, provide support and monitor implementation of SPLUM and other pieces of legislation and capacitate planning institutions. Provide spatial planning information and environmental planning services. Provide integrated spatial planning support. Manage projects at Branch level. Provide programme management support. Provide service delivery coordination services. Coordinate the formulation and implementation of strategic objectives to enable the Chief Directorate to successfully fulfil its core functions in relation to spatial planning, Valuation and Survey Cadastral .Co- ordinate the development and implementation of policies and legislation relating to the Chief Directorate. Co-ordinate the prioritisation and implementation of municipal projects funded under the Chief Directorate. Provide leadership on transformation issues relating to employment and performance management within the component. Efficiently manage the Chief Directorate, including the effective utilisation and training of staff, promotion of sound labour relation and the appropriate utilisation of resources

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239/5351/5352/5350/5258  
**NOTE** : Preference will be given to African Female.

**POST 48/41** : **DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF. COGTA (03/11/2017)**

**SALARY** : R948 174 per annum Level 13  
**CENTRE** : Bhisho

<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 7) or advanced Diploma Computer Literacy. Five (5) years of experience at a middle/ senior managerial level. A valid Driver's licence. Computer literacy. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. The applicant must have proven experience in PowerPoint presentations, writing of reports, letters and memoranda in strategy development. Demonstrated ability and experience in managing cash flow and a development of a budget to implement a Key Performance Area. Proven project management experience and roll out plans. Planning and organising, change and people management and empowerment, strategic capability, conflict resolution, project and financial management. Experience in research, co-ordination and stakeholder relationship management.
<b><u>DUTIES</u></b>	:	Provide and direct input into provincial wide planning and development in line with provincial spatial development framework. Preparation of development planning policies, legislation and alignment with provincial spatial development frameworks. Undertake strategic interactions with sector department, local and national government authorities. Provide strategic leadership to the Directorate. Effective management of the Directorate. Manage performance within the Directorate. Align the staffing needs of the Directorate with the Departmental Employment Equity Plan. Manage the Directorate's budget in accordance with the provisions of the Public Finance Management Act, 1999, and Treasury Regulations. Actively contribute to the formulation and implementation of the Departmental Strategic Plan. Communicate report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of human resources, assets and financial resources of the directorate with staff compliment of minimum of ten people.
<b><u>NOTE</u></b>	:	Preference will be given to Coloured Male.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239/5351/5352/5350/5258
<b><u>POST 48/42</u></b>	:	<b><u>DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION REF. COGTA (04/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R948 174 per annum Level 13
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 7) or advanced Diploma as recognized by SAQA. Five years of experience at a middle/ senior managerial level. Computer Literacy. A valid Code EB driver's licence. Experience in community development will be an added advantage Competences: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.
<b><u>DUTIES</u></b>	:	Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level

activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which are having a high level of influence on public opinion). Identifying and rewarding innovation/good practices of citizen's engagement. Number of municipalities supported with community participation and citizen empowerment partnerships. Number of municipalities supported to have functional public participation units. Number of municipalities supported to have functional ward committees. Number of CDWP cases resolved. Percent of elections and bi-elections supported. Coordination of Community Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane. Provide efficient and effective coordination of community development workers programme at District level. Provide strategic guidance to CDW operations. Develop, coordinate and monitor systems for the implementation of CDW programmes. Liaise, consult and network with stakeholders on the CDW programmes and systems. Develop mechanism for monitoring and evaluation of CDWs. Facilitate CDW provincial task team for coordination amongst the role players. Promote networks and enhance the activities of Local and District Municipalities to improve service delivery. Network with relevant structures of civil society and business towards community development. Efficiently manage the directorate, including effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state properties. Responsible for planning and budgeting within the directorate. Ensure compliance with PFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Systems Act, Municipal Structures Act and other related legislations. Coordination and Implementation of Operation Masiphathisane.

**ENQUIRIES  
NOTE**

: Ms N. Nyembezi at (040) 609 5239/5351/5352/5350/5258  
: Preference will be given to African Female.

**OTHER POSTS**

**POST 48/43**

: **CHIEF PROFESSIONAL SURVEYOR GRADE A: LAND SURVEY & CADASTRAL INFORMATION MANAGEMENT REF. COGTA (05/11/2017)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R805 806. (OSD)  
: Bhisho  
: A Bachelor Degree in Land Surveying or Geometrics or an equivalent NQF level 7 qualification recognised by the South African Geometrics Council (SAGC). Registration as a Professional Surveyor with the Council, plus four (4) years post registration experience. Have a valid driver's license. Competencies: Knowledge of Local Government Legislation e.g. MSA and PFMA and other relevant Land Survey and Land Use Legislation, methods and procedures. Have strong programme and project management knowledge and experience. Have analytical, financial management and interpersonal skills. Knowledge of Geographic Information System (GIS) will be an added advantage.

**DUTIES**

: Facilitate Cadastral Surveys and Mapping services in municipalities. Assist in the formulation and interpretation of Land Survey and Planning Legislation, policies and processes. Assist in the management of staff, including effective utilisation, mentoring and training of staff, high maintenance of discipline, promotion of sound labour relations, and proper use of state resources. Assist in the implementation of operational plans for the directorate, ensuring that the goals and objectives determined are achieved. Assist in facilitating and monitoring programmes of technical support with regard to Land Survey services to Local Government Structures. Provide information on Land Survey related issues to the Municipalities and other clients.

**ENQUIRIES  
NOTE**

: Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
: Preference will be given to African Female.

**POST 48/44**

: **DEPUTY DIRECTOR: LED CLUSTER C REF. COGTA (06/11/2017)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R779 295 Level 12  
: Bhisho (Responsible For O.R Tambo & Alfred Nzo Districts)  
: A Bachelor Degree in Economics/Statistics on NQF 6 qualification. A Master's Degree in Economic/Statistics is an added advantage. Three years'

		experience as an Assistant Director in the field of Economics and Project Management, economic related research. Computer skills (with emphasis on Microsoft Word, Ms Excel, Project and PowerPoint) are all mandatory. A valid code 8 (B) driver's license is compulsory.
<b><u>DUTIES</u></b>	:	Render a fully functional and efficient support office. Support municipalities to enhance municipal LED Capacity. Support municipalities to develop their LED Strategies as well as the project monitoring for local municipalities. Support local and district municipalities to promote strategic regional collaboration and partnerships.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
	:	Preference will be given to African Female.
<b><u>POST 48/45</u></b>	:	<b><u>DEPUTY DIRECTOR: DISTRICT SUPPORT CENTRE REF. COGTA 09/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R779 295. Per Annum Level 12
	:	Alfred Nzo
	:	A recognized three (3) year Degree/Diploma in Public Admin/Management or Social Science or equivalent NQF level 6 relevant qualification. Three (3) years working experience as an Assistant Director in the relevant field. Experience in Local Government will be an added advantage. A valid code 8 (EB) Driver's License, Computer Literacy.
<b><u>DUTIES</u></b>	:	Provide support and drive strategic direction for the district and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities/Clients. Co-ordinate all departmental and sector programmes at the district related to municipalities and Traditional Leadership Institutions. Maintain good working relations and participate in IGR related institutional arrangements with all relevant stakeholders within districts. Support the implementation of 1994 and Public Service regulations, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant Legislations and mandates that are relevant to the department and also governing local government and traditional institutions.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
	:	Preference will be given to African Female.
<b><u>POST 48/46</u></b>	:	<b><u>DEPUTY DIRECTOR: OFFICE SUPPORT &amp; AUXILIARY SERVICES (LOGISTICS). REF. COGTA (07/11/2017)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R657 558. Per annum Level 11
	:	Bhisho
	:	A three year Bachelor's degree/National Diploma (NQF Level 6) in the relevant field. Three years of experience as an Assistant Director in the relevant field.
<b><u>DUTIES</u></b>	:	Develop policies and procedures to facilitate the proper administration of the logistics service. Monitor implementation of policies and compliance. Manage and maintain all departmental facilities and accommodation. Acquire and secure adequate office space for the department and districts. Allocation of offices. Facilitate maintenance of buildings (Minor and Major works). Manage lease agreements / Contracts. Manage conference and boardroom facilities. Facilitate repairs and replacements where necessary. Administer contractual obligations. Administer cleaning services.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
	:	Preference will be given to Coloured Male.
<b><u>POST 48/47</u></b>	:	<b><u>DEPUTY DIRECTOR: CORPORATE SECRETARIAT REF. COGTA 08/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R657 558. Per annum Level 11
	:	Bhisho
	:	Degree in Public Administration/three year Diploma in Public Management/ Secretariat or NQF level 6 qualification. Three years of experience as an Assistant Director in relevant field. Experience in Administration in particular Secretariat environment. Provide Secretariat support services to Executive. Render cluster liaison services. Report and writing skills. Computer Literacy with all programmes. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Facilitate and coordinate the number of strategic meetings. i.e. Top Management, Senior Management, Finance, Audit Committee meetings and IGR structures linked to the department. Prepare and craft minutes and liaise with Senior Management for confirmation before circulation. Facilitate corporate archives and records managements of Top and Senior Management

strategic meetings. Facilitate programme planning and administrative support for strategic meetings. Ensure Directorate Management in line with Transformative Systems which seek administration to be effective and efficient in responding to Corporate Secretariat services. Responsible for financial Management with a particular focus preparing monthly financial reports of the directorate. Render cluster liaison services. Coordinate departmental policies. Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
Preference will be given to African Male.

**ENQUIRIES**  
**NOTE**

**POST 48/48**

**TOWN AND REGIONAL PLANNER GRADE A: SPATIAL PLANNING REF. COGTA 10/11/2017**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R549 639. Per Annum (OSD Post)  
Bhisho  
B degree in Urban / Town and Regional Planning or relevant qualification. A three year in Town and Regional Planning experience. Valid driver's licence. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment.

**DUTIES**

The promotion, facilitation, coordination, monitoring of provincial and Municipal Spatial Development Frameworks. The promotion, facilitation strengthen, coordinate and monitor settlement and Land Use Planning. Develop and implement a geographic information data base. Prepare town planning inputs on land development applications. Provide support in compilation and adoption of municipal land use management system. Provide support in compilation detailed layout plans for existing and new settlements. Assist in Town Planning evaluation of housing development applications.

**ENQUIRIES**  
**NOTE**

Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
Preference will be given to African Female.

**POST 48/49**

**ASSISTANT DIRECTOR: FREE BASIC SERVICES REF. COGTA (13/11/2017)**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R417 552. Level 10  
Chris Hani District Support Centre  
A recognised three year Degree/ Diploma in Public Management/Public Administration/Social Science or NQF level 6 relevant qualifications with 3 years' experience as a Senior Admin Officer in the relevant field. Experience in Free Basic Services policies will be an added advantage. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

**DUTIES**

Promote, facilitate and coordinate the development and implementation of Free Basic Services policies, strategies, plans and programmes in the province. Liaise with municipalities and support the development of indigent policies, database and registers. Prepare FBS reports for submission to the Senior and Executive authorities. Advise municipalities on the optimal use of the FBS equitable share. Collection and analysis of Indigent data and report writing. Responsible for the efficient management of the Sub-directorate, including the effective utilisation and training of staff, maintaining of discipline and proper use of resources.

**ENQUIRIES**  
**NOTE**

Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
Preference will be given to Coloured Female.

**POST 48/50**

**ASSISTANT DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION REF. COGTA (14/11/2017)**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R417 552. Per annum Level: 10  
Chris Hani District Municipality  
A recognized three (3) year Degree/Diploma in Public Administration/Management or equivalent NQF Level 6 relevant qualification. Three (3) years' experience as a Senior Administration Officer in Public Administration and Community Development preferably Local Government Environment, Communication skills, Computer Literacy, Driver's license three years e experience in Community Development will be added advantage.

**DUTIES**

Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at

improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which are having a high level of influence on public opinion. Identify, publicizing and rewarding innovation /good practices of citizen engagement. Number of municipalities supported with community participation and empowerment partnerships. Coordination and supervision of Community Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
**NOTE** : Preference will be given to Coloured Male.

**POST 48/51** : **ASSISTANT DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION: RAPID RESPONSE REF. COGTA 15/11/2017**

**SALARY** : R417 552. Per Annum Level: 10  
**CENTRE** : Joe Gqabi District Municipality  
**REQUIREMENTS** : A recognized three (3) year Degree/Diploma in Public Administration/Management or equivalent NQF Level 6. Three (3) years' experience as a Senior Admin Officer in Public Administration and Community Development preferably Local Government Environment, Communication skills, Computer Literacy, Driver's license three years as a Senior Administration Officer experience in Community Development will be an added advantage.

**DUTIES** : Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which are having a high level of influence on public opinion. Identify, publicizing and rewarding innovation /good practices of citizen engagement. Number of municipalities supported with community participation and empowerment partnerships. Coordination and supervision of Community Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
**NOTE** : Preference will be given to Coloured Female.

**POST 48/52** : **ASSISTANT DIRECTOR: MUNICIPAL DEVELOPMENT PLANNING (IDP) REF. COGTA 16/11/2017**

**SALARY** : R417 552. Per Annum Level: 10  
**CENTRE** : O.R. Tambo District Municipality  
**REQUIREMENTS** : A recognized Bachelor's Degree in Development Studies/ Town & Regional Planning/Economics Science Related field of study. Good understanding/proven experience in Integrated Development planning management principles & programs. Computer literacy. Minimum of three years of experience as a Senior Administration Officer working with local government environment (preferable dealing with IDPs). Valid driver's license (code 8)

**DUTIES** : Work within the directive to achieve key performance indicator of directorate which is to monitor and support municipalities in the development of IDP's in accordance with the legislation, and that include providing guidance during the preparation of IDP Process Frameworks/Plans, formulation of strategic objectives & identification of projects which will address the identified development challenges. Provide guidance to local sphere on how to foster relationships between other organs of state to create a space and an environment that defines the purpose and the role of local government as a means to involve all stakeholders in shaping the future development of our communities. Responsibility for the administrative function within the Directorate i.e. submission of reports development and rendering of presentations, efficient management of human, physical and financial resources of the Directorate.

<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to Coloured Female.
<b><u>POST 48/53</u></b>	:	<b><u>ASSISTANT DIRECTOR-MIS: INSTITUTIONAL &amp; SOCIAL DEVELOPMENT SUPPORT REF.COGTA :( 23/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R417 552. Level: 10
<b><u>CENTRE</u></b>	:	Bisho
<b><u>REQUIREMENTS</u></b>	:	A Degree or National Diploma in Social Science Studies coupled with three years relevant experience as Senior Admin Officer in Local Government and / Public Sector. ISD (Institutional and Social Development) experience would be an added advantage. Proven computer literate (MS applications). Valid Code 8 Drivers License .Good Communication Skills.
<b><u>DUTIES</u></b>	:	Coordinate and facilitate departmental support to the municipal ISD programmes .Coordinate and facilitate the Directorate's IGR forums and other related coordination activities .Support the internalization of ISD in municipalities. Conduct impact assessment and provide baseline survey report on capital and operational projects .Oversee and monitor Admin staff on Facilitate and prepare Financial Management Reports and Commitment Register. Support and coordinate MIS Directorate special interventions to targeted municipalities. Manage and consolidate quarterly Monitoring and Evaluation reports for the directorate.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to Coloured Male.
<b><u>POST 48/54</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES UNIT: YOUTH DESK REF. COGTA 11/11/2017</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum Level 9
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A recognised Three year Degree in Social Science/ Diploma in Public Administration or relevant NQF Level 6 with three years' experience as a Senior Admin Officer in relevant field. Computer Literacy and Driver's licence.
<b><u>DUTIES</u></b>	:	Mainstreaming youth centred approach to Department policy, planning, implementation and programming processes. Advice and support Department, and Municipalities on all matters pertaining to the empowerment of young people. Liaise with Provincial Youth Institutions, and relevant stakeholders on Youth Development. Facilitate awareness raising and confidence building among young people at all department levels. Provide a co-ordination framework for the effective implementation of youth programmes in the department. Monitor and evaluate departmental objectives on youth development. Develop specific Youth Development Strategy as a guideline to line function. To compile the department's reports on Youth Programme
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to Coloured Male & PWD.
<b><u>POST 48/55</u></b>	:	<b><u>LEGAL ADMIN OFFICER: LEGAL ADVISORY SERVICES REF. (COGTA 17/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R331 692 Per Annum (OSD Post)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	LLB or B. Proc Degree or equivalent legal qualification. Admission as either an Advocate or an Attorney and relevant experience of legal practice will be an additional recommendation.
<b><u>DUTIES</u></b>	:	Litigation support services to the department. The provision of legal opinions to the department. The provision of legal advice on the contracts and agreements concluded by the provincial departments. The development of the legislative policy and the initial formulation of legislation in the departments.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to Coloured Female.
<b><u>POST 48/56</u></b>	:	<b><u>VALUER: VALUATION SERVICES REF. COGTA (12/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum Level 9
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree/Diploma in Property Valuation supported by a minimum of one year experience in environment valuation. Eligible to be registered as a Professional Associated Valuer. Computer literacy, Microsoft Office Application, Ms Excel, Project, and PowerPoint. A valid code 8 (B) license is compulsory. Eligible is to be registered namely: Candidate Valuer



		with the SACPVP and Candidate Valuer attended and pass practical work school programme.
<b><u>DUTIES</u></b>	:	Support and guide municipalities in the implementation of MPRA as amended. Assist in the preparation of Directorate budget, annual performance and operational plans.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to Coloured Female.
<b><u>POST 48/57</u></b>	:	<b><u>OFFICE MANAGER TO THE CHIEF DIRECTOR- STRATEGIC MANAGEMENT/COMMUNICATION INFORMATION SERVICES REF. COGTA 18/11/2017</u></b>
<b><u>SALARY</u></b>	:	R334 545 Per Annum Level 9
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A three year Degree/Diploma in Public Administration/Public Management/Social Sciences or Economic Management Sciences or equivalent NQF 6 with three years working experience in the Public Service as a Senior Administrative Officer OR a three Degree/ Diploma in Public Management/Public Administration/Social Science or Economic Sciences or equivalent NQF Level 6 with four (4) years working experience in the related field as a Personal Assistant. Computer Literacy (with expert knowledge of Excel, PowerPoint in addition to other computer programmes). Valid driver's code 8 (B) license is compulsory.
<b><u>DUTIES</u></b>	:	To admin to Chief Director, co-ordination and consolidate of branch reports/budget/Ec 5.1's, processing of documents to admin and financial components etc. To prepare memorandum, reports for the Chief Director. To make PowerPoint presentations for the Chief Director. To prepare budget for the office of the Chief Director. To consolidate financial and non-financial reports for the Chief Directorate. To assist in expenditure control and spending trends within the Chief Directorate. To assist with shifting and virement of funds with the Chief Directorate. To assist in the preparation of the In-Year Monitoring for submission to Budget Planning and Management. Attend management meetings and prepare minutes of meetings and make follow up on decisions taken. Liaise and communicate with other Directorates/Branches within the Department and liaise with outside clientele. To assist the Office of the Chief Director in the preparation of the Annual Reports to submitted to the Legislature. To act as Risk Champion for the Chief Directorate. Follow up resolutions and implementation thereof. Responsible for efficient management of the Chief Director's office.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to African Male.
<b><u>POST 48/58</u></b>	:	<b><u>OFFICE ADMINISTRATOR (OFFICE MANAGER) – QAMATA KINGDOM (WESTERN THEMBULAND) REF. COGTA (19/11/2017</u></b>
<b><u>SALARY</u></b>	:	R334 545 Per Annum Level: 9
<b><u>CENTRE</u></b>	:	Cofimvaba
<b><u>REQUIREMENTS</u></b>	:	A recognized three year Degree / Diploma in Public Management / Social Sciences/ Development Studies or NQF level 6.Three (3) years working experience as a Senior Admin Officer in the public/ private sector, non-governmental or community based organization in terms of operation and remuneration. Computer literacy. Code 08 driver's license.
<b><u>DUTIES</u></b>	:	Coordinate the functions and activities of the Kingdom and Traditional Leadership institution. Assist in coordination of activities of the office of the Kingdom. Prepare memoranda, reports, and presentations etc. for the Kingdom. Attend management meetings and prepare minutes of meetings and make follow ups decisions taken. Liaise and communicate with other Directorates/Branches within the department and also liaise with outside clientele. Prepare budget for the office of the Kingdom. Follow up resolutions and implementations thereof. Responsible for efficient management of the Kingdom. Ensure that the full requirements for the recognition of Traditional Leaders are received. Ensure the processing of the recognition of traditional leader. Facilitate and manage the construction and renovation of traditional leadership institutions. Ensure that physical verification of traditional leaders is done in all regions periodically. Making regular visits to the construction sites for inspection on progress made. Compile and submit monthly, quarterly and annual implementation reports. Responsible for the efficient management of the region, including efficient utilization of resources, training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state

<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to African Male.
<b><u>POST 48/59</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUDGET PLANNING &amp; MANAGEMENT SERVICES RE. COGTA (20/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R334 545 Per Annum Level 9
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree or equivalent NQF level 6 qualification in Management Accounting/Financial Accounting, Internal Auditing or Financial Information System and a minimum of three years' experience as a Senior State Accountant in Budget Management and Reporting. Knowledge of legislations relevant to Public Service and Budget Management. Highly Analytical and Problem Solving skills. Advanced Microsoft Excel Skills as well as Communication Skills.
<b><u>DUTIES</u></b>	:	Assist in the preparation and management of departmental budget including adjustment Estimates as per Treasury instructions. Assist Programmes with the costing of activities during the budget preparation Conduct expenditure analysis and report findings to the Deputy Director Prepare the shifting & virement of funds and ensure implementation on BAS system once approved. Attend to Audit queries pertaining to the office and offer advice. Monitoring of expenditure and offer advice to programmes. Prepare monthly In-Year Monitoring reports for submission to Provincial Treasury and Executive Authority. Identify and correct misallocated funds. Analyze expenditure trends and advise the Deputy Director: Budget Management. Manage sub-ordinates and ensure that they are developed.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to African Female
<b><u>POST 48/60</u></b>	:	<b><u>ASSISTANT DIRECTOR- BID ADMINISTRATION: SUPPLY CHAIN MANAGEMENT REF. COGTA (21/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R334 545 Per Annum Level 9
<b><u>CENTRE</u></b>	:	BHISHO
<b><u>REQUIREMENTS</u></b>	:	A Degree or National Diploma in Public Administration/Law/Supply Chain Management or equivalent NQF level 6 qualification Three years' experience in Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC) support services as a Senior Provisioning Admin Officer. Computer literacy.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the following: Receiving and signing all BEC and BAC submissions from the Compliance section .Track all movements of BEC and BAC submissions , allocate the BEC and BAC projects to relevant staff, prepare all BEC and BAC submissions for Pre-BEC and Pre-BAC Ensure that BEC and BAC packs are submitted on time. Provide secretariat support to BEC and BAC committees ensure that Bid Committees are established on time. Compile BEC recommendations and BAC recommendations award letters. Implement BAC decisions accordingly, writing circulars, distributing them (BEC, BAC) to all end-users and other stakeholders. Provide technical assistance to cost centres to promote sound financial management. Draw reports a, interpret financial data and present to immediate supervisor in preparation for management meetings. Manage budgets and personnel. Monitor budget spending. Prepare monthly reports quarterly reports. Assist in gathering information and responding to audit queries. Working irregular hours.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to African Female.
<b><u>POST 48/61</u></b>	:	<b><u>ASSISTANT DIRECTOR- CONTRACT MANAGEMENT REF. COGTA (22/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R334 545 Per Annum Level: 9
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Degree or Diploma in Law with 3 years' experience at Senior Admin Officer in contract management environment. Knowledge of SCM prescripts i.e. Treasury Regulations, Practise Notes, PFMA, etc. Computer Literacy i.e. BAS, Logis, Excel, Word, Power point. Etc.
<b><u>DUTIES</u></b>	:	Assist in reviewing and editing draft contract documents i.e. SLA, Memorandum of understanding. Memorandum of Agreement, etc. Responsible for updating of the project commitment register. Establishment of project management steering committee. Assist in building up good partnership, contract management, record management and repository

system. Assist in matters of performance management through project monitoring. Management of budget, human resources and general administrative functions.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
**NOTE** : Preference will be given to White Female.

**POST 48/62** : **SENIOR ADMIN OFFICERS LED – URBAN & SMALL TOWN DEVELOPMENT REF. COGTA (24/11/2017)**

**SALARY** : R281 418 – R331 497. Commencing Salary: R 281 418. Level: 8  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : A recognised three year Degree/Diploma in Public Administration/ Management, Economics/Development Studies or equivalent NQF Level 6 relevant qualification. Three (3) years relevant working experience as an Admin Officer or equivalent ranks. Computer Literacy (Microsoft, Ms Excel, Project, PowerPoint are all mandatory. A valid code 8 (B) driver's license is compulsory.

**DUTIES** : Render a fully functional and efficient support office within Urban and Small Town Development Directorate. Assist in compilation, analysis and management of the directorate financial and non-financial reports. Support the implementation of CWP, EPWP, Small Town and Urban Development Programmes. Provide administrative support for effective management of CWP, EPWP, Small Town and Urban Development Programmes.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
**NOTE** : Preference will be given to African Male.

**POST 48/63** : **SENIOR STATE ACCOUNTANT - MUNICIPAL FINANCIAL ASSISTANCE REF. COGTA (25/11/2017)**

**SALARY** : R281 418. Level 8  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : A recognised three year Degree/ Diploma in accounting / financial administration / financial management / auditing or NQF level 6 qualification with three years working experience as an Administrative Officer in the relevant field or equivalent ranks. Computer literacy. Valid driver's licence.  
**DUTIES** : Monitor and assist municipalities on update of books of accounts. Verify the existence and implementation of Credit Control, Debt Management Policy and corresponding by-laws. Collect and collate information on billing and collection levels. Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitor compilations of annual financial statements by the municipalities including after year end reconciliations and adjustments. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
**NOTE** : Preference will be given to African Female.

**POST 48/64** : **SENIOR ADMIN OFFICER – GOOD GOVERNANCE REF. COGTA (26/11/2017)**

**SALARY** : R281 418 .Level 8  
**CENTRE** : Bisho  
**REQUIREMENTS** : A recognized three year degree/ diploma in Public Management/Administration/equivalent NQF level 6 qualification coupled with three years' experience as an Admin Officer in public/ private sector, non-governmental organisation or community based organisations Computer literacy. Valid driver's licence.

**DUTIES** : Render office work within the directorate. Provide administrative support to the directorate. Administer all internal and external procurement activities for the division. Process the Directorate staff member's claims. Ensure the development and approval of submissions for travel arrangements i.e. accommodation, air flights, car hire etc. Ensure the implementation and maintenance of proper filing systems Attend to incoming correspondence, distribute to the relevant officials. Supervise subordinates. Monitor the directorate's budget and liaise with Financial Management on budget matters. Ensure the maintenance and control of the commitment register for the directorate. Compile reports where necessary.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
**NOTE** : Preference will be given to Coloured Male.

**POST 48/65** : **SENIOR ADMIN OFFICER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT SERVICES REF. COGTA (27/11/2017)**

**SALARY** : R281 418. Level 8  
**CENTRE** : Fingo Regional Office  
**REQUIREMENTS** : A recognized three (3) year Degree / Diploma in Public Administration /Management / Social Science or NQF level 6 relevant qualifications coupled with three years working experience as an Admin Officer or equivalent ranks in the relevant field.

**DUTIES** : Check book of accounts in respect of Traditional Councils for submission to head office. Administer the provisioning of support and resources to Traditional Leadership Institutions. To facilitate the recognition and termination of Traditional Leaders. Administer the conditions of service of Traditional Leaders. Provide administration support in the processing of sitting allowances of Traditional Councils. Assist in the administration of claims and payment of gratuities to beneficiaries of Traditional Leaders. Administer the physical verification of traditional leaders periodically. Assist in the identification of training needs for traditional leaders. Responsible for the efficient management of the sub- directorate, including efficient utilization of resources, training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state property.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
**NOTE** : Preference will be given to African Female.

**POST 48/66** : **2 X SENIOR TRAINING OFFICERS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT SERVICES REF. COGTA (28/11/2017)**

**SALARY** : R281 418. Level: 8  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A recognised Degree/ Diploma in Human Resource Development/ Training and Development/ Public Management/Community Development/Social Sciences or any relevant qualification coupled with three years' relevant experience in the field of training and development. Code 08 driver's licence is compulsory. Knowledge of legislative framework related such as Traditional Leadership and Governance Framework Act, Municipal Structures Act, Skills Development Act (SDA), SAQA, NQF, NSDS III, SETA's .Excellent interpersonal relations, ability to handle pressure. Ability to function both independently and as part of the team. Good communication, presentation, facilitation and writing skills. Communicate with clients and service providers, both internal and external Experience in the coordination and implementation of skills development programmes. Willingness to work extended hours & travelling when required.

**DUTIES** : Identifying training and development needs through skill audit analysis, regular consultation with capacity building committee and traditional leaders. Designing and developing training programmes for the institution of Traditional Leaders. Responsible for compiling and maintaining Traditional Leaders Database. Conduct basic research on training needs and advice traditional leaders on the variety of appropriate learning interventions. Responsible for taking care of all Logistics for Training. Liaise with the relevant stakeholders e.g. SETA's, Office of the Premier, and SALGA on capacity building matters of Traditional Leaders. Developing terms of reference for bid documents, drafting proposals for funding of programmes for Traditional Leaders Liaising with training providers that deliver training, evaluating training programmes, ensuring that statutory training requirements are met. Conduct assessment visits to gather information on the impact of training conducted Compile and submit Capacity Building reports.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
**NOTE** : Preference will be given to African Male & African Female.

**POST 48/67** : **SENIOR ADMIN OFFICER: DISASTER INSTITUTIONAL CAPACITY REF. COGTA (29/11/2017)**

**SALARY** : R281 418 Level: 8  
**CENTRE** : Bisho  
**REQUIREMENTS** : A recognized three (3) years Degree/Diploma in Public Admin/Management, Economics/ Development Studies or equivalent NQF level 6 relevant qualification. Three (3) years relevant working experience as an Admin Officer. Computer literacy (Microsoft, MS Excel, Project and PowerPoint are all mandatory. A valid code 8 driver's license is compulsory.

**DUTIES** : Support and monitor meetings for the Intergovernmental Disaster Management Structure (Advisory Forum). Support and monitor the implementation of Disaster Management Frameworks and Plans. Support District Municipalities in response and recovery.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
**NOTE** : Preference will be given to African Female

**POST 48/68** : **SENIOR ADMIN OFFICER: DISASTER: PREPAREDNESS AND RESPONSE REF. COGTA (30/11/2017)**

**SALARY** : R281 418. Level 8  
**CENTRE** : Bisho  
**REQUIREMENTS** : A recognized three (3) years Degree/Diploma in Public Admin/Management, Economics/ Development Studies or equivalent NQF level 6 relevant qualification. Three (3) years relevant working experience as an Admin Officer. Computer literacy (Microsoft, MS Excel, Project and PowerPoint are all mandatory. A valid code 8 driver's license is compulsory.

**DUTIES** : support and monitor meetings for the Intergovernmental Disaster Management Structure (Advisory Forum). Support and monitor the implementation of Disaster Management Frameworks and Plans. Support District Municipalities in response and recovery.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
**NOTE** : Preference will be given to Coloured Female.

**POST 48/69** : **SENIOR ADMIN OFFICER: MUNICIPAL INFRASTRUCTURE SERVICES REF. COGTA (31/11/2017)**

**SALARY** : R281 418 .Level 8  
**CENTRE** : Bisho  
**REQUIREMENTS** : A recognized three (3) years Degree/Diploma in Public Admin/Management, Economics/ Development Studies or equivalent NQF level 6 relevant qualification. Three (3) years relevant working experience as an Admin Officer. Computer literacy (Microsoft, MS Excel, Project and PowerPoint are all mandatory. A valid code 8 driver's license is compulsory.

**DUTIES** : To facilitate and coordination of bookings for facilities and workshops at provincial level. Organize all documents and administration related documents. Coordination of departmental Supply Chain Management and HRDM related matters. To facilitate preparation for financial management reports and commitment registers.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
**NOTE** : Preference will be given to African Male

**POST 48/70** : **SENIOR STATE ACCOUNTANT: SALARY CONTROLLER & MANAGEMENT (FINANCIAL ACCOUNTING SERVICES) REF. COGTA (32/11/2017)**

**SALARY** : R281 418. Level 8  
**CENTRE** : Bisho  
**REQUIREMENTS** : An appropriate Bachelor's Degree / National Diploma in Finance, Auditing, Financial Information Systems. At least three (3) years relevant experience or 8 year relevant experience with grade 12. Must have working knowledge of Government Financial systems namely BAS and PERSAL. A strong understanding of Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector and SCOA. Computer skills (MS Word, Excel, and PowerPoint & Access). A valid driver's license. Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills. . Proven interpersonal and communication skills at all levels. Strong analytical skills. Excellent financial management skills.

**DUTIES** : Manage salary records and other personnel inputs, maintain personnel pay progression, leave gratuities and other promotional expenditures. Manage ACB control account and rejections. Manage salary control functions. Handling of cheques and their mapping. Scrutinize all documents to ensure compliance with prescripts. Monitor compliance with all relevant policies and procedures when implementing payments. Implement and maintain proper payment processes and administration.

**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258  
**NOTE** : Preference will be given Coloured Male.

<b><u>POST 48/71</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: BUDGET PLANNING &amp; MANAGEMENT SERVICES REF. COGTA (33/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R281 418. Level 08
<b><u>CENTRE</u></b>	:	Bisho
<b><u>REQUIREMENTS</u></b>	:	A recognized Diploma/ Degree in Management/Financial Accounting, Internal Auditing or Financial Information Systems. Three years' experience as an Accounting Clerk in the field of Financial Planning and Financial Management. Advanced Microsoft Excel Skills.
<b><u>DUTIES</u></b>	:	Assist in ensuring alignment of the departmental budget cycle to provincial targets. Assist programmes in the costing of new priorities and linking them to strategic documents of the department. Assist in Reviewing and refines departmental spending estimates and prepare the MTEF budget proposal. Assist in ensuring monthly monitoring of programme budgets against the plans. Assist in coordinating the gazetting of transfers. Assist in Preparing and submitted weekly / monthly Cash Flows to Provincial Treasury. Assist in Coordinating internal MTEC Hearings for the department to ensure that budget is aligned to priorities. Assist in Coordinating of Roll-Over Application and submission of such. Assist in daily checking and reviewing of expenditure approval of funds. Load Consolidated Departmental Budget on BAS.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to White Female.
<b><u>POST 48/72</u></b>	:	<b><u>PROVISIONING ADMIN OFFICER: FLEET MANAGEMENT REF. COGTA (34/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R226 611. Level: 07
<b><u>CENTRE</u></b>	:	Bisho
<b><u>REQUIREMENTS</u></b>	:	A recognized three (3) years Degree/Diploma in Public Admin/Management or NQF Level 6 qualification coupled with three years working experience as a Senior Provisioning Admin Clerk or equivalent. Computer Literacy. Valid Drivers' Licence.
<b><u>DUTIES</u></b>	:	Issuing of trip authorities. Carry out vehicle inspections. Capturing of Log returns. Arrange for repairs and vehicle servicing. Supervise staff. Provide drivers services when required. Receive and control incident/ accident reports and traffic fines. Capture and maintain records in required internal registers such as vehicle lease register. Vehicle management register. Process reports and fines in line with prescribed procedures. Receive and verify accuracy of log sheets.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352 /5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to Coloured Male.
<b><u>POST 48/73</u></b>	:	<b><u>PERSONAL ASSISTANT TO DIRECTOR: MUNICIPAL ADMINISTRATION REF. COGTA (35/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R226 611. Level: 07
<b><u>CENTRE</u></b>	:	Bisho
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate coupled with secretarial certificate or equivalent qualification. Degree/ Diploma will be an added advantage. Computer Literacy. Relevant experience in this field will be an added advantage.
<b><u>DUTIES</u></b>	:	Facilitate the smooth running of Senior Manager's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegate by the Senior Manager. Manage the diary of Senior Manager. Manage the resources of the office of the Senior Manager.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to African Male.
<b><u>POST 48/74</u></b>	:	<b><u>PERSONAL ASSISTANT TO DEPUTY DIRECTOR GENERAL: CORPORATE MANAGEMENT (CORPORATE SERVICES) REF. COGTA (42/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R226 611.- R226 943 Level: 07
<b><u>CENTRE</u></b>	:	Bisho
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate coupled with three (3) years Diploma in Office Management or relevant Secretarial certificate of equivalent NQF level to the aforementioned. 3 year relevant & continuous experience working with a senior manager in this field. A valid driver's licence will be an added advantage. Computer Literacy, proficient knowledge of the Microsoft packages, Proficiency in English Office etiquette, Time Management.

<b><u>DUTIES</u></b>	:	Interpersonal skills and communication Organizational and office planning skills. Ability to operate other office equipment Customer service abilities. Use of computer accounting software. Eg. Quickbooks.
	:	Facilitate the smooth running of Deputy Director General's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegated to you by the office manager and the Deputy Director General. Manage the diary of Deputy Director General. Manage the resources of the office of the Deputy Director General. Digital and manual filing of documents, preparation, recording and submission of the DDG's claims to the approving authority, monitoring the submission of weekly plans for both the DDG and the General Managers, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the DDG, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to African Male.
<b><u>POST 48/75</u></b>	:	<b><u>PERSONAL ASSISTANT TO DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF. COGTA (36/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R226 611. Level: 07
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate coupled with secretarial certificate or equivalent qualification. Degree/ Diploma will be an added advantage. Computer Literacy. Relevant experience in this field will be an added advantage.
<b><u>DUTIES</u></b>	:	Facilitate the smooth running of Senior Manager's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegate by the Senior Manager. Manage the diary of Senior Manager. Manage the resources of the office of the Senior Manager.
<b><u>ENQUIRIES</u></b>	:	Ms N Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to African Male.
<b><u>POST 48/76</u></b>	:	<b><u>MESSENGER DRIVER: DEPUTY CHAIRPERSON – PHOTL REF. COGTA (37/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R127 851. Level: 4
<b><u>CENTRE</u></b>	:	Bisho
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Standard 8 or equivalent qualification with relevant experience. Driver's license code 8. Knowledge of transport regulations. Proven client focus and orientation. Sound interpersonal skills. Extensive travelling and willingness to work extended hours, weekends and public holidays are essential.
<b><u>DUTIES</u></b>	:	Provide transportation of the Deputy Chairperson to official destinations. Liaise with the office of the Deputy Chairperson to ensure that the Deputy Chairperson arrive on time to his official meetings. Perform daily and post trip vehicle inspection to ensure that the vehicle is in the best conditions at all times. Report incident and accidents to the vehicle timeously. Maintain log book for official trips on daily basis.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to African Female.
<b><u>POST 48/77</u></b>	:	<b><u>DRIVER: RHARHABE KINGDOM REF. COGTA (38/11/2017)</u></b>
<b><u>SALARY</u></b>	:	R127 851. Level 04
<b><u>CENTRE</u></b>	:	Mngqesha Great Place
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Standard 8 or ABET. Valid code 10 driver's licence. Five (5) years' experience in driving for high risk profile / institution.
<b><u>DUTIES</u></b>	:	Provide messenger driving services to the Kingdom of Rharhabe. Assisting on protocol, security and safety of the Principal. Proper maintenance of the vehicle. Submission of the logbook returns to the department. Submission of officials/ correspondence to Traditional councils, governments and other stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258
<b><u>NOTE</u></b>	:	Preference will be given to African Male.

**POST 48/78** : **DRIVER: QAMATA KINGDOM REF. COGTA (39/11/2017)**

**SALARY** : R127 851. Level 04  
**CENTRE** : Qamata Great Place  
**REQUIREMENTS** : Grade 10/Standard 8 or ABET. Valid code 10 driver's licence. Five (5) years' experience in driving for high risk profile / institution.  
**DUTIES** : Provide messenger driving services to the Kingdom of Rharhabe. Assisting on protocol, security and safety of the Principal. Proper maintenance of the vehicle. Submission of the logbook returns to the department. Submission of officials/ correspondence to Traditional councils, governments and other stakeholders  
**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258  
**NOTE** : Preference will be given to African Male.

**POST 48/79** : **CLEANER: RHARHABE KINGDOM REF. COGTA (40/11/2017)**

**SALARY** : R107 886-R127 086. Commencing Salary: R107 886 Level: 0 3  
**CENTRE** : Mngqesha Great Place  
**REQUIREMENTS** : Grade 10/Standard 8 or ABET. Two years' experience in relevant position.  
**DUTIES** : Provide cleaning services for the Office of the Kingdom. Take care of cleaning resources /equipment. Responsible for requesting cleaning material.  
**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258  
**NOTE** : Preference will be given to African Male.

**POST 48/80** : **CLEANER: CHRIS HANI DISTRICT SUPPORT CENTRE REF. COGTA (41/11/2017)**

**SALARY** : R107 886. Level: 03  
**CENTRE** : Chris Hani  
**REQUIREMENTS** : Grade 10/Standard 8 or ABET. Two years' experience in relevant position.  
**DUTIES** : Provide cleaning services for the Chris Hani District Office. Take care of cleaning resources /equipment. Responsible for requesting cleaning material.  
**ENQUIRIES** : Ms N. Nyembezi at (040) 609 5239 / 5351/ 5352/ 5350 / 5258  
**NOTE** : Preference will be given to African Male.

#### **DEPARTMENT OF HEALTH**

**APPLICATIONS** : **Applications directed to the addresses as indicated below or Hand Delivery as indicated below:** Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Enquiries: Ms Ngwebeni – Tel no: 039 257 0099.  
 Post to: Human Resource Office, Aliwal North Hospital, P/bag X1005, Aliwal North, 9750 or hand delivery to Room 36, Grounds Floor, Williams Court, Dan Pinnar Street, Aliwal North, 9750, Enquiries: Mr J Nzinde – Tel No: 051 633 9629.  
 Post to: Human Resource Office, Umlamli Hospital, Private bag 5016, Sterkspruit, 9762 or Hand deliver at the HR Office, Umlamli Hospital. Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90.  
 Post to: Human Resource Office, Burgersdorp Hospital, Daantjie Van Den Heever street, Burgersdorp, 9744 or Hand deliver at the HR Office, Burgersdorp Hospital, Enquiries: Ms N Zondi - Tel no: 051 653 1881.  
 Post to: Human Resource Office, Private Bag X1129, Mount Fletcher, 4770 or Hand deliver at the HR Office, Elundini Sub-District Office, Enquiries: Mrs Du Plessis – Tel no: 039 257 2400.  
 Post to: Human Resource Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750 or Hand deliver at the HR Office, Joe Gqabi District Office. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629.  
 Post to: Human Resource Office, No 1 Voortrekker Road, P/Bag X7, Barkly East, 9786 or Hand deliver at the HR Office, Cloete Joubert Hospital. Enquiries: Mr Z.O Mgeyi – Tel no: 045 971 0091.  
 Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand deliver at the HR Office, Lady Grey Hospital. Enquiries: Ms N Skisazana – Tel no: 051 603 0093.  
 Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver at the HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037.  
 Post to: Human Resource Office, St Patricks Hospital Private Bag X531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Jafta Tel No. 039 251 0236.



Post to: Private Bag 9009, Sipetu Hospital, Mount Frere, 5090 Enquiries: Mr EF Madaka Tel: 039 255 0077.

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

Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 531, BIZANA 4800 Enquiries: Ms D.N Mdanyana – Tel no 039 727 2090.

Post to: Human Resource Office, Madzikane Ka Zulu Hospital, Private Bag X 9002, Mount Frere, 5090 Enquiries Mr P Sigola Tel no 039 255 8200.

Post to: Human Resource Office, Alfred Nzo District Office, Private Bag X 3515, Kokstad, 4700: Enquiries Mr K Praitel Tel no 039 797 6070. Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata 039 737 3801.

Post to: The 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, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – Tel No: 042 243 1313

Post to: PZ Meyer TB Hospital P.O. Box 479 Johnson Street, Graslaagte, Humansdorp, 6300. Enquiries: Ms T Sompontsha Tel no: 042 291 2064.

Post to: Human Resource Office, Midlands Hospital, 1 Albertynn Street, Private Bag X696, Graaff Reinet, 6280. Enquiries: Mr. A Mabombo -Tel: 049 807 7737/7711.

Post to: Aliwal North Hospital, Private Bag x1004 Aliwal North 9757 or hand deliver to: Aliwal North Hospital, Parklane Street Ailwal North 9757. Enquires: Ms Fourie Tel No: 051 634 2382/82/83.

Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms H Potgieter - Tel No: 046 645 1122

Post to: Human Resource Office, Komga Hospital, P.O Box 33, Komga, 4950 or hand deliver to: Komga Hospital Victoria Road, Komga, 4950, Enquiries: Ms T Lali – TEL NO: 043 831 1013

Post to: Nompumelelo Hospital: Private bag x 13, Peddie 5640, Enquiries: Ms. NG Tsako Tel no 040- 6733321. Thafalofefe hospital, Private bag x 3024, Enquiries: Ms V. Motebele Tel no 047- 498 0026.

Post to: S.S. Gida Hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: N. E Fumanisa Tel no 040- 658 0043.

Post to: Human Resource Office, Nkonkobe Sub-District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, OR P.O. Box 967, Fort Beaufort, 5720: Enquiries : Ms NA Mcetywa Tel no 046 645 2695.

Post to: Human Resources Office PZ Meyer TB Hospital, P.O. Box 497 Humansdorp 6300 or hand deliver to: HR Office, PZ Meyer Hospital, Off Johnson Street, Graslaagte Humansdorp 6300. Enquires: Mr N Sompontsha.

Post to: Nompumelelo Hospital, Private Bag X 13, Peddie 5640. Enquiries: Ms NG Tsako Tel no: 040 673 3321.

Post to: Winterberg Hospital Alice Road 69, Fort Beaufort, 5720. Enquires: Ms Z Maneli Tel: 046 645 1142. .

Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, BEDFORD, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms L H Slatsha Tel no: 046 685 0046.

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

Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr Fenguza Tel no: 047 573 8900/1/2.

Post to: Human Resources Office, Amahlati Sub-district, Private Bag x7425, King Williams Town, 5600. Hand Delivery: Amahlati Sub-district, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquires: Ms B Mngxe Tel no: 043 643 4775/6.

Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel no: 047 401 9000.

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

Post to: Nompumelelo Hospital Private Bag x13 Peddie 5640. Enquiries: Ms Tsako Tel no: 040 673 3321.

Post and Hand Delivery to: New Haven Hospital, 12 Cavendish Road, Vincent, East London 5247. Enquiries: Ms Mntumni Tel no: 043 726 3325.

Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141

Post to: Human Resource Section, to Mhashe Sub District, Private Bag X1232, Dutywa, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula Tel no 047 489 2417/16.

Post to: The Human Resource Office, Khotsong Hospital, P.O. Box 115, Matatiele, 4730 or Hand Deliver to: Khotsong Hospital 100 Jagger Street, Matatiele. Enquiries: Mrs A Lebata 039 737 3801.

Post to: Winterberg Hospital Alice Road 69, Fort Beaufort, 5720. Enquires: Ms Z Maneli Tel: 046 645 1142.

Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.

Post to: Chris Hani Health District, Private Bag x1661 Queenstown 5320 or Hand deliver to: Chris Hani Health District, Human Resource Office, CSC Offices, Komani Hospital, Queenstown 5320. Enquiries: Mr Tshabalala Tel no: 045 807 1125.

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 Lucy's Hospital, P.O St Cuphberts, TSOLO, 5171. Enquiries: Majikana Tel No: 047 532 6259. .

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: HR Office Madzikane Ka Zulu Memorial Hospital P Bag X 9003 Mount Frere, 5090. Enquiries: Mr Sigola Tel No. 039 255 8200.

Post to: Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Mr Makhohliso – Tel 0723279029.

Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 Enquiries: Ms Solwandle – Tel: 0824207172.

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

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 Barnabas Hospital, P.O. Box 15, LIBODE, 5160. Enquiries: Ms U Toni - Tel No: 047 555 5300.

Post to: Mhlontlo Sub-District, P/bag X421, Qumbu, 5180 or Hand deliver at 80 Main Street opposite Traffic department. Enquiries: Ms N Tlali Tel.: 047 553 0585/078 722 8301.

Post to: Human Resource Office, St Elizabeth Hospital, Private Bag x1007, LUSIKISIKI, 4820. Enquiries: Mr M Nozaza - TEL NO: 039 253 5012.

Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, MTHATHA 5099 or Hand Delivery 8<sup>th</sup> Floor Room 19 Botha Sigcau Building Enquiries: Ms O Gcagca Tel No: 047 531 0823.

Post to: OR Tambo Health District, Private Bag x5005, Mthatha 5099 or Hand deliver to: Human Resource Office, OR Tambo Health District, 9<sup>th</sup> Floor Botha Sigcau Buidling Mthatha. Enquiries: Ms Stuma Tel no: 047 502 9016.

Post to: HR Office, Zitulele Hospital Private Bag x504 Mqanduli 5080 Enquires: Mr Sobethwa Tel no: 047 573 8953/6/7.

Post to: Elizabeth Donkin Hospital, Private Bag x6024 Port Elizabeth, 6000 or hand deliver to: Elizabeth Donkin Hospital, La Roche Drive, Forest Hill, Port Elizabeth 6000 Enquiries: Ms J Hill Tel no: 041 506 6213

Post to: Human Resources Office, Livingstone Tertiary Hospital Private Bag Private Bag X60572, Greenacres, Port Elizabeth 6057. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001. Enquiries: Ms Du Preez Tel no: 041 405 2647.

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

Post to: HR Office, Willowmore Hospital Private Bag x239 Willowmore 6445 or hand deliver to: HR Office Willowmore Hospital 25 Knysna Street Willowmore 6445 Enquires: Ms Magingxa Tel no 044 923 1127.

Post to: HR Office, Temba TB Hospital PO Box 20 Grahamstown 6140 or hand deliver to: HR Office, Temba TB Hospital 36A Street Fingo Village Grahamstown 6140 Enquiries: Mr Ntspe Tel no 046 622 3524.

Post to: HR Office Komani Hospital Private Bag x7074 Queenstown 5320 or Hand deliver to: HR Office Komani Hospital 1883 National Road Queenstown 5320 Enquiries: Ms Mandindi Tel no 045 858 8400.

Post to: Human Resource Office, Frontier Hospital, Private bag X7063, QUEENSTOWN, 5320 or hand delivery to Frontier Hospital, 5320. Enquires: Mrs P Marongo – Tel no: 045 808 4272.

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, 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, 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: 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: Human Resource Office, Cofimvaba Hospital, P/Bag X1207, Cofimvaba, 5380. Enquiries: Ms Mbana Tel no: 047 874 8000.

Post to: Human Resource Office, Sterksroom Hospital P.O. Box 168, Sterkstroom, 5425 or Hand deliver to: HR Office Sterksroom Hospital 18 Legrave Str. Sterkstroom. Enquiries: Mrs CM Swart Tel: 045 966 0268.

Post to: Human Resource Office, P/Bag X0038, Bhisho Hospital, Bhisho 5605 or Hand delivery Human Resource Office, Bhisho Hospital, Komga road, Enquiries: Mrs T. Awlyn – Qegu Tel No 040 635 2950/5.

Post to: HR Office Molteno Hospital PO Box 132 Molteno 5500 or hand deliver to: HR Office Molteno Hospital Stuart Street Molteno Enquiries Ms E Singleton Tel no 045 967 0089.

Post 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: 047 548 0022.

Post to: Human Resource Office, Elliot Hospital, P.O Box 523, ELLIOT, 5460 or hand delivery to: HR Office Elliot Hospital Maclear Road Elliot, 5460 Enquires: Ms N.B Puza – Tel no: 045 931 1321.

Post to: Human Resource Office, Lukhanji Sub-District, P/Bag X1, Queenstown, 5320. Enquiries: Ms M Ntweni Tel no 045 807 8908.

Post to: HR Office Hewu Hospital Private Bag x1409 Queenstown 5320 or hand deliver to: HR Office Hewu Hospital Ekuphumleni Township Main Road Whittlesea Enquiries Mr Mabandla Tel no 040 841 0133.

Post to: HR Office, Wilhem Stahl Hospital Private Bag x518 Middelburg 5900 or hand deliver to: HR Office Wilhem Stahl Hospital 1 Du Plessis Street Middelburg 5900 Enquiries Mr Mbalula Tel no 049 842 1111.

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, Frere Hospital, Private bag X 9047, EAST LONDON, 5200 OR Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana TEL NO: 043 709 2487/2532.

Post to: Buffalo City Metro Health, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 64 Terminus Street, Old Standard Bank Building, East London 5200. Enquires: Ms Hlulani Tel. No. 043 7433 006/057.

Post to: Human Resource Office, Department of Health (Head Office), Private Bag x0038, Bisho, 5605 or Hand deliver to: Department of Health (Head Office), Room 411 4<sup>th</sup> Floor Dukumbana Building, Phalo Avenue, Bisho 5605.

Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600 OR hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel no: 043 643 3304.

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

Post to: HR Office PE Pharmaceutical Depot Private Bag x6033 Struandale Port Elizabeth 6000 or hand deliver to: HR Office PE Pharmaceutical Depot 1104 Struanway Road Struandale Port Elizabeth 6000 Enquiries: Ms U Xwayi Tel 041 406 9831

Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4320.

Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Tel no 046 604 4078.

Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital Hospital Street Stutterheim 4930 Enquiries: Ms P Booï Tel no 043 683 1313.

**CLOSING DATE**

: 15 December 2017

**NOTE**

: 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 48/81**

: **HR SPECIALIST FOR CHANGE MANAGEMENT (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO.ECHEALTH/DDG-CS/HO/02/11/2017**

**SALARY**

: R1 370 973 – R1 544 406 per annum (Level 15) – One year Contract

**CENTRE**

: Bhishe, Head Office

**REQUIREMENTS**

: An appropriate Degree and postgraduate qualification (NQF level 8) as recognized by SAQA in change management coupled with 8-10 years relevant experience at Senior Management level. Proven experience in managing change of a complex organization. Sound understanding of change management strategies/models. Extensive and in-depth knowledge and understanding of policies and regulatory framework governing change imperatives, organizational strategic and financial planning frameworks. Competencies: Strong and proven skills in leadership and management capability, change management and service delivery innovation. Extensive People Management, Project Management, Financial Management, policy formulation and implementation. Analytical, diagnostic and investigative capabilities, advanced interpersonal and communication (verbal and written) skills. Advanced computer literacy (Powerpoint & Excel) and report writing skills.

**DUTIES**

: Develop and maintain a change management programme for the department and design and facilitate implementation of strategic change initiatives in the department. Determine and integrate change process into departmental strategies and programmes to improve efficiency and effectiveness. Develop and implement relevant change process interventions. Create conditions for a smooth implementation of change initiatives and lead transition management. Develop and guide implementation of change management plans. Guide, monitor and evaluate the implementation of change interventions, systems and processes.

**ENQUIRIES**

: Mr S Makitshi Tel no 040 608 1954

**POST 48/82**

: **DIRECTOR: QUALITY ASSURANCE REF NO.ECHEALTH/QA/HO/02/11/2017**

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

**SALARY**

: R948 174 – R1 116 918 per annum (Level 13)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Bhisho, Head Office
	:	A Bachelor's Degree or National Diploma in Health Sciences at NQF level 7 as recognised by the South African Qualifications Authority (SAQA). A minimum of 5 years' experience at Middle Management level, 3 years of which should be in a Management of Quality Health Care Delivery environment. Extensive knowledge of the Public Service Regulatory Framework. Be a seasoned strategic manager who is capable of leading with planning and organisational skills. Additional Requirements: Budget and financial management, effective communication skills, Project management, information and record management, managing conflict and resolving problems, diversity management, planning, organising, people management and empowerment.
<b><u>DUTIES</u></b>	:	Be responsible for the coordination of performance and reporting in the Directorate. 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. Coordinate provision of directorate programmes and projects, manage financial spending and budget reviews of the directorate. Manage information, reports and knowledge in the directorate.
<b><u>ENQUIRIES</u></b>	:	Dr S Beja Tel no 040 608 1148
<b><u>POST 48/83</u></b>	:	<b><u>DIRECTOR: FACILITIES REF NO.ECHEALTH/DIRFAC/LIVH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R948 174 – R1 116 918 per annum (Level 13)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, PE Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/ 3 year National Diploma in Built Environment or equivalent qualification. 6-8 years' experience post qualification plus a minimum of 5 years' combined experience in facility management in a Public Hospital environment at Deputy Director Level. A valid driver's license. Ability to develop policies and internal Standard Operating Procedures. Strong leadership skills, team building and sound interpersonal skills. . Excellent verbal and written communication skills and report-writing skills. Advanced Computer skills in MS package (Word, Excel, Power-point and Visio) Strategic leadership, Project Management, Human Resources management and Finance Management skills. Ability to multi - task and prioritize and ability to work in a high volume and highly pressurized environment. Ability to manage a high value goods, services and equipment budget. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA.
<b><u>DUTIES</u></b>	:	Responsible for the overall day to day Facilities Directorate, which includes security, laundry building, maintenance, cleaning, gardening, ICT, accommodation and Health Technology. Control and monitor human, financial and other resources. Ensure that Engineering, Soft Services and Health Technology are efficiently and effectively provided within policies and procedures. Ensure effective management of Service Level Agreements with service providers to ensure efficient service delivery. Develop strategies, programmes and projects to improve service provision. Internal control strategy determination to ensure compliance with prescripts. Determine resource requirements and buildings maintenance plan. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Determine the Facilities directorate's annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing programme services, policies and procedures. Prepare and manage directorate's budgets. Participate in Budget Advisory, Cost Containment, Procurement and Bid Committees. Ensure that Facilities directorate is compliant to National Core standards, Occupational Health and Safety and Machinery Acts, regulations and Policies. Assist with operational staff and student supervision, evaluation and training. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turnaround plans. Perform any other duties delegated by the CEO.
<b><u>ENQUIRIES</u></b>	:	Mr. TA Madonsela Tel no 041 405 2276

## OTHER POSTS

**POST 48/84** : **DEPUTY DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/DDGA/JGD/02/11/2017**

**SALARY** : R657 558 – R 774 576 per annum (Level 11)  
**CENTRE** : Joe Gqabi District Office  
**REQUIREMENTS** : Degree/diploma in Public Administration / Management or related qualification with at least 3 – 5 years relevant experience at Assistant Director Level. Computer literacy. Valid driver's license. Ability to interpret and apply policies. Sound knowledge of Health, Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Sound Knowledge of Public Service Management Framework. An Understanding of Public Finance Management Act, Treasury Instructions, Regulations, Diversity and Conflict management. Change management, financial management and Policy development. Monitoring and evaluation. Communication, Problem solving, Supervisory and management. Ability to work under pressure and Leadership qualities.

**DUTIES** : Manage Office Administration services. Manage Communication Services, Patient Administration, Transport, Registry / Document Management, Switchboard and ensure a high quality output. Manage quality improvement initiatives and provision of communication services. Co-ordinate district organization events and functions. Monitor and evaluate services rendered to clients. Manage Human and Financial Resources. Ensure maintenance of all Information systems.

**ENQUIRIES** : Mr J.S Ndzinde – Tel no: 051 633 9629

**POST 48/85** : **DEPUTY DIRECTOR HR - REF NO. ECHEALTH/DDHR/FTH/02/11/2017**

**SALARY** : R657 558 – R774 576 per annum (Level 11)  
**CENTRE** : Buffalo City Metro, Frere Hospital  
**REQUIREMENTS** : An appropriate Bachelor's Degree or National Diploma in Human Resource Management or Public Administration/Management. A Postgraduate qualification will be added advantage. Five (5) years' experience in HR Administration of which 3 years should be at an Assistant Director level. A valid driver's licence. Excellent knowledge of all public service statutory and regulatory requirements with respect to human resource management. Management and leadership skills are essential in this post. Knowledge of the Public Service Act, PFMA and Regulations. White Paper on transformation of Public Service. Basic Condition of Employment Act. Employment Equity Act. Skills Development Act. Public Service transformation and management. Computer literacy with advanced skills in Excel, Word, Powerpoint packages. Planning and organizing skills, Problem solving, Presentation and information analysis skills, People and diversity management. Financial Management skills. Client orientation and customer focus. Communication and interpersonal skills. Project Management. Batho Pele Principles. Proven Knowledge of HR Information Management System

**DUTIES** : Develop and facilitate the implementation of all HR Administration policies. Quality assurance of all documents, statistics and PERSAL transactions before sign-off or authorisation. Ensure that HR systems and processes are in place to enable HR support to all employees in the Frere Hospital. Effective management of benefits and compensation framework, and records management. Coordinate the implementation and maintenance of an approved organisational structure. Manage and guide the recruitment and selection processes in the Frere Hospital. Develop and present monthly and quarterly reports on all areas of responsibility. Manage and lead a team of HR Practitioners in an effective and efficient manner.

**ENQUIRIES** : Ms N Mtitshana – Tel no 043 709 2487/2532

**POST 48/86** : **DEPUTY DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/DDGA/ANDO/02/11/2017**

**SALARY** : R657 558 – R774 576 per annum (Level 11)  
**CENTRE** : Alfred Nzo District Office  
**REQUIREMENTS** : Degree/diploma in Public Administration / Management or related qualification with at least 3 – 5 years relevant experience at Assistant Director Level. Computer literacy. Valid driver license Ability to interpret and implement policies. Sound knowledge of Health, Public Service Act. LRA, EEA, BCEA, Public Service Regulations etc. Sound Knowledge of Public Service

		Management Framework. An Understanding of Public Finance Management Act, Treasury Instructions, Regulations, Diversity and Conflict management. Change management, financial management and Policy development. Monitoring and evaluation. Communication, Problem solving, Supervisory and management. Ability to work under pressure and Leadership qualities.
<b><u>DUTIES</u></b>	:	Manage Office Administration services. Manage communication Services, Patient Administration, Transport, Registry / Document Management, Switchboard and ensure a high quality output. Manage quality improvement initiatives and provision of communication services. Co-ordinate district organization events and functions. Monitor and evaluate services rendered to clients. Manage Human and Financial Resources. Ensure maintenance of all Information systems.
<b><u>ENQUIRIES</u></b>	:	Mr K Praim (039) 797 6070
<b><u>POST 48/87</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCE REF NO.ECHEALTH/DDF/CHDO/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R657 558 - R774 576 per annum (Level 11) Chris Hani District Office A National Diploma or Degree at NQF level 6/7 in Finance, Accounting, B Commerce, Internal Auditing, Cost and Management Accounting or related qualification. Post Graduate qualification in Finance or related will be an added advantage. A minimum of 7 experience in the Public Finance area or related with 5 years at an Assistant Director level in Finance. Knowledge of PFMA, Treasury Regulations, Treasury notes, BBBEE, Computer literacy, LOGIS, BAS and PERSAL. Valid driver's licence for a light motor vehicle (Code- B).
<b><u>DUTIES</u></b>	:	Manage the provision of financial administration services, Manage expenditure management and budget reviews, Manage provision of accounts payment processes, Manage the provision of salary administration processes, Manage performance and all the allocated resources.
<b><u>ENQUIRIES</u></b>	:	Ms S Gazi Tel No 045 807 1101
<b><u>POST 48/88</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL IMPROVEMENT SERVICES REF NO.ECHEALTH/DDFIS/HO/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R657 558 – R 774 576 per annum (Level 11) Bhisho, Head Office A Bachelor Degree with Accounting/Auditing as a major subject or National Diploma in Accounting/Auditing or similar related qualification. At least 3 years relevant experience as an assistant director in financial management particularly on financial accounting/improvement services or auditing. Valid driver's license. Knowledge of Financial management and supply chain management, accounting standards and best practices, Treasury Regulations, DORA and all prescripts and practice notes. LOGIS/BAS and PERSAL systems. Departmental Annual and Interim Financial Statement templates and procedures. Financial analysis and interpretation of financial information. Auditor General Policies and procedures. The incumbent should possess the following skills and capabilities: Project management, problem solving and analysis, client orientation and customer focus, decision making and risk analysis techniques. Communication skills and presentation skills. Service delivery innovation, report writing skills and be Computer literate.
<b><u>DUTIES</u></b>	:	The incumbent will assist in rendering audit facilitation and review of management comments for audit findings and evaluate the implementation of recommendations. Assist in developing and implementing financial and associated government norms and standards to enhance performance. Assist in monitoring and reporting on implementation of the Integrated Audit Improvement Strategy, which is inclusive of Audit Committee and SCOPA Resolutions. Assist in ensuring that finance oriented results and accountability in the department are achieved. Assist in preparing quarterly and annual financial statements for submission to Provincial Treasury and Auditor General respectively. Assist in ensuring that the improvement of the department's financial systems and operations by formulation and implementation of departmental financial policies and procedures at head office and within the districts. Manage staff falling under him/her. Report to Senior Manager: Financial Accounting and Improvement Services Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr J Kroh Tel No 040 608 1239

<b><u>POST 48/89</u></b>	:	<b><u>QUANTITY SURVEYOR GRADE A, B, C REF NO.ECHEALTH/QA/02/11/2017</u></b>
		This is a re-advertisement. (Those who had applied before are welcome to apply again)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R549 639 – R 842 619 per annum (OSD) Bhisho, Head Office
	:	Bachelor Degree in Quantity Surveying and or equivalent qualification. 3 years' work experience post qualification as Quantity Surveyor. Registration as Professional Quantity Surveyor with SACQSP. Valid driver's license. Computer Literacy.
<b><u>DUTIES</u></b>	:	To manage the delivery of the infrastructure Built environment program and projects in line with the Provincial IDMS. Infrastructure program and project planning in with IDMS. Infrastructure program and planning implementation and Monitoring. Infrastructure project commissioning. Infrastructure program and project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/councils.
<b><u>ENQUIRIES</u></b>	:	Mr R Smith Tel No 040 608 1180
<b><u>POST 48/90</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO. ECHEALTH/ADA/JGD/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 – R 404 121 per annum (Level 9) Joe Gqabi District Office
	:	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, 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.
<b><u>DUTIES</u></b>	:	Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. 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.
<b><u>ENQUIRIES</u></b>	:	Mr J.S Nzinde – Tel No: 051 633 9629
<b><u>POST 48/91</u></b>	:	<b><u>ASSISTANT DIRECTOR ADMINISTRATION REF NO. ECHEALTH/MMA/UH/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 – R 404 121 per annum (Level 9) Joe Gqabi District, Umlamli Hospital
	:	National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, 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.
<b><u>DUTIES</u></b>	:	Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to



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

**ENQUIRIES** : Ms Mphimpithi - Tel No: 051 611 0079/90

**POST 48/92** : **ASSISTANT DIRECTOR ADMINISTRATION REF NO.ECALTH/ASDA/HCH/02/11/2017**

**SALARY** : R334 545–R404 121 per annum (Level 9)  
**CENTRE** : OR Tambo District, Holy Cross Hospital  
**REQUIREMENTS** : National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

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

**ENQUIRIES** : Mrs. N.C. Maqashalala Tel No 039 252 3000

**POST 48/93** : **ASSISTANT DIRECTOR HUMAN RESOURCE DEVELOPMENT REF NO. ECALTH/AD/ORTD/02/11/2017**

**SALARY** : R334 545 – R404 121 per annum (Level 9)  
**CENTRE** : OR Tambo District Office  
**REQUIREMENTS** : National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level in HRD/HRM environment. Registration with 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.

**ENQUIRIES** : Mr S Stuma Tel no 047 502 9000

**POST 48/94** : **ASSISTANT DIRECTOR ADMINISTRATION REF NO. ECALTH/ASDA/ALSH/02/11/2017**

**SALARY** : R 334 545 – R 404 121 per annum (Level 9)  
**CENTRE** : Chris Hani District, All Saints Hospital

<b><u>REQUIREMENTS</u></b>	:	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, 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.
<b><u>DUTIES</u></b>	:	Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the CEO. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matala Tel No: 047 548 0022
<b><u>POST 48/95</u></b>	:	<b><u>ASSISTANT DIRECTOR DISASTER MANAGEMENT AND EMERGENCY SERVICES REF NO.ECHEALTH/ASD-DM/HO/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 – R 404 121 per annum (Level 9) Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in Disaster management or Diploma in Disaster management with a minimum of 3-5 years' experience at supervisory level and within the disaster management field. A thorough knowledge of disaster management Act, Sendai framework, policy framework, Health Act and other relevant legislation. Good communication skills (written and verbal). Good interpersonal relations, Ability to communicate on technical level. Ability to work independently and maintain high levels of confidentiality. The candidate must be computer literate, especially in the use of Microsoft application such MS word, excel and PowerPoint. Candidate must have a drivers licence.
<b><u>DUTIES</u></b>	:	Establish integrated institutional capacity to enable effective implementation of provincial disaster risk management policy and legislation. Develop uniform approach in assessing and monitoring disaster risks that will inform disaster engagement plan. Ensure effective and appropriate provincial disaster response and recovery. Encourage information management and communication for clear disaster management definition of roles and responsibilities. Facilitate training education, awareness and research for all disaster management practitioners.
<b><u>ENQUIRIES</u></b>	:	Mrs AZ Mgwebi Tel No 083 378 2188
<b><u>POST 48/96</u></b>	:	<b><u>ASSISTANT DIRECTOR INTERGRATED STRAGETIC PLANNING REF NO. ECHEALTH/ASD-BS/HO/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 – R 404 121 per annum (Level 9) Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma in Health Sciences/ Social and Business Sciences with at least 3-5 years' experience at supervisory level. Knowledge of Public Sector administration, National and Provincial Health Acts and their regulations, Public Service Act and Regulations, Public Finance Management Act and other relevant National and Provincial Prescripts. Understanding of government and other related administrative systems. Good interpersonal, organizing and planning skills. Good verbal skills to put across point of view confidently in meetings, negotiations and presentations, including the written skills needed to put ideas down on paper in a concise business format. Clear understanding, interpretation and analysis of Health Indicators for strategic planning purposes. Knowledge, possession and application of computer skills e.g. Word, Power point, Excel, and other computer programmes for planning, etc. A valid code 08 (Code B) Driver's License is a must.
<b><u>DUTIES</u></b>	:	Build and develop capacity in the Eastern Cape Department of Health for effective and efficient health planning and execution of departmental plans Facilitate the review and development of district health expenditure reports, district health plans and service delivery improvement plans based on the

departmental Annual Performance Plans and strategic plans. Facilitate the development of strategic and operational plans for the health institutions, i.e. Clinics, Community Health Centres, District, Regional and Tertiary Hospitals within the Eastern Cape Province, including other institutions like forensic pathology services, Liliitha College of Nursing and Emergency Medical Services College. Assist in the alignment of all operational plans (Facility, Districts and Province) with the strategic plan of the ECDoH, Provincial Development Plan, National Department of Health's Strategic Plans and Health Council Priorities, Medium term strategic framework, National Development Plan, the Sustainable Development Goals and the Provincial Cross Cutting Obligations. Judicious support and reporting responsibilities to the Manager or Deputy Director: Strategic Planning Unit and assist in the production of monthly and quarterly reports of the Integrated Strategic Planning Unit.

**ENQUIRIES** : Ms L Mdingi-Buqa Tel No 040 608 1316

**POST 48/97** : **SENIOR ADMINISTRATION OFFICER REF NO.**  
**ECHEALTH/SAO/TBH/02/11/2017**

**SALARY** : R281 418 – R 331 497 per annum (Level 8)  
**CENTRE** : Joe Gqabi District, Taylor Bequest Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years' experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's License.

**DUTIES** : Responsible for the effective control of the institution's administrative and support functions, including HR, 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.

**ENQUIRIES** : Ms Ngwebeni – Tel No: 039 257 0099

**POST 48/98** : **SENIOR ADMINISTRATION OFFICER REF NO.**  
**ECHEALTH/SAO/SH/02/11/2017**

**SALARY** : R281 418 – R331 497 per annum (Level 8)  
**CENTRE** : Alfred Nzo District, Sipetu Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years' experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's License.

**DUTIES** : Responsible for the effective control of the institution's administrative and support functions, including HR, 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.

**ENQUIRIES** : Mr EF Madaka Tel: 039 255 0077

**POST 48/99** : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO.**  
**ECHEALTH/SHRP/CH/02/11/2017**

**SALARY** : R281 418 – R331 497 per annum (Level 8)  
**CENTRE** : OR Tambo District, Canzibe Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years' experience. 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 (MS Word, Excel and PowerPoint and Access).

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

**ENQUIRIES** : Ms Solwandle – Tel: 0824207172

**POST 48/100** : **SENIOR INFORMATION OFFICER REF NO.**  
**ECHEALTH/SIO/COFIH/02/11/2017**

**SALARY** : R281 418 – R331 497 per annum (Level 8)  
**CENTRE** : Chris Hani District, Cofimvaba Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Information Management or relevant qualification with 2-5 years' experience. 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. Valid driver's license.

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

**ENQUIRIES** : Ms Mbana Tel No: 047 874 8000

**POST 48/101** : **SENIOR ADMINISTRATION OFFICER REF NO.**  
**ECHEALTH/SAO/ALSH/02/11/2017**

**SALARY** : R281 418 – R331 497 per annum (Level 8)  
**CENTRE** : Chris Hani District, All Saints Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years' experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's License.

**DUTIES** : Responsible for the effective control of the institution's administrative and support functions, including HR, 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.

**ENQUIRIES** : Ms N. Matala Tel No: 047 548 0022

**POST 48/102** : **SENIOR ADMINISTRATION OFFICER REF NO.**  
**ECHEALTH/SAO/COFIH/02/11/2017**

**SALARY** : R281 418 – R331 497 per annum (Level 8)  
**CENTRE** : Chris Hani District, Cofimvaba Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years' experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver's License.

**DUTIES** : Responsible for the effective control of the institution's administrative and support functions, including HR, 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.
<b><u>ENQUIRIES</u></b>	:	Ms Mbana Tel No: 047 874 8000
<b><u>POST 48/103</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER (LABOUR RELATIONS) REF NO. ECHEALTH/SAO/ORTD/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R281 418 – R331 497 per annum (Level 8) OR Tambo District Office Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 2-5 years' 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.
<b><u>DUTIES</u></b>	:	Responsible for the effective control of the institution's administrative and support functions, including HR, 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.
<b><u>ENQUIRIES</u></b>	:	Mr S Stuma Tel no 047 502 9000
<b><u>POST 48/104</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER REF NO. ECHEALTH/SAO/HO/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R281 418 - R331 497 per annum (Level 8) Head Office, Shared Contact Centre Grade 12 or equivalent qualification with 10 years' experience or Diploma/Degree in Administration or relevant qualification with 3 to 5 years' experience in Shared Contact Centre environment coupled with interpersonal communication skills, Computer literate, Knowledge of public service regulation, mandate of Eastern Cape Department of health as well as standard operating procedure of the Contact Centre environment, Knowledge and skills on CRM and CCC. Must be able to work shifts in 24hour Contact Centre of department of Health.
<b><u>DUTIES</u></b>	:	Supervising 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 issue. Monitoring random calls to improve quality, minimize 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 the Contact Centre and preparing reports. Handling the most complex customer complaints or enquiries. Organizing staffing, including shift patterns and the number of staff required to meet demand (Call volumes and trends analysis), coaching, motivating and retaining 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 efficiency and sourcing new equipment to enable this, e.g. new dialling products. Supervise contact centre agent as well logging of queries on CRM as defined in the standard operating policy of the centre.
<b><u>ENQUIRIES</u></b>	:	Mr Z Ntlube Tel No 043 711 0699
<b><u>POST 48/105</u></b>	:	<b><u>FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/JGD/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611 - R 266 943 per annum (Level 7) Joe Gqabi District, Joe Gqabi District Office Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.
<b><u>DUTIES</u></b>	:	Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile

		accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.
<b><u>ENQUIRIES</u></b>	:	Mr J.S Ndzinde – Tel No 051 633 9629
<b><u>POST 48/106</u></b>	:	<b><u>TRANSPORT OFFICER REF NO. ECHEALTH/TO/ANH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R226 611 – R 266 943 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Aliwal North Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Transport Management or equivalent with 0-2 years' relevant experience. Valid driver's license is compulsory.
<b><u>DUTIES</u></b>	:	Check filling in log sheets before and after trips. Do transport returns. Delegate work and supervise section. Receive work instructions and respond. Manage transport office. Control government fleet Book service and maintain government vehicles. Receive and record documents. Monitor loading and dispatching of items. Check and verify the vehicle condition. Check lights, windscreen, wipers, hooter, and tyre condition and check vehicle license. Check dates for vehicle service and report. Check road worthiness of vehicles.
<b><u>ENQUIRIES</u></b>	:	Ms Fourie Tel No: 051 634 2382/82/83
<b><u>POST 48/107</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/JGD/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R226 611 – R 266 943 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Joe Gqabi District Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>ENQUIRIES</u></b>	:	Mr J.S Ndzinde – Tel No: 051 633 9629
<b><u>POST 48/108</u></b>	:	<b><u>FINANCIAL PRACTITIONER (REF NO. ECHEALTH/FP/PORTAL/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R226 611 - R266 943 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Alfred Nzo District Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.
<b><u>DUTIES</u></b>	:	Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.
<b><u>ENQUIRIES</u></b>	:	Mr K Praim Tel No 039 797 6070

**POST 48/109** : **LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSO/SPH/02/11/2017**

**SALARY CENTRE REQUIREMENTS** : R226 611 – R266 943 per annum (Level 7)  
: Alfred Nzo District, St Patricks Hospital  
: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management or Supply Chain Management or relevant qualification with 0-2 years' experience. 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.

**DUTIES** : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.

**ENQUIRIES** : Ms Jafta Tel No. 039 251 0236

**POST 48/110** : **LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSO/PEDEPOT/02/11/2017**

**SALARY CENTRE REQUIREMENTS** : R226 611 – R266 943 per annum (Level 7)  
: Nelson Mandela Metro, PE Pharmaceutical Depot  
: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management or Supply Chain Management or relevant qualification with 0-2 years' experience. 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.

**DUTIES** : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.

**ENQUIRIES** : Ms U Xwayi Tel 041 406 9831

**POST 48/111** : **ADMINISTRATION OFFICER REF NO. ECHEALTH/HRC/AVH/02/11/2017**

**SALARY CENTRE REQUIREMENTS** : R226 611 – R266 943 per annum (Level 7)  
: Sarah Baartman District, Andries Vosloo Hospital  
: Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 0-2 years' 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.

**ENQUIRIES** : Ms CZ Zozo – Tel No 042 243 1313

**POST 48/112** : **ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/DH/02/11/2017**

**SALARY CENTRE REQUIREMENTS** : R226 611 – R 266 943 per annum (Level 7)  
: Nelson Mandela Metro, Dora Nginza Hospital  
: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resource Management or equivalent with 0-2 years' relevant 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr J Johaar Tel No 041 406 4435
<b><u>POST 48/113</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/DH/02/11/2017 (2 Posts)</u></b>
<b><u>SALARY</u></b>	:	R226 611 – R266 943 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage
<b><u>DUTIES</u></b>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>ENQUIRIES</u></b>	:	Mr J Johaar Tel No 041 406 4435.
<b><u>POST 48/114</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER (RECRUITMENT) REF NO. ECHEALTH/CPO/ORD/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R226 611 – R262 943 per annum (Level 7)
<b><u>CENTRE</u></b>	:	OR Tambo District Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management or relevant qualification with 0-2 years' experience. 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
<b><u>DUTIES</u></b>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline
<b><u>ENQUIRIES</u></b>	:	Mr S Stuma Tel: 047 502 9000
<b><u>POST 48/115</u></b>	:	<b><u>INFORMATION OFFICER REF NO. ECHEALTH/INFO/ISILH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R226 611 – R262 943 per annum (Level 7)
<b><u>CENTRE</u></b>	:	OR Tambo District, Isilimela Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Information Management or relevant qualification with 0-2 years' experience. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms N Gwiji – Tel: 047 564 2805
<b><u>POST 48/116</u></b>	:	<b><u>FINANCIAL PRACTITIONER REF NO. ECHEALTH/ZH/FP/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R226 611- R 266 943 per annum (Level 7)
<b><u>CENTRE</u></b>	:	OR Tambo District, Zitulele Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management/Accounting or relevant qualification with 0-2 years' experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.
<b><u>DUTIES</u></b>	:	Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.
<b><u>ENQUIRIES</u></b>	:	Mr Sobethwa Tel No: 047 573 8953/6/7
<b><u>POST 48/117</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO.ECHEALTH/AO/STEH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R 226 611– R 266 943 per annum (Level 7)
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 0-2 years' experience. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr M Nozaza Tel No 039 253 5012
<b><u>POST 48/118</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO. ECHEALTH/AC/DMC/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R226 611 – R266 943 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Dimbaza CHC
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management/Public Administration or equivalent with 0-2 years' relevant experience. Computer literacy in office programme skills and interpersonal relations, proven organizational skills.
<b><u>DUTIES</u></b>	:	Manage provision of registry administrative services: Monitor flow of record correspondence and mail. Proper handling of routine oncoming and outgoing correspondence. Routine check and tracking of files in the registry. Draft routine correspondence (type documents) Open new files/volumes and update through recording on the filing system. Maintain distribution list of general correspondence. Continuous updating of the filing system. Retrieve and store institutional data and correspondence. Store master copies of circulars and internal communication. Archive closed volumes of files. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Provide office automation and reprographic services. Allocate telephones, faxes, and photocopiers to all users according to needs. Attend to queries from users and suppliers with regard to application of various equipment, operational problems and render advice. Arrange for the

replacement and upgrading of telephone infrastructure. Process telephone billings. Provide an effective and efficient transport management service: Allocate vehicles to drivers and departmental officials. Monitor utilization of drivers. Make and confirm vehicle bookings for hospital officials attending meetings, conferences and workshops Control usage of official vehicles. Investigate accidents, abuse and misuse of official vehicles. Maintain hospital official transport services. Supervise human and physical resources.

**ENQUIRES** :

Ms Hlulani – Tel No 043 708 1700

**POST 48/119** :

**ADMINISTRATION OFFICER REF NO. ECHEALTH/AC/DO/02/11/2017**

**SALARY** :

R226 611 – R266 943 per annum (Level 7)

**CENTRE** :

Buffalo City Metro District Office

**REQUIREMENTS** :

Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management/ Public Administration or equivalent with 0-2 years' relevant experience. Computer literacy in office programme skills and interpersonal relations, proven organizational skills.

**DUTIES** :

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

**ENQUIRES** :

Ms Hlulani – Tel No 043 708 1700

**POST 48/120** :

**HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/TOWH/02/11/2017**

**SALARY** :

R226 611 - R266 943 per annum (Level 7)

**CENTRE** :

Amathole District, Tower Hospital

**REQUIREMENTS** :

Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resource Management or equivalent with 0-2 years' relevant experience. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage

**DUTIES** :

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

**ENQUIRIES** :

Ms H Potgieter – Tel No 046 645 1122

**POST 48/121** :

**ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/MOLH/02/11/2017**

**SALARY** :

R226 611 – R266 943 per annum (Level 7)

<b><u>CENTRE</u></b>	:	Chris Hani District, Molteno Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Public Administration or relevant qualification with 0-2 years' 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms E Singleton Tel No 045 967 0089
<b><u>POST 48/122</u></b>	:	<b><u>ADMINISTRATION OFFICER (LABOUR RELATIONS) REF NO. ECHEALTH/ADO-LR/CHDO/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R226 611 – R266 943 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Chris Hani District Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Human Resource Management/Labour Relations/Labour Law/Industrial Psychology or relevant qualification with 0-2 years' experience in Labour Relations. Knowledge of applicable legislations, BCEA, LRA, SDA, EEA, PFMA, PSA etc. Knowledge of Public Service Regulations and Policies, PSR, Public Resolutions. Report writing skills. Knowledge of disciplinary code and procedures. Good communication skills, both written and verbal. Computer Skills. Reporting Skills. Good planning and organisational ability. A valid drivers' license will be an added advantage. Computer literate.
<b><u>DUTIES</u></b>	:	Perform all duties related to the Labour Relations Office. Attending meetings as directed and provide feedbacks. Investigation and reporting of labour relation matters. Prepare and facilitate disciplinary hearings. Maintain a high level of confidentiality. Assist with additional HR tasks as and when directed. Any other duties as required by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr Tshabalala Tel No: 045 807 1125
<b><u>POST 48/123</u></b>	:	<b><u>ADMINISTRATION OFFICER (HRD) REF NO. ECHEALTH/ADO-HRD/CHDO/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R226 611 – R266 943 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Chris Hani District Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Management of Training, HRD, HRM or relevant qualification with 0-2 years' experience in Human Resource Development and PMDS. Knowledge and understanding of operational issues affecting the administration of Human Resource Management practices within the health service delivery environment. Ability to prioritise issues and other work related matter and to comply with time frames set. Good communication skills, both written and verbal. Reporting Skills. Computer Skills. Good planning and organisational ability. Presentation & facilitation skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Implement career management policies. Implement and provide assistance to all managers with regard to the application and administration of the Performance Management Development System. Manage skills development requirements for all facilities. Ensure the effective and efficient utilisation of resources allocated to the component, including the development of staff. Attending meetings and provide feedback. Attend to general enquires and queries by employees. Facilitate and administer training programmes. Assist in the determination of training needs and priorities of the institution. Any other duties as required by the supervisor. Coordinate Compulsory Induction Programmes to all levels of employees. Coordinate Learnerships & Internships Programmes for the entire district.
<b><u>ENQUIRIES</u></b>	:	Mr Tshabalala Tel No: 045 807 1125
<b><u>POST 48/124</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/FRH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R226 611 – R 266 943 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>ENQUIRIES</u></b>	:	Mrs P Marongo – Tel No: 045 808 4272
<b><u>POST 48/125</u></b>	:	<b><u>ARTISAN GRADE A REF NO. ECHEALTH/ART/SLH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R167 778 – R186 207 per annum (OSD)
<b><u>CENTRE</u></b>	:	OR Tambo District, St Lucys' Hospital
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr Majikana Tel No 047 532 6259.
<b><u>POST 48/126</u></b>	:	<b><u>ARTISAN GRADE A REF NO. ECHEALTH/ART/ELLIH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R167 778 – R186 207 per annum (OSD)
<b><u>CENTRE</u></b>	:	Chris Hani District, Elliot Hospital
<b><u>REQUIREMENTS</u></b>	:	An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience. Valid Driver's License is required.
<b><u>DUTIES</u></b>	:	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.

**ENQUIRIES** : Ms N.B Puza – Tel No: 045 931 1321

**POST 48/127** : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/ANH/02/11/2017**

**SALARY** : R152 862 – R 180 063 per annum (Level 5)

**CENTRE** : Joe Gqabi District, Aliwal North Hospital

**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. 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 Fourie Tel No: 051 634 2382/82/83.

**POST 48/128** : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/LGH/02/11/2017**

**SALARY** : R152 862 – R 180 063 per annum (Level 5)

**CENTRE** : Joe Gqabi District, Lady Grey Hospital

**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. 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 N Skisazana – Tel No: 051 603 0093

**POST 48/129** : **REGISTRY CLERK REF NO. ECHEALTH/RC/JGD/02/11/2017**

**SALARY** : R152 862 – R 180 063 per annum (Level 5)

**CENTRE** : Joe Gqabi District Office

**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

**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** : Mr J.S Ndzinde – Tel No: 051 633 9629

**POST 48/130** : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/TBH/02/11/2017**

**SALARY** : R152 862 – R 180 063 per annum (Level 5)  
**CENTRE** : Joe Gqabi District, Taylor Bequest Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. 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 purpose

**ENQUIRIES** : Ms Ngwebeni – Tel No: 039 257 0099

**POST 48/131** : **FINANCIAL CLERK REF NO.ECHEALTH/FINC/SPH/02/11/2017**

**SALARY** : R152 862 – R180 063 per annum (Level 5)  
**CENTRE** : Alfred Nzo District Office  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' 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. Filing of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

**ENQUIRIES** : Mr K Praitel Tel No 039 797 6070

**POST 48/132** : **HUMAN RESOURCE CLERK REF NO.ECHEALTH/HRC/ALFD/02/11/2017**

**SALARY** : R152 862 – R180 063 per annum (Level 5)  
**CENTRE** : Alfred Nzo District Office  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of PERSAL system. Knowledge of HR policies, procedures and prescripts. 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.

**ENQUIRIES** : Mr K Praitel Tel No 039 797 6070

<b><u>POST 48/133</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO.ECHEALTH/AC/SH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 - R180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Madzikane ka Zulu Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr P Sigola (039) 255 8200
<b><u>POST 48/134</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO.ECHEALTH/HRC/SH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 – R180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Sipetu Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent with 2-5 years' experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr EF Madaka Tel No 039 255 0077
<b><u>POST 48/135</u></b>	:	<b><u>WARD CLERK REF NO.ECHEALTH/WC/MAD/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 – R180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Madzikane Ka Zulu Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Numeracy, Planning & Organizing.Computer literacy. Good communication, verbal and writing Skills. Interpersonal skills and the ability to function well within a team. Problem solving skills. Decision making skills.
<b><u>DUTIES</u></b>	:	Perform frontline functions such as admitting, making appointments and redirecting of patients. Promote communication with patients in the execution of the functions described. Provide general management of general office area also assist with management of ward budget, through processing accounts for payment, management of telephone system and accounts, controls expenditure and monitors budget level and keep unit Manager informed Opening and maintaining of necessary patient records for in patients. Filing of medical records, Provide secretarial functions for ward staff meetings, taking of minutes and disseminates minutes. Provide administration support service, verbal and written communication with all levels of medical personnel .Keeping accurate records for statistical data. Assist ward staff by sourcing relevant information.
<b><u>ENQUIRIES</u></b>	:	Mr P Sigola Tel No 039 255 8200
<b><u>POST 48/136</u></b>	:	<b><u>PROVISIONING ADMINISTRATION CLERK REF NO: ECHEALTH/HRC/CSD/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 – R180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, PZ Meyer TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2 -5 years' experience. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms T Sompontsha Tel No: 042 291 2064
<b><u>POST 48/137</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/WH/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 – R180 063 per annum (Level 5) Sarah Baartman District, Willowmore Hospital Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of PERSAL system. Knowledge of HR policies, procedures and prescripts. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms Magingxa Tel No 044 923 1127
<b><u>POST 48/138</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/MH/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 – R180 063 per annum (Level 5) Sarah Baartman District, Midlands Hospital Grade 12 or equivalent qualification with 2 -5 years relevant experience. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Understanding of Batho Pele Principles. Knowledge of HR policies, procedures and prescripts. Good Interpersonal Skills. Good Verbal and Written communication skills
<b><u>DUTIES</u></b>	:	Perform all tasks allocated to Human Resource Section. Gather process and interpret information on HR matters. Implement employee performance management and development systems. Prepare HR reports weekly, monthly, quarterly and annually. Administer recruitment, selection, appointment, leave management and capture allowances. Implement conditions of services and employee benefits.
<b><u>ENQUIRIES</u></b>	:	Mr. A Mabombo -Tel: 049 807 7737/7711
<b><u>POST 48/139</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO. ECHEALTH/AC/AVH/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862-R180 063 per annum (Level 5) Sarah Baartman District, Andries Vosloo Hospital Grade 12 or equivalent with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<b><u>DUTIES</u></b>	:	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 spread sheets. 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.
<b><u>ENQUIRIES</u></b>	:	Ms CZ Zozo – Tel No 042 243 1313
<b><u>POST 48/140</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/LH/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 – R 180 063 per annum (Level 5) Nelson Mandela Metro, Livingstone Hospital Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of PERSAL system. Knowledge of HR policies, procedures and prescripts. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.



<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms Du Preez Tel No: 041 405 2647
<b><u>POST 48/141</u></b>	:	<b><u>FINANCE CLERK REF NO. ECHEALTH/FC/LH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 – R 180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills.
<b><u>DUTIES</u></b>	:	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.
<b><u>ENQUIRIES</u></b>	:	Ms Du Preez Tel No: 041 405 2647
<b><u>POST 48/142</u></b>	:	<b><u>PATIENT ADMIN CLERK REF NO. ECHEALTH/ PAC/NH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 – R 180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Driver's license will be added advantage.
<b><u>DUTIES</u></b>	:	Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filing of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.
<b><u>ENQUIRIES</u></b>	:	Mr J Johaar Tel No 041 406 4435
<b><u>POST 48/143</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO. ECHEALTH/DH/AC/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 - R180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Good interpersonal and communication skills. Computer literacy and knowledge of Patient's right charter. Must be a committed and hard working person. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	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.  
**ENQUIRIES** : Mr J Johaar Tel No 041 406 4435

**POST 48/144** : **FINANCE CLERK REF NO. ECHEALTH/FC/ORTD/02/11/2017 (2 Posts)**

**SALARY** : R152 862 – R 180 063 per annum (Level 5)  
**CENTRE** : OR Tambo District Office  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills.

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

**ENQUIRIES** : Mr S Stuma Tel: 047 502 9000

**POST 48/145** : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/KSD/02/11/2017**

**SALARY** : R152 862 –R180 063 per annum (Level 5)  
**CENTRE** : KSD Sub-District, Mbekweni CHC  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. 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 spread sheets. 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 O Gcagca Tel No 047 531 0823

**POST 48/146** : **HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/KSD/02/11/2017**

**SALARY** : R152 862 – R180 063 per annum (Level 5)  
**CENTRE** : KSD Sub-District, Mbekweni CHC  
**REQUIREMENTS** : Grade 12 equivalent qualification with 2-5 years' experience. Knowledge of PERSAL system. Knowledge of HR policies, procedures and prescripts. 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.

**ENQUIRIES** : Ms O Gcagca Tel No 047 531 0823

**POST 48/147** : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/BH/02/11/2017 (2 POSTS)**

**SALARY** : R152 862 –R180 063 per annum (Level 5)

<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District, Bambisana Hospital Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<b><u>DUTIES</u></b>	:	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 spread sheets. 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.
<b><u>ENQUIRIES</u></b>	:	Mr S Mahlangeni –Tel No: 039 253 7262/083 586 0659.
<b><u>POST 48/148</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO. ECHEALTH/ZH/PA/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 –R180 063 per annum (Level 5) OR Tambo District, Zitulele Hospital Grade 12 or equivalent qualification with 2-5 years' experience. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.
<b><u>DUTIES</u></b>	:	Provide secretarial services, make transport and accommodation arrangements. Manage the Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filing system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.
<b><u>ENQUIRIES</u></b>	:	Mr Sobethwa Tel No: 047 573 8953/6/7
<b><u>POST 48/149</u></b>	:	<b><u>ADMINISTRATION CLERK TRANSPORT REF NO. ECHEALTH/ZH/ADC/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 –R180 063 per annum (Level 5) OR Tambo District, Zitulele Hospital Grade 12 or equivalent qualification with 2-5 years' experience. Tertiary qualification in Transport will be added as an advantage. Knowledge of Transport policies (Subsidised and GG Cars). Knowledge legislative framework applicable in public sector. Good Managerial skills, good interpersonal skills, organising ability, computer literacy and typing skills-advanced, Ms Word and Excel. Candidate must be in possession of a drivers licence (Manual). Financial and Risk Management and policies regulating the use of government vehicles and logistic scheduling.
<b><u>DUTIES</u></b>	:	Provide administration support for unit. Execute daily office record keeping. Management and control of logbooks for both sub cars and G- fleet as prescribed by policies. Management of the asset registers for both G-fleet and subsidised cars vehicles. Monitor effective utilisation of both G-fleet and subsidised vehicles (PFMA Compliance). Ensure that G.G cars are sent for Maintenance. Ensure license disks are replaced. Submission of monthly expenditure reports related to mileage fuel usage. Ensure that capturing of expenditure for G.G vehicles takes place on a monthly basis on the ELS System. Attendance of Monthly meeting and provide feedback to the Institution team. Ensure that Performance Management is executed.
<b><u>ENQUIRES</u></b>	:	Mr Sobethwa Tel No: 047 573 8953/6/7
<b><u>POST 48/150</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO. ECHEALTH/AC/GGH/02/11/2017</u></b>
<b><u>SALARY CENTRE</u></b>	:	R152 862 – R 180 063 per annum (Level 5) Chris Hani District, Glen Grey Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr S Khumalo – Tel No 083 585 7576
<b><u>POST 48/151</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO. ECHEALTH/AC/CRAH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 – R 180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Chris Hani District, Cradock Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms F Danster – Tel No: 048 881 2123
<b><u>POST 48/152</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO. ECHEALTH/AC/HH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 – R 180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Chris Hani District, Hewu Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr Mabandla Tel No 040 841 0133
<b><u>POST 48/153</u></b>	:	<b><u>FINANCE CLERK REF NO. ECHEALTH/FC/CHDO/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 – R 180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Chris Hani District Office

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills.
<b><u>DUTIES</u></b>	:	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.
<b><u>ENQUIRIES</u></b>	:	Mr Tshabalala Tel No: 045 807 1125
<b><u>POST 48/154</u></b>	:	<b><u>SUPPLY CHAIN CLERK REF NO. ECHEALTH/SCMC/FRH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 – R 180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills. 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.
<b><u>DUTIES</u></b>	:	Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
<b><u>ENQUIRIES</u></b>	:	Mrs P Marongo – Tel No: 045 808 4272
<b><u>POST 48/155</u></b>	:	<b><u>REGISTRY CLERK REF NO. ECHEALTH/RC/ AMADO/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 - R180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Amathole District Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship
<b><u>DUTIES</u></b>	:	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 N Nene Tel No: 043 707 6748

**POST 48/156** : **REGISTRY CLERK REF NO. ECHEALTH/RC/COFIH/03/11/2017**

**SALARY** : R152 862 – R 180 063 per annum (Level 5)  
**CENTRE** : Chris Hani District, Cofimvaba Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

**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 Mbanja Tel No: 047 874 8000

**POST 48/157** : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/BUTTH/02/11/2017**

**SALARY** : R152 862-R180 315 per annum (Level 5)  
**CENTRE** : Amathole District, Butterworth Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. 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 P Mtshemla Tel No: 047 401 9000

**POST 48/158** : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/TOWH/02/11/2017**

**SALARY** : R152 862-R180 315 per annum (Level 5)  
**CENTRE** : Amathole District, Tower Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. 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.
<b><u>ENQUIRIES</u></b>	:	Ms H Potgieter – Tel No: 046 645 1122
<b><u>POST 48/159</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO. ECHEALTH/AC/STUTTH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862-R180 315 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Amathole District, Stutterheim Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms P Booie Tel No 043 683 1313
<b><u>POST 48/160</u></b>	:	<b><u>LAUNDRY SUPERVISOR REF NO. ECHEALTH/LAUSR/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R127 851 – R150 606 per annum (Level 4)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 years' experience in laundry. Computer literate. Ability to operate machines. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable Poses physical strength and to cope with physical demands of position.
<b><u>DUTIES</u></b>	:	Supervise rendering of laundry services: ensure safe and clean working environment in line with health and safety standards. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Monitor adherence to basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate and monitor various machines in the laundry (i.e., washing, dryer ironing and pressers). Report any machine defaults to the manager. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<b><u>ENQUIRIES</u></b>	:	Mr J Johaar Tel No 041 406 4435
<b><u>POST 48/161</u></b>	:	<b><u>LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/HCH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R127 851 – R150 606 per annum (Level 4)
<b><u>CENTRE</u></b>	:	OR Tambo District, Holy Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 years' experience in laundry. 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.
<b><u>DUTIES</u></b>	:	To manage laundry services and laundry related work in a health institution hereby contributing towards optimal health care. Plan and organise housekeeping operations. Set and record performance measures and standards for the unit functions. Identify training shortcoming of subordinates and arrange necessary skills development. Monitor and manage financial expenditure relating to services rendered by housekeeping. Develop and maintain an inventory control system. Evaluate levels of service delivery and institute corrective action where required. Provide regular feedback to health

<b><u>ENQUIRIES</u></b>	:	institution management. Identify alternative methods of service delivery and continuously stimulate the minds of subordinates to innovation and creativity. Ms Z Nompandana – Tel No 039 252 2026/8
<b><u>POST 48/162</u></b>	:	<b><u>CLIENT INFORMATION CLERK REF NO. ECHEALTH/ZH/CIC/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R127 851 – R150 606 per annum (Level 4) OR Tambo District, Zitulele Hospital
<b><u>DUTIES</u></b>	:	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. 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.
<b><u>ENQUIRIES</u></b>	:	Mr Sobethwa Tel No: 047 573 8953/6/7
<b><u>POST 48/163</u></b>	:	<b><u>CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/STB/02/11/2017 (2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R127 851 – R150 606 per annum (Level 4) OR Tambo District, St Barnabas Hospital
<b><u>DUTIES</u></b>	:	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. 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.
<b><u>ENQUIRIES</u></b>	:	Ms U Toni – Tel No 047 555 5300
<b><u>POST 48/164</u></b>	:	<b><u>DATA CAPTURER (3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R127 851 - R150 606 per annum (Level 4) KSD Sub-district, Ngcwanguba CHC REF NO. ECHEALTH/DC/KSD/NCWC/02/11/2017, Qgunqge Clinic REF NO. ECHEALTH/DC/KSD/QGNQ/02/11/2017, Mqanduli Clinic REF NO. ECHEALTH/DC/KSD/MQAC/02/11/2017
<b><u>DUTIES</u></b>	:	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 Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms O Gcagca Tel No 047 531 0823.
<b><u>POST 48/165</u></b>	:	<b><u>CHIEF PORTER REF NO.ECHEALTH/CP/STEH/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R127 851– R150 606 per annum (Level 4) OR Tambo District, St Elizabeth Hospital
<b><u>DUTIES</u></b>	:	Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 years' experience. Good communication skills and good interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Wheel patients to and from the wards. Transport patients to various service areas i.e. Operating theatre, Pharmacy, X-Ray and Physiotherapy units. Transport patients to vehicles or other transportation. Transfer of corpses to



		the mortuary. Deliver equipment or documentation to wards and other departments. Required to assist at the information desk, responsible for delivery and distribution of documentation / equipment to various wards. Responsible for supervision of subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr M Nozaza Tel No 039 253 5012
<b><u>POST 48/166</u></b>	:	<b><u>CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/FRH02/11/2017 (2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R127 851 – R150 606 per annum (Level 4) Chris Hani District, Frontier Hospital Grade 12 with 0-2 years' experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mrs P Marongo – Tel No: 045 808 4272.
<b><u>POST 48/167</u></b>	:	<b><u>DATA CAPTURER REF NO. ECHEALTH/DC/CHDO/02/11/2017 (3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R127 851 - R150 606 per annum (Level 4) Chris Hani District Office 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
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Mr Tshabalala Tel No: 045 807 1125
<b><u>POST 48/168</u></b>	:	<b><u>DATA CAPTURER REF NO. ECHEALTH/DC/AMDO/02/11/2017 (2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R127 851 – R150 606 per annum (Level 4) Amathole District Office 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
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms N Nene Tel No: 043 707 6748
<b><u>POST 48/169</u></b>	:	<b><u>FOOD SERVICE SUPERVISOR – REF NO. ECHEALTH/FSS/BH/02/11/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R127 851 –R150 606 per annum (Level 4) Amathole District, Tower Hospital Grade 10 or equivalent with 2- 5 years' experience or Grade 12 or equivalent with 0-2 years' experience in a formal food service environment, (including in-service training.) Good verbal, writing and communication skill. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation

skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks given to you by Food Service Management.

**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

**ENQUIRIES** : Ms H Potgieter – Tel No: 046 645 1122

**POST 48/170** : **CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/VICH/02/11/2017 (2 POSTS)**

**SALARY** : R127 851 – R150 606 per annum (Level 4)  
**CENTRE** : OR Tambo District, Tower 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.

**ENQUIRIES** : Ms H Potgieter – Tel No: 046 645 1122

**POST 48/171** : **HUMAN RESOURCE CLERK- REF NO. ECHEALTH/HRC/TOWH/02/11/2017**

**SALARY** : R152 862 – R180 063 per annum (Level 5)  
**CENTRE** : Amathole District, Tower Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

**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.

**ENQUIRIES** : Ms H Potgieter – Tel No: 046 645 1122

**POST 48/172** : **FINANCIAL CLERK REF NO. ECHEALTH/FINC/TH/02/11/2017**

**SALARY** : R152 862 – R180 063 per annum (Level 5)  
**CENTRE** : Amathole District, Tower Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. Computer literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). Knowledge of Public Finance Management Act and Treasury regulations. Knowledge of Delta 9 billing system. Knowledge of uniform patient fees structure and ICD 10 coding.

**DUTIES** : Billing and submission of patient accounts. Follow-up of outstanding accounts general office duties. Cashier duties. Reconciliation of payments and accounts. BAS capturing of receipts.

**ENQUIRIES** : Ms H Potgieter – Tel No 046 645 1122

**POST 48/173** : **FINANCIAL CLERK REF NO. ECHEALTH/FINC/BUTTH/02/11/2017**

**SALARY** : R152 862 – R180 063 per annum (Level 5)  
**CENTRE** : Amathole District, Butterworth Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. Computer literacy, Ability to maintain high level of confidentiality and be able to work

under pressure. Good communication skills (written and verbal). Knowledge of Public Finance Management Act and Treasury regulations. Knowledge of Delta 9 billing system. Knowledge of uniform patient fees structure and ICD 10 coding.

**DUTIES** : Billing and submission of patient accounts. Follow-up of outstanding accounts general office duties. Cashier duties. Reconciliation of payments and accounts. BAS capturing of receipts.

**ENQUIRIES** : Ms P Mtshemla Tel No: 047 401 9000

**POST 48/174** : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/DMC/02/11/2017**

**SALARY** : R152 862 – R180 063 per annum (Level 5)  
**CENTRE** : Buffalo City Metro, Dimbaza CHC  
**REQUIREMENTS** : Grade 12 or equivalent with 2-5 years' experience with strong administration skills. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS Word & MS Excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to work shifts, weekends & public holidays. Excellent verbal and written communication skills. Driver's license will be added advantage.

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

**ENQUIRIES** : Ms Hlulani – Tel No 043 708 1700

**POST 48/175** : **ADMINISTRATION OFFICER REF NO. ECHEALTH/AC/EGC/02/11/2017 (2 POSTS)**

**SALARY** : R152 862 – R180 063 per annum (Level 5)  
**CENTRE** : Buffalo City Metro, Empilweni Gompo CHC  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS word & MS excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to work shifts, weekends & public holidays. Excellent verbal and written communication skills. Driver's license will be added advantage.

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

**ENQUIRIES** : Ms Hlulani – Tel No 043 708 1700

**POST 48/176** : **ADMINISTRATION CLERK REF NO. ECHEALTH/AC/GH/02/11/2017 (2 POSTS)**

**SALARY** : R152 862 – R180 063 per annum (Level 5)  
**CENTRE** : Buffalo City Metro, Grey Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Advanced MS word & MS excel, formulating and editing skills. The incumbent must be committed to hard working, good interpersonal relations. Must be willing to

<b><u>DUTIES</u></b>	:	work shifts, weekends & public holidays. Excellent verbal and written communication skills. Driver's license will be added advantage. Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filing of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.
<b><u>ENQUIRIES</u></b>	:	Ms Phillip Tel No 043 643 3304
<b><u>POST 48/177</u></b>	:	<b><u>FINANCIAL CLERK REF NO. ECHEALTH/FINC/NQTBH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R152 862 – R180 063 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Nkqubela TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' 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). Knowledge of LOGIS
<b><u>DUTIES</u></b>	:	Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filing of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.
<b><u>ENQUIRIES</u></b>	:	Ms Langanen Tel No 043 761 2131
<b><u>POST 48/178</u></b>	:	<b><u>MORTUARY ATTENDANT- REF NO. ECHEALTH/MA/VICH/02/11/2017</u></b>
<b><u>SALARY</u></b>	:	R127 851- R150 606 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Amathole District, Victoria Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade10/abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms L Mangesi Tel No: 040 653 1141
<b><u>POST 48/179</u></b>	:	<b><u>FOOD SERVICE SUPERVISOR – REF NO. ECHEALTH/FSS/BH/02/11/2017 (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R127 851 –R150 606 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Bisho Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with 2 years' experience in a formal food service environment, (including in-service training.) Good verbal, writing and communication skill. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks given to you by Food Service Management.
<b><u>DUTIES</u></b>	:	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  
Mrs T. Awlyn – Qegu Tel No 040 635 2950/5

**ENQUIRIES** :

**POST 48/180** : **HOUSEKEEPING SUPERVISOR - REF NO.**  
**ECHEALTH/HKS/BH/02/11/2017**

**SALARY** : R127 851 – R150 606 per annum (Level 4)

**CENTRE** : Buffalo City Metro, Bisho Hospital

**REQUIREMENTS** : Grade 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 roster). 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 leads and provide general work, housekeeping and cleaning service 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, and cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and relates services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Court, 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 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 order for general, housekeeping and cleaning services in the ward.

**ENQUIRIES** : Mrs T. Awlyn – Qegu Tel No 040 635 2950/5

**POST 48/181** : **FOOD SERVICE SUPERVISOR - REF NO.**  
**ECHEALTH/FSS/FTH/02/11/2017**

**SALARY** : R127 851 - R150 606 per annum (Level 04)

**CENTRE** : Buffalo City Metro, Frere 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.

**ENQUIRIES** : Ms N Mthitshana – Tel No 043 709 2487/2532.

**POST 48/182** : **HOUSEKEEPING SUPERVISOR - REF NO.**  
**ECHEALTH/HS/FTH/02/11/2017**

- SALARY** : R127 851-R150 606 per annum (Level 4)  
**CENTRE** : Buffalo City Metro, Frere 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 roster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctors room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward Guide and Clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and rep air of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.
- ENQUIRES** : Ms N Mthitshana – Tel No 043 709 2487/2532.

#### **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 3<sup>rd</sup> Floor: Tyamzashe Building, Bhisho
- FOR ATTENTION** : Ms Bonelwa Ndayi  
**CLOSING DATE** : 15 December 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](http://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 48/183** : **DIRECTOR: FINANCIAL ACCOUNTING & REPORTING UNDER OFFICE OF THE ACCOUNTANT GENERAL (CHIEF DIRECTOR ACCOUNTING SERVICES) REF NO: PT 52/11/2017**

**SALARY** : R948 174 per annum Level 13  
**CENTRE** : Bhisho: Head office  
**REQUIREMENTS** : A Three year degree (NQF Level 7) in Finance Accounting / Financial Management / Public Finance or Auditing, having completed articles, with 7-8 years' experience of which 5 years relevant work experience at middle managerial (Deputy Director Level) level in an Accounting environment. A Chartered Accountant will be an added advantage. Skills And Competencies: A proven record of having implemented and overseen public sector accounting assignments at a multiple stakeholder level, excellent project management and stakeholder management capability, excellent technological skills (expert on the use of Microsoft Applications), highly effective communication skills, innovation capabilities and excellent problem solving skills. A clear understanding of the public sector legislative environment (PFMA and related Regulations, MFMA and related regulations, PSA and related regulations, GRAP, GAAP), complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers licence

**DUTIES** : In addition to sub-programme responsibilities of creating conditions of excellence by deploying effective and transformative performance management systems, managing and reporting on resources, including managing the related risks, the incumbent will co-ordinate the provincial reporting process, influencing financial management capability indicated by positive audit outcomes in the province, promoting accountability in the management of public resources as a key component in the governance practices.

**ENQUIRIES** : can be directed to Ms B Ndayi 040 1010 072/071