

**PROVINCIAL ADMINISTRATION: EASTERN CAPE**  
**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**  
*The department of Cooperative Governance 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 Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605; Hand delivered applications will be received at Foyer.
- FOR ATTENTION** : Ms Ngalo
- CLOSING DATE** : 19 October 2018 @ 15H30
- 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/) or <http://eclgta.ecprov.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 personnel suitability check in terms of minimum information security standard. Selected candidates will also be subjected to competency based assessment and technical exercise that intends to test relevant technical elements of the job. 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.

**OTHER POSTS**

- POST 40/81** : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: COGTA01/09/2018**  
This is a re-advertisement (candidates that have applied previously are requested to re-apply)
- SALARY** : R697 011 – R821 052. Commencing salary: R697 011 per annum (Level 11)
- CENTRE** : Bhisho
- REQUIREMENTS** : A recognized three-year degree in Law/ or LLB degree or NQF level 7 relevant qualification. Five (5) years working experience at a Junior Management level with contract management. Computer Literacy. A valid Code 8 driver's license. Competencies: Knowledge of Constitution, PFMA, Treasury Regulations and other legal prescripts applicable to the field. Strong communication and negotiation skills, Problem Solving, Thorough knowledge and experience in project management and monitoring Ability to do presentations, interpretation of reports and policies. Ability to make high level of submission and excellent report writing skills.
- DUTIES** : Draft contracts and service level agreements. Evaluate the performance of contracts of service providers. Advise management timeously of expiry of contracts in order to provide end user division sufficient time to decide

whether to renew the contract or re-advertise the requirements. Invoke termination clauses to contracts on breach of contracts, understanding of dispute resolution mechanism, assist the Demand Management unit in crafting of tenders, specifications and terms of reference. Provide guidance in recommendation of variation orders / extension of contracts. Assist in resolution of disputes arising in award, performance and review of contracts. Manage budgets and personnel. Monitor budget spending. Maintain a contract management register. Develop and review performance work plans and the related and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the Sub-Directorate in order to provide corrective mechanism. Provide support for safekeeping and maintenance of records, information and knowledge in the Sub-Directorate. Assist in gathering information and responding to audit queries. Responsible for efficient management of the Sub-Directorate including the effective utilization and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

<b><u>ENQUIRIES</u></b>	:	Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)
<b><u>NOTE</u></b>	:	Preference will be given to African Female
<b><u>POST 40/82</u></b>	:	<b><u>DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: COGTA02/09/2018</u></b>
<b><u>SALARY</u></b>	:	R697 011 – R821 052. Commencing salary: R697 011 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A recognized Bcom degree majoring in Accounting plus Administration/ Five (5) years working experience at a Junior Management Level in a Supply Chain/Financial environment. Knowledge of procurement, Logistics, purchase and financial management. Computer skills in as far as MS Word, Excel and Power point. Code 8 Drivers license. Competencies: An ability to work under pressure.
<b><u>DUTIES</u></b>	:	Assist in the implementation and monitoring of procurement policies and procedures. Ensure that the procurement of goods and services is transparent and fair to all the suppliers and that the quality standards are met all times. Ensure the application of systems of internal controls for compliance with the Treasury Regulations and PFMA. Strategic planning for supply chain management. Conduct a commodity analysis & check for alternatives at least in the case of strategic purchases. Assists the department on matters pertaining to the adjudication of tenders. Provide support to the procurement officials in order to maintain the quality and cost effectiveness in the supply of goods and services. Strengthen the communication channel on issues pertaining to supply chain management. Administer stock holding and wastage throughout the supply chain management process. Assist in effective stock management, achieve lowest purchase price and service offerings for goods and services. Provide technical assistance with regards to requirements for goods and services. Responsible for efficient Management of the Sub-Directorate, including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.
<b><u>ENQUIRIES</u></b>	:	Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)
<b><u>NOTE</u></b>	:	Preference will be given to Coloured Female.
<b><u>POST 40/83</u></b>	:	<b><u>ASSISTANT DIRECTOR: YOUTH DESK REF NO: COGTA 03/09/2018</u></b>
<b><u>SALARY</u></b>	:	R356 289 - R419 679 commencing salary: R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bisho
<b><u>REQUIREMENTS</u></b>	:	A recognised three year degree in Social Science/Diploma in Public Administration or relevant NQF level 6 qualification with minimum of five

	:	years in level 7 in Administration related field or 3 years in level 8 in Special Programmes Unit. In Depth knowledge of youth related policies, mainstreaming of issues of designated groups and monitoring equity. Computer Literacy and Drivers Licence.
<b><u>DUTIES</u></b>	:	Mainstreaming youth-centered approach to departmental policy, planning, implementing 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 departmental 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 Developmental Strategy as a guidance to line function. To compile the Department's reports on Youth Programme. Assess (at the beginning of the budget year) whether adequate funds have been allocated to implement youth friendly aspects of Departmental policies.
<b><u>ENQUIRIES</u></b>	:	Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)
<b><u>NOTE</u></b>	:	Preference will be given to African Males and people with disabilities.
<b><u>POST 40/84</u></b>	:	<b><u>VALUERS: VALUATION (CHRIS HANI AND JOE GQABI DISTRICT) REF NO: COGTA 04/09/2018 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R356 289 - R419 679 commencing salary: R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bisho
<b><u>REQUIREMENTS</u></b>	:	An appropriate degree/diploma in Property Valuations supported by a minimum of one-year experience in the valuation environment. Registration or eligibility to register as a Professional Valuer or Professional Associated Valuer without restriction with the South African Council for the Property Valuer's Profession. Computer literacy, Microsoft Office Application, MS Excel, Project and Power-point. Valid code 8 driver's license. Eligible to register as a candidate value with the SACPVP and candidate value attended and pass work school programme.
<b><u>DUTIES</u></b>	:	Support and monitor the implementation of the Municipal Property Rates Act, 2004 as amended. Assist in the preparation of Directorate budget, annual performance and operational plans.
<b><u>ENQUIRIES</u></b>	:	Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)
<b><u>NOTE</u></b>	:	Preference will be given to African Female and Coloured.
<b><u>POST 40/85</u></b>	:	<b><u>OFFICE MANAGER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT SERVICES REF NO: COGTA 05/09/2018</u></b>
<b><u>SALARY</u></b>	:	R356 289 - R419 679 commencing salary: R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Dalindyebo Kingdom
<b><u>REQUIREMENTS</u></b>	:	A recognized three-year degree/diploma or NQF level 6 in Public Management /Social Science/Development Studies. Three (3) years supervisory experience in the public sector/private sector/ non-governmental or community based organization. Computer Literacy and Code 08 Drivers licence.
<b><u>DUTIES</u></b>	:	Coordinate functions and activities of the Kingdom and Traditional Councils within the Kingdom. Prepare memoranda, reports and presentations for the Kingdom. Manage the diary of the King. Provide secretariat to the meetings of the Kingdom and follow up on implementation of the resolutions thereof. Liaise with the relevant stakeholders regarding the development activities of the Kingdom. Prepare the budget for the Kingdom. Manage assets of the Kingdom in line with the departmental Asset Management policy of the Department. Manage logistic arrangements for the King as and when required. Manage staff in the Kingdom and ensure discipline. Coordinate support

	:	provided to the Kingdom by the Department. The incumbent will be responsible for the overall management of the Kingdom.
<b><u>ENQUIRIES</u></b>	:	Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)
<b><u>NOTE</u></b>	:	Preference will be given to African Female.
<b><u>POST 40/86</u></b>	:	<b><u>SENIOR ADMIN OFFICER: REASEARCH - HOUSE OF TRADITIONAL LEADERS REF NO: 06/09/2018</u></b>
<b><u>SALARY</u></b>	:	R299 709 – R353 043 commencing salary: R299 709 (Level 08)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A Recognized three-year degree/diploma in Social Science majoring in Anthropology/ History. Three (3) years' experience in the research relate field. Senior certificate with coupled seven (7) years Supervisory experience. Computer literacy (Microsoft Word, MS Excel, Project and Power Point are all mandatory. A valid Code 8 driver's license is compulsory. Competencies: Must be able to communicate fluently in any African language spoken in the Eastern Cape both verbally and in writing. Knowledge of legislation governing traditional leadership institutions. Project management and conflict management skills. Sound interpersonal and team work skills.
<b><u>DUTIES</u></b>	:	Conduct research on relevant traditions and customs applicable in the Eastern Cape Province. Render Administrative support to House Committees. Conduct research on claims and counter claims pertaining to traditional leadership disputes. Write and submit reports on research findings.
<b><u>ENQUIRIES</u></b>	:	Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)
<b><u>NOTE</u></b>	:	Preference will be given to African Male.
<b><u>POST 40/87</u></b>	:	<b><u>SENIOR ADMIN OFFICERS: TRADITIONAL LEADERSHIP INSTITUTION SUPPORT CO-ORDINATION REF NO: COGTA 07/09/2018</u></b>
<b><u>SALARY</u></b>	:	R299 709 – R353 043 commencing salary: R299 709 (Level 08)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A recognized three (3) year degree/diploma in Public Administration/ Management/ Financial Management or (NQF level 6) qualification with (3) years relevant experience or Senior Certificate with seven (7) years' experience in the relevant field. Competencies: Broad understanding of PFMA, creditors' management, procurement and administration.
<b><u>DUTIES</u></b>	:	Efficient and effective Budget management, monitoring and reporting, procurement of goods and services in compliance with the relevant departmental policies, timely payment of creditors' invoices and clearance of commitments, processing of claims for allowances. Staff Supervision and performance management thereof. Provide logistical arrangements and other administrative support to officials in the Regional Offices. Monitor Compliance with all relevant pieces of legislation, ensure good governance in the Directorate, and assist with audit queries as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)
<b><u>NOTE</u></b>	:	Preference will be given to African Female
<b><u>POST 40/88</u></b>	:	<b><u>SENIOR ADMIN OFFICERS: TRADITIONAL LEADERSHIP INSTITUTION SUPPORT CO-ORDINATION REF NO: COGTA 08/09/2018</u></b>
<b><u>SALARY</u></b>	:	R299 709 – R353 043 commencing salary: R299 709 (Level 08)
<b><u>CENTRE</u></b>	:	Fingo Region
<b><u>REQUIREMENTS</u></b>	:	A recognized three (3) year degree /diploma in Public Administration /Management /Social Science or NQF level 6 relevant qualification coupled with three years' relevant experience or Senior Certificate with seven year's relevant experience in the relevant field. A code 8(EB) Driver's Licence.

- 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 utilization of resources, training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state property.
- ENQUIRIES NOTE** : Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)  
: Preference will be given to African Female.
- POST 40/89** : **DRIVER TO THE KING: TRADITIONAL LEADERSHIP INSTITUTION SUPPORT CO-ORDINATION REF NO: COGTA09/09/2018**
- SALARY** : R115 437 - R135 981 commencing salary: R115 437 per annum (Level 03)
- CENTRE REQUIREMENTS** : Qamata Kingdom  
: ABET/Grade 8/ equivalent qualification. Driver's license with code 08, PDP will be an added advantage. Good and safe driving record is compulsory. Knowledge of Transport Regulations.
- DUTIES** : Provide messenger driving services to the King of Qamata. Assisting on protocol, security and safety of the Principal. Proper maintenance of vehicle. Submission of the logbook returns to the department. Submission of official correspondences to Traditional councils, government and other stakeholders.
- ENQUIRIES NOTE** : Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)  
: Preference will be given to African Male.
- POST 40/90** : **MESSENGER DRIVER REF NO: COGTA10/09/2018**
- SALARY** : R115 437 - R135 981 commencing salary: R115 437 per annum (Level 03)
- CENTRE REQUIREMENTS** : Maluti Region  
: ABET/Grade 8/ equivalent qualification. Code 10 driver's license with PDP.
- DUTIES** : Knowledge of Transport Regulations. To transport officials when necessary. To take care of driving for the Region. To collect stationery and cleaning material from Head Office. Move assets from one place to another. See to it that vehicle is taken to service when necessary. Serve as a Messenger to Regional Office. Attend to all Messenger duties, i.e. photocopying, handling of mail, Delivery and collection of goods and correspondences from Head Office to the Regional Office and Traditional Councils, Collection and delivery of parcels, packages and official documents as and when required by the head of the Region.
- ENQUIRIES NOTE** : Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)  
: Preference will be given to African Male.

#### **DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:  
**Cecilia Makiwane Hospital** - Post to: Cecilia Makiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel No: 043 7082118.  
**Frere Tertiary Hospital** - 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. Mthithshana Tel No: 043 709 2487/2532.

**Buffalo City Metro Office** - Post to: HR Office, Buffalo City Metro Health Office, 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: 043 743 3006/057.

**Taylor Bequest Hospital (Mt Fletcher)** - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Enquiries: MsNgwabeni – Tel No: 039 257 0099.

**Aliwal North Hospital** - Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, Enquires: MsFourie - Tel No: 051 633 7700.

**Joe Gqabi District** - Post to: Human Resource Office, 32 Dan Pienaar Street, Springs, Aliwal North, 9750 or Hand deliver to: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750. Enquiries: Mr J.S Ndzinde – Tel No: 051 633 9629.

**Empilisweni District Hospital**- Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel No: 051 611 0037.

**Jamestown Hospital** – Post to: Human Resource Office, 3 Hill Street, Private bag X03, Jamestown, 9742. Enquiries: Ms L.J Jood – Tel No: 051 633 9617.

**Makana Sub- District** - Post to: Human Resource, Recruitment Office Makana Sub- District Private Bag X 1023 Grahamstown 6140 or Hand deliver to Makana Sub District 49 Beaufort Street Grahamstown 6140. Enquiries: MsQaleni Tel No: 046 622 4901

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

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

**Adelaide Hospital:** Post to: Human Resource Office, PO Box 128, Adelaide 5760 or Hand deliver to Piet Retief Drive, Adelaide 5760. Enquiries: MsKarel Marques Tel No: 046 684 0066.

**Amathole District Office:** 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.

**Butterworth Hospital:** 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.

**Mbhashe Sub District:** Post to: Human Resource Section, to Mbhashe 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.

**Raymond MhlabaSub-District:** Post to: HR Office, Nkonkobe Health Sub-district, P.O Box 967, Fort Beaufort, 5720 or Hand deliver to: Room 08, Nkonkobe Health Sub- district, 1<sup>st</sup> Floor, Cape College Building, Fort Beaufort, Enquiries to: Ms V Mhlanga Tel No: 0466451892.

**Stutterheim Hospital:** 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 Booi Tel No: 043 683 1313.

**Tafalofefe Hospital:** Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane 4980 Enquiries: MsMadlebe –Tel No: 047 498 8900.

**Tower Psychiatric Hospital:** Post to: Human Resource Office, Tower Hospital Private Bag X 228 Fort Beaufort 5720 Enquiries: MsMafani Tel No: 046 645 5007

**Victoria Hospital:** Post to: Victoria Hospital, Private Bag x1300 Alice 5700 or hand deliver: HR Office, Old Lovedale Road, Alice 5700. Enquiries: Ms L Mangesi Tel No: 040 653 1141

**Cradock Hospital:** Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cradock, 5880. Enquiries: Danster Tel No: 048 881 2123

**IntsikaYethu Sub-District Office:** Post to: Human Resource, Recruitment Office, IntsikaYethu Sub-District Office, Private bag X 1250, Cofimvaba, 5380. Enquiries: MsAMabentsela – Tel No: 047 874 0079.

**Cofimvaba Hospital:** Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: MsAMbana – Tel No: 047 874 0111.

**Glen Grey Hospital:** Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142 Lady Frere, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: MS N Ralushe Tel No: 047 878 2800.

**Frontier Regional Hospital:** Post to: Human Resource Office, Frontier Hospital, Private Bag X7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo – Tel No: 045 808 4272.

**Wilhem Stahl Hospital:** Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr B Mbalula Tel No: 0498421111.

**Chris Hani District Office:** Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: MS Nyoka Tel No: 045 807 1110/1101.

**Komani Hospital:** Post to: Human Resources Office, Komani Hospital, Private Bag x7074, Queenstown 5319. Enquiries: MsMandindi – Tel No: 045 858 8400.

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

**Emalahleni Sub District:** Post to: Human Resource Office No 4 Ndarhala road, Emalahleni SUB District, Lady Frere, 5410. Enquiries: MsMtshabe Tel No: 047 878 4300.

**Lukhanji Sub District:** Post to: Human Resource Office, Lukhanji Sub District, Private bag x 1, Queenstown, 5320. Enquiries: Ms M Tweni – Tel No: 045 807 8908.

**Cala Hospital:** Post to: Human Resource Office, Cala Hospital, Private bag X 516, CALA, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquiries: Ms Z Sentile Tel No: 047 874 8000.

**Elliot Hospital:** Post to: Human Resource Office, Elliot Hospital, P.O. Box 523. Elliot, 5460 or Hand deliver to Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms NB Puza Tel No: 045 9311321.

**InxubaYethemba Sub-District:** Post to: Human Resource Office, InxubaYethemba Sub-District, Private bag X90, Cradock, 5880. Enquires: Ms G.O Van Heerden Tel No: 048 881 2921

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

**Indwe Hospital:** Post to: HR Office, Indwe Hospital PO Box 5 Indwe 5445 or hand deliver to: No1 Graham Street, Indwe Hospital Indwe5445 Enquiries: Christa Gouws Tel No: 045 352 5500

**Taylor Bequest Hospital (Matatiele):** Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or

hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730.  
Enquiries: Mr Khohliso Tel No: 039 737 3107

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

**Mount Ayliff Hospital:** Post to: P/Bag X504, Mount Ayliff Hospital, 4735.or Hand Delivery No .8 Ntsizwa Street Mount Ayliff 4735 Enquiries: Mrs Pencil Tel No: 039 2540236

**Sipetu Hospital:** Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr EF Madaka Tel No: 039 255 0077.

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

**Umzimvubu Sub District:** Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 531, Bizana 4800 Enquiries: Ms D.N Mdanyana Tel No: 039 7272090.

**Alfred Nzo District Office** - Post to: Human Resource Office, Alfred Nzo District Office, Private Bag X 3515, Kokstad, 4700: Enquiries Mr K Praim Tel No: 039 797 6070.

**Khotsong TB Hospital:** PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata 039 737 3801.

**Mthatha Regional Hospital:** Post to: HR Office, Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital Enquiries: Ms Mkhosi Tel No: 047 502 4143/4008

**Sarah Baartman District Office:** Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, 5 Downing Street, Port Elizabeth 6001. Enquiries: Ms T. Mpitimpiti Tel No: 041 408 8509

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

**St Barnabas Hospital** - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, LIBODE, 5160. Enquiries: Mr U Toni – Tel No: 047 555 5300.

**Isilimela Hospital** - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel No: 047 564 2805.

**Nelson Mandela Academic Hospital:** Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469

**Nyandeni Sub District:** Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms Daniso – Tel No: 047 555 0151

**St Lucys Hospital** - Post to: Human Resource Office, St Lucy's Hospital, P.O St Cuphbets, Tsolo, 5171. Enquiries: Ms Mayikana Tel No: 047 532 6259.

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

**Canzibe Hospital:** Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to Hospital, Ngqeleni. Enquiries: Ms Solwandle – Tel No: 0824207172.

**Dr MalizoMpehle Hospital:** Post to: Human Resource, Dr MalizoMpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel No: 047-542 6000.



**OR Tambo District Office:** Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel No: 047 502 9000.

**Mhlontlo Sub – District:** Private Bag X421, Qumbu, 5180, Enquiries: Ms Matiwane DB – 0631535649

Post to: Human Resource Office, **Zithulele Hospital**, Private Bag X 504, Mqanduli, 5080 or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 5080. Enquiries: Ms N Tengile Tel No: 047 573 8936/073 200 0217

**St Elizabeth Regional Hospital:** Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza – Tel No: 039 253 5012.

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

**CLOSING DATE**  
**NOTE**

: 19 October 2018  
: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. People with disabilities are encouraged to apply for these posts. Additional Note: The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

**OTHER POSTS**

**POST 40/91**

: **DEPUTY DIRECTOR: CORPORATE COMMUNICATIONS REF NO: ECHEALTH/DDC/HO/01/09/2018**

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

: R697 011 – R821 052 per annum (Level 11)  
: Bhisho, Head Office  
: National Diploma/Degree in Communications or equivalent qualification coupled with 5 years' experience in the field of which 3 years must be at Assistant Director Level. Knowledge of Public Communication. Knowledge of Constitutional, legal and institutional arrangements governing in South African Public Sector. Good networking abilities and above-average computer skills. Ability to work under pressure and meet deadline. Excellent written and oral presentation skills. Ability to speak

		more than two official languages. Ability to edit. Managerial and organizational experience. Independent decision-making ability and sound organizational skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Facilitate the production of departmental media, including newsletters, brochures, posters and pamphlets, services directorate to promote the key message, service and activities of ECDoH amongst the internal and external public. Assist in formulation of the Communication strategy. Build and maintain effective communication links with all identified stakeholders. Advice directorates and satellites offices regarding the development of communication programmes. Write articles for internal and external publications. Co-ordinate visits by external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr S Manana Tel No: 040 608 1065
<b><u>POST 40/92</u></b>	:	<b><u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/AFNDO/DDSCM/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R697 011 – R821 052 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Alfred Nzo District Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Financial Management/Supply Chain Management or equivalent qualification coupled with 5 years' experience in the field of which 3 years must be at Assistant Director Level. Sound knowledge Computer literacy and knowledge of government accounting systems and software (e.g. BAS & PERSAL etc). Extensive knowledge of or experience in PFMA, Treasury Regulations and other legislation. A valid driver's license. Strategic Planning. Ability to work under pressure. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provision of generic management services. Guide and supervise the implementation of Supply Chain Management related policies and programmes. Planning and compilation of operations' baseline plans. Co-ordination of unit operations or programme. Coordinate related work committees to advance hospital interests. Manage provision of Sub-Directorate programs and projects: Guide execution and maintenance of the following activities:-Demand, Acquisition, Contract, Asset and Logistics. Manage utilization of physical, financial and human resource in the Sub- Directorate: Compile budget proposal of the Sub-Directorate. Table budget proposal to the finance structure for consideration. Monitor budget spending and make budget reviews for the Directorate and report deviations to the Director. Recommend/approve basic financial transactions of the Sub-Directorate Assign work programs and projects to relevant Assistant Managers of the Directorate. Develop and review performance work plans and the related job profiles. Manage of information, records and knowledge in the Directorate: Support and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the Sub-Directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr K Praim Tel No: 039 797 6070
<b><u>POST 40/93</u></b>	:	<b><u>DEPUTY DIRECTOR: PLANNING MONITORING &amp; EVALUATION REF NO: ECHEALTH/DD-M&amp;E/NMAH/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R699 011 – R821 052 per annum (Level 11)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year Bachelor's Degree / National Diploma or equivalent qualification in Health Sciences, Social Sciences and Public Management with at least five to eight years' experience within the Public Service and hospital environment ,of which a minimum of 3

years must be experience at management level. Knowledge of National and Provincial Health Acts and their regulations, Public Service Act and Regulations, Public Finance Management Act and other relevant National and Provincial Prescripts; Knowledge and understanding of government planning processes and cycle; Clear understanding, interpretation and analysis of health indicators for strategic planning purposes; Good communication (verbal and written), analytical, people management and interpersonal skills. Ability to work independently with limited supervision. Knowledge, possession and application of computer skill. A valid code 08 Driver's License is a must. Please note, not a learner's License.

**DUTIES** : Provide support in the development and review of the Strategic Plan, and Operational Plan of the institution. Build and develop capacity within the institution for effective and efficient planning and execution of departmental plans. Facilitate approvals and tabling of the strategic and operational plans to relevant oversight body within the stipulated time frames. Communicate the strategic imperatives to all employees of the institution. Monitor and evaluate implementation of various directorate's operational plans. Ensure smooth running of Auditor General's audit of predetermined objectives. Assist in the alignment of institutions plans 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. Judicious support and reporting responsibilities to the management and assist in the production of monthly and quarterly reports of the Integrated Strategic Planning Unit.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/94** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: ECHEALTH/DDFM/NMAH/01/09/2018**

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

**SALARY** : R699 011 – R821 052 per annum (Level 11)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Three year tertiary qualification or equivalent qualification/ an appropriate degree/diploma in commerce/Finance (Financial accounting or financial management related degrees or diploma) plus 2-3 years appropriate relevant experience in financial accounting services environment (sundry payments and or salary administration) as an Assistant Director or equivalent. Knowledge of financial legislation such as PFMA, Treasury regulations and acts. Basic Accounting System [BAS] and Salary Administration (PERSAL). Good communication skills (written and verbal). Good office administration, planning and organizational skills Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license. 10 years in the financial accounting services field with proven experience will be an added advantage. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Analyse and interpret financial data, do report writing and conduct meetings. Analytical skills, strategic thinking and problem solving abilities. Good communication skills and sound interpersonal relations. Payment of suppliers within 30 days. Ensure audit and communication to external and internal auditors. Ability to work in a team environment. Strong computer literacy, project management and presentation skills. The ability to meet deadlines.

**DUTIES** : Monitor/review and implement policies, procedures and other relevant prescripts on PERSAL and BAS, approve/authorize transactions on PERSAL and BAS or LOGIS. Monitor and control suspense accounts and exceptions. Ensure the administration of departmental payments (30 days maintained). Manage all resources allocated within the Section. Identify budgetary risks. To prevent, detect, investigate and report unauthorised, irregular fruitless and wasteful expenditure. Compilation of monthly and quarterly reports. Verify and authorise appointments on PERSAL. Verify and authorise promotions on PERSAL. Analyse the PERSAL

reports and allocate rejected transactions on Persal. Conduct post audit to confirm authenticity of payments after processing on Persal and Bas. Co-ordinate and respond to internal and external auditors. Monthly, quarterly and annual financial statements-inputs relevant to specific operational area submitted by due dates. Manage human resources issues. Provide inputs in to the strategic planning of section and execution of the operational plan. Ensure optimal performance of subordinates to enhance performance and service delivery. Manage quarterly assessment of sub-ordinates. Identify problems and possible solutions or alternate methods to ensure customer satisfaction. Support clients with payment related enquiries and implements corrective measures where necessary. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [PMDS].

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/95** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: ECHEALTH/DDFM/STEH/01/09/2018**

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

**SALARY** : R699 011 – R821 052 per annum (Level 11)

**CENTRE** : OR Tambo District, St Elizabeth Hospital

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

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

**ENQUIRIES** : Mr M Nozaza – Tel No: 039 253 5012

**POST 40/96** : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: ECHEALTH/ASDEM/01/09/2018**

**SALARY** : R356 289 – R419 679 per annum (Level 09)

**CENTRE** : Bhisho, Head Office

**REQUIREMENTS** : National Diploma/Degree in Communications/Events Management/Marketing or any other related qualification with 3 - 5 years' experience in the related field of which 3 years must be at supervisory level. Project Management will be an added advantage. Knowledge of Public Communication. Knowledge of Constitutional, legal and

institutional arrangements governing in South African Public Sector. Knowledge of events management and organisation. Strong interpersonal skills, planning and organising. Excellent verbal and written communication skills. Computer literacy skills. A valid code license.

**DUTIES** : Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental Events. Co-ordinate invitations to events approved by Manager: Communications. Prepare Closeout reports for the events.

**ENQUIRIES** : Mr S Manana Tel No: 040 608 1065

**POST 40/97** : **ASSISTANT DIRECTOR ADMINISTRATION: REF NO: ECHEALTH/AD/ADMIN/TBH/01/09/2018**

**SALARY** : R356 289 – R419 679 per annum (Level 09)  
**CENTRE** : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)  
**REQUIREMENTS** : A National Diploma/Degree in Human Resource Management/Public Management /Public Administration or equivalent qualification with 3-5 years' experience of which 3 years must be in Supervisory level. Knowledge and understanding of the PFMA, 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 a stressful environment. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus Computer literacy. A valid driver's license.

**DUTIES** : Provide Human Resources Management services. Provide General Administration services. Provide Operational services. Provide Financial Management services. Provide Supply Chain Management services.

**ENQUIRIES** : Ms Ngwabeni Tel No: 039 257 0099

**POST 40/98** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/AD/ASD/EH/01/09/2018**

**SALARY** : R356 289 – R419 679 per annum (Level 09)  
**CENTRE** : Joe Gqabi District, Empilisweni Hospital  
**REQUIREMENTS** : National Diploma/Degree in Human Resource Management or Public Administration/Management or equivalent qualification coupled with 3-5 years' experience in Human Resource management /Administration of which 3 years must be at supervisory level. Competencies: In-depth knowledge of PERSAL, public service human resource practices. In-depth knowledge of Human Resource policies and regulations i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, White Paper on Transformation of the Public Service, Employment Equity Act, Skills Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer skills. A valid driver's license.

**DUTIES** : Provide Human Resources Management services. Provide General Administration services. Provide Operational services. Provide Financial Management services. Provide Supply Chain Management services.

**ENQUIRIES** : Mr S.L Bosholo Tel No: 051 611 0037

**POST 40/99** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY MANAGEMENT REF NO: ECHEALTH/AD/IT/SBDO/01/09/2018**

**SALARY** : R356 289 – R419 679 per annum (Level 09)  
**CENTRE** : Sarah Baartman District Office

<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Information Systems or equivalent qualification coupled with 3-5 years' experience in the field of which 3 years must be at supervisory level. Experience in the management of large and complex contracts will be essential. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. ITIL Certification will be an added advantage. Must be in possession of a valid driver's license. Leadership and Management skills. Project Management understanding. People and customer service skills. Aware of tactical and strategic business decision/ business needs. Articulating skills, both written, verbal and presentation. Organizing documents and prioritizing work. Negotiation skills. Account management skills. Analytical and statistical skills.
<b><u>DUTIES</u></b>	:	Development and Implementation of Office Automation policies, systems and procedures, Management of office Automation projects, Management of office automation and cellular communications infrastructure, procurement of such systems and services strictly according to government legislation, Co-ordination of training on Office Automation and capacity building, Management of Service Level Agreements, Resource Management, Asset Management etc. Management of payments, procurements of services and systems. Liaise and co-ordination between Customer and IT delivery and development groups, providing general advice, assistance, escalation and consultancy, maintaining a high level of awareness of market developments. Provide regular input to IT and line management on IT Customers requirements in order to achieve an efficient allocation and prioritization of IT resources. Contribute to the development and planning of the IT strategy in collaboration with the IT Customers and IT management by articulating the IT Customer's business requirements and possible impact to IT. Prepare monthly and quarterly reports. Managing improvements to IT process and IT services. Continually measure the performance of 02 the service provider and design improvements to process, services and infrastructure in order to increase efficiency, effectiveness, and cost effectiveness.
<b><u>ENQUIRIES</u></b>	:	Ms T. Mpitimpiti Tel No: 041 408 8509
<b><u>POST 40/100</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: ECHEALTH/ AD/HRD/DORA/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R356 289 – R419 679 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in HRM/Public Administration or equivalent qualification with 3-5 years' experience of which 3 years must be on Supervisory level and in the HRD environment. Knowledge of Government policies and regulations pertaining to training development. Extensive knowledge and understanding of applicable legislation and policies in HRM/Development. Report writing and presentation skills. Effective communication at all levels. 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 organizational skills. Computer Literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Coordinate and implement Humana Resource Development. Initiate in line with 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 process, identify and implement career development and succession planning. Communicate information on skills development to stakeholders. Organize, guide and convene Training Committee Meetings. Assists with the preparation and monitoring of the training budget. Supervise the training unit.

**ENQUIRIES** : Mr Johaar Tel No: 041 406 4435

**POST 40/101** : **SENIOR ADMIN. OFFICER – PLANNING, MONITORING AND EVALUATION REF NO: ECHEALTH/MRH/ACCSP/01/09/2018**

**SALARY** : R299 708 - R353 043 per annum (Level 08)  
**CENTRE** : OR Tambo District, Mthatha Regional Hospital  
**REQUIREMENTS** : Grade 12 with 10 years' experience in the field or National Diploma/Degree in Public Administration/Public Management/Social Sciences or equivalent qualification with 2 - 5 years' experience in the relevant field. Knowledge of relevant legislative framework and modern systems of government. Applied Strategic thinking, applying technology, budgeting and financial management, networking and project management. Sound Administration and Presentation skills. Sound Knowledge and experience of MS Word, EXCEL, PowerPoint and Knowledge of Information Management Systems will serve as an advantage. Knowledge of Public Management Finance Act (PFMA) and other relevant acts and policies. Knowledge of departmental strategic planning process. Proven extensive knowledge and experience of Planning, Monitoring & Evaluation and reporting. Interpersonal skills, ability to interact with people and community. Ability to interpret policies. Communication skills (verbal and written). Computer skills. A valid driver's license.

**DUTIES** : Facilitate hospital planning initiatives based on sound research and reliable management information. Monitor, evaluate and report on the implementation on the annual hospital health plan, monthly reports, quarterly reports, operational plan and strategic plan. Conduct performance reviews. Validate and produce reports on health information data for submission to Provincial Office. Monitor maintenance of data backup on monthly basis. Monitor capturing of data on the system. The officer acts as a technical support to all units in the hospital pertaining Planning, Monitoring & evaluation. Incumbent reports to the Strategic Service Manager.

**ENQUIRIES** : Ms Mkhosi Tel No: 047 502 4143/4008

**POST 40/102** : **HEALTH & SAFETY OFFICER REF NO: ECHEALTH/HSO/ORSH/01/09/2018**

**SALARY** : R299 708 - R353 043 per annum (Level 08)  
**CENTRE** : Nelson Mandela Metro, Orsmond TB Hospital  
**REQUIREMENTS** : National Diploma/Degree Environment Health, Industrial Hygiene, Safety Engineering or Occupational Health with 2-5 years' experience in the field. Safety training courses e.g. SHEQ, Safety Representative, Advanced Safety Representative and advanced SAMTREC. Tact and diplomacy, Able to work as part of a team, able to work independently. Integrity and honest, approach every query/ task with an open mind. Good communication and negotiation skills. Strict with company policy and rules and enforcing to work under the Act of 85 of 1993 regulations. Energetic and regular site inspection. Hard working and enforcing daily housekeeping at the workplace. A valid driver's license.

**DUTIES** : To develop, implement and direct the hospital Safety and Risk Management program. To be responsible for safety planning, inspection and accident preventing work. To serve as chairperson of the hospital's Safety and Disaster Planning Committees and to perform related work as required. Identify hazards and assess risks to health and safety, put appropriate safety controls in place. Provide advice on accident prevention and occupational health to management and employees. Identifies the causes and advises on improvements in safety standards that needs to be made. Safety officers also liaise with other agencies and internal staff over health and safety issues. Conduct training sessions for management, supervisors and workers on health and safety practices and legislation.

**ENQUIRIES** : Mrs C Bekker Tel No: 041 988 1111

**POST 40/103** : **HOUSEKEEPING                    MANAGER                    REF                    NO:**  
**ECHEALTH/CLM/NMAH/01/09/2018**

**SALARY** : R299 708 - R353 043 per annum (Level 08)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : An appropriate Diploma / Degree backed by at least 4 years' experience in Cleaning / Laundry in an Industrial environment .Leadership skills, display willingness to work extended hours. Computer literacy, A valid driver's license (at least code EB). Knowledge of PFMA, Procurement, Public services regulations, OHS Act and other legislation applicable to the post. Strong leadership, Negotiation, people management, presentation, policy Implementation, analytic thinking and problem solving. Skill Contract administration. Good verbal and written communication skills with respect to interacting with peers, subordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports. Proven ability to coordinate, comply and enforce the Implementation of policies. Display the willingness to work extended Hours.

**DUTIES** : While reporting to the Soft Services Manager, the successful incumbent will oversee and programme cleaning for the two Institutions. Control service programme of external companies in cleaning services for the institution. Support the institution in its strategic goals and objections. Liaise with colleagues of different ranks with regard to required support from the sub directorate. Manage support from the sub- directorate. Allocate, control and monitor the resources within the sub- directorate. Implement and maintain policies, methods practices and standards on quality services and legislation. Overall quality control of work in line with Batho Pele principles to solve problems of an operational nature. Assist management with advice relating to cleaning services.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/104** : **CONTROL                    LAUNDRY                    MANAGER                    REF                    NO:**  
**ECHEALTH/CLM/NMAH/01/09/2018**

**SALARY** : R299 708 - R353 043 per annum (Level 08)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : An appropriate Degree/ Diploma backed by at least 4 years' experience in Laundry management in Hospital environment. Leadership skills, display willingness to work extended hours. Computer literacy, A valid driver's license (at least code EB). Knowledge of PFMA, Public service regulations, OHS Act and other laundry management legislations applicable to the post. Strong leadership, negotiation, people management, presentation, policy implementation, analytic thinking and problem solving. Skills Contract administrative. Good and verbal written communication skills with respect in interacting with peers, subordinates, other employees. Ability to write reports. Proven ability to coordinate, comply and enforce the implementation of policies.

**DUTIES** : Implement and maintain policies. Conduct laundry management assessment tools and inspections. Conduct and participate in meetings. Provide office administrative functions. Oversee and programme laundry management programme for the institutions. Support the institution in its strategic goals and objectives. Liaise with colleagues of different ranks with regard to required support from the sub directorate. Manage staff on the direct and indirect levels in the sub directorate. Implement and maintain policies, methods and practice and standards on quality service and legislation. Overall quality control of work in line with Batho Pele principles. To solve problems of an operational nature. Assist management with advise relating to laundry management.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469



**POST 40/105** : **PROVISIONING ADMINISTRATION OFFICER: ACQUISITION REF NO: ECHEALTH/ PAO/HO/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Bhisho, Head Office  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' experience in the field or National Diploma/Degree in Supply Chain Management /Commerce or equivalent qualification with 2-3 years relevant experience in Supply Chain Management (Tender Administration). Proven Computer Skills (Ms Office). Proficiency / Practical knowledge in Ms Excel, Ms Word, email and internet. Good Communication Skills (verbal and written). Accuracy and attention to detail. Ability to work under pressure. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts. A valid driver's license.

**DUTIES** : Manage Publication of tenders. Co-ordinate departmental submissions from Head Office, Districts and Health Institutions for tender adverts and liaise with Government Printing Works, Provincial Treasury, newspaper media and Departmental Communications for placement of tender publications. Maintain Bid Reports. Coordinate participation in Transversal Contracts.

**ENQUIRIES** : Ms Mnukwana Tel No: 040 608 9502

**POST 40/106** : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/CMH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Buffalo City Metro, Cecilia Makiwane Hospital  
**REQUIREMENTS** : 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 and other legislation 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. Ensure that all materials/stock are available. Ensure that the storage for the stock is in good condition and quality. Control procurement services. Check that all the procurement documents are in order. Monitor the implementation of stores procedure. Check that the stock is dispatched is in a correct manner. Ensure that stock taking is undertaken. Ensure that records of stock purchased or orders are kept in a safe place. Maintain stock levels. Supervise, coach and mentor subordinates. Conduct performance reviews.

**ENQUIRIES** : Ms. P. Mncotsho Tel No: 043 7082118

**POST 40/107** : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/FTH/01/09/2018**

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

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Buffalo City Metro, Frere Tertiary Hospital  
**REQUIREMENTS** : 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. Ensure that all materials/stock are available. Ensure that the storage for the stock is in good condition and quality. Control procurement services. Check that all the procurement documents are in order. Monitor the implementation of stores procedure. Check that the stock is dispatched in a correct manner. Ensure that stock taking is undertaken. Ensure that records of stock purchased or orders are kept in a safe place. Maintain stock levels. Supervise, coach and mentor subordinates.

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

**POST 40/108** : **INFORMATION OFFICER REF NO: ECHEALTH/IO/CMH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Buffalo City Metro, Cecilia Makiwane Hospital  
**REQUIREMENTS** : Grade 12 or equivalent with 10 years' experience in Health Information Management or National Diploma/Degree in Information Management or equivalent qualification with 0-2 years' experience. Sound knowledge of national health priorities, objectives and indicators. Understanding of the health information flow and reporting requirements. Ability to analyse and communicate results to end users. Ability to liaise with internal and external stakeholders. Ability to work under pressure. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the National Core Standards. High level of reliability. Experience in a health care setting using Health Department Information Systems and software (DHS) or a relevant tertiary qualification will be added advantage.

**DUTIES** : Roll out (install) TB/HIV Information system (ART TIER.NET) in the facility. Conduct trainings on route Health Information System (ART TIER.NET)/EDR Web/DHIS). Ensure that good quality data is collected across the hospital, verified, collated into DHIS and submitted to the next level on time. Provide feedback to the reported units through presentations and narrative reports. Ensure compliance with all provincial and national reporting requirements. Ensure that the Health information records are filed properly and is readily available. Provide advice to ward managers and heads of department with regards to Health Information Management. Perform other related duties as assigned and agreed upon. Attend to all legal instructions given to you in writing or verbally by a senior Staff member. Adhere to meetings and trainings as approved by line manager. Comply with the Performance Management and development System (Contacting, quarterly reviews and final assessment).

**ENQUIRIES** : Ms. P. Mncotsho Tel No: 043 7082118

**POST 40/109** : **ADMINISTRATION OFFICER (FINANCE) REF NO: ECHEALTH/AO/BCM/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Buffalo City Metro Office  
**REQUIREMENTS** : Grade 12 with 10 years' experience or National Diploma/Degree in Public Administration/Office Administration or equivalent with 2-3 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.

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

**ENQUIRIES** : Ms Hazel – Tel No: 043 708 1700/1823

**POST 40/110** : **HUMAN RESOURCE PRACTITIONER: REF NO:**  
**ECHEALTH/HRP/ANH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Joe Gqabi District, Aliwal North Hospital  
**REQUIREMENTS** : 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.

**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.

**ENQUIRES** : Ms Fourie - Tel No: 051 633 7700

**POST 40/111** : **LOGISTIC SUPPORT OFFICER: REF NO:**  
**ECHEALTH/LSO/JQDO/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Joe Gqabi District Office  
**REQUIREMENTS** : 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 agreements.

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

**POST 40/112** : **PROVISIONING ADMINISTRATION OFFICER REF NO:**  
**ECHEALTH/PAO/MH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Sarah Baartman District, Midlands Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' experience in the field or National Diploma/Degree in Supply Chain Management /Commerce or equivalent qualification with 2-3 years relevant experience in Supply Chain Management. Proven Computer Skills (Ms Office). Proficiency / Practical knowledge in Ms Excel, Ms Word, email and internet. Good

Communication Skills (verbal and written). Accuracy and attention to detail. Ability to work under pressure. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts. A valid driver's license.

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

**ENQUIRIES** : Ms M. Human Tel No: 049 807 7739

**POST 40/113** : **HUMAN RESOURCE PRACTITIONER REF NO:**  
**ECHEALTH/HRP/MH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)

**CENTRE** : Sarah Baartman District, Midlands Hospital

**REQUIREMENTS** : 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.

**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 M. Human Tel No: 049 807 7739

**POST 40/114** : **PATIENT ADMINISTRATION OFFICER REF NO:**  
**ECHEALTH/PAO/MH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)

**CENTRE** : Sarah Baartman District, Midlands Hospital

**REQUIREMENTS** : Grade 12 or Equivalent qualification with 10 years relevant experience or Degree/ National Diploma in Public Administration or equivalent qualification with 0 – 2 years of experience in Public Sector administrative environment. Computer Literacy in MS Office Suite especially Word & Excel. Previous Administration in a Hospital Environment will serve as an advantage. This position is based in a psychiatric hospital. Knowledge of government policies & Prescripts, Service delivery and innovation. A good understanding of patient administration a psychiatric institution. Knowledge of mental health care Act17 of 2002 and all appropriate Public Service Legislation. Policy formulation and editing. Managing interpersonal conflict and resolve problems. Applied strategic thinking and team leadership. Written and verbal communication. Computer literacy. Report writing. A valid driver's license.

**DUTIES** : Implement and give advice on government policies/legislations which are of a administrative nature, interpretation of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional Policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instruction or procedures or referring to established precedents or narrow policy guidelines. Reach conclusion within narrow guided by analyzing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/ strategy. Supervise patient administration clerks and administrative personnel at a lower levels identify and plan for training and development act as formal disciplinary authority. Collect and Analyse work statistics. Ensure compliance with statutory obligations which may include specification

**ENQUIRIES** : Ms M. Human Tel No: 049 807 7739

**POST 40/115** : **FINANCIAL PRACTITIONER: REF NO:**  
**ECHEALTH/SFP/AMATDO/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Amathole District Office  
**REQUIREMENTS** : 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.

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

**ENQUIRIES** : Ms N Nene Tel No: 043 707 6748

**POST 40/116** : **HUMAN RESOURCE PRACTITIONER: REF NO:**  
**ECHEALTH/HRP/BUTTH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Amathole District, Butterworth Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' experience or A Bachelor's Degree / National Diploma in HRM/ Public Administration or equivalent qualification with 0-2 years' experience. Computer Literacy. Knowledge of PERSAL. 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. Good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential.

**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.
<b><u>ENQUIRIES</u></b>	:	Ms P Mtshemla Tel No: 047 401 9000
<b><u>POST 40/117</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER: REF NO: ECHEALTH/HRP/VICTH/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R242 475 – R285 630 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Amathole District, Victoria Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years' experience or A Bachelor's Degree / National Diploma in HRM/ Public Administration or equivalent qualification with 0-2 years' experience. Computer Literacy. Knowledge of PERSAL. 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. Good knowledge and understanding of legal framework governing Human Resources. A valid Driver's license and willingness to travel is essential.
<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>	:	Ms L Mangesi Tel No: 040 653 1141
<b><u>POST 40/118</u></b>	:	<b><u>STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: ECHEALTH/MRH/STA/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R242 475 – R285 630 per annum (Level 07)
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with 10 years' experience in the field or National Diploma/Degree in Financial Management/Accounting/Public Administration or equivalent qualification with 0-2 years' experience in the field. Delta 9 and BAS experience and must be computer literate. Customer service principles. Sound analytic and problem solving skills. Good verbal and written communication skills. Ability to interpret policies. Ability to work independently and with a team. A valid driver's license.
<b><u>DUTIES</u></b>	:	Implement all policies related to debt management process tracking activities and revenue services. Ensure debt management system is updated with new debtors daily. Administer and manage revenue accounts. Ensure follow-ups on all outstanding accounts are done. Manage and supervise the cashiers. Balance the cashier and the end of the day. Ensure that all surpluses and shortfall have been properly accounted for. Ensure that the receipt book, deposit book, remittance register and monies are locked in the main safe/strong room and banked daily. Maintain service level agreements. Ensure continuous improvement of the receipting and billing process. Authorize Journals on DELTA 9. Ensure that a proper record of the repayments and amounts remaining outstanding are maintained. Monitor the repayment arrangement to determine whether higher rate of installment. Ensure the reminding of debtors on outstanding payments. Assist in compiling of monthly, quarterly and annual reports and filling of all documents. To mentor staff and perform all duties assigned by supervisor.

<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008
<b><u>POST 40/119</u></b>	:	<b><u>STATE ACCOUNTANT: BUDGET REF NO:</u></b> <b><u>ECHEALTH/MRH/STAB/01/09/2018 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R242 475 – R285 630 per annum (Level 07)
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with 10 years' experience in the field or National Diploma/Degree in Financial Management/Accounting/Public Administration or equivalent qualification with 0-2 years' experience in budget management. A Bachelor's degree or National Diploma in Finance or Accounting field or Senior certificate with 5 years' financial experience. Knowledge of the Basic Accounting System, Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations. Computer Literacy. Customer service principles. Communication skills (verbal and written). Ability to interpret policies. Ability to work independently and with a team. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure that the budget is captured correctly and accurately in the BAS system. Assist in preparation and compilation of monthly expenditure reports. Allocation of funds. Compile IYM reports. Assist in identifying potential cost saving opportunities in order to limit fruitless expenditure. Investigating expenditure misallocation and processing of journals. Assist the Budget Manager in collecting/obtaining relative financial budgetary information to execute budget management function. Assist in arranging and preparation for Budget Advisory Committee meetings. Assist in preparing financial budgetary reports and statistics. Collect/deliver budget related document from and to other departments. To do all duties assigned by supervisor. Ensure that the requirements of the Public Finance Management Act and Treasury Regulations as well as Departmental Financial Policies and Procedures are adhered to.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008
<b><u>POST 40/120</u></b>	:	<b><u>PATIENT ADMINISTRATION OFFICER REF NO:</u></b> <b><u>ECHEALTH/PAO/CH/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R242 475 – R285 630 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Chris Hani District, Cofimvaba Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 10 years relevant experience or Degree/National Diploma in Public Administration with 0-2 years' experience in the public sector administrative environment. Computer literacy in MS Office suite especially Word & Excel. Previous administration in a hospital environment will serve as an advantage. This position is based in a psychiatric hospital. Knowledge of government policies and prescripts. Service delivery and innovation. A good understanding of patient administration in a psychiatric institution. Knowledge of Mental Health Care Act 17 of 2002 and all appropriate Public Service Legislation. Policy formulation and editing. Managing interpersonal conflict and resolve problems. Applied strategic thinking and team leadership. Written and verbal communication. Computer literacy. Report writing skills.
<b><u>DUTIES</u></b>	:	Implement and give advice on government policies/legislations which are of an administrative nature. Interpretation of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Supervise patient administration clerks and administrative personnel at lower levels. Identify and plan for training and development. Act as formal disciplinary authority. Collect and analyse

work statistics. Ensure compliance with statutory obligations which may include specifications.

**ENQUIRIES** : Ms A Mbana Tel No: 047 874 0111

**POST 40/121** : **LOGISTIC SUPPORT OFFICER REF NO:**  
**ECHEALTH/LSO/CH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Chris Hani District, Cofimvaba Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years relevant experience or National Diploma in SCM with 0-2 years' experience in SCM environment. Good management and communication skills. Practical knowledge of LOGIS, knowledge of Treasury Regulations, PFMA and all relevant prescripts. Computer literacy in MS office (Word and Excel). Possession of valid and endorsed code EB (code 8) driver's license. Good interpersonal relations; Hospital experience will be an advantage; Experience in Warehouse Management is required.

**DUTIES** : Manage stores administration in the institution. Ensure that all materials/stock are available. Ensure that the storage for the stock is in good condition and quality. Control procurement services. Check that all the procurement documents are in order. Monitor the implementation of stores procedure. Check that the stock is dispatched in a correct manner. Ensure that stock taking is undertaken. Ensure that records of stock purchased or orders are kept in a safe place. Maintain stock levels. Supervise, coach and mentor subordinates.

**ENQUIRIES** : Ms A Mbana Tel No: 047 874 0111

**POST 40/122** : **ADMINISTRATION OFFICER REF NO:**  
**ECHEALTH/AO/NMBHD/MCHC/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Nelson Mandela Metro, Motherwell CHC  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' experience or National Diploma/Degree in Human Resource Management/Public Administration or relevant qualification with 0-2 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 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 P Makuluma Tel No: 041 391 8164

**POST 40/123** : **HUMAN RESOURCE PRACTITIONER REF NO:**  
**ECHEALTH/HRP/SPH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Alfred Nzo District, St Patricks Hospital  
**REQUIREMENTS** : 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 licence.



**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 Jafta Tel No: 039 251 0236

**POST 40/124** : **FINANCIAL PRACTITIONER (PAYMENT) REF NO:**  
**ECHEALTH/DO/FP//01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : Alfred Nzo District Office  
**REQUIREMENTS** : 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.

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

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

**POST 40/125** : **LOGISTIC SUPPORT OFFICER REF NO:**  
**ECHEALTH/LSO/CH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : OR Tambo District, Canzibe Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management /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. Ensure that all materials/stock are available. Ensure that the storage for the stock is in good condition and quality. Control procurement services. Check that all the procurement documents are in order. Monitor the implementation of stores procedure. Check that the stock is dispatched is in a correct manner. Ensure that stock taking is undertaken. Ensure that records of stock purchased or orders are kept in a safe place. Maintain stock levels. Supervise, coach and mentor subordinates.

**ENQUIRIES** : Ms Solwandle Tel No: 0824207172

**POST 40/126** : **LOGISTIC SUPPORT OFFICER REF NO:**  
**ECHEALTH/LSO/CH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : OR Tambo District Office

**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management /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** : Mr S Stuma Tel No: 047 502 9000

**POST 40/127** : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/CH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : OR Tambo District, Canzibe Hospital  
**REQUIREMENTS** : 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.

**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 Solwandle Tel No: 0824207172

**POST 40/128** : **ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/TOMBO-CHC/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : OR Tambo District, Nyandeni (Tombo CHC)  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resource Management/Public Administration or equivalent qualification with 0-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994), PFMA and other human resource prescripts, 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.

**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 Daniso Tel No: 047 555 0151/52

**POST 40/129** : **ADMINISTRATION OFFICER REF NO:**  
**ECHEALTH/AO/HCH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : OR Tambo District, Holy Cross Hospital  
**REQUIREMENTS** : Grade 12 with 10 years' experience or National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.

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

**ENQUIRIES** : Ms Z Nompandana Tel No: 039 252 2026/8

**POST 40/130** : **ADMINISTRATION OFFICER REF NO:**  
**ECHEALTH/AO/STBH/01/09/2018**

**SALARY** : R242 475 – R285 630 per annum (Level 07)  
**CENTRE** : OR Tambo District, St Barnabas Hospital  
**REQUIREMENTS** : Grade 12 with 10 years' experience or National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.

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

**ENQUIRIES** : Mr U Toni Tel No: 047 555 5300

**POST 40/131** : **HUMAN RESOURCE CLERK REF NO:**  
**ECHEALTH/HRC/ANH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Joe Gqabi District, Aliwal North Hospital  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRES** : Ms Fourie Tel No: 051 633 7700

**POST 40/132** : **FINANCIAL CLERK: REF NO: ECHEALTH/FC/JH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Joe Gqabi District, Jamestown Hospital  
**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** : Ms L.J Jood Tel No: 051 633 9617

**POST 40/133** : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/MH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Sarah Baartman District, Midlands Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

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

**ENQUIRIES** : Ms M. Human Tel No: 049 807 7739

**POST 40/134** : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ADELH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Amathole District, Adelaide 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.  
Ms K Marques Tel No: 046 684 0066

**ENQUIRIES**

**POST 40/135**

**HUMAN RESOURCE CLERK REF NO:  
ECHEALTH/HRC/BUTTH/01/09/2018**

**SALARY  
CENTRE  
REQUIREMENTS**

R163 563 - R192 666 per annum (Level 05)  
Amathole District, Butterworth Hospital  
Grade 12 with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

**DUTIES**

Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

**ENQUIRIES**

Ms P Mtshemla Tel No: 047 401 9000

**POST 40/136**

**HUMAN RESOURCE CLERK: REF NO:  
ECHEALTH/HRC/TAFAH/01/09/2018**

**SALARY  
CENTRE  
REQUIREMENTS**

R163 563 - R192 666 per annum (Level 05)  
Amathole District, Tafalofefe Hospital  
Grade 12 with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

**DUTIES**

Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

**ENQUIRIES**

Ms Madlebe Tel No: 047 498 8900

**POST 40/137**

**ACCOUNTING CLERK: REVENUE (CASHIERS) REF NO:  
ECHEALTH/MRH/ACC/01/09/2018**

**SALARY  
CENTRE  
REQUIREMENTS**

R163 563 - R192 666 per annum (Level 05)  
OR Tambo District, Mthatha Regional Hospital  
Grade 12 with 1-2 years' experience in finance. Competencies: Interpersonal skills/ ability to interact with people and community. Ability

- to interpret policies. Communication skills (verbal and written). Computer skills.
- DUTIES** : Receive all receipts and reconcile daily. Capture BAS receipts on system. Assist with releasing of accounts. Main cashier. Make necessary follow-up on all outstanding accounts. Maintain history of patient accounts. Assist in compiling of monthly, quarterly and annual reports. Receipt all monies received. Prepare bank deposits. Capture BAS receipts on system. Prepare monthly returns. Issue OPD receipts, BAS receipts and deposit books. Maintain stock register for face value forms. Responsible for the safe custody of all state monies and face value forms. Reconcile OPD and BAS receipts with deposits. Filing of all documents.
- ENQUIRIES** : Ms Mkhosi Tel No: 047 502 4143/4008
- POST 40/138** : **ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: ECHEALTH/MRH/ACC/01/09/2018**
- SALARY CENTRE REQUIREMENTS** : R163 563 - R192 666 per annum (Level 05)  
: OR Tambo District, Mthatha Regional Hospital  
: Grade 12 with 1-2 years' experience in finance, Competencies: Interpersonal skills/ ability to interact with people and community. Ability to interpret policies. Communication skills (verbal and written). Computer skills.
- DUTIES** : Assist with releasing of accounts. Make necessary follow-up on all outstanding accounts. Bill patient's accounts on delta 9 system and submit them to external funders. Maintain history of patient accounts. Assist in compiling of monthly, quarterly and annual reports. Receipt all monies received. Prepare bank deposits. Capture BAS receipts on system. Prepare monthly returns. Issue OPD receipts, BAS receipts and Deposit books. Maintain stock register for face value forms. Responsible for the safe custody of all state monies and face value forms. Reconcile OPD and BAS receipts with deposits. Filing of all documents.
- ENQUIRIES** : Ms Mkhosi Tel No: 047 502 4143/4008
- POST 40/139** : **ACCOUNTING CLERK: SALARY PAYMENT REF NO: ECHEALTH/MRH/ACCSP/01/09/2018**
- SALARY CENTRE REQUIREMENTS** : R163 563 - R192 666 per annum (Level 05)  
: OR Tambo District, Mthatha Regional Hospital  
: Grade 12 with 2 – 5 years' experience in Finance. Interpersonal skills/ ability to interact with people and community. Ability to interpret policies. Communication skills (verbal and written). Computer skills. Knowledge of BAS and PERSAL.
- DUTIES** : Capturing of all service benefits on PERSAL and BAS system. Compile journals and payments of leave gratuities. Distribution of pay slips and IRP 5. Capturing of garnishees.
- ENQUIRIES** : Ms Mkhosi Tel No: 047 502 4143/4008
- POST 40/140** : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/CH/01/09/2018**
- SALARY CENTRE REQUIREMENTS** : R163 563 - R192 666 per annum (Level 05)  
: Chris Hani District, Cofimvaba 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.
- DUTIES** : Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and

complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical KPA's: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

**ENQUIRIES** : Ms A Mbana Tel No: 047 874 0111

**POST 40/141** : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/CH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Chris Hani District, Cradock 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 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 KPA's: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

**ENQUIRIES** : Ms Danster Tel No: 048 881 2123

**POST 40/142** : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/IYSD-KC/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Intsika Yethu Sub-District, Kubengu Clinic  
**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: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

**ENQUIRIES** : Ms A Mabentsela Tel No: 047 874 0079

**POST 40/143** : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/CHESD-PC/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Emalahleni Sub-District, Philani Clinic  
**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: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets.

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

**ENQUIRIES** : Ms Mtshabe Tel No: 047 878 4300

**POST 40/144** : **FINANCIAL CLERK REF NO: ECHEALTH/FC/FH/01/09/2018 (X2 POSTS)**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Chris Hani District, Frontier Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years appropriate experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

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

**ENQUIRIES** : Mrs P Marongo Tel No: 045 808 4272

**POST 40/145** : **PROVISIONING ADMINISTRATION CLERK REF NO: ECHEALTH/PAC/CH-CH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Chris Hani District, Cala Hospital  
**EQUIREMENTS** : 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.

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

**ENQUIRES** : Ms Z Sentile Tel No: 047 874 8000

**POST 40/146** : **PROVISIONING ADMINISTRATION CLERK REF NO: ECHEALTH/PAC/CHD-EH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Chris Hani District, Elliot Hospital  
**REQUIREMENTS** : 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.

**DUTIES** : Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and



annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.  
Ms NB Puza Tel No: 045 9311321

**ENQUIRIES**

**POST 40/147**

**HUMAN RESOURCE CLERK: REF NO: ECHEALTH/PO/CH/01/09/2018**

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

R163 563 - R192 666 per annum (Level 05)  
Chris Hani District Office  
Grade 12 with 2-5 years' experience in the field. Knowledge of Human Resource Management prescripts and legislation. Knowledge of the procedure on Incapacity leave and ill Health Retirement (PILLIR), PERSAL System knowledge and be Computer Literate.

**DUTIES**

Facilitate the implementation of Service Benefit: Timeous processing of service benefits after termination of service e.g. pension and leave gratuity. Process housing allowance, long service awards and other leave encashment processes. Assist employees with regard to state guarantee applications and report on issues and released guarantees. Verify calculation for S and T's and qualify check all attachments. Administer Leave Matters: Conduct quarterly leave reconciliations and compile report. Notify employees who exhausted their leave. Capture leave on PERSAL. Process leave discounting and leave gratuity matters and capture them on PERSAL.

**ENQUIRES**

Ms Nyoka Tel No: 045 807 1110/1101

**POST 40/148**

**OPD CLERK REF NO: ECHEALTH/OPDC/LIVH/01/09/2018 (X2 POSTS)**

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

R163 563 - R192 666 per annum (Level 05)  
Nelson Mandela Metro, Livingstone Tertiary Hospital  
Grade 12 with 2-5 experience in the field. Sound interpersonal relationship and pleasant telephone personality. Computer literacy and good communication skills. Planning and organizing skills. Knowledge of basis registry and filing practices. Customer relationship management skills. Sound numerical and mathematical skills.

**DUTIES**

Providing comprehensive patient registration services for outpatients, admissions, and casualty and emergency units. Financial classification of patients. Capturing all patients' details on the Delta computer system. Issuing patient registration number. Scheduling patient consultations with doctors etc. Providing patient discharge and revenue collection services. Safekeeping of patient money, valuables and clothes. Tracking patient movements through patient, ward and bed number registers. Maintenance and improvement of services to ensure an acceptable standard of patient administration. Maximum utilization of available resources both human and material to achieve return on investment. Compilation of monthly reports. Proper filing and retrieval of patient records.

**ENQUIRIES**

Mrs. K Green Tel No: 041 405 2439

**POST 40/149**

**REGISTRY CLERK REF NO: ECHEALTH/REGC/LIVH/01/09/2018**

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

R163 563 - R192 666 per annum (Level 05)  
Nelson Mandela Metro, Livingstone Tertiary Hospital  
Grade 12 with 2-5 years' experience in the field. Sound interpersonal relationship and pleasant telephone personality. Computer literacy and good communication skills. Planning and organizing skills. Knowledge of basis registry and filing practices. Customer relationship management skills. Sound numerical and mathematical skills.

**DUTIES**

Render routine registry administrative services: Receive and record correspondence and mail. Handle routine incoming and outgoing correspondence. Attend to on the counter queries and complaints.

Capture information or transfer paper based information to electronic file. Receive, record and channel data through relevant sections such as faxes, mail and correspondence. Routine check and tracking of files in the registry. Trace lost or misplaced files and correspondence. Capture and update information on records file. Draft routine correspondence (type documents). Receive and acknowledge correspondence. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Open new files/volumes and update through recording on the filing system. Compile and maintain distribution list of general correspondence. Compile registry work statistics. Provide routine registry maintenance service: 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. Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

**ENQUIRIES** : Mrs. K Green Tel No: 041 405 2439

**POST 40/150** : **HUMAN RESOURCE CLERK REF NO:**  
**ECHEALTH/HRC/LIVH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Nelson Mandela Metro, Livingstone Tertiary Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2 – 5 years' experience in Human Resources Administration and Management field. Knowledge of PERSAL and experience in Public Sector Human Resource environment. Computer literacy, MS Excel Intermediate, Ms Word. Good verbal and written communication skills. Planning and organization skills. Knowledge of registry practices. Knowledge and understanding of the legislative framework governing the Public service. Good communication interpersonal skills. Must be committed and hardworking and have the ability to work under pressure. Basic knowledge of administration processes. Numerical skills.

**DUTIES** : Ensure effective capturing of PERSAL data. Effective implementation of Personnel provision including appointments, transfers and post establishment. Implement the Human Resources and Management policies related to the service conditions and benefits include Leave administration & PILIR. Manage termination of services. Represent the recruitment section in panels and provide HR advisory and secretarial support services. Perform daily HR frontline duties.

**ENQUIRIES** : Mr. M Mjindi Tel No: 041 405 2121

**POST 40/151** : **ADMINISTRATION CLERK REF NO:**  
**ECHEALTH/AC/DORA/01/09/2018 (X2 POSTS)**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Nelson Mandela Metro, Dora Nginza Regional Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2 - 5 years' experience in hospital environment. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

**DUTIES** : Ensuring efficient and effective Patient Registration Process. Register in-patients and assist with the compilation of Admissions and Discharge Documents. Ensuring effective and efficient handling of patient medical records. Collect, capture and analyse patient's statistics. Proper and safe handling of state monies. Prepare to work shifts, weekends and public holidays.

**ENQUIRIES** : Mr. Johaar Tel No: 041 406 4435

**POST 40/152** : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/DORA/01/09/2018 (X3 POSTS)**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Nelson Mandela Metro, Dora Nginza Regional Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

**DUTIES** : Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

**ENQUIRIES** : Mr. Johaar Tel No: 041 406 4435

**POST 40/153** : **ADMINISTRATION CLERK REF NO: ECHEALTH/SPH/AC/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Alfred Nzo District, St Patrick's 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** : 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.

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

**POST 40/154** : **PROVISIONING ADMIN CLERK REF NO: ECHEALTH/PAC/SPH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Alfred Nzo District, St Patrick's 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** : 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.

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

**POST 40/155** : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/AC/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Alfred Nzo District, Amadangane Clinic

<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: 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>	:	Mr K Praim Tel No: 039 797 6070
<b><u>POST 40/156</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: ECHEALTH/AFNDO/HRC/01/09/2018</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R163 563 - R192 666 per annum (Level 05)
	:	Alfred Nzo District Office
	:	Grade 12 or equivalent qualification with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.
<b><u>DUTIES</u></b>	:	Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.
<b><u>ENQUIRIES</u></b>	:	Mr K Praim Tel No: 039 797 6070
<b><u>POST 40/157</u></b>	:	<b><u>ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: ECHEALTH/AC - RM/NMAH/01/09/2018</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R163 563 - R192 666 per annum (Level 05)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	An appropriate three year Degree / National Diploma / applicable tertiary NQF level 5 qualification or grade 12 certificate with 0- 2 years' experience in revenue section. Knowledge and experience of the BAS system. Knowledge of departmental policies, knowledge of PFMA and other Financial Management and associated prescripts. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure.
<b><u>DUTIES</u></b>	:	Update registers for transactions captured on BAS and the filling of all documents. Assist with the audit sampling. Record document and be organized. Reproducing and making copies. Perform other duties as indicated by the manager. Collection of revenue and billing of patients. Perform other duties as indicated by the manager. Assist the patient administration and case managers in revenue generation. Deal with cash.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 40/158</u></b>	:	<b><u>PROVISIONING ADMIN CLERKS: LOGISTICS &amp; INVENTORY SERVICES (WAREHOUSE) REF NO: ECHEALTH/PAC/NMAH/01/09/2018 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R163 563 - R192 666 per annum (Level 05)

<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	Applicants must be in possession of grade 12 certificate or an equivalent qualification from an accredited institution. Diploma or certification in, bookkeeping, inventory management, or any other related field from a certified college would be an added advantage coupled with experience in warehousing. Skills and Competencies: Knowledge of any of the transversal systems used by the Department of Health, especially LOGIS. Should possess strong analytical and mathematical skills, the ability to efficiently and effectively manage time and carry out orders, the ability of coordinating with all end users through the relevant supervisor, be compliant with all safety and legal documentation processes of a warehouse. Proven ability or need to study further inventory management or SCM courses.
<b><u>DUTIES</u></b>	:	Recording and maintaining inventory of all goods and materials in the warehouse. Carrying out all tasks as assigned by the warehouse supervisor / manager. Keeping records of all documentation relating to the dispatch and receipt of goods. Assisting in the compliance of all legal procedures of procuring and dispatching materials. Filling material requisitions and order forms. Verify the orders of end-users. Monitor the implementation of stores procedure. Check that the stock is dispatched in a correct manner. Recording damage, loss, or surplus of goods and materials stored in the warehouse and reporting the same to the supervising authorities. Preparing of inventory balances and taking part in all stock counts at the warehouse. Checking usage of FEFO and FIFO at the warehouse. Ensuring that stock taking is done quarterly. All housekeeping related tasks assigned by the relevant supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 40/159</u></b>	:	<b><u>ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT) REF NO: ECHEALTH/AFNDO/AC/01/09/2018</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R163 563 - R192 666 per annum (Level 05)
	:	Alfred Nzo District Office
	:	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>	:	Administer institutional 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>	:	Mr K Praim Tel No: 039 797 6070
<b><u>POST 40/160</u></b>	:	<b><u>LOGISTICS SUPPORT CLERK: ACQUISITION AND DEMAND MANAGEMENT REF NO: ECHEALTH/LSC/NMAH/01/09/2018 (X6 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R163 563 - R192 666 per annum (Level 05)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	Applicants must be in possession of, Tertiary qualification in Public Administration/ Management Accounting/ Logistics/ Supply Chain Management/ or Matric with 0 to 3 years experience in SCM especially Demand and Acquisition management or any Finance related sections. Sound knowledge of Public Service Purchasing/Procurement management, Public Finance Management Act (PFMA), PPPFA; Treasury Regulations and other relevant prescripts. Sound skills and competency in understanding and interpreting of Contracts and Service Level Agreements. Sound practical experience and knowledge in

contract management. Computer literacy (MS Word, email and internet). Communication skills (written and verbal); Organizational skills; Planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self motivated.

**DUTIES** : The incumbent will be responsible to ensure that the quotation process is complied with, i.e. invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance of the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Generate purchase orders. Perform quality check on every order before generating an order to avoid wasteful, unauthorized and fruitless expenditure. Liaise with warehouse clerks to determine if inventory quantities are sufficient for needs, ordering more materials when necessary. Manage commitments. Respond to customer and supplier inquiries about order status, changes, or cancellations. Assist in the management of commitments. Perform contractual and general administrative duties as required by the unit. The candidate may be expected to report to (A.O) Demand and Acquisition.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/161** : **LOGISTICS SUPPORT CLERK: SUPPLIER PAYEMNTS REF NO: ECHEALTH/LSC - SP/NMAH/01/09/2018 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R163 563 - R192 666 per annum (Level 05)  
: OR Tambo District, Nelson Mandela Academic Hospital  
: Diploma in Financial Management / Accounting/ Accounting certificate or matric with 0-2 or more years' experience in finance environment. Knowledge of Treasury Regulations and PFMA. Ability to understand and interpret basic financial policies. Sound reasoning and analytical skills. Ability of being trustworthy, honest and loyal. Knowledge of BAS and Logis. Willingness to work under pressure. Good verbal and communication skills. Computer Literacy is an added advantage.

**DUTIES** : Compile and processing of Supplier payments and capture invoices and payments on Logis. Ensure reconciliation of all service providers before payment processing. Request statements from Service Providers. Request Disbursement reports from BAS. Receiving order documents from SCM and invoices from Service Providers. Update and maintain payment and invoice registers. Capture and update electronic filing on Pvr-Rems, manual filing of payment vouchers on filing boxes and transporting files to registry for manual filing and any other duties assigned by the supervisor.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/162** : **HUMAN RESOURCES CLERK REF NO: ECHEALTH/HRC/NMAH/01/09/2018**

**SALARY CENTRE REQUIREMENTS** : R163 563 - R192 666 per annum (Level 05)  
: OR Tambo District, Nelson Mandela Academic Hospital  
: Degree / National Diploma in HRM plus 1-2 years clerical / Administrative HR experience PLUS the following key competencies, Knowledge of Human Resource prescripts (PSR, PSA, Financial Manual, PSCBC Resolutions, HR Legislation), policies and processes, Institution's mission and vision and how a Human Resource Utilisation Office can contribute to achieve the institutional objectives, Thinking Demand: The incumbent should be creative, organised, be able to solve problems, be able to evaluation information and use initiative Skills, Ability to interpret and apply HRM decisions, policies and prescripts, Computer Literacy (MS word package), Numeracy skills (calculation of pension, leave, housing), Organizing skills (Ability to work under pressure with several different issues simultaneously), The ability to identify urgent and/ or important

matters, Good Interpersonal relations, Communication both verbally and in writing, good people interrelationship skills, Personal Attributes, Ability to listen to any complaint and provide realistic solutions thereto, think and be creative, Be able to identify problems areas in the development of HRM policies and Innovative thinker. Recommendation/Note: A HR qualification or experience in condition of service and PERSAL will serve as a recommendation.

**DUTIES** : Implement and maintain HR process and procedures concerning following: condition of service and service benefits (leave, overtime, sms/mms salary packages, allowances, sessional designation, exit benefits, etc. Provide information and assist with the administration/application of HR processes, Implement and maintain HR processes and procedures concerning the Following area employees on PERSAL, Administer performance incentives and probation, capture performance bonuses and notches for qualifying employees.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/163** : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION) REF NO: ECHEALTH/AC/GVH/01/09/2018 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R163 563 - R192 666 per annum (Level 05)  
: Alfred Nzo District, Greenville 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.

**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. 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.

**ENQUIRIES** : Mr Bango Tel No: 039 251 3009

**POST 40/164** : **ADMINISTRATION CLERK REF NO: ECHEALTH/SAC/GVH/01/09/2018**

**SALARY CENTRE REQUIREMENTS** : R163 563 - R192 666 per annum (Level 05)  
: Alfred Nzo District, Greenville 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.

**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** : Mr Bango Tel No: 039 251 3009

**POST 40/165** : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/GVH/01/09/2018 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R163 563 - R192 666 per annum (Level 05)  
: Alfred Nzo District, Greenville Hospital  
: Grade 12 or equivalent qualification with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

**DUTIES** : Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

**ENQUIRIES** : Mr Bango Tel No: 039 251 3009

**POST 40/166** : **REGISTRY CLERK REF NO.ECHEALTH/MAH/RC/01/09/2018 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R163 563 - R192 666 per annum (Level 05)  
: Alfred Nzo District, Mount Ayliff 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.

**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** : Mrs Pencil Tel No: 039 2540236

**POST 40/167** : **ADMINISTRATION CLERK REF NO: ECHEALTH/MAH/AC/01/09/2018**

**SALARY CENTRE REQUIREMENTS** : R163 563 - R192 666 per annum (Level 05)  
: Alfred Nzo District, Mount Ayliff 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.



**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** : Mrs Pencil Tel No: 039 2540236

**POST 40/168** : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/SH/HRC/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Alfred Nzo District, Sipetu Hospital  
**REQUIREMENTS** : Grade 12 with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

**DUTIES** : Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

**ENQUIRIES** : Mr EF Madaka Tel No: 039 255 0077

**POST 40/169** : **ADMINISTRATION CLERK REF NO: ECHEALTH/SH/SAC/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Alfred Nzo District, Sipetu 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** : Mr EF Madaka Tel No: 039 255 0077

**POST 40/170** : **PROVISIONING ADMIN CLERK REF NO: ECHEALTH/SH/SPAC/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Alfred Nzo District, Sipetu 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>	:	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>	:	Mr EF Madaka Tel No: 039 255 0077
<b><u>POST 40/171</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: ECHEALTH/KTBH/HRC/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R163 563 - R192 666 per annum (Level 05)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Alfred Nzo District, Khotsong TB Hospital
	:	Grade 12 or equivalent qualification with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.
<b><u>DUTIES</u></b>	:	Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.
<b><u>ENQUIRIES</u></b>	:	Ms A Lebata Tel No: 039 737 3801
<b><u>POST 40/172</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/TBH/AC/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R163 563 - R192 666 per annum (Level 05)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
	:	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 purpose.
<b><u>ENQUIRIES</u></b>	:	Mr Khohliso Tel No: 039 737 3107
<b><u>POST 40/173</u></b>	:	<b><u>FINANCIAL CLERK REF NO: ECHEALTH/TBH/FC/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R163 563 - R192 666 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

**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. Filling of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

**ENQUIRIES** : Mr Khohliso Tel No: 039 737 3107

**POST 40/174** : **PROVISIONING ADMIN CLERK REF NO: ECHEALTH/PAC/TBH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)  
**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** : 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.

**ENQUIRIES** : Mr Khohliso Tel No: 039 737 3107

**POST 40/175** : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ZH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : OR Tambo District, Zithulele 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 Tengile Tel No: 047 573 8936/073 200 0217

**POST 40/176** : **PROVISIONING ADMIN CLERK REF NO: ECHEALTH/PAC/ZH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : OR Tambo District, Zithulele 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 N Tengile Tel No: 047 573 8936/073 200 0217
<b><u>POST 40/177</u></b>	:	<b><u>WARD CLERK REF NO: ECHEALTH/WC/NMAH/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R163 563 - R192 666 per annum (Level 05)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience in the public sector administrative environment. Computer literacy in MS Office suit especial Word & Excel. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management.
<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 KPA's: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 40/178</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/CH/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R163 563 - R192 666 per annum (Level 05)
<b><u>CENTRE</u></b>	:	OR Tambo District, Canzibe Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 2-5 years' experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.
<b><u>DUTIES</u></b>	:	Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.
<b><u>ENQUIRIES</u></b>	:	Ms Solwandle – Tel No: 082 420 7172

**POST 40/179** : **PROVISIONING ADMIN CLERK REF NO: ECHEALTH/PAC/HH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : OR Tambo District, Holy Cross Hospital  
**REQUIREMENTS** : 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.

**DUTIES** : Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.  
**ENQUIRIES** : Ms Z Nompandana Tel No: 039 252 2026/8

**POST 40/180** : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/KSD-MAHC/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : KSD Sub District, Mahlungulu Clinic  
**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: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

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

**POST 40/181** : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/KSD-NGACHC/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : KSD Sub District, Ngangelizwe 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 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 O Gcanga Tel No: 047 531 0823

**POST 40/182** : **ADMINISTRATION CLERK REF NO:**  
**ECHEALTH/AC/NMAH/01/09/2018 (X2 POSTS)**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic 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 Calaza Tel No: 047 502 4469

**POST 40/183** : **MEDICAL RECORDS CLERK REF NO:**  
**ECHEALTH/MRC/NMAH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 2-5 years' experience in the field. Computer literacy. Relevant short courses in records management would be an advantage. Knowledge of administrative prescripts and relevant processes. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Knowledge of DELTA 9 system. Good verbal and written communication skills. Exposure to writing of reports, memos and letters.

**DUTIES** : While reporting to the Chief Administration Clerk: Patient Administration, the incumbent will: be responsible for the patient medical records administration services in terms of:- Providing comprehensive patient record filing procedures; filling and archiving patient's records according to registry procedures; ensure that Motor Vehicle Accidents (MVA/Injury on Duty(IOD) Medico legal records are filed in designated filing areas; Pre-booking and preparing patient's records for follow-up visits; Doing patient's records retrievals; Monitoring patient records movements; maintain files. Maintain service level agreements concluded with the institution. Implement continuous quality assurance improvement plan to ensure an acceptable standard of patient administration. Provide maximum utilisation of available resources both human and material to achieve return on investment. Maintain information systems that comply with the needs of the working environment. Participate in performance management and reviews. Attend training identified for staff. Review transactions, documents, records reports and methods for accuracy and effectiveness. Observe the administrative processes, service standard and guiding prescripts to decrease disasters and risks. Assist manager in preparing reports when required. Advise supervisor/ manager on irregularities noticed.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/184** : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/STLH/01/09/2018**

**SALARY** : R163 563 - R192 666 per annum (Level 05)  
**CENTRE** : OR Tambo District, St Lucy's 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 Mayikana Tel No: 047 532 6259

**POST 40/185** : **CLEANER SUPERVISOR REF NO: ECHEALTH/CS/NMAH/01/09/2018 (X2 POSTS)**

**SALARY** : R136 800 – R161 148 per annum (Level 04)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : ABET/ Grade 10. Three to five 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. Ability to control linen and conduct stock account/ Check catering services at ward level/ Cleaning services / Waste at ward level. Ability to work as a team. Ability to understand routine notes, memos and written instructions.

**DUTIES** : The successful incumbent will report to the Manager Soft: Services. Will manage the staff in the section. Monitor and observe the existing service level agreements, receive, count soiled and clean linen. Ensure there is constant supply of laundered linen in the wards. Monitor catering / Cleaning/ Waste at ward level. Assist in the development and maintenance of policy, methods. Render service in line with Batho Pele principles. Monitor attendance registers and duty rosters.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/186** : **CHIEF PORTER REF NO: ECHEALTH/SPOR/NMAH/01/09/2018 (X2 POSTS)**

**SALARY** : R136 800 – R161 148 per annum (Level 04)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Grade 10 plus 5 years' experience or grade 12 with 3 years' experience in hospital environment will be added advantage. Good verbal and written communication skills. Good problem solving skills. Must have ability to work under pressure and have leadership skills. An appropriate qualification in supervision will also be an advantage. Able to work shifts including nights, weekends and public holidays. Sound knowledge of customer care.

**DUTIES** : Supervising of porters to transport patients using wheelchairs and stretchers from within the hospital. Supervise off-loading of patients from ambulances and private cars to the stretchers and also in-loading of patient into ambulances and private cars. Ordering supplies from stores etc. Allocation of porters to perform different duties and checking

attendance register. Ensure transportation of corpses from different wards and OPD's to the mortuary and cleaning of stretchers and wheel chairs after usage at all times. To allocate any duties to the porters and ensure quality of work. Assess staff performance. Be able to work as a team. Reports faults of the equipment to the relevant authority. Submit daily, weekly, monthly, quarterly and yearly report.

**ENQUIRIES** :

Ms Calaza Tel No: 047 502 4469

**POST 40/187** :

**CHIEF PORTER REF NO: ECHEALTH/SPOR/ISH/01/09/2018**

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

R136 800 – R161 148 per annum (Level 04)  
OR Tambo District, Isilimela Hospital  
Grade 10 plus 5 years' experience or grade 12 with 3 years' experience in hospital environment will be added advantage. Good verbal and written communication skills. Good problem solving skills. Must have ability to work under pressure and have leadership skills. An appropriate qualification in supervision will also be an advantage. Able to work shifts including nights, weekends and public holidays. Sound knowledge of customer care.

**DUTIES** :

Supervising of Porters. 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. Collect and transport corpses to the mortuary. 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. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

**ENQUIRIES** :

Ms N Gwiji – Tel No: 047 564 2805

**POST 40/188** :

**HOUSEKEEPING SUPERVISOR REF NO:**  
**ECHEALTH/HKS/FTH/01/09/2018**

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

R136 800 – R161 148 per annum (Level 04)  
Buffalo City Metro, Frere Tertiary Hospital  
Grade 10 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

**DUTIES** :

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



check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.  
Ms. N. Mthitshana Tel No: 043 709 2487/2532

**ENQUIRIES**

**POST 40/189**

**DATA CAPTURER REF NO: ECHEALTH/DC/SSD/01/09/2018**

**SALARY  
CENTRE  
REQUIREMENTS**

R136 800 – R161 148 per annum (Level 04)  
Buffalo City Metro Office  
Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

**DUTIES**

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

**ENQUIRIES**

Ms Hlulani Tel No: 043 743 3006/057

**POST 40/190**

**FOOD SERVICE SUPERVISOR REF NO:  
ECHEALTH/FSS/TOWH/01/09/2018**

**SALARY  
CENTRE  
REQUIREMENTS**

R136 800 – R161 148 per annum (Level 04)  
Amathole District, Tower Psychiatric Hospital  
Grade 12 or equivalent qualification with 0-2 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 Mafani Tel No: 046 645 5007

**POST 40/191**

**FOOD SERVICE SUPERVISOR REF NO:  
ECHEALTH/FSS/ORSH/01/09/2018**

**SALARY  
CENTRE**

R136 800 – R161 148 per annum (Level 04)  
Nelson Mandela Metro, Orsmond TB Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 0-2 years' experience in a formal Food service environment, (including in-service training.)). Continuous expansion on catering and health related issues. Planning and organizing (menus, dietary requirement levels), Supervising and training of food service staff. Customer service orientation. Problem solving and leadership potential. To meet the needs and expectations of the clients served. Good communication skills, oral and written.
<b><u>DUTIES</u></b>	:	Ensure proper preparation of meals according to the menu plan. Allocates tasks to Food Service Aids. Monitor supplies and stock levels and arrange food top-ups. Perform regular stock takes of food processing equipment, machinery and appliances for condition reports thus enabling the replacement of damage and broken equipment. Formulate work schedules for the section. Seek, prepare and evaluate new dishes / meals. Formulate cleaning assignments to maintain high levels of cleanliness. Work in association with Dietician with regard to menu planning, dietary requirement and daily food processing. Ensure that menus and special diet plans are being followed. Prepare ingredients for meals, e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Ensure that the correct meals are delivered to the correct areas in the institution.
<b><u>ENQUIRIES</u></b>	:	Mrs. C Bekker Tel No: 041 988 1111
<b><u>POST 40/192</u></b>	:	<b><u>FOOD SERVICE SUPERVISOR REF NO:</u></b> <b><u>ECHEALTH/TBH/FSS/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R136 800 – R161 148 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or qualification with 0-2 years' experience in a formal Food service environment, (including in-service training.) Poses good communication skills, be able to work shifts including weekends and public holidays. To attend daily production meetings as well as departmental meetings every 2nd week of the month. Be able to work as a team. Provide leadership.
<b><u>DUTIES</u></b>	:	Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.
<b><u>ENQUIRIES</u></b>	:	Mr Khohliso Tel No: 039 737 3107
<b><u>POST 40/193</u></b>	:	<b><u>HOUSEKEEPING SUPERVISOR REF NO:</u></b> <b><u>ECHEALTH/HKS/LIVH/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R136 800 – R161 148 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 with 3-5 years' experience in housekeeping/cleaning field. Knowledge of general work, housekeeping and cleaning services. Good Communication and report writing skills. Problem solving skills. Flexibility and Team work. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Client

		orientation and customer focus. Knowledge of Occupational Health and Safety policies.
<b><u>DUTIES</u></b>	:	Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Guide the provision of general work and related work in all the designated areas in the ward such as ward bedside, doctors room, change room, toilets, 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. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.
<b><u>ENQUIRIES</u></b>	:	Mr M Gqotana Tel No: 083 378 1482
<b><u>POST 40/194</u></b>	:	<b><u>DATA CAPTURER REF NO: ECHEALTH/DC/DC/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R136 800 – R161 148 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Daliwonga Clinic
<b><u>REQUIREMENTS</u></b>	:	Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<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>	:	Mr K Praim Tel No: 039 797 6070
<b><u>POST 40/195</u></b>	:	<b><u>DATA CAPTURER REF NO: ECHEALTH/DC/DO/01/09/2018 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R136 800 – R161 148 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Alfred Nzo District Office
<b><u>REQUIREMENTS</u></b>	:	Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<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.

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

**POST 40/196** : **FOOD SERVICE SUPERVISOR REF NO:**  
**ECHEALTH/FSS/NMAH/01/09/2018**

**SALARY** : R136 800 – R161 148 per annum (Level 04)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 0-2 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 Calaza Tel No: 047 502 4469

**POST 40/197** : **HOUSEKEEPING SUPERVISOR REF NO:**  
**ECHEALTH/HKS/NMAH/01/09/2018 (X2 POSTS)**

**SALARY** : R136 800 – R161 148 per annum (Level 04)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Grade 12 or equivalent with 0-2 years' experience. 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 lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines

		and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 40/198</u></b>	:	<b><u>DRIVER: LIGHT VEHICLE REF NO: ECHEALTH/D-LV/NMAH/01/09/2018 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R115 437 - R135 981 per annum (Level 03)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10/ Standard 8 certificate. 3 years experience as a driver. Valid Code 8 driver's license. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<b><u>DUTIES</u></b>	:	Provide transport services: fill log sheets before and after trips. Receive work instruction and respond. Receive and record documents. Load and dispatch items. Transport officials from point A to point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties allocated by the Supervisor.
<b><u>POST 40/199</u></b>	:	<b><u>SENIOR PORTER REF NO: ECHEALTH/SPORT/FTH/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R115 437- R135 981 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET/Grade 10 or equivalent with 2-3 years' experience. 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>	:	Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms. N. Mthitshana Tel No: 043 709 2487/2532
<b><u>POST 40/200</u></b>	:	<b><u>DRIVER (LIGHT VEHICLE) REF NO: ECHEALTH/D-LV/JGDO/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R115 437- R135 981 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Joe Gqabi District Office
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Standard 8 certificate. 3 years' experience as a Driver. Valid Code 8 driver's license. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<b><u>DUTIES</u></b>	:	Provide transport services: fill log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle licence. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties allocated by the Supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms L.J Jood – Tel No: 051 633 9617
<b><u>POST 40/201</u></b>	:	<b><u>DRIVER REF NO: ECHEALTH/DR/LILC/PEC/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R115 437- R135 981 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Lilitha College PE Campus
<b><u>REQUIREMENTS</u></b>	:	Grade 10 certificate or equivalent qualification (ABET Level 4), valid driver's license with 3 year's driving experience with PDP (Code10). Good understanding of routes in-between towns or cities in Eastern Cape

		Province as well as nationally. Candidates will be subjected to a compulsory driving competency test. Extra heavy driver's license will added advantage.
<b><u>DUTIES</u></b>	:	Delivery / collection of documents and related goods in and around the Provincial Office, transporting staff and students on official duties, as directed and authorized by supervisor or manager. Assistant in loading vehicles with goods, complete all prescribed records and log books and maintain a register. Routine maintenance of vehicles, garaging of vehicles and the timely reporting of defects. Keep record of trips.
<b><u>ENQUIRIES</u></b>	:	Ms N Links Tel No: 043 700 9717
<b><u>POST 40/202</u></b>	:	<b><u>SENIOR TRADE LABOURER REF NO: ECHEALTH/STL/KH/01/09/2018</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R115 437- R135 981 per annum (Level 03) Chris Hani District, Komani Hospital
<b><u>DUTIES</u></b>	:	ABET/ Grade 10 or equivalent. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude. Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such painting, repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.
<b><u>ENQUIRIES</u></b>	:	Ms Mandindi Tel No: 045 858 8400
<b><u>POST 40/203</u></b>	:	<b><u>DRIVER REF NO: ECHEALTH/DR/JBCHC/01/09/2018</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R115 437- R135 981 per annum (Level 03) Sarah Baartman District Office
<b><u>DUTIES</u></b>	:	Grade 10/ standard 8 certificates. Relevant experience in Driving/Code B with 2 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays. Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.
<b><u>ENQUIRIES</u></b>	:	Mrs Phillips Tel No: 042 200 4214
<b><u>POST 40/204</u></b>	:	<b><u>DRIVER REF NO: ECHEALTH/DR/SBDO/01/09/2018</u></b>
<b><u>SALARY CENTRE</u></b>	:	R115 437- R135 981 per annum (Level 03) Sarah Baartman District Office

<b><u>REQUIREMENTS</u></b>	:	Grade 10/ standard 8 certificates. Relevant experience in Driving/Code B with 2 Years' experience as a driver. Valid Code 8 driver's license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.
<b><u>DUTIES</u></b>	:	Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.
<b><u>ENQUIRIES</u></b>	:	Ms T. Mpitimpiti Tel No: 041 408 8509
<b><u>POST 40/205</u></b>	:	<b><u>FOOD SERVICE AID - REF NO: ECHEALTH/FSA/FTH/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R96 549 – R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or ABET with 0-2 years' experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<b><u>DUTIES</u></b>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms. N. Mthitshana Tel No: 043 709 2487/2532
<b><u>POST 40/206</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/FTH/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R96 549 – R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET/Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store

and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

- ENQUIRIES** : Ms. N. Mthitshana Tel No: 043 709 2487/2532
- POST 40/207** : **PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/DIMBAZA-CHC/01/09/2018 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R96 549 – R113 730 per annum (Level 02)  
: Buffalo City Metro, Dimbaza CHC  
: ABET level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
- DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
- ENQUIRIES** : Mr L Tshetshe Tel No: 043 743 3006/8
- POST 40/208** : **PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/MASAKHANE-CLINIC/01/09/2018**
- SALARY CENTRE REQUIREMENTS** : R96 549 – R113 730 per annum (Level 02)  
: Buffalo City Metro, Masakhane Clinic  
: ABET level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
- DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
- ENQUIRIES** : Mr L Tshetshe Tel No: 043 743 3006/8
- POST 40/209** : **PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/NU-13/01/09/2018**
- SALARY CENTRE REQUIREMENTS** : R96 549 – R113 730 per annum (Level 02)  
: Buffalo City Metro, NU 13 - Clinic  
: Abet level/Grade 10. Grade 12 certificate is an advantage. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
- DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and



collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.  
Mr L Tshetshe Tel No: 043 743 3006/8

**ENQUIRIES** :

**POST 40/210** : **GENERAL WORKER REF NO: ECHEALTH/GW/ZWELITSHA-CLINIC/01/09/2018**

**SALARY** : R96 549 – R113 730 per annum (Level 02)  
**CENTRE** : Buffalo City Metro, Zwelitsha Clinic  
**REQUIREMENTS** : ABET/ Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

**ENQUIRIES** : Mr L Tshetshe Tel No: 043 743 3006/8

**POST 40/211** : **TRADE LABOURER REF NO: ECHEALTH/TL/TBH/01/09/2018**

**SALARY** : R96 549 – R113 730 per annum (Level 02)  
**CENTRE** : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)  
**REQUIREMENTS** : ABET/Grade 10 or equivalent. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage.

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

**ENQUIRIES** : Ms Ngwabeni Tel No: 039 257 0099

**POST 40/212** : **GENERAL WORKER REF NO: ECHEALTH/GW/MH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Sarah Baartman District, Midlands Hospital  
**REQUIREMENTS** : Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

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

**ENQUIRIES** :

Ms M. Human Tel No: 049 807 7739

**POST 40/213** :

**GENERAL WORKER REF NO: ECHEALTH/GW/ADC/01/09/2018**

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

R96 549 - R113 730 per annum (Level 02)  
 Sarah Baartman District, Addo Clinic  
 Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** :

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

**ENQUIRIES** :

Mrs Phillips Tel No: 042 200 4214

**POST 40/214** :

**PORTER REF NO: ECHEALTH/PORT/PA/01/09/2018**

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

R96 549 - R113 730 per annum (Level 02)  
 Sarah Baartman District, Port Alfred Hospital  
 ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

**DUTIES** :

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

corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

**ENQUIRIES** : Ms N Raco Tel No: 046 604 4000

**POST 40/215** : **PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/JBCHC/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : KougaSub District, Joubertina CHC  
**REQUIREMENTS** : Abet level / Grade 10. Grade 12 certificate is an advantage, physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

**ENQUIRIES** : Mrs Phillips Tel No: 042 200 4214

**POST 40/216** : **PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/VSHU/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Makana Sub District, V Shumane Clinic  
**REQUIREMENTS** : Abet level / Grade 10. Grade 12 certificate is an advantage, physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

**ENQUIRIES** : Ms Qaleni Tel No: 046 622 4901

**POST 40/217** : **GENERAL WORKER REF NO: ECHEALTH/BUTTH/01/09/2018 (X2 POSTS)**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Amathole District, Butterworth Hospital  
**REQUIREMENTS** : Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and

maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

- ENQUIRIES** : Ms P Mtshemla Tel No: 047 401 9000
- POST 40/218** : **PROPERTY CARE TAKER REF NO:**  
**ECHEALTH/PCT/MAHAC/01/09/2018**
- SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Mbhashe Sub District, Mahasana Clinic  
**REQUIREMENTS** : Abet level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
- DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
- ENQUIRIES** : Ms X Bushula Tel No: 047 489 2417/16
- POST 40/219** : **GENERAL WORKER (X4 POSTS)**
- SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Raymond Mhlaba Sub District:  
Bedford Clinic Ref No: ECHEALTH/BEDFOC/01/09/2018  
Mgwalana Clinic Ref No: ECHEALTH/MGWAC/01/09/2018  
Mzamomhle Clinic Ref No: ECHEALTH/MZAMC/01/09/2018  
Balfour Clinic Ref No: ECHEALTH/BALFC/01/09/2018
- REQUIREMENTS** : Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms V Mhlanga Tel No: 0466451892

**POST 40/220** : **FOOD SERVICE AID REF NO: ECHEALTH/FSAID/STUTTH/01/09/2018**

**SALARY CENTRE REQUIREMENTS** : R96 549 - R113 730 per annum (Level 02)  
: Amathole District, Stutterheim Hospital  
: Grade 10 or ABET with 0-2 years' experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

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

**ENQUIRIES** : Ms P Booi Tel No: 043 683 1313

**POST 40/221** : **FOOD SERVICE AID REF NO: ECHEALTH/FSAID/TOWH/01/09/2018 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R96 549 - R113 730 per annum (Level 02)  
: Amathole District, Tower Psychiatric Hospital  
: Grade 10 or ABET with 0-2 years' experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

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

**ENQUIRIES** : Ms Mafani Tel No: 046 645 5007

**POST 40/222** : **GENERAL WORKER REF NO: ECHEALTH/TOWH/01/09/2018 (X7 POSTS)**

**SALARY CENTRE** : R96 549 - R113 730 per annum (Level 02)  
: Amathole District, Tower Psychiatric Hospital

<b><u>REQUIREMENTS</u></b>	:	Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Mafani Tel No: 046 645 5007
<b><u>POST 40/223</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LW/TOWH/01/09/2018 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R96 549 - R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Tower Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	Abet or Grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment services.
<b><u>ENQUIRIES</u></b>	:	Ms Mafani Tel No: 046 645 5007
<b><u>POST 40/224</u></b>	:	<b><u>FOOD SERVICE AID REF NO: ECHEALTH/FSAID/VICH/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R96 549 - R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Victoria Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or ABET with 0-2 years' experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<b><u>DUTIES</u></b>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat,

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

- ENQUIRIES** : Ms L Mangesi Tel No: 040 653 1141
- POST 40/225** : **GENERAL WORKER REF NO: ECHEALTH/GW/CH/01/09/2018**
- SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Chris Hani District, Cofimvaba Hospital  
**REQUIREMENTS** : ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms A Mbana – Tel No: 047 874 0111
- POST 40/226** : **LAUNDRY WORKER REF NO: ECHEALTH/LW/CH/01/09/2018**
- SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Chris Hani District, Cofimvaba Hospital  
**REQUIREMENTS** : Abet or grade 10 with 2 years Laundry /cleaning Experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
- DUTIES** : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen

to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

- ENQUIRIES** : Ms A Mbana – Tel No: 047 874 0111
- POST 40/227** : **GENERAL WORKER REF NO: ECHEALTH/GW/CH/01/09/2018**
- SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Chris Hani District, Cradock Hospital  
**REQUIREMENTS** : ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms Danster Tel No: 048 881 2123
- POST 40/228** : **PORTER REF NO: ECHEALTH/POR/DH/01/09/2018 (X2 POSTS)**
- SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Chris Hani District, Dordrecht Hospital  
**REQUIREMENTS** : ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.
- DUTIES** : Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.
- ENQUIRIES** : Ms Mandla Tel No: 045 943 1019
- POST 40/229** : **GENERAL WORKER: REF NO: ECHEALTH/GW/XC/01/09/2018**
- SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : IntsikaYethu Sub-District, Xume Clinic  
**REQUIREMENTS** : ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required.



		Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms A Mabentsela – Tel No: 047 874 0079
<b><u>POST 40/230</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/CH-ESD-PC/01/09/2018</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R96 549 - R113 730 per annum (Level 02) Emalahleni Sub-District, Philani Clinic
	:	ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Mtshabe Tel No: 047 878 4300
<b><u>POST 40/231</u></b>	:	<b><u>PROPERTY CARE TAKER (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R96 549 - R113 730 per annum (Level 02) Emalahleni Sub-District:
	:	Hlala Uphillile Clinic Ref No: ECHEALTH/PCT/CH-ESD-HPC/01/09/2018 Mathyantya Clinic Ref No: ECHEALTH/PCT/CH-ESD-MC/01/09/2018 Mhlanga Clinic Ref No: ECHEALTH/PCT/CH-ESD-MC/01/09/2018
<b><u>REQUIREMENTS</u></b>	:	ABET/ Grade 10 or equivalent qualification. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers,

shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.  
Ms Mtshabe Tel No: 047 878 4300

**ENQUIRIES**

**POST 40/232**

**GENERAL WORKER REF NO: ECHEALTH/GW/FH/01/09/2018**

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

R96 549 - R113 730 per annum (Level 02)  
Chris Hani District, Frontier Hospital  
ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

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

**ENQUIRIES**

Mrs. P Marongo – Tel No: 045 808 4272

**POST 40/233**

**PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/KH/01/09/2018**

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

R96 549 - R113 730 per annum (Level 02)  
Chris Hani District, Komani Hospital  
Abet level / Grade 10 or equivalent. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES**

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

**ENQUIRIES**

Ms Mandindi Tel No: 045 858 8400

**POST 40/234**

**GENERAL WORKER REF NO: ECHEALTH/GW/CH-LSD-LC/01/09/2018**

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

R96 549 - R113 730 per annum (Level 02)  
Lukhanji Sub-District, Lesseton Clinic  
ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required.

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

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

**ENQUIRIES** : Ms M Tweni Tel No: 045 807 8908

**POST 40/235** : **GENERAL WORKER REF NO: ECHEALTH/GW/GGH/01/09/2018 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R96 549 - R113 730 per annum (Level 02)  
: Chris Hani District, Glen Grey Hospital  
: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

**ENQUIRIES** : Ms N Ralushe Tel No: 047 878 2800

**POST 40/236** : **PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/GGH/01/09/2018**

**SALARY CENTRE REQUIREMENTS** : R96 549 - R113 730 per annum (Level 02)  
: Chris Hani District, Glen Grey Hospital  
: Abet level / Grade 10 or equivalent. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/

cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.  
Ms N Ralushe Tel No: 047 878 2800

**ENQUIRIES** :

**POST 40/237** :

**GENERAL WORKER REF NO: ECHEALTH/GW/CH/01/09/2018**

**SALARY** :

R96 549 - R113 730 per annum (Level 02)

**CENTRE** :

Chris Hani District, Cala Hospital

**REQUIREMENTS** :

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

**DUTIES** :

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

**ENQUIRES** :

Ms Z Sentile Tel No: 047 874 8000

**POST 40/238** :

**GENERAL WORKER REF NO: ECHEALTH/GW/IH/01/09/2018**

**SALARY** :

R96 549 - R113 730 per annum (Level 02)

**CENTRE** :

Chris Hani District, Indwe Hospital

**REQUIREMENTS** :

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

**DUTIES** :

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

**ENQUIRIES** :

Christa Gouws Tel No: 045 352 5500

**POST 40/239** : **PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/IYSD-BC/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Inxuba Yethemba Sub-District, Baroba Clinic  
**REQUIREMENTS** : Abet level / Grade 10 or equivalent. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

**ENQUIRES** : Ms G.O Van Heerdin Tel No: 048 881 2921

**POST 40/240** : **OPERATOR REF NO: ECHEALTH/OP/CHD-MH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Chris Hani District, Mjanyana Hospital  
**REQUIREMENTS** : ABET/Grade 10 or equivalent and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Must have ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. A driver's license will be an added advantage.

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

**ENQUIRIES** : SS Naku Tel No: 047 874 8000

**POST 40/241** : **PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/EMCHC/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Lukhanji Sub-District, Enoch Mgijima CHC  
**REQUIREMENTS** : Abet level / Grade 10 or equivalent. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

**ENQUIRIES** : Ms M Tweni – Tel No: 045 807 8908

<b><u>POST 40/242</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LW/EMCHC/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R96 549 - R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Lukhanji Sub-District, Enoch Mgijima CHC
<b><u>REQUIREMENTS</u></b>	:	Abet or grade 10 with 2 years Laundry /cleaning Experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<b><u>ENQUIRIES</u></b>	:	Ms M Tweni – Tel No: 045 807 8908
<b><u>POST 40/243</u></b>	:	<b><u>HOUSEHOLD WORKER REF NO: ECHEALTH/HHW/WSH/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R96 549 - R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Wilhelm Stall Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET or Grade 10 or equivalent with 0-2 years' experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.
<b><u>DUTIES</u></b>	:	Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr B Mbalula Tel No: 0498421111
<b><u>POST 40/244</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/HO/01/09/2018 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R96 549 - R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	Abet or Grade 10. Grade 12 will be advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required.

		Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Clean offices, boardrooms, waiting areas, passages, toilets and lifts. Dusting of desks, chairs, telephones, shelves, photocopiers etc in offices and meeting rooms. Emptying of all waste paper bins and shredder trays. To replenish toilet consumable items such as toilet papers, hand washing cream, hand towel etc. Dust and polish furniture. Reporting of any malfunctioning equipment or items in areas of operation: doors, handles, locks, taps, cisterns, lights, switch etc. Store and safeguard cleaning material and equipment. Provide tea and other refreshments during the meetings.
<b><u>ENQUIRIES</u></b>	:	Mr Auwa Tel No: 040 608 1141
<b><u>POST 40/245</u></b>	:	<b><u>PORTER REF NO: ECHEALTH/PTR/LIVH/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R96 549 - R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.
<b><u>DUTIES</u></b>	:	Wheel patents to and from all the wards. Transport patients to various areas e.g. operating theatre, x-ray. Transport patients to vehicles or other transportation. Transfer patients to vehicles or other transportation. Transport/wheeling of corpses to the mortuary. Deliver equipment or documentation to wards and other departments.
<b><u>ENQUIRIES</u></b>	:	Mrs. K Green Tel No: 041 405 2439
<b><u>POST 40/246</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LW/DORA/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R96 549 - R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Abet or Grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment services.
<b><u>ENQUIRIES</u></b>	:	Mr Johaar Tel No: 041 406 4435
<b><u>POST 40/247</u></b>	:	<b><u>PORTER REF NO: ECHEALTH/PTR/DORA/01/09/2018 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R96 549 - R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital

**REQUIREMENTS** : ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

**DUTIES** : Transport patients to various areas within the Hospital by pushing them on a trolley or wheelchair. Direct patients to the areas in the hospital they wish to visit and assist the patient if necessary. Remove corpses from wards to the hospital mortuary. Cleaning and maintenance of trolleys. Secure patients with stretchers straps. Assist ambulance personnel and privately transported patients into the hospital. Lifting and handling of patients to and from Theatre tables. Assist medical personnel to handle restless patients. Must be prepared to work shifts weekends and public holidays.

**ENQUIRIES** : Mr Johaar Tel No: 041 406 443

**POST 40/248** : **PROPERTY CARE TAKER (X2 POSTS)**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Nelson Mandela Metro, Motherwell CHC Ref No: ECHEALTH/PCT/NMBHD/MCHC/01/09/2018  
 Laetitia Bam CHC Ref No: ECHEALTH/PCT/NMBHD/LBCHC/01/09/2018

**REQUIREMENTS** : ABET/Grade 10, good communication skills. Ability to perform routine tasks. To render property caretaking services in the institution by managing the organisational fixed and moveable assets and facilities.

**DUTIES** : Clean and take proper care of cleaning equipment and machinery used in daily activities. Safeguard all master keys belonging to the institution. Oversees the preparation of boardrooms for meeting gatherings. Perform a stock taking of areas of responsibilities such as keys, office equipments. Assists with emergency in situations such as elevator breakdowns.

**ENQUIRIES** : Ms P Makuluma, Tel No: 041 391 8164

**POST 40/249** : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/EMP/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Nelson Mandela Metro, Empilweni TB Hospital

**REQUIREMENTS** : Grade 10 or ABET with 0-2 years' experience. Knowledge of food services & food preparation, operation of food processing equipment. Basic Health & Safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, ability to operate food processing equipment and measure accurately.

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

**ENQUIRIES** : Ms B Bomela Tel No: 041 406 7607 / 36



<b><u>POST 40/250</u></b>	:	<b><u>MESSENGER REF NO: ECHEALTH/MSG/EMP/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R96 549 - R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Empilweni TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or ABET. Clear operational understanding of document management system. Problem solving skills, customer relations management and communication (written, verbal and responsive). Ability to work under pressure. Team work, proactive and resourceful. Flexible and change oriented. A driver's license is an added advantage.
<b><u>DUTIES</u></b>	:	Render effective messenger services. Convey health institution's documentation in order to maximise corporate communication. Collect and deliver mail to and from SA Post Office or courier services. Collect, sort and distribute mail and documents from various institutional components. Distribute internal departmental circulars and ensure that acknowledgement of receipt has been signed. Perform any other duties requested by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 7607 / 36
<b><u>POST 40/251</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LW/EMP/01/09/2018</u></b>
<b><u>SALARY</u></b>	:	R96 549 - R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Empilweni TB Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET or Grade 10 with 2 years Laundry / cleaning experience. Grade 12 qualification will be an added advantage. Understanding of laundry set up. 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. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Keep an accurate record of linen collected and distribute to relevant wards. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Clean office passages and do high dusting. Maintain laundry equipment / machines. Monitor equipment temperature. Keep laundry equipment in a proper state. Check and request equipment services. Perform any other duties requested by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 7607 / 36.
<b><u>POST 40/252</u></b>	:	<b><u>PORTER REF NO: ECHEALTH/PTR/NMBHD/MCHC/01/09/2018 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R96 549 - R113 730 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Motherwell CHC
<b><u>REQUIREMENTS</u></b>	:	ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.
<b><u>DUTIES</u></b>	:	Transport patients from registration points to different clinical areas within the facility. Off loading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms P Makuluma, Tel No: 041 391 8164

**POST 40/253** : **PROPERTY CARETAKER REF NO:**  
**ECHEALTH/PC/USD/SPCOMMUNITY/01/09/2018 (X2 POSTS)**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Umzimvubu Sub District, St Patrick's Community Clinic  
**REQUIREMENTS** : ABET level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

**ENQUIRIES** : Ms D.N Mdanyana Tel No: 039 727 2090

**POST 40/254** : **WAREHOUSE ASSISTANT REF NO:**  
**ECHEALTH/WA/NMAH/01/09/2018 (X2 POSTS)**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : grade 10/Std 8 plus 1-2 years' experience working in Warehouse/Stores environment. Ability to read and write, Ability to work under pressure, Ability to work as a team, Communication skills.

**DUTIES** : While reporting to Senior Administrative Officer: Warehouse, the incumbent will be responsible for clearing the Receiving Section, packing stock to the shelves using FIFO Method. Picking requested stock to the end users using issue voucher/ Log 1. Delivery issued stock to the end users. Keep store room neat and tidy all the time. Take an active part in quarterly stock count as well as Financial Year End Stock Take. Perform any other duties assigned by the Manager/Supervisor.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/255** : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/GVH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Alfred Nzo District, Greenville Hospital  
**REQUIREMENTS** : Grade 10 or ABET with 0-2 years' experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately. Ability to perform routine / structured tasks.

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

checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

**ENQUIRIES** : Mr Bango Tel No: 039 251 3009

**POST 40/256** : **LAUNDRY WORKER REF NO: ECHEALTH/LW/GVH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Alfred Nzo District, Greenville Hospital  
**REQUIREMENTS** : Abet or Grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

**DUTIES** : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment services.

**ENQUIRIES** : Mr Bango Tel No: 039 251 3009

**POST 40/257** : **OPERATOR REF NO: ECHEALTH/O/GVH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Alfred Nzo District, Greenville Hospital  
**REQUIREMENTS** : ABET/Level 4, Grade 10/Standard 8 and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.

**DUTIES** : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

**ENQUIRIES** : Mr Bango Tel No: 039 251 3009

**POST 40/258** : **HOUSEHOLD WORKER REF NO: ECHEALTH/HW/GVH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Alfred Nzo District, Greenville Hospital  
**REQUIREMENTS** : Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

**ENQUIRIES** : Mr Bango Tel No: 039 251 3009

**POST 40/259** : **PORTER REF NO: ECHEALTH/MAH/P/01/09/2018 (X2 POSTS)**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Alfred Nzo District, Mount Ayliff Hospital  
**REQUIREMENTS** : ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

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

**ENQUIRIES** : Mrs Pencil Tel No: 039 2540236

**POST 40/260** : **FOOD SERVICE AID REF NO: ECHEALTH/SH/FS/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Alfred Nzo District, Sipetu Hospital  
**REQUIREMENTS** : Grade 10 or ABET with 0-2 years' experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately. Ability to perform routine / structured tasks.

**DUTIES** : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that

the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

- ENQUIRIES** : Mr EF Madaka Tel No: 039 255 0077
- POST 40/261** : **PROPERTY CARE TAKER REF NO: ECHEALTH/SH/PC/01/09/2018**
- SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Alfred Nzo District, Sipetu Hospital  
**REQUIREMENTS** : ABET level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
- DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
- ENQUIRIES** : Mr EF Madaka Tel No: 039 255 0077
- POST 40/262** : **PORTER REF NO: ECHEALTH/SH/SP/01/09/2018**
- SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Alfred Nzo District, Sipetu Hospital  
**REQUIREMENTS** : ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.
- DUTIES** : 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.
- ENQUIRIES** : Mr EF Madaka Tel No: 039 255 0077
- POST 40/263** : **GENERAL WORKER REF NO: ECHEALTH/GW/TBH/01/09/2018 (X2 POSTS)**
- SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)  
**REQUIREMENTS** : Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

**ENQUIRIES** : Mr Khohliso Tel No: 039 737 3107

**POST 40/264** : **LAUNDRY WORKER REF NO: ECHEALTH/LW/QUMCHC/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : Mhlontlo Sub District, Qumbu CHC  
**REQUIREMENTS** : Abet or grade 10 or equivalent with 0-2 years' experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

**DUTIES** : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

**ENQUIRIES** : Ms N Tengile Tel No: 047 573 8936/073 200 0217

**POST 40/265** : **LAUNDRY WORKER REF NO: ECHEALTH/LW/NMAH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Abet or grade 10 or equivalent with 0-2 years' experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

**DUTIES** : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen

to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/266** : **OPERATOR REF NO: ECHEALTH/OP/ISH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : OR Tambo District, Isilimela Hospital  
**REQUIREMENTS** : ABET / Level 4, Grade 10 / Standard 8 and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.

**DUTIES** : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

**ENQUIRIES** : Ms N Gwiji – Tel No: 047 564 2805

**POST 40/267** : **HOUSEHOLD WORKER REF NO: ECHEALTH/HW/CH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : OR Tambo District, Canzibe Hospital  
**REQUIREMENTS** : ABET/Grade 10 or equivalent. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

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

**ENQUIRIES** : Ms Solwandle Tel No: 082 420 7172

**POST 40/268** : **GENERAL WORKER REF NO: ECHEALTH/GW/CH/01/09/2018 (X3 POSTS)**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : OR Tambo District, Canzibe Hospital  
**REQUIREMENTS** : Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

**ENQUIRIES** : Ms Solwandle – Tel No: 0824207172

**POST 40/269** : **GENERAL WORKER REF NO: ECHEALTH/GW/KSD-XHWIC/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : KSD Sub District, Xhwili Clinic  
**REQUIREMENTS** : Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

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

**POST 40/270** : **GENERAL WORKER REF NO: ECHEALTH/GW/NMAH/01/09/2018 (X6 POSTS)**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to



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

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

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/271** : **PORTER REF NO: ECHEALTH/POR/STBH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : OR Tambo District, St Barnabas Hospital  
**REQUIREMENTS** : ABET/Grade 10 or equivalent 0–2 years' portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

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

**ENQUIRIES** : Mr U Toni – Tel No: 047 555 5300

**POST 40/272** : **HOUSEKEEPER REF NO: ECHEALTH/GW/NMAH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : ABET /Grade 10. 0-2 year's work related experience required. Be able to work shifts, including weekends and public holidays. Be able to rotate when required. Honest and reliable. Possess physical strength and to cope with physical demand of the position. Be able to work as a team.

**DUTIES** : Sort soiled linen and pack laundered linen. Refill water bottles for patients. Check toilet papers and refill ablution facilities. Assist where assistant is needed.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/273** : **PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/STBH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : OR Tambo District, St Barnabas Hospital  
**REQUIREMENTS** : ABET level / Grade 10 or equivalent qualification. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

**ENQUIRIES** : Mr U Toni Tel No: 047 555 5300

**POST 40/274** : **MESSENGER REF NO: ECHEALTH/MES/DMMM/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : OR Tambo District, Dr Malizo Mpehle Memorial Hospital  
**REQUIREMENTS** : Grade 10 or ABET. Clear operational understanding of document management system. Problem solving skills, customer relations management and communication (written, verbal and responsive). Ability to work under pressure. Team work, proactive and resourceful. Flexible and change oriented. A driver's license is an added advantage.

**DUTIES** : Render effective messenger services. Convey health institution's documentation in order to maximize corporate communication. Collect and deliver mail to and from SA Post Office or courier services. Collect, sort and distribute mail and documents from various institutional components. Distribute internal departmental circulars and ensure that acknowledgement of receipt has been signed. Perform any other duties requested by the supervisor.

**ENQUIRIES** : Ms Makalima Tel No: 047-542 6000

**POST 40/275** : **MESSENGER REF NO: ECHEALTH/MES/STBH/01/09/2018**

**SALARY** : R96 549 - R113 730 per annum (Level 02)  
**CENTRE** : OR Tambo District, St Barnabas Hospital  
**REQUIREMENTS** : Grade 10 or ABET. Clear operational understanding of document management system. Problem solving skills, customer relations management and communication (written, verbal and responsive). Ability to work under pressure. Team work, proactive and resourceful. Flexible and change oriented. A driver's license is an added advantage.

**DUTIES** : Render effective messenger services. Convey health institution's documentation in order to maximize corporate communication. Collect and deliver mail to and from SA Post Office or courier services. Collect, sort and distribute mail and documents from various institutional components. Distribute internal departmental circulars and ensure that acknowledgement of receipt has been signed. Perform any other duties requested by the supervisor.

**ENQUIRIES** : Mr U Toni – Tel No: 047 555 5300

#### **OFFICE OF THE PREMIER**

**APPLICATIONS** : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 2013, 2<sup>nd</sup> Floor, Office of the Premier Building, Independence Avenue, Bhisho.

**FOR ATTENTION** : Mnikelo Mbangi  
**CLOSING DATE** : 19 October 2018

**NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), 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 DPSA 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 40/276** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: OTP 01/09/2018**
- SALARY** : R1 005 063 - R1 183 932 per annum (Level 13)
- CENTRE** : Head Office (Bhisho)
- REQUIREMENTS** : Degree in Financial Accounting / Financial Management / Public Finance / Management Accounting. Minimum 5 years experience in middle managerial level in Financial management role, of which a minimum of 2 years should be in salary administration. Knowledge: In-depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Skills: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Managing Interpersonal, Conflict Management, Problems Solving, Planning and Organising, Decision Making, Project Management, Team Leadership, Communication (verbal & written).
- DUTIES** : Ensure the management of creditors payments and reconciliation of accounts: Manage settlement of creditor’s accounts. Manage drawing and processing payment reports. Manage maintenance of accrual and invoice register. Manage reconciliation of creditor’s accounts. Ensure the management of salary payments and rebates: Manage authorisations and processing of salary payments, deductions and terminations on Persal. Manage and maintain departmental salary records. Manage reconciliations between Persal and BAS. Management of salary pay-overs and statutory returns including tax. Ensure the provisioning of departmental bas system control support: Ensure the management of BAS information systems. Ensure the management and monitoring of exception reports. Ensure the management of departmental system control support and facilitation of systems training. Ensure the management and maintenance of accounts records. Ensure the management of reconciliations between LOGIS and BAS. Ensure the management of cash flow releases and reconciliations. Manage the provisioning of revenue and debt management: Ensure the management of revenue collection and receipting. Ensure the reviewal of policies and procedures. Ensure the management of petty cash and cash on hand. Ensure the management of debt and the write-off thereof in compliance with the prescripts. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of

quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

**ENQUIRIES**

: can be directed to Mr. M. Mbangi Tel No: 040 609 6432/6424

**OTHER POSTS**

**POST 40/277**

: **DEPUTY DIRECTOR: PROCESS DESIGN AND PRODUCTIVITY IMPROVEMENTS REF NO: OTP 02/09/2018 (X2 POSTS)**

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

: R826 053 – R973 047 per annum (Level 12)  
: Head Office (Bhisho)  
: Three (03) year Degree in Production/Operations Management/Bcom Information system and or relevant NQF 7 qualification in Industrial Engineering/Business Administration/Quality Management. 5 years Minimum experience in the field of Organizational Performance Assessments, Quality Management or related, 3 of the 5 year must have been at an Assistant Director Level of junior management. Knowledge: Advanced knowledge of strategy development, strategy management and strategy monitoring and review process. Knowledge of continuous improvement and LEAN Methodology. Knowledge of change management methodologies concepts, practices and processes .Understanding of the robust change management policies and procedures. Knowledge of modern systems of governance and administration. Knowledge of applying formal business process modelling or business analysis methodologies. Knowledge and exposure to business process reengineering, workflow management, process optimization. Skills: Team building and interpersonal skills, Project management skills, Analytical skills, Computer literacy skills, and outstanding planning, organising and people management skills. Computer literacy skills. Project management skills. Analytical skills. Business Process mapping skills. Presentation and Facilitation skills. People Management skills.

**DUTIES**

: Provide Technical Support to Provincial Departments with the Development of Service Delivery Improvement Plans, Standards and Delivery Charters: Facilitate and provide hands-on support to the provincial departments on the selection of the appropriate key Services that are aligned to the Provincial Development Plan and Provincial Priorities for Improvement. Capacitate the Provincial Departments on the development service delivery improvement plans (Training Workshops, One on one engagements, and consultative sessions). Capacitate Provincial Department on the implementation of the Service Delivery Improvement Plan to ensure alignment (Training Workshops, One on one engagements, consultative sessions). Confirm the validation of Service Delivery Improvement Plans to ensure compliance with the DPSA toolkit (One on one engagements). Capacitate provincial Departments on the Development of the service standards and service delivery charters. Co-ordinate and provide hands-on support to Provincial Departments to cascade the Service Standards and Service Delivery Charter to district level. Consolidate the provincial department's Service Standards and develop the Provincial Service Delivery Charter. Develop and promote productivity improvement programmes in terms of the LEAN methodology. Provide Support With The Role Out Of The Public Service Operations Management Framework And Monitor The Implementation Of Service Delivery Improvements Programmes: Review of the Public Service Operations Management Framework. Capacitation of the provincial departments on the implementation of Public Service

Operations Management Framework. Facilitate and support the Provincial Departments on Business Process Management and Standard Operating Procedure. Design and implement productivity measurement within the provincial departments. Measure efficiency and effectiveness in terms of service delivery improvements. Investigate, analyse, develop and motivate opportunities into comprehensive business cases with a strong emphasis on efficiency gains, cost savings, improved quality and / or customer experience. Manage the development of process design interventions or enhancements within the departments to ensure resource and operational alignment with departmental strategies and organisational structure. Analyze Reports Submitted by Provincial Departments: Collect reports from departments monthly, quarterly, half-yearly and annually. Analyze the reports to ensure the attainment of targets and recommend appropriate actions. Compile reports on the findings and recommend appropriate actions and provide feedback to departments. Arrange workshops to present reports to departments and stakeholders. Follow and ensure the implementation of amendments. Develop And Interpret of Service Delivery Improvement Related Policies, Toolkit and Step By Step (Nationally and provincial): Customize the guidelines developed by DPSA/DPME to suit the provincial level. Provide strategic advice and guidance in line with the service delivery improvement policies/toolkits and guidelines to all levels. Validate the standardization of the implementation of the Service Delivery Improvement policies/toolkit and guidelines. Draft service delivery improvement policies, toolkits and guidelines. Manage The Allocated Resources Of The Sub-Directorate In Line With Legislative And Departmental Policy Directives And Comply With Corporate Governance And Planning Imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

- ENQUIRIES** : can be directed to Mr. M. Mbangi Tel No: 040 609 6432/6424
- POST 40/278** : **DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO: OTP 03/09/2018**
- SALARY CENTRE REQUIREMENTS** : R697 011 – R821 052 per annum (Level 11)  
 : Head Office (Bhisho)  
 : NQF level 7 as recognised by SAQA in Financial Accounting / Financial Management/ Management Accounting/ Public Finance. Minimum 3 years' experience as Assistant Director in salary administration. Knowledge: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts, Public Financial Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes, National Treasury Circulars, DPSA Circulars, SCOA, PERSAL and BAS Systems. Skills: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organizing, Problem Solving and Decision Making, Project Management and Team Leadership.
- DUTIES** : Manage Salary payments: Manage and monitor that all salary payments have correct documentation, are correctly calculated, approved by

Internal Control Unit, authorized and captured e.g. pro-rata bonus, leave. Manage and ensure that all deductions are correctly paid to third parties and ensure that schedules are sent to all third parties. Manage and ensure that all codes used for payments of salaries and deduction is correct to avoid exception and unnecessary misallocation. Manage and ensures that all payrolls are distributed on time to Paypoint Managers to avoid late return by them and to meet the requirements of PFMA and Audit queries. Monitor and manage the complaints from Paypoint Managers so that they can be rectified within the next open month and also to avoid exceptions from being repeated. Manage monthly Reconciliations – Bas, Persal and suspense accounts: Manage and ensure that Salary related suspense accounts are done monthly. Facilitate the payments of all debts owed to the department and ensure are paid on a monthly basis. Manage and facilitate the BAS and Persal reconciliation is done on a monthly basis and submitted on or before due date to meet the requirement of PFMA. Manage and ensure that all Persal exceptions are done on a monthly basis and also ensure correction of link codes. Manage tax reconciliations returns. Manage Bas payments and Authorization of journals: Manage and ensure that all journals are done within the open month and also payments are also processed within the open month. Manage and monitor that the details captured on the journal and payments are correct to avoid misallocations and also to avoid payment to be done on wrong beneficiary. Manage and monitor that the source documents attached on journal and payments are correct to avoid incorrect journal, payments and Audit queries. Manage Salary admin duties: Manage and ensures that all users of PERSAL are allocated functions and registered. Manage departmental salary records. Manage salary rebates. Manage and monitor the control of functions to prevent corruption. Ensures that the new developments with regard to PERSAL are communicated to officials and top management. Manage and ensures that the reports are requested to PERSAL as requested by other sections to avoid delay of workflow. Perform Salary Controller duties. Manage the allocated resources of the sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

**ENQUIRIES**

: can be directed to Mr. M. Mbangi Tel No: 040 609 6432/6424

**DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE**

***The Department of Sport, Recreation Arts and Culture 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**

: **Head Office:** Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605, Hand deliver to: No 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605. Enquiries – Ms. R. Loots Tel No: 043 492 0949  
**Sarah Baartman District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 Or Hand deliver to: Registry, 1<sup>st</sup> floor, Corner African and Milner

Street, Grahamstown. For Attention: Mr V Ketelo Tel No: 046 492 0223 / 083 340 0882

**Alfred Nzo District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 or Hand deliver to: No 67 Church Street Mt Ayliff. For Attention: Mr Gugwana Tel No: 039 254 0960 / 082 542 4726

**Chris Hani District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320. Hand deliver to: No. 6 Ebden Street, Queenstown, 5319. For Attention: Mr X Kwanini Tel No: 045 492 0030 / 065 596 8907

**OR Tambo District:** Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mtata, 5100, Hand deliver to: human Resource Management, 6<sup>th</sup> Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata. For Attention: Ms N Kenqa Tel No: 047 492 502 9211 / 079 554 6886

**CLOSING DATE**  
**NOTE**

: 19 October 2018 @ 12H00  
: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification( s ) ( Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

**OTHER POSTS**

**POST 40/279**

: **ASSISTANT MANAGER: MUSIC REF NO: DSRAC 01/09/2018**

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

: R444 693 (Level 10) (An all-inclusive remuneration)  
: Head Office  
: A three / four year Degree / Diploma in music or an equivalent qualification with at least three (3) years' experience in the promotion of performing arts, especially music. Thorough understanding of the music industry, not limited to choral, but including all other genres. Knowledge of relevant legislation applicable to the development and promotion of cultural and creative industries sector. Interpersonal skills and client oriented focus, with high level of skills in working with relevant structures. Management skills including project management and budget management. Knowledge of the music sector, Public Service Regulations and relevant prescripts. High level of research skills. Ability to communicate at various levels within the department, including both

internal and external stakeholders as well as the public. Computer literacy. Facilitation skills and experience in conducting workshops and developing learning support material for a variety of music genres. Proven track record in music development across music genres. Knowledge about drama and theatre will be an added advantage. Must have skills and experience with community musicians and artists across the age levels from children, youth through the young adults. Good communication skills (written and verbal). Good interpersonal relations and leadership skills. Must be in possession of a valid code 08 driving licence.

**DUTIES** : Assist in the overall management of the sub directorate. Strategic planning, budgeting and operational planning for the sub directorate. Preparation of reports. Facilitate, support, monitor and evaluate the work of the sub directorate. Support all districts in the development, promotion and coordination of music. Represent the sub directorate on all music matters at Provincial as well as National level. Plan, monitor and control the budget for the sub directorate. Work, in consultation with relevant structures, to drive music programs of the Province. Conduct research on music related aspects and keep in trend with development of the genre. Organise Provincial events from conceptualization to evaluation stage.  
can be directed to Ms. R. E Loots Tel No: 043 492 0949

**POST 40/280** : **ASSISTANT MANAGER: LANGUAGE SERVICES REF NO: DSRAC 02/09/2018**

**SALARY CENTRE REQUIREMENTS** : R444 693 (Level 10) (An all-inclusive remuneration)  
: Head Office  
: B.A degree with Language being a major and another at a lower level or a Degree/ Diploma in Translation/ Interpreting Studies. A post graduate qualification in Languages will be an added advantage; a minimum of 3 years' experience in translation and interpreting and at least 2 years at supervisory level. Good written and verbal communication skills. Ability to translate technical and legal documents in at least two of the Eastern Cape provincial languages. Proficiency in spelling and grammar. Experience and knowledge in publishing and creative writing. Should be able to work independently and under pressure. Knowledge and understanding of prescripts in the field of languages. Sound knowledge of EPMDS and PFMA and other government prescripts. Good Report Writing and presentation Skills; creative thinking, problem solving skills and be self-driven. Computer literacy and good interpersonal relations; knowledge of Excel and PowerPoint. Knowledge of South African Sign Language or willingness to learn it. Must be in possession of a valid code 08 driving licence.

**DUTIES** : To implement approved operational plan. Coordinate and Supervise subordinates on translation and interpreting services in the province. Provide and facilitate language related development initiatives, such as supporting the structure for South African Sign Language and other language structures in the other official languages of the province including dialects, International Translation Day and workshops. Proof read and edit translated documents. Provide interpreting services when necessary. To provide guidance in publication of manuscripts. To monitor language units in other government departments on implementation of Language Act.

**ENQUIRIES** : can be directed to Ms. R. E Loots Tel No: 043 492 0949

**POST 40/281** : **ASSISTANT MANAGER: MPP (SCHOOL SPORT) REF NO: DSRAC 03/09/2018**

**SALARY CENTRE REQUIREMENTS** : R444 693 (Level 10) (An all-inclusive remuneration)  
: Alfred Nzo  
: A three year Degree / Diploma in the field of Sport and Recreation coupled with three (3) years' experience in the field of Sport and



		Recreation with at least two (2) years at supervisory level or Matric coupled with ten (10) years' experience in the field of Sport and Recreation. Sound knowledge of MPP grant framework. Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Division of Revenue Act (DORA) and Employee Performance Management System (EPMDS), National Sport Plan and other applicable government prescripts. Planning, Organisational, communication, report writing and presentation skills are necessary. Must be in possession of a valid code 08 driving licence.
<b><u>DUTIES</u></b>	:	Implement strategic partnership programmes of school sport with the Department of Education and Structures / Federations. Develop and maintain database of participants and officials. Manage projects in partnership with stakeholders. Set up standing meetings with clients and manage annual school sport calendar. Provide strategic leadership in school sport by planning and developing of the sub directorates and districts operational plans, projects and programmes. Ensure compliance with conditional grant framework, prepare budget, procurement plans and business plans. Manage the implementation of School Sport Programmes in line with the policy directives and political imperatives. Manage leave and EPMDS in the school sport section and ensure capacity building of staff. Monitor compliance to policies and procedures related to school sport. Coordinate and organise the training of identified educators and volunteers. Monitor and evaluate school sport programmes.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. R. E Loots Tel No: 043 492 0949
<b><u>POST 40/282</u></b>	:	<b><u>PRINCIPAL LANGUAGE PRACTITIONER (ENGLISH &amp; XHOSA) REF NO: DSRAC 04/09/2018</u></b>
<b><u>SALARY</u></b>	:	R299 709 (Level 08) (An all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	B.A degree with Language (English and Xhosa) being a major and another at a lower level. A Post graduate qualification in translation will be an added advantage. Experience in translation, interpreting and working in language related matters. Good written and verbal communication skills. Knowledge of prescripts which govern language in the province and in the country; Computer literacy and good interpersonal relations. Ability to translate technical and legal documents in at least two of the four Eastern Cape provincial languages. Should be able to work independently and under pressure. Should be willing to work extended hours and even weekends. Should have a valid driver's license. Must be in possession of a valid code 08 driving licence.
<b><u>DUTIES</u></b>	:	Render language services such as translation of official documents from and into isiXhosa, English for government departments. Provide and facilitate any language related development initiative. Provide interpreting service when required. Mobilise civil society in profiling official languages in the province to higher levels. Assist in establishing language units in government departments and entities. Assist in establishing language forums.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. R. E Loots Tel No: 043 492 0949
<b><u>POST 40/283</u></b>	:	<b><u>EXECUTIVE ASSISTANT: OFFICE OF THE CFO REF NO: DSRAC 06/09/2018</u></b>
<b><u>SALARY</u></b>	:	R242 475 (Level 07) (An all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Degree / National Diploma in Office Administration or equivalent qualification or Matric coupled with two (2) years' experience in Administration support. Computer skills, communication skills (verbal and written), listening skills. Good telephone etiquette and interpersonal skills. Able to work independently and under pressure. Knowledge and

		understanding of relevant legislation / policies in the Public Service. Possession of a valid code 08 driving licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide a secretarial / receptionist support to the Chief Financial Officer. Handle telephone enquiries and compile a schedule of appointments. Render administrative support, collate and compile reports. Ensure the effective flow of information and documents, edit correspondence and memoranda. Handle the procurement of the unit. Ensure safe keeping of all documentation in the office of the Chief Financial Officer in line with relevant legislation and policies. Scrutinise routine submission / reports and make notes and / or recommendations to the Chief Financial Officer. Respond to enquiries received from internal and external stakeholders. Typing of reports. Collating monthly and quarterly Audit Committee packs. Prioritise issues in the Office of the Chief Financial Officer. Monitor leave and attendance registers. Support the administration of the Chief Financial Officer's budget and expenditure. Ensure travelling and accommodation arrangements are well coordinated. Prepare claims and arrange payments. Keep the diary of the Chief Financial Officer. Provide a reliable filing system and attend to any other matters of administration as and when required.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. R. E Loots Tel No: 043 492 0949
<b><u>POST 40/284</u></b>	:	<b><u>CHIEF SPORT OFFICER (CLUB DEVELOPMENT AND FEDERATION AFFAIRS) REF NO: DSRAC 07/09/2018</u></b>
<b><u>SALARY</u></b>	:	R242 475 (Level 07) (An all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	A Degree/Diploma in Sport Management or Human Movement Studies. Matric with 5 years' experience in Sport environment. Good communication and organising skills, ability to work under pressure, basic computer skills, report writing skills. Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in a number of codes and federations. Must be in possession of a valid code 08 driving licence.
<b><u>DUTIES</u></b>	:	To promote and encourage participation in Sport Development. To create a platform for talent identification through the implementation of the Sport Development and Federations' activities. To facilitate and implement capacity building programmes. To facilitate participation of federations from grassroots to National Level.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr. M. Gugwana Tel No: 039 254 0030
<b><u>POST 40/285</u></b>	:	<b><u>LIBRARIAN (CONDITIONAL GRANT) REF NO: DSRAC 08/09/2018</u></b> (One year contract)
<b><u>SALARY</u></b>	:	R242 475 (Level 07) (An all-inclusive remuneration), 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	A Degree in Library and Information Science or equivalent qualification or with at least 1-year experience in Library work or Matric with 3 years' experience in Libraries. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Able to catalogue and classify knowledge of Provincial Libraries and information Act and other relevant legislation. Possession of a valid code 08 driving licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Develop collection Libraries. Audit all Public Libraries within the District/Province. Conduct workshops for Libraries conduct book van tours. Catalogue and classify material. Assist in stock taking. Coordinate and implement Library projects. Supervise Library Assistants and monitor Public Library activities.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. N. Kenqa Tel No: 047 502 9211

<b><u>POST 40/286</u></b>	:	<b><u>LIBRARY ASSISTANT (CONDITIONAL GRANT) REF NO: DSRAC 09/09/2018</u></b> (One year contract)
<b><u>SALARY</u></b>	:	R163 563 (Level 05) (an all-inclusive remuneration), 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	A Degree / Diploma in Library and Information Studies or Matric with two (2) years' experience in a Library environment. Good command of at least two (2) official languages. Knowledge of Library Systems and relevant government prescripts. Computer literacy. Good verbal and written skills.
<b><u>DUTIES</u></b>	:	Assist with cataloguing and classification of library material to libraries. Allocation and distribution of library material to libraries. Quality check loading of item records. Generate dispatch lists. Prepare material for mobile library services / book van tour. Assist with stock taking and setting up libraries. Issue library material to members of the community. Join / renew library membership. Assist with shelving and circulation of library materials. Attend to reference queries brought by members of the public and learners. Maintain good public relations with the neighbourhood, community or target populations served by the library.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr. X. Kwanini Tel No: 043 492 0030
<b><u>POST 40/287</u></b>	:	<b><u>ADMIN CLERK: MPP (SPORT AND RECREATION)</u></b> (One year contract)
<b><u>SALARY</u></b>	:	R163 563 (Level 05) (an all-inclusive remuneration), 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Sarah Baartman District Ref No: DSRAC 10/09/2018 (X1 Post) Head Office Ref No: DSRAC 11/09/2018 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in Sport Management or Human Movement Science or Matric certificate with 1-year experience in Office environment. Willingness to work under pressure. Good verbal and communication skills. Computer literate.
<b><u>DUTIES</u></b>	:	Compilation of submission for Sport and Recreation projects. Facilitate leave management for all Sport and Recreation officer. Facilitate sectional meetings and minutes taking. Assist in the coordination and performance of hubs and schools. Assist in the consolidation of reports. Assist in arranging meeting with stakeholders. Ensure collection, compilation and update of data in all district activities. Performing general administration support including filing of documents. Assisting the directorate in the implementation of Conditional Grant, compilation of Conditional Grant reports and assist in the implementation of all MPP activities.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. R. E. Loots (Head Office) Tel No: 043 492 0949 Mr. V. Ketelo (Sarah Baartman) Tel No: 046 492 0223