The Department of Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS

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

**Bisho (Head Office)** - Post to: HR Office, Department of Health (Head Office) Private Bag X 0038, Bhisho 5605 or Hand delivered to: Department of Health, Office no D53, UIF Building, Phalo Avenue Bhisho 5605. Enquiries: Ms S Lamani Tel no 046 608 1602/1604.

**Jose Pearson Hospital** - Post to: Human Resource Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015. Enquiries: Ms Klassen Tel no: 041 372 8000.

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

**PE Pharmaceutical Depot** - Post to: HR Office, PE Depot, Private Bag X6033 Pharmaceutical Port Elizabeth 6000 or Hand Delivery to: 1104 Straunway Road, Straunday Port Elizabeth 6000. Enquiries: Ms U Xwayi Tel no 040 406 9831

**Taylor Bequest Hospital (Matabele)** - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matabele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matabele), 4730. Enquiries: Mr Kholiso Tel no 039 737 3107.

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

**Sipetu Hospital** - Post to: Human Resource Office Sipetu Hospital PO/Bag X9005, Tabankulu, 5090. Enquiries: Ms Lulama Mahlathi Tel: 039 255 0077.

**Alfred Nzo District Office** - Post to: Human Resource Office, Alfred Nzo District Office, Private Bag X 3515, Kokstad, 4700: Enquiries Mr K Praim Tel no 039 797 6700.

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

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

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


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

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

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

**Aliwal North Hospital** - Post to: Human Resource Office, Aliwal North Hospital, Private Bag X1004, Aliwal North 9757 or hand delivery: HR Office, Aliwal North Hospital, No 1 Parklane Street, Aliwal North. Enquiries: Ms Fourie - Tel no: 051 633 7700.
Cecilia Makiwane Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219
Enquiries: Ms P Mncotso Tel no 043 708 2121.

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

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


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

Camdeboo Sub-District: Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel: 049 893 0031.

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

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

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

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

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

Fort England TB Hospital - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Mr. Dyalvane Tel no: 040 602 2300

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

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

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

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

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

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

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

118
Mnquma Sub District Office - Post to: HR Office, Mnquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tenga –Tel no: 047 491 0740.

Bedford Hospital - Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, Bedford, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms V.T Noty Tel No: 046 685 0043.

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

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

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

Chris Hani District Office - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquiries: Ms Nyoka Tel no 045 807 1110/1101.

Cradock Hospital - Post to: Human Resource Office, Cradock Hospital, Private bag X55, Cradock, 5460 or hand deliver to Cradock Hospital, 5880. Enquiries: Ms F Danster – Tel no 048 881 2123.

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

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

Elliot Hospital - Post to: Human Resource Office, Elliot Hospital, P.O. Box 523. Elliot, 5460 or hand deliver to: Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Mrs Z Lebakeng - Tel no 045 931 1321

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

Isilimela Hospital - Post to: Isilimela Hospital P/Bag x1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel No: (047) 564 2805

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

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

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

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

Canzibe Hospital -Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office, Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel No: (042) 562 8810 / 7

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel No: (047) 502 9000.

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

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

Dr Malizo Mphlele Hospital - Post to: Human Resource, Dr Malizo Mphlele Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalina Tel No: (047) 542 6000.
Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 5080. Enquiries: Ms N Tengile Tel no: 047 573 8936

Mhlonitlo Sub District- Qumbu CHC - Post to Human Resource Office, Mhlonitlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Tel no: Ms Ntiabi – (047) 532 0585

Mthatha Pharmaceutical Depot, P.O Box 52899, Mthatha, 5099 or hand deliver to Mhlonitlo Pharmaceutical Depos, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital, Mthatha, 5099. Enquiries: Mr Macanda - Tel No: (047) 532 2779.

NKqubela TB Hospital – Post to: HR Office, PO Box x9047 Cambridge, East London 5206 or hand deliver: HR Office, NKqubela TB Hospital, Billie Road, Mdantsane Township, 5206. Enquiries: Ms Langeni Tel No: (043) 761 2131.

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

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

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

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

Sarah Baartman District Office – Post to: Sarah Baartman District Office, Private Bag X27667, Greenacres, Port Elizabeth, 6057 or hand deliver to: HR Office, Sarah Baartman District Office, No 16 Grace Street, Laboria House Port Elizabeth 6057. Enquiries: Ms P Boya Tel No: (041) 401 8908 06 September 2019 at 15:30

Closing date: 06 September 2019 at 15:30

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. People with disabilities and youth are encouraged to apply for these posts. Additional Note: The filling of these posts will be in line with the Annual Recruitment Plan 2019/20. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district. NB: Women, Youth and people with disabilities are encouraged to apply.
OTHER POSTS

POST 30/149
DEPUTY DIRECTOR: FINANCIAL MANAGEMENT & SCM
ECHEALTH/DDFM/STEH/01A/08/2019
Re-advertisement. Those who had applied before are welcome to apply again)

SALARY
R733 257 – R863 748 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 30/150
DEPUTY DIRECTOR: INFORMATION SYSTEMS
ECHEALTH/DDIS/JGDO/01A/08/2019

SALARY
R733 257 – R863 748 per annum (Level 11)

CENTRE
Joe Gqabi District Office

REQUIREMENTS

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

ENQUIRIES : Mr J S Ndzinde – Tel No: (051) 633 9631

POST 30/151 : DEPUTY DIRECTOR: FRAUD MANAGEMENT REF NO: ECHEALTH/DD/FRAUD/HO/02/08/2019

SALARY : R733 257 – R 863 748 per annum (Level 11)
CENTRE : Bhisho, Head Office
REQUIREMENTS : A National Diploma/Degree in Legal Studies/Forensic Auditing/Fraud and anti-corruption or relevant qualification with 5 years working experience of which 3 years must be at Assistant Director level. Experience in developing and implementing training programmes on fraud and corruption. Knowledge of the applicable legislation and prescripts. Capacity to work innovatively, under pressure and independently. Computer literacy. Good facilitation, report writing, research, presentation and motivational skills. Must possess a valid driver’s licence and willing to travel. Certified Fraud Examiner will be an added advantage. Skills & Competencies: Strategies capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management, interpersonal loyalty and courteous. A valid driver’s licence.

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

ENQUIRIES : Mr AM Nydoko Tel No: (040) 608 1971/72

POST 30/152 : DEPUTY DIRECTOR: INTERGRATED STRATEGIC PLANNING REF NO: ECHEALTH/DD/ISP/HO/03/08/2019

Re-advertisement. Those who had applied before are welcome to apply again

SALARY : R733 257 – R863 748 per annum (Level 11)
CENTRE : Bhisho, Head Office
REQUIREMENTS : A National Diploma/Degree in Health Sciences, Social Sciences and Public Management or equivalent qualification with 5 years’ experience within the Public Service of which 3 years must be at Assistant Director level. Knowledge of Public Sector Administration, National and Provincial Health Acts and their
regulations, Public Service Act and Regulations, Public Finance Management Act and other relevant National and Provincial Prescripts, Knowledge and understanding of government planning processes and cycle; national Treasury Regulations, Guidelines and Frameworks on strategic planning and management of performance information; Clear understanding, interpretation and analysis of health indicators of for strategic planning purposes; Good communication (verbal and written), analytical, people management and interpersonal skills. Ability to work independently with limited supervision.

Knowledge, possession and application of computer skills e.g. Word, Power points, Excel, and other computer programmes for planning, etc. A valid driver’s licence.

**DUTIES**

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

**ENQUIRIES**

Dr Moko Tel No: (040) 608 1123/28

**POST 30/153**

**DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/SCM/CHDO/04/08/2019**

**SALARY**

R733 257 – R863 748 per annum (Level 11)

**CENTRE**

Chris Hani District Office

**REQUIREMENTS**

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

**DUTIES**

Manage demand management policy and procedures that will facilitate effective, efficiently, economical and transport procurement of good and services. Ensure that the prescribed of SCM policy are correctly applied and adhered to. Co-ordinate implementation of Procurement plan (EC4.1). Co-ordinate the needs assessment CPI and Price index profiles. Provide ongoing advisory and institutional support to internal clients with regard to analysis of commodity and supply industry to support the departmental core function. Maintain library of specification. Facilitate and support bid specification committee. Ensure that asset management administration is kept up to date. Assist in the implementation of the asset management policy and procedures. Ensure effective receipt and issue of asset. Ensure effective and timeous disposal absolute redundant and unserviceable assets. Ensure constant monitoring of the asset registers. Manage stock take and spot check. Manage the even distribution of transactions to be process between the subordinate.

Ensure that stock levels including Economic Order Quantities are maintained. Ensuring compliance with PPPFA, PFMA, Treasury regulations and Directives and other applicable legislations. Establish and maintain bid administration processes. Establish and maintain SCM forum. Establish and maintain a Supplier Data base. Establish and maintain Bid specification and evaluation secretariat services. Ensure policies, delegations are adhered to. Serve in the District Cost Containment and Evaluation procurement committees.

**ENQUIRES**

Ms Nyoka Tel No (045) 807 1110/1101
POST 30/154 : ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: ECHEALTH/AD-LR/SBDO/04B/08/2019
Re-advertisement. Those who had applied before are welcome to apply again

SALARY : R376 596 - R443 601 per annum (Level 09)
CENTRE : Sarah Baartman District Office
REQUIREMENTS : A National Diploma/ Degree in Labour Law / Labour Relations / Human Resource Management/ Public Management/or equivalent qualification coupled with 5 years’ experience of which at least 3 years must be at supervisory level in the field of Labour Relations /related field. Knowledge of Departmental Policies on Labour Relations, Public Service Act, Basic Conditions of employment Act PCSBC, and GPSSBC Resolutions. Conflict Resolution capabilities and confidentiality. Negotiations and research skills innovative and change management. Be able to give basic counselling. Knowledge of PERSAL. Computer Literate. A valid driver’s licence.

DUTIES : Assist the institutions in drafting notices of disciplinary hearing. Facilitate the finalization of disciplinary cases. Represent the employer in DC and chairing disciplinary cases as required Handling of CCMA of bargaining council cases, Conflict Management. Give guidance on incapacity cases and abscondment. Compile Monthly Report, Quarterly reports, Annual Reports. Compile Statistics and submit to the relevant offices. Advise the Management on labour matters. Strike Management. Co-ordinate the departmental labour relations policy as contained in the labour relations Act, and amend as necessary. Ensure the effective implementation of labour relations policy. Provide guidance and advice on labour relations procedures at all levels of management within the complex. Facilitate consultation and collective negotiation between employers, employees and trade unions in respect of health personnel. Manage procedures relating to personnel grievances in order to resolve employer and employees’ differences. Manage the disciplinary measures in the complex in such a manner that strict disciplinary levels are maintained. Intervene in the event of industrial action so as to minimize production loss. Report on the state of industrial relations within the complex.

ENQUIRIES : Ms P Boya Tel No: (041) 401 8508

POST 30/155 : ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: ECHEALTH/HRD&PM/JGDO/05/08/2019

SALARY : R376 596 - R 443 601 per annum (Level 09)
CENTRE : Joe Gqabi District Office

implementation of performance management system. Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the Coordination’s and facilitation of Orientation and Induction programmes in the Sub district. Monitor and evaluate the impact of training implemented in the Province. Management all the resources of the Sub unit.

ENQUIRIES
Mr J.S Ndzinde Tel No: (051) 633 9631

POST 30/156
ASSISTANT DIRECTOR: PATIENT ADMINISTRATION REF NO:
ECHEALTH/ADPA/FEH/06/08/2019

SALARY
R376 596 – R443 601 per annum (Level 09)

CENTRE
Sarah Baartman District, Fort England Hospital

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

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

ENQUIRIES
Mr. Dyalvane Tel No: (040) 602 2300

POST 30/157
OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO:
ECHEALTH/OHASA/TBH/07/08/2019

SALARY
R316 791 – R373 167 per annum (Level 08)

CENTRE
Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

REQUIREMENTS

DUTIES
Development and implement Health & safety policies, systems of work and procedures. Ensure that all Health safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, update and communicated. Ensure GPW meets its statutory obligations in all areas pertaining to health and safety in the workplace, including statutory training and reporting. Incident reporting, investigating assistance and facilitation of corrective actions, Driving the safety programme to reduce number of incidents, reporting on and proactively managing risk on site, conducting safety and risk audit. Ensure adequate safety induction and risk related training, keep up to date with all aspects of health and safety regulation.

ENQUIRIES
Ms N Ngwabeni Tel No: (039) 257 0099
POST 30/158: OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: ECHEALTH/FSS/CHD-EH/08/08/2019

SALARY: R316 791 – R373 167 per annum
CENTRE: Chris Hani District, Elliot Hospital

DUTIES: Development and implement Health & safety policies, systems of work and procedures, Ensure that all Health safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, update and communicated, Ensure GPW meets its statutory obligations in all areas pertaining to health and safety in the workplace, including statutory training and reporting. Incident reporting, investigating assistance and facilitation of corrective actions, Driving the safety programme to reduce number of incidents, reporting on and proactively managing risk on site, conducting safety and risk audits, Ensure adequate safety induction and risk related training, keep up to date with all aspects of health and safety regulation.

ENQUIRIES: Mrs Z Lebakeng - Tel No: (045) 931 1321

POST 30/159: PROVISIONING ADMIN OFFICER: SCM REF NO: ECHEALTH/PAO/SH/09/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Alfred Nzo District, Sipetu Hospital
REQUIREMENTS: A National Diploma in Supply Chain or Financial Management or equivalent qualification coupled with 1 – 2 years’ experience on Demand/Acquisition management. Computer literacy. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS, Demand/Acquisition processes and Procurement processes. Ability to work well under pressure and be customer focused. A valid driver’s licence.

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

ENQUIRIES: Ms Lulama Mahlathi Tel No: (039) 255 0077

POST 30/160: FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/GH/10/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Alfred Nzo District, Greenville Hospital

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 Bango – Tel No: 039 251 3009

POST 30/161 : PROVISIONING ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: ECHEALTH/SPA0A/11/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)

CENTRE : Alfred Nzo District Office

REQUIREMENTS : A National Diploma/Degree in Supply Chain or Financial Management or equivalent qualification with 1-2 years’ relevant experience. Communication skills, Computer skills, Presentation and report writing skills, Sound knowledge of procurement Policies and Processes, Tender procedures, Public finance Management act, Treasury Regulations. Experience in BAS & LOGIS will be an added advantage. Valid driver’s licence.

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

ENQUIRIES : Mr K Praim Tel no 039 797 6070.

POST 30/162 : FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/CJH/12/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)

CENTRE : Joe Gqabi District, Cloete Joubert Hospital


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 Z.O Mgeyi Tel No: (045) 971 0091

POST 30/163 : FINANCIAL PRACTITIONER REF NO: ECHEALTH/HRP/JGDO/13/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)

CENTRE : Joe Gqabi District Office


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

ENQUIRIES : Mr J.S Ndzinde Tel No: (051) 633 9631

POST 30/164 : HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/TBH/14/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)

CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

REQUIREMENTS : A National Diploma /Degree in Human Resources Management or equivalent qualification with 1 -2 years’ relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.


ENQUIRIES : Ms N Ngwabeni – Tel No: (039) 257 0099.

POST 30/165 : FOOD SERVICE MANAGER REF NO: ECHEALTH/FSS/BH/15/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)

CENTRE : Buffalo City Metro, Bhisho Hospital

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

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

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

POST 30/166 : ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/FTH/16/08/2019 (X2 POSTS)

SALARY : R257 508 – R303 339 per annum (Level 07)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital


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 N Mthitshana Tel No: (043) 709 2487/2532

POST 30/167 : HUMAN RESOURCE PRACTITIONER: SERVICE BENEFITS REF NO: ECHEALTH/HRP-SC/FT/17/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital

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


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

POST 30/168 : HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION REF NO: ECHEALTH/HRP-RECRUIT/FT/18/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital

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


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

POST 30/169 : PROVISIONING ADMIN OFFICER: DEMAND AND ACQUISITION MANAGEMENT REF NO: ECHEALTH/PAO-D&AM/BCMO/19/08/2019 (X2 POSTS)

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Buffalo City Metro District Office

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

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

**ENQUIRES**: Ms. Hazel Hlulani Tel. No. (043) 7433 006/057

**POST 30/170**: FINANCE PRACTITIONER: INTERNAL CONTROL REF NO: ECHEALTH/FP-IA/BCMO/20/08/2019 (X2 POSTS)

**SALARY** : R257 508 – R303 339 per annum (Level 07)

**CENTRE** : Buffalo City Metro District Office

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

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

**ENQUIRES** : Ms. Hazel Hlulani Tel No: 043 7433 006/057

**POST 30/171**: FINANCE PRACTITIONER: SALARY ADMINISTRATION REF NO: ECHEALTH/FP-SA/BCMO/21/08/2019

**SALARY** : R257 508 – R303 339 per annum (Level 07)

**CENTRE** : Buffalo City Metro District Office

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

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

ENQUIRES  :  Ms. Hazel Hlulani Tel. No: (043) 7433 006/057

POST 30/172  :  PROVISIONING ADMINISTRATION OFFICER: INVENTORY MANAGEMENT
REF NO: ECHEALTH/FCS-P&IM/BCMO/22/08/2019 (X2 POSTS)

SALARY  :  R257 508 – R303 339 per annum (Level 07)
CENTRE  :  Buffalo City Metro Office
REQUIREMENTS  :  A National Diploma/Degree in Supply Chain or Financial Management or equivalent qualification coupled with 1 -2 years’ experience on Procurement and Inventory management. Computer literacy. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS. Inventory and Procurement processes. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Ability to work independently and in a team and must be able to work under pressure and be customer focused. Must be computer literate in Word and Excel. Must have knowledge of Government prescripts (PFMA and Treasury Regulations). A valid driver’s licence.

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

ENQUIRES  :  Ms. Hazel Hlulani Tel. No: (043) 7433 006/057

POST 30/173  :  ADMINISTRATION OFFICER: HR PLANNING & EMPLOYMENT EQUITY
REF NO: ECHEALTH/AO/HRPE/HO/23/08/2019
Re-advertisement those who had applied before are welcome to apply again

SALARY  :  R257 508 – R303 339 per annum (Level 07)
CENTRE  :  Bhisho, Head Office
REQUIREMENTS  :  A National Diploma / Degree in Human Resource Management / Public Administration with 1-2 administrative/support experience. Functional experience in HR Planning and Employment Equity Environment. Must be able to draw HR information reports. Capable of analysing statistical data. Knowledge of Public Service Legislative and Regulatory frame work. Good written and verbal communication skills. Good administration and record keeping skills. Ability to liaise and co-operate with key stakeholders. Good planning and organizing skills. Must be able to extract information on PERSAL and draw routine monitoring reports. Ability to work under pressure and meet strict deadlines. A valid driver’s licence.


ENQUIRIES  :  Mr A Mnyayiza Tel No: (040) 608 1484/85
POST 30/174: LOGISTIC SUPPORT OFFICER (LOGIS) REF NO: ECHEALTH/LSO/HO/24/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Bhisho, Head Office
REQUIREMENTS:
- A National Diploma/Degree in Financial Information Systems, IT, Finance, Accounting, SCM or any relevant qualification with 1 -2 years’ experience and LOGIS Systems Administrator Certification or LOGIS experience (of which must be in LOGIS Administration). Additional LOGIS certification and / or approved education in SCM /IT/ Accounting will be an added advantage.
- Proven experience in the administration and management of LOGIS in a department. Experience in LOGIS report writing and analysis. An in depth knowledge of the LOGIS systems and its capabilities. A clear understanding of the financial systems used in the public sector and their integration. An in depth knowledge of regulations related to Supply Chain Management in Government. Proven analytical skills. Extensive report –writing skills. Excellent interpersonal and communication skills. The ability to communicate and / or interact with internal and external stake holders at senior level. The ability to undertake research and produce best practice procedures and guidelines on the use of LOGIS. Knowledge of PFMA and the Public Service Regulations.
- A valid driver’s licence. Successful Applicants will be tested with practical activities within LOGIS during the interviews.

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

ENQUIRIES: Ms T Bolo Tel No: (040) 608 9579

POST 30/175: PERSONAL ASSISTANT: HRIS REF NO: ECHEALTH/PA/HRIS/HO/25/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Bhisho, Head Office
REQUIREMENTS:
- A National Diploma/Degree in Office Administration/ Public Administration or equivalent qualification coupled with 1 -2 years’ experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filling system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.
- Provide secretarial services, make transport and accommodation arrangements. Manage the Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filling system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

DUTIES: Ms S Lamani Tel No: (040) 608 1602/1604

POST 30/176: FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/NOMH/26/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Amathole District, Nompumelelo Hospital


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 Tsako Tel No: (040) 673 3321

POST 30/177: IT TECHNICIAN REF NO: ECHEALTH/IT/NMAH/27/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: A National Diploma/Degree in IT/Computer Science with 1 -2 years of technical working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver’s licence.

DUTIES: Repair of computer equipment e.g. servers, pc’s and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects. Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES: Ms Calaza Tel No: (047) 502 4469

POST 30/178: PERSONAL ASSISTANT: FINANCIAL MANAGEMENT REF NO: ECHEALTH/PA/ORTDO/28/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)

CENTRE: OR Tambo District Office

REQUIREMENTS: A National Diploma in Office Administration/ Public Administration or equivalent qualification coupled with 1-2 years’ experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filling system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver’s licence.

DUTIES: Provide secretarial services, Make transport and accommodation arrangements. Manage the Manager’s diary. Organize the manager’s office environment. Construct and maintain the manager’s filling system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working

133
environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

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

**POST 30/179**
**CHIEF REGISTRY CLERK**
**REF NO: ECHEALTH/CRC/ORTDO/29/08/2019**

**SALARY**
R257 508 – R303 339 per annum (Level 07)

**CENTRE**
OR Tambo District Office

**REQUIREMENTS**

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

**ENQUIRIES**
Mr S Stuma Tel No: (047) 502 9000

**POST 30/180**
**LOGISTIC SUPPORT OFFICER**
**REF NO: ECHEALTH/LSO/CHD/CH/30/08/2019**

**SALARY**
R257 508 – R303 339 per annum (Level 07)

**CENTRE**
Chris Hani District, Cradock Hospital

**REQUIREMENTS**
A National Diploma/Degree in Public Administration Management/ Accounting/ Logistics/ Supply Chain Management 1-2 years’ relevant experience. Sound knowledge of Contract Management guidelines, Public Service Purchasing/Procurement management, Public Finance Management Act (PFMA), PPPFA; Treasury Regulations and other relevant prescripts. Sound skills and competency in understanding and interpreting of Contracts and Service Level Agreements. Sound practical experience and knowledge in contract management. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Computer literacy (MS Word, email and internet). Communication skills (written and Organizational skills; Planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self-motivated. A valid driver’s license.

**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, verify and update contract register. Maintaining lease agreement.

**ENQUIRIES**
Ms F Danster – Tel No: (048) 881 2123.

**POST 30/181**
**ADMINISTRATION OFFICER**
**REF NO: ECHEALTH/AO/HCH/31/08/2019**

**SALARY**
R257 508 – R303 339 per annum (Level 07)

**CENTRE**
OR Tambo District, Holy Cross Hospital

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

**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

ENQUIRIES : Ms Z Nompondana Tel No (039) 252 2026/8

POST 30/182 : HRD PRACTITIONER: LEARNERSHIPS & INTERNSHIPS REF NO: ECHEALTH/HR/PLI/HO/32/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Bhisho, Head Office
REQUIREMENTS : A National Diploma/Degree in Human Resources Management or Public Administration or any relevant qualification with 1-2 years working experience. Understanding of Human Resources Development related functions. Knowledge of government systems, procedures and ability to work without constant supervision, working knowledge of office administration, good communication skills, interpersonal skills and organizational skills, a high level of confidentiality, high level computer skills, basic numeracy, good planning and report writing skills. Pay attention to detail and quality, ability to work under pressure. A valid driver’s licence. The candidate must be prepared to travel extensively throughout the province.

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

ENQUIRIES : Ms V Makonco Tel No: (040) 608 1521/23

POST 30/183 : CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC/JGDO/33/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Joe Gqabi District Office

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

ENQUIRIES : Mr J.S Ndzinde Tel No: (051) 633 9631

POST 30/184 : ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/BDH/34/08/2019 (X2 POSTS)

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Amathole District, Bedford Hospital

ENQUIRIES: Ms V.T Notyi Tel No: (046) 685 0043

POST 30/185: HR PRACTITIONER: BURSARIES REF NO: ECHEALTH/HRPB/HO/35/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)

CENTRE: Bhisho, Head Office


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

ENQUIRIES: Ms N Jojozi Tel No: 040 608 608

POST 30/186: HRD CLERK: TRAINING & DEVELOPMENT REF NO: ECHEALTH/HRDC/HO/36/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)

CENTRE: Bhisho, Head Office

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Driver’s licence will be an added advantage. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Ensure smooth running of Training and Development Office. Provide administrative support services to the Departmental Skills Development Facilitator (SDF), Provide for reception and secretarial support services, Draft routine correspondence (typing of documents). Receive, register and track records or documents submitted for further processing in HRD Unit. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Assist in coordination of trainings. Provide secretarial support to all HRD structures including Skills Development Committee Meetings.

ENQUIRIES: Ms V Makonco Tel No: (040) 608 1521/23

POST 30/187: PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/PAC/SH/37/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)

CENTRE: Alfred Nzo District, Sipetu Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.
**DUTIES**

Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).

**ENQUIRIES**

Ms Lulama Mahlathi Tel No: (039) 255 0077

**POST 30/188**

**HUMAN RESOURCE CLERK REF NO: ECHEALTH/SPH/HRC/38/08/2019 (X2 POSTS)**

**SALARY**

R173 703 – R204 612 per annum (Level 05)

**CENTRE**

Alfred Nzo District, St Patricks Hospital

**REQUIREMENTS**

Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. One (1) year Public service internship programme experience will be given preference.

**DUTIES**

Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

**ENQUIRIES**

Ms Gxaweni AO Tel No: (039) 251 0236.

**POST 30/189**

**PROVISIONING ADMIN CLERK REF NO: ECHEALTH/PAC/JGDO/39/08/2019**

**SALARY**

R173 703 – R204 612 per annum (Level 05)

**CENTRE**

Joe Gqabi District Office

**REQUIREMENTS**

Grade 12/ NQF level 4 with no experience. Sound Knowledge of Supply Chain Management processes, Inventory management, Public Finance Management Act, Treasury Regulations, PPPFA and other relevant prescripts. Communication, accurate mathematical ability. Problem identification and analysis. Ability to operate a computer. One (1) year Public service internship programme experience will be given preference.

**DUTIES**

Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS, create and print orders on LOGIS system.

**ENQUIRIES**

Mr J.S Ndzinde Tel No: (051) 633 9631

**POST 30/190**

**ADMINISTRATION CLERK REF NO: ECHEALTH/AC/MH/40/08/2019 (X2 POSTS)**

**SALARY**

R173 703 – R204 612 per annum (Level 05)

**CENTRE**

Joe Gqabi District, Maclear Hospital

**REQUIREMENTS**

Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

**DUTIES**

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

**ENQUIRIES**

Ms N Zuza - Tel no: 045 932 1028.

**POST 30/191**

**HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/DO/41/08/2019**

**SALARY**

R173 703 – R204 612 per annum (Level 05)
CENTRE: Joe Gqabi District Office

REQUIREMENTS:
Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures related to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES:
Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES:
Mr J.S Ndzinide – Tel No: (051) 633 9631

POST 30/192: FINANCE CLERK REF NO: ECHEALTH/FC/BH/42/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Buffalo City Metro, Bisho Hospital
REQUIREMENTS:
Grade 12/ NQF level 4 with no experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy. Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). One (1) year Public service internship programme experience will be given preference.

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. T. Awlyn – Qegu Tel No: (040) 635 2950/5

POST 30/193: HUMAN RESOURCE CLERK - HRD & WELLNESS REF NO: ECHEALTH/HRC-HRD&W/FTH/43/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS:

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

ENQUIRIES:
Ms N Zuza Tel No: 045 932 1028

POST 30/194: HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/NQ-TB-H/44/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Buffalo City Metro, Nkqubela TB Hospital
REQUIREMENTS:
Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. One (1) year Public service internship programme experience will be given preference.

DUTIES:
Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure...
correct placement of staff and updating of establishment of PERSAL. Provide
HR Management information system/PERSAL. Make logistic arrangements
for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES : Ms. N. Langeni 043 761 2131

POST 30/195 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ FTH/45/08/2019 (X2 POSTS)

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative
processes. Computer literacy. Good communication (verbal and written) and
report writing skills. Interpersonal relationship. One (1) year Public service
internship programme experience will be given preference.

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 Mthitshana Tel No: (043) 709 2487/2532.

POST 30/196 : HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/FTH/46/08/2019

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system.
Knowledge and understanding of Batho-Pele Principles. Computer literacy.
Knowledge of procedures relating to specific working environment including
norms and standards. One (1) year Public service internship programme
experience will be given preference.

DUTIES : Render all PERSAL services including remuneration services. Provide
recruitment, selection and appointment services. Prepare and process service
benefits. Deal with termination of services and leave management. Ensure
correct placement of staff and updating of establishment of PERSAL. Provide
HR Management information system/PERSAL. Make logistic arrangements
for interviews for candidates. Co-ordinate PM

ENQUIRIES : Ms N Mthitshana Tel No: (043) 2487/2532

POST 30/197 : PROVISIONING ADMIN CLERK: DEMAND AND ACQUISITION
MANAGEMENT REF NO: ECHEALTH/PAO-D&AM/BCMO/47/08/2019 (X2 POSTS)

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Buffalo City Metro Office
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Sound Analytical thinking and
problem solving skills. Good communication and interpersonal skills.
Understanding of specific/relevant Act, Treasury Regulations and PFMA.
Sound knowledge of LOGIS, Demand/Acquisition processes and Procurement
processes. Ability to work well under pressure and be customer focused.
Computer literacy. A valid driver's license is a
added advantage. One (1) year
Public service internship programme experience will be given preference.

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

ENQUIRIES : Ms. Hazel Hlulani Tel No: (043) 7433 006/057

139
POST 30/198: FINANCE CLERK: SALARY ADMINISTRATION REF NO: ECHEALTH/FC-SA/BCMO/48/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Buffalo City Metro Office
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Computer literacy including excel and word is essential. Knowledge of BAS/PERSAL will serve as a recommendation. Ability to work under pressure. Good interpersonal skills. Problem solving skills. Good written and verbal communication. One (1) year Public service internship programme experience will be given preference.
ENQUIRES: Ms. Hazel Hlulani Tel No: (043) 7433 006/057

POST 30/199: PROVISIONING ADMIN CLERK: INVENTORY MANAGEMENT REF NO: ECHEALTH/FC-AP/BCMO/49/08/2019 (X2 POSTS)

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Buffalo City Metro Office
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Computer literacy. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS, Logistic processes and Procurement processes. Ability to work well under pressure and be customer focused. Must be computer literate in Word and Excel. A valid driver’s license is added advantage. Must have knowledge of Government prescripts (PFMA and Treasury Regulations). One (1) year Public service internship programme experience will be given preference.
DUTIES: Facilitate the request for Quotations. Generate purchase orders on the LOGIS system. Keep record of all generated orders and generation of monthly reports. Monitor and facilitate the delivery of goods and services. Attend to internal stakeholders and supplier’s inquiries. Capturing all goods and services on the LOGIS system, completion of the Goods Received Voucher and submission of all received order to Payments for processing. Facilitate quarterly stock taking for all institutions, maintain and update all bin and ledger cards. Monitor and report all stock levels for replenishment. Ensure the storehouse is well maintained and cleaned. Co-ordinate and facilitate the submission of stock take reports and commitments.
ENQUIRES: Ms. Hazel Hlulani Tel. No: (043) 7433 006/057

POST 30/200: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/EL-PS/50/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Buffalo City Metro, East London Pathology Services
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
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.
ENQUIRES: Ms. Hazel Hlulani Tel. No: (043) 7433 006/057
POST 30/201 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/EMPILWENI-CHC/51/08/2019 (3 POSTS)

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Buffalo City Metro, Empilweni Gompo CHC
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
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.
ENQUIRES : Ms. Hazel Hlulani Tel. No. (043) 7433 006/057

POST 30/202 : FINANCE CLERK REF NO: ECHEALTH/FC/PE-DEPO/52/08/2019

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Nelson Mandela Metro, PE Pharmaceutical Depot
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Computer literacy including excel and word is essential. Experience of financial processes with regard to supplier payments. Knowledge of BAS/PERSAL will serve as a recommendation. Ability to work under pressure. Good interpersonal skills. Problem solving skills. Good written and verbal communication. One (1) year Public service internship programme experience will be given preference.
DUTIES : Reconciliation of accounts. Payment detail information. Match and calculate orders and DDV’s. Capturing MEDSAS payments. Request disbursement detail on BAS. Attend telephonic and written queries. Filing of payment batches.
ENQUIRES : Ms Xwayi Tel No: (041) 406 9831

POST 30/203 : SUPPLY CHAIN CLERK REF NO: ECHEALTH/SCC/DORA/53/08/2019

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of relevant prescripts. Must be computer literate and have a good communication and interpersonal skills. Must be committed and hardworking and be able to work under pressure. Ethical and moral person, flexible, energetic, assertive and able to work extra hours / under pressure. Knowledge and understanding of LOGIS system. One (1) year Public service internship programme experience will be given preference.
ENQUIRIES : Mr J Johaar Tel No: (041) 406 4435.

POST 30/204 : HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/BEDFH/54/08/2019

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Amathole District, Bedford Hospital
**REQUIREMENTS**: Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR Policies, Procedures and prescripts. One (1) year Public Service Internship programme experience will be given preference.

**DUTIES**: Render all PERSAL Services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process Service Benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL provide HR Management information system / PERSAL. Make logistic arrangement for interviews for candidates. Co-ordinate PMDS.

**ENQUIRIES**: Ms V.T Notyi Tel No: (046) 685 0043

**POST 30/205**: HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/BUTTH/55/08/2019

**SALARY**: R173 703 – R204 612 per annum (Level 05)

**CENTRE**: Amathole District, Butterworth Hospital

**REQUIREMENTS**: Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR Policies, Procedures and prescripts. One (1) year Public Service Internship programme experience will be given preference.

**DUTIES**: Render all PERSAL Services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process Service Benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL provide HR Management information system / PERSAL. Make logistic arrangement for interviews for candidates. Co-ordinate PMDS.

**ENQUIRIES**: Ms P Mtshemla Tel No: (047) 401 9000.

**POST 30/206**: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/SSGH/56/08/2019

**SALARY**: R173 703 – R204 612 per annum (Level 05)

**CENTRE**: Amathole District, SS Gida Hospital

**REQUIREMENTS**: Grade 12/ NQF level 4 with no experience. Basic knowledge of administration processes. Communication Skills. Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude. One (1) year Public Service Internship programme experience will be given preference.

**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 Fumanisa Tel No: (040) 658 0043

**POST 30/207**: WARD ADMIN CLERK REF NO: ECHEALTH/AC/VICTH/57/08/2019

**SALARY**: R173 703 – R204 612 per annum (Level 05)

**CENTRE**: Amathole District, Victoria Hospital

**REQUIREMENTS**: Grade 12/ NQF level 4 with no experience. Numeracy, Planning & Organizing. Computer literacy. Good communication, verbal and writing Skills. Interpersonal skills and the ability to function well within a team. Problem solving skills. Decision making skills. One (1) year Public Service Internship programme experience will be given preference.
DUTIES: Perform frontline functions such as admitting, making appointments and redirecting of patients. Promote communication with patients in the execution of the functions described. Provide general management of general office area also assist with management of ward budget, through processing accounts for payment, management of telephone system and accounts, controls expenditure and monitors budget level and keep unit Manager informed. Opening and maintaining of necessary patient records for in patients. Filing of medical records, provide secretarial functions for ward staff meetings, taking of minutes and disseminates minutes. Provide administration support service, verbal and written communication with all levels of medical personnel. Keeping accurate records for statistical data. Assist ward staff by sourcing relevant information.

ENQUIRIES: Ms L Mangesi Tel No: (040) 653 1141

POST 30/208: REGISTRY CLERK REF NO: ECHEALTH/AC/VICTH/58/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Amathole District, Victoria Hospital
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service Internship programme experience will be given preference.

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

ENQUIRIES: Ms L Mangesi Tel No: (040) 653 1141

POST 30/209: HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/STBH/59/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: OR Tambo District, St Barnabas Hospital
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of Human Resource or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well ability to capture data, operate computer and collate administration statistics. Basic knowledge and insight on human resource prescripts. Knowledge and understanding of PERSAL. Flexibility and team work. To have good interpersonal and communication skills, listening skills, analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines. One (1) year Public service Internship programme experience will be given preference.


ENQUIRIES: Ms Ndamase Tel No: (047) 555 5300
POST 30/210  :  ADMINISTRATION CLERK  REF NO: ECHEALTH/AC/KH/60/08/2019 (X2 POSTS)

SALARY  :  R173 703 – R204 612 per annum (Level 05)
CENTRE  :  OR Tambo District, Mthatha Pharmaceutical Depot
REQUIREMENTS  :  Grade 12/ NQF level 4 with no experience. Knowledge of Administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service Internship programme experience will be given preference.
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 Macanda - Tel No: (047) 532 2779.

POST 30/211  :  ADMINISTRATION CLERK  REF NO: ECHEALTH/AC/KH/61/08/2019

SALARY  :  R173 703 – R204 612 per annum (Level 05)
CENTRE  :  Nyandeni Sub District, Buntingville Clinic
REQUIREMENTS  :  Grade 12/ NQF level 4 with no experience. Knowledge of Administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service Internship programme experience will be given preference.
DUTIES  :  Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES  :  Ms Daniso – Tel No: (047) 555 0151

POST 30/212  :  ADMINISTRATION CLERK  REF NO: ECHEALTH/AC/ZIH/62/08/2019

SALARY  :  R173 703 – R204 612 per annum (Level 05)
CENTRE  :  OR Tambo District, Zithulele Hospital
REQUIREMENTS  :  Grade 12/ NQF level 4 with no experience. Knowledge of Administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service Internship programme experience will be given preference.
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
POST 30/213 : ADMINISTRATION CLERK REVENUE REF NO: ECHEALTH/ACR/CHD-WSH/63/08/2019

**SALARY** : R173 703 – R204 612 per annum (Level 05)

**CENTRE** : Chris Hani District, Wilhem Stahl Hospital

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

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

**ENQUIRIES** : Mr B Mbalula Tel No: (049) 842 1111.

POST 30/214 : PROVISIONING ADMIN CLERK (ACQUISITION & CONTRACT) REF NO: ECHEALTH/PAC/DO/64/08/2019

**SALARY** : R173 703 – R204 612 per annum (Level 05)

**CENTRE** : Sarah Baartman District Office

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


**ENQUIRIES** : Ms T. Mpitimpiti Tel No: (041) 408 8509

POST 30/215 : FINANCE CLERK REF NO: ECHEALTH/FC/PAH/65/08/2019

**SALARY** : R173 703 – R204 612 per annum (Level 05)

**CENTRE** : Sarah Baartman District, Port Alfred Hospital

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

**DUTIES** : 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** : Ms N Raco Tel No: (046) 604 4000.

POST 30/216 : FINANCE CLERK REF NO: ECHEALTH/FC/FEH/66/08/2019

**SALARY** : R173 703 – R204 612 per annum (Level 05)
CENTRE: Sarah Baartman District, Fort England Hospital

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

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

ENQUIRIES: Mr. Dyalvane Tel No: (040) 602 2300

POST 30/217: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/MH/67/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)

CENTRE: Sarah Baartman District, Midlands Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

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 M. Human Tel No: (049) 807 7739

POST 30/218: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ADC/68/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)

CENTRE: Kouga Sub District, Addo Clinic

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

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: Mrs Phillips Tel No: (042) 200 4214

POST 30/219: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/LTC/69/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)

CENTRE: Kouga Sub District, Louterwater Clinic

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and
report writing skills. Interpersonal relationship. One (1) year Public service
internship programme experience will be given preference.

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

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

**POST 30/220:**
**ADMINISTRATION CLERK REF NO: ECHEALTH/AC/WGC/70/08/2019 (X2
POSTS)**

**SALARY:**
R173 703 – R204 612 per annum (Level 05)

**CENTRE:**
Camdeboo Sub District, Wongalethu Clinic

**REQUIREMENTS:**
Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative
processes. Computer literacy. Good communication (verbal and written) and
report writing skills. Interpersonal relationship. One (1) year Public service
internship programme experience will be given preference.

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

**ENQUIRIES:**
Mr MT Buyelo Tel No: (049) 893 0031

**POST 30/221:**
**FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/BH/71/08/2019**

**SALARY:**
R145 281 – R171 138 per annum (Level 04)

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

**REQUIREMENTS:**
ABET level 4 or NQF level 1 to 3 with no experience. Computer literacy in MS
Word, Excel and ability to work under pressure. Good communication skills. Must
be able to work shifts, weekends and public holidays.

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

**POST 30/222:**
**CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/EMS/72/08/2019 (X3
POSTS)**

**SALARY:**
R145 281 – R171 138 per annum (Level 04)

**CENTRE:**
Buffalo City Metro, Emergency Care Services

**REQUIREMENTS:**
ABET level 4 or NQF level 1 to 3 with no experience. Computer literacy in MS
Word, Excel and ability to work under pressure. Good communication skills. Must
be able to work shifts, weekends and public holidays.
**DUTIES:** Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

**ENQUIRIES:** Mrs B Mtshawulana Tel No: (063) 253 1021

**POST 30/223:** CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/BEDFH/73/08/2019

**SALARY:** R145 281 – R171 138 per annum (Level 04)

**CENTRE:** Amathole District, Bedford Hospital

**REQUIREMENTS:** ABET level 4 or NQF level 1 to 3 with no experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

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

**ENQUIRIES:** Ms V.T Notyi Tel No: (046) 685 0043

**POST 30/224:** MORTUARY ATTENDANT REF NO: ECHEALTH/MA/BEDFH/74/08/2019

**SALARY:** R145 281 – R171 138 per annum (Level 04)

**CENTRE:** Amathole District, Bedford Hospital

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

**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.

**ENQUIRIES:** Ms V.T Notyi Tel No: (046) 685 0043

**POST 30/225:** LAUNDRY SUPERVISOR REF NO: ECHEALTH/LS/CMH/75/08/2019

**SALARY:** R145 281 – R171 138 per annum (Level 04)

**CENTRE:** Buffalo City Metro, Cecilia Makiwane Hospital

**REQUIREMENTS:** ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

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

**ENQUIRIES:** Ms P Mncotso Tel No: (043) 708 2121.
**POST 30/226**: MORTUARY ATTENDANT

**REF NO**: ECHEALTH/MA/CMH/76/08/2019

**SALARY**: R145 281 – R171 138 per annum (Level 04)

**CENTRE**: Buffalo City Metro, Cecilia Makiwane Hospital

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

**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 P Mncotso Tel No (043) 708 2121.

---

**POST 30/227**: HOUSEKEEPING SUPERVISOR

**REF NO**: ECHEALTH/HKS/DORA/77/08/2019

**SALARY**: R145 281 – R171 138 per annum (Level 04)

**CENTRE**: Nelson Mandela Metro, Dora Nginza Regional Hospital

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

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

**ENQUIRIES**: Mr J Johaar Tel No: (041) 406 4435

---

**POST 30/228**: DATA CAPTURER

**REF NO**: ECHEALTH/DC/BCMO/78/08/2019

**SALARY**: R145 281 – R171 138 per annum (Level 04)

**CENTRE**: Buffalo City Metro Office

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

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

ENQUIRES: Ms. Hazel Hlulani Tel No: (043) 743 006/057

POST 30/229 : DATA CAPTURER REF NO: ECHEALTH/DC/CHD-MH/79/08/2019

SALARY : R145 281 – R171 138 per annum (Level 04)
CENTRE : Chris Hani District, Mjanyana Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.

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

ENQUIRES: Ms SS Naku Tel No: (047) 874 8000.

POST 30/230 : DRIVER REF NO: ECHEALTH/DRI/TBH/80/08/2019

SALARY : R122 595 – R144 411 per annum (Level 03)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Valid driver’s licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

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

ENQUIRES: Ms N Ngwabeni – Tel No: (039) 257 0099.

POST 30/231 : DRIVER REF NO: ECHEALTH/DR/DVDH/81/08/2019

SALARY : R122 595 – R144 411 per annum (Level 03)
CENTRE : Buffalo City Metro, Duncan Village Day Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Valid driver’s licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

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

ENQUIRES: Ms. Hazel Hlulani Tel. No. (043) 743 006/057

POST 30/232 : DRIVER REF NO: ECHEALTH/DR/NQAMCHC/82/08/2019

SALARY : R122 595 – R144 411 per annum (Level 03)
CENTRE : Amathole District, Ngqamakhwe CHC
**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

- Ms N Nene Tel No: (043) 707 6748

**POST 30/233**

- **SALARY**: R122 595 – R144 411 per annum (Level 03)
- **CENTRE**: Buffalo City Metro, Cecilia Makiwane Hospital
- **REQUIREMENTS**: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
- **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 P Mncotso Tel No: (043) 708 2121
- **POST 30/234**: DRIVER REF NO: ECHEALTH/DR/EMPILWENI/84/08/2019
- **SALARY**: R122 595 – R144 411 per annum (Level 03)
- **CENTRE**: Buffalo City Metro, Empliweni Gompo CHC
- **REQUIREMENTS**: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver's licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.
- **DUTIES**: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect.
- **ENQUIRIES**: Ms Hazel Hlulani Tel No: (043) 7433 006/057
- **POST 30/235**: DRIVER REF NO: ECHEALTH/DRIV/BEDFH/86/08/2019 (X2 POSTS)
- **SALARY**: R122 595 – R144 411 per annum (Level 03)
- **CENTRE**: Nelson Mandela Metro, Jose Pearson Tb Hospital
- **REQUIREMENTS**: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver's licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.
- **ENQUIRIES**: Ms Klassen Tel No: (041) 372 8000
- **POST 30/236**: DRIVER REF NO: ECHEALTH/DRIV/BEDFH/86/08/2019 (X2 POSTS)
- **SALARY**: R122 595 – R144 411 per annum (Level 03)
- **CENTRE**: Amathole District, Bedford Hospital
- **REQUIREMENTS**: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver's licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.
- **DUTIES**: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect.
Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

ENQUIRIES
Ms V.T Notyi Tel No: 046 685 0043.

POST 30/237
PROPERTY CARETAKER REF NO: ECHEALTH/PC/USDMC/87/08/2019

SALARY
R102 534 - R120 780 per annum (Level 02)

CENTRE
Umzimvubu Sub District, Mpetsheni Clinic

REQUIREMENTS
ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES

ENQUIRIES
Mr. Magadla Tel No: (039) 727 2090/4462

POST 30/238
PROPERTY CARETAKER REF. NO.ECHEALTH/PC/USDMAKC/88/08/2019

SALARY
R102 534 - R120 780 per annum (Level 02)

CENTRE
Umzimvubu Sub District, Makwatini Clinic

REQUIREMENTS
ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES

ENQUIRIES
Mr. Magadla Tel No: (039) 727 2090/4462

POST 30/239
LAUNDRY WORKER REF.NO.ECHEALTH/LW/SPH/89/08/2019

SALARY
R102 534 - R120 780 per annum (Level 02)

CENTRE
Alfred Nzo District, St Patricks Hospital

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

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 Gxaweni AO Tel No: (039) 251 0236

POST 30/240 : TRADE LABOURER REF NO: ECHEALTH/TBH/90/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage.
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 : Mr Kholiso Tel No: (039) 737 3107

POST 30/241 : GENERAL WORKER REF NO: ECHEALTH/GW/TBH/91/08/2019 (X2 POSTS)

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : ABET level 4 or NQF level 1 -3 with no experience. Poses good Communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
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 Ngwabeni Tel No: (039) 257 0099

POST 30/242 : GENERAL WORKER REF NO: ECHEALTH/GW/ANH/92/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Joe Gqabi District, Aliwal North Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 -3 with no experience. Poses good Communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
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 Fourie Tel No: (051) 633 7700

**POST 30/243**
**LAUNDRY WORKER REF NO: ECHEALTH/LW/SPH/93/08/2019**

**SALARY**
R102 534 - R120 780 per annum (Level 02)

**CENTRE**
Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

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

**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 Ngwabeni Tel No: (039) 257 0099

**POST 30/244**
**TRADE LABOURER REF NO: ECHEALTH/TL/MH/94/08/2019**

**SALARY**
R102 534 - R120 780 per annum (Level 02)

**CENTRE**
Joe Gqabi District, Maclear Hospital

**REQUIREMENTS**
ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage.

**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 N Zuza Tel No: 045 932 1028

**POST 30/245**
**PORTER REF NO: ECHEALTH/POR/TBH/95/08/2019 (X2 POSTS)**

**SALARY**
R102 534 - R120 780 per annum (Level 02)

**CENTRE**
Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

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

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

**ENQUIRIES**
Ms N Ngwabeni Tel No: (039) 257 0099
**POST 30/246**  
**GENERAL WORKER**  
**REF NO:** ECHEALTH/GW/BH/96/08/2019  
**(X2 POSTS)**

**SALARY**  
R102 534 - R120 780 per annum (Level 02)

**CENTRE**  
Buffalo City Metro, Bhisho Hospital

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

**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. Overseer 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. T. Awlyn – Qegu Tel No. (040) 635 2950/5.

**POST 30/247**  
**LAUNDRY WORKER**  
**REF NO:** ECHEALTH/LW/CMH/97/08/2019

**SALARY**  
R102 534 - R120 780 per annum (Level 02)

**CENTRE**  
Buffalo City Metro, Cecilia Makiwane Hospital

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

**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 P Mncotso Tel No: (043) 708 2121

**POST 30/248**  
**GENERAL WORKER**  
**REF NO:** ECHEALTH/GW/EMS/98/08/2019

**SALARY**  
R102 534 - R120 780 per annum (Level 02)

**CENTRE**  
Buffalo City Metro, Emergency Care Services

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

**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. Overseer 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 B Mtshawulana Tel No: (063) 253 1021

POST 30/249 : FOOD SERVICE AID REF NO: ECHEALTH/FSA/FTH/99/08/2019 (X2 POSTS)

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment. Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

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 N Mthitshana Tel No: (043) 709 2487/2532.

POST 30/250 : GENERAL WORKER REF NO: ECHEALTH/GW/FTH/100/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Mthitshana Tel no: 043 709 2487/2532.
POST 30/251: PROPERTY CARETAKER REF NO: ECEALTH/PC/ALPHANDALE/101/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Buffalo City Metro, Alphandale Clinic
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
ENQUIRES: Ms. Hazel Hlulani Tel. No: (043) 7433 006/057

POST 30/252: GENERAL WORKER REF NO: ECEALTH/GW/DIMC/102/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Buffalo City Metro, Dimbaza Clinic
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
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. Overseer 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. Hazel Hlulani Tel. No: (043) 7433 006/057

POST 30/253: GENERAL WORKER REF NO: ECEALTH/GW/EL-CHS/103/08/201

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Buffalo City Metro, East London CHS
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
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. Overseer 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. Hazel Hlulani Tel. No: (043) 7433 006/057

POST 30/254: PROPERTY CARETAKER REF NO: ECHEALTH/PCT/ELUC/104/08/2019
SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Buffalo City Metro, Eluxolweni Clinic
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


ENQUIRES: Ms. Hazel Hlulani Tel. No: (043) 7433 006/057

POST 30/255: GENERAL WORKER REF NO: ECHEALTH/GW/EMPILWENI/105/08/2019
SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Buffalo City Metro, Empilweni Gompo CHC
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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. Overseer 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. Hazel Hlulani Tel. No: (043) 7433 006/057

POST 30/256: PROPERTY CARETAKER REF NO: ECHEALTH/PCT/GOMPO-B/106/08/2019
SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Buffalo City Metro, Gompo B Clinic
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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. Hazel Hlulani Tel No: (043) 7433 006/057

POST 30/257 : PROPERTY CARETAKER REF NO: ECHEALTH/PC/MORRE/107/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Buffalo City Metro, Morre Street Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


ENQUIRES : Ms. Hazel Hlulani Tel No: (043) 7433 006/057

POST 30/258 : GENERAL WORKER REF NO: ECHEALTH/GWL/DORA/108/08/2019 (X3 POSTS)

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Possess physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide cleaning services in area of allocation including patients wards and sluice room. Provide effective office and property care support services. Overseer and prepare boardroom and lecturer theatres for meetings and gatherings. Provisioning of good services to patients during meal times and cleaning of the ward kitchens. Linen care in the ward area of allocation. Perform stock taking of areas. Provide routine general work, compliance and maintenance services. Open windows every day for hygiene and infection control purposes. Damp and dry ducting of all surfaces, windows and window sills. Remove office items/ furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Cleaning and take property care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Empty dust bins, remove and store waste on the designated areas. Adhere to infection control and Occupational Health and Safety standards. Work compliance according to National Core Standards.

ENQUIRIES : Mr J Johaar Tel No: (041) 406 4435

POST 30/259 : GENERAL WORKER REF NO: ECHEALTH/GW/JZC/109/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Makana Sub District, Joza clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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. Overseer 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. Qaleni Tel No: (046) 622 4901

POST 30/260: GENERAL WORKER REF NO: ECHEALTH/GW/SDC/110/08/2019 (X3 POSTS)

SALARY: R102 534 - R120 780 per annum (Level 02)

CENTRE: Makana Sub District, Settlers Day Clinic

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

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. Overseer 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. Qaleni Tel No: (046) 622 4901

POST 30/261: GENERAL WORKER REF NO: ECHEALTH/GW/FEH/111/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)

CENTRE: Sarah Baartman District, BJ Vorster Hospital

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

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. Overseer 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.
material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Ms Gillian Sikiwe Tel No: (042) 286 0210

POST 30/262: GENERAL WORKER REF NO: ECHEALTH/GW/FEH/112/08/2019 (X2 POSTS)

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Sarah Baartman District, Fort England Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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. Dyalvane Tel No: (040) 602 2300

POST 30/263: GENERAL WORKER REF NO: ECHEALTH/GW/SVH/113/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Sarah Baartman District, Sundays Valley Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 T. Fekema Tel No: (042) 230 0406/432/567

POST 30/264: PORTER REF NO: ECHEALTH/POR/BEDFH/114/08/2019 (X3 POSTS)

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Amathole District, Bedford Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
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 V.T Notyi Tel No: (046) 685 0043

POST 30/265: GENERAL WORKER REF NO: ECHEALTH/GW/THAFH/116/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)

CENTRE: Amathole District, Tafalofefe Hospital

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

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. Motabele Tel No: (047) 498 0026

POST 30/266: LAUNDRY WORKER REF NO: ECHEALTH/LW/TOWH/117/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)

CENTRE: Amathole District, Tower Psychiatric Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable. Poses physical strength and to cope with physical demands of position. Be able to work as a team 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 direct by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as direct 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 L Mangesi Tel No: (040) 653 1141

POST 30/267: PORTER REF NO: ECHEALTH/POR/ISH/118/08/2019 (X6 POSTS)

SALARY: R102 534 - R120 780 per annum (Level 02)

CENTRE: OR Tambo District, Isilimela Hospital

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

**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 N Gwiji Tel No: (047) 564 2805

**POST 30/268** : PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/DMMH/119/08/2019

**SALARY**: R102 534 - R120 780 per annum (Level 02)

**CENTRE**: OR Tambo District, Dr Malizo Mpehle Hospital

**REQUIREMENTS**: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


**ENQUIRIES**: Ms Makalima Tel No: (047) 542 6000

**POST 30/269** : PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/STBH/120/08/2019

**SALARY**: R102 534 - R120 780 per annum (Level 02)

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

**REQUIREMENTS**: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


**ENQUIRIES**: Ms Ndamase Tel No: (047) 555 5300

**POST 30/270** : GENERAL WORKER REF NO: ECHEALTH/GW/ORTDO/121/08/2019

**SALARY**: R102 534 - R120 780 per annum (Level 02)

**CENTRE**: OR Tambo District Office

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

**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
ENQUIRIES: Mr S Stuma Tel No: (047) 502 9000

POST 30/271: GENERAL WORKER REF NO: ECHEALTH/GW/KSD-NTLC/122/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: KSD Sub District, Ntlangaza Clinic
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
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 Gcagca Tel No: (047) 531 0823.

POST 30/272: GENERAL WORKER REF NO: ECHEALTH/GW/KSD-MBCHC/123/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: KSD Sub District, Mbekweni CHC
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
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 Gcagca Tel No: (047) 531 0823.

POST 30/273: GENERAL WORKER REF NO: ECHEALTH/GW/KSD-WILC/124/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: KSD Sub District, Willow Clinic
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
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.
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.

**DTIES**

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. Overseer 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 Gcagca Tel No: (047) 531 0823.

**POST 30/274**

**GENERAL WORKER REF NO: ECHEALTH/GW/ZH/125/08/2019**

**SALARY**

R102 534 - R120 780 per annum (Level 02)

**CENTRE**

OR Tambo District, Zithulele Hospital

**REQUIREMENTS**

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

**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. Overseer 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 Tengile Tel No: (047) 573 8936

**POST 30/275**

**GENERAL WORKER REF NO: ECHEALTH/MSD-MBOC/126/08/2019**

**SALARY**

R102 534 - R120 780 per annum (Level 02)

**CENTRE**

Mhlonlo Sub District, Mbokotwana Clinic

**REQUIREMENTS**

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

**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. Overseer 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 Ntlabi Tel No: (047) 553 0585

POST 30/276 : GENERAL WORKER REF NO: ECHEALTH/MSD-TSCHC/127/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Mhlontlo Sub District, Tsolo CHC
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 Ntlabi Tel No: 047 553 0585

POST 30/277 : GENERAL WORKER REF NO: ECHEALTH/GW/CHD-ASH/128/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Chris Hani District, All Saints Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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 U Nkasela Tel No: (047) 548 4000

POST 30/278 : PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/CHD-ASH/129/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Chris Hani District, All Saints Hospital
**REQUIREMENTS**

ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES**


**ENQUIRIES**

Ms U Nkasela Tel No: (047) 548 4000

**POST 30/279**

GENERAL WORKER REF NO: ECHEALTH/GW/CHD-CH/130/08/2019

**SALARY**

R102 534 - R120 780 per annum (Level 02)

**CENTRE**

Chris Hani District, Cradock Hospital

**REQUIREMENTS**

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

**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. Overseer 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 F Danster Tel no 048 881 2123.

**POST 30/280**

PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/ESD-SC/131/08/2019

**SALARY**

R102 534 - R120 780 per annum (Level 02)

**CENTRE**

Emalahleni Sub District, Sweetwater Clinic

**REQUIREMENTS**

BET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES**


**ENQUIRES**

Ms NP Mtshabe Tel No: (047) 878 4300.

**POST 30/281**

PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/ESD-NC/132/08/2019

**SALARY**

R102 534 - R120 780 per annum (Level 02)

**CENTRE**

Emalahleni Sub District, Nompumelelo Clinic
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


ENQUIRIES: Ms NP Mtshabe Tel No: (047) 878 4300.

OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 0007, Ground Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Vusumzi Booysen / M Mbangi/ Nomthandazo Xesha

CLOSING DATE: 06 September 2019

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 30/282: WATER SUPPLY & SANITATION SPECIALIST REF NO: OTP 001/08/2019

One (1) Year Contract

SALARY: R1 125 183 – R1 495 956 per annum (Level 14) (all-inclusive package)

CENTRE: Bhisho

REQUIREMENTS: A Bachelor's degree (NQF Level 7) in Water Sector / Science / Environmental / Environmental Science / Engineering environment. At least five (5) years of experience at senior management level. Eight (8) to ten (10) years of experience with more than three (3) years post professional registration experience with SACNASP or relevant professional registration body. Understanding of integrated water resource management. Knowledge of National Water Act (NWA), National Environmental Management Act (NEMA), BBBEE Act, Disaster Management Act. Knowledge of systems used to manage Water resources. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation. Client Orientation and customer focus. Knowledge of Public Service Regulations, South Africa Constitution, Monitoring and reporting, Skills: Report writing, Communication, Interpersonal relations, Planning & organizing,
Presentation, Problem solving, Computer and Decision making skills. A valid driver’s licence, Code EB.

**DUTIES**: Develop and administer a framework of effective allocation of water use; Authorization of water use abstraction and in stream use including Dam safety, the provision of business planning. Ensure inter departmental inputs, technical and system coordination e.g. DMR, DEA. Monitor and Lead in the water supply and sanitation sector and development. The programs and projects of the IGCP/provincial priorities. Interact with relevant provincial government departments and municipalities to confirm their understanding of the tools and monitoring approach. Collating identified projects information from Municipalities, Ensuring compliance to project objectives provide progress reports, Opening and closing reports of projects, Plan and attend Monthly projects, Conduct Site visits , project monitoring and Preparation of projects budget. Facilitate the signing of Implementing agency agreements for major capital projects, Resolving of projects related queries, Manage all aspects of major infrastructure projects (multi and multidisciplinary projects) Visit all relevant sites to confirm service delivery, making use of the verification tool; and where possible engage with beneficiaries and/or relevant stakeholders. Engage with the directors of departments at regional level as part of verification and gathering details. Be the face of OTP at District Level. Interface with District Municipal Managers. Hold coordination meetings at District Municipal Offices to ensure participation of government departments. Compile monthly reports, and where necessary, video and photographic material to be gathered.

**ENQUIRIES** can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha: Tel No: (040) 609 6249 /6248

**PROVINCIAL TREASURY**

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

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

**FOR ATTENTION**
Ms Bonelwa Ndayi

**CLOSING DATE**
06 September 2019

**NOTE**
Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.
POST 30/283: DEPUTY DIRECTOR: FORENSIC AUDIT REF NO: PT01/08/2019

(Fixed Term Contract of 12 Months)

Purpose: To assist in the promotion and ensure coordination of Forensic Audits Services in Provincial Departments, Public Entities and Municipalities.

SALARY: R733 257 per annum (Level 11)

CENTRE: Bhisho


DUTIES: Provide Forensic Support and Capacity Building to Provincial Departments and Public Entities: Render support in identifying, managing and facilitating the forensic investigation of incidents reported to or identified by Provincial Treasury. Support the development and implementation of an investigation plan and facilitate adherence to it. Support Departments Forensic Capacity Where Necessary: Monitor and facilitate forensic investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Coordinate and conduct forensic investigations in public sector. Prepare Affidavits and Evidence Files and Testify For Criminal Prosecution Purposes. Manage Area Of Responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP’s) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: (040) 1010 072/071

POST 30/284: DEPUTY DIRECTOR: SALARIES ADMINISTRATION REF NO: PT02/08/2019

Purpose: To manage salary payments and rebates

SALARY: R733 257 per annum (Level 11)

CENTRE: Bhisho

REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Financial Management/Financial Accounting or related field coupled with Minimum 5 of years’ experience of which 3 years must be at a supervisory (management) level or Assistant Director in Salaries Administration environment. Skills and 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. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management.

DUTIES: Manage the Payment of Salaries and Deduction of Payments to Third Parties: 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 Authorisation 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. Manage and ensures that all users of PERSAL are allocated functions and registered. 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 Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: (040) 1010 072/071

POST 30/285 : NETWORK CONTROLLER: ICT MANAGEMENT REF NO: PT03/08/2019
Purpose: To render support in ICT infrastructure, operational network and information communications technology in the department

SALARY : R316 791 per annum (Level 08)
CENTRE : Bhisho
REQUIREMENTS : A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Computer Science/ Information Systems or related field coupled with Minimum 2 years experience in Network Administration. N+ Certification will be an added advantage. Knowledge and Skills: Pc Installation, operations and trouble-shooting. Network operations, software and hardware, PC software knowledge, To prepare accurate reports and to provide quick and innovative solutions to computing problems train users in the operation of computer and associated peripheral equipment. Train users regarding software diagnostic tools and their use. Computer hardware, operating system software and its applications routine maintenance methods and procedures utilized to maintain the proper performance of computer, peripheral equipment. Network Management, Computer Literate, Analytical Thinker, Problem Solving, Decision Making.

DUTIES : Render Support on ICT Infrastructure to all Networks on Lan, Wan & Desktop: Provide 1st line support on network related issues. Provide assistance with research, evaluation of hardware and software technologies for networks. Test new software and related upgrades and compatibility with existing systems. Maintain, upgrades and solve network problems. Provide initial training in existing and new technologies. Provide network connectivity at all times. Perform onsite and remote support to Head Office and Districts. Install, diagnose, repair, maintain, configure, update and upgrade all computers / laptop hardware, software or any other ICT equipment to ensure optimal
performance of system. Provide required technical assistance to users. Assist in the development of topology and network standards. Assist in the maintenance of IT equipments. Install and configure operating system and drivers to desktop, laptops and printers. Assist in maintenance of LAN. Provide guidance to new users on start-up procedures. Assist in identifying hardwares for disposal when appropriate. Provide Support In The Development Of Network Business & ICT Strategic Alignment: Provide inputs to the information services strategies & plans. Assist in the implementation of all IT related policies and procedures. Administer User Information And User Account Management On Departmental Servers: Render support to users on network operation. Record and attend all network related queries. Assist in creating or reset of user profiles on CISCO Call Manager. Assist in resetting user accounts on active directory. Assist new user in completion of registration forms. Assist in the creation of system backup and user information and perform data recovery. Render Support To Ad Hoc Projects: Assist service providers on network cabling installations. Assist in testing of backup generator.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: (040) 1010 072/071

POST 30/286 : INTERNAL AUDITOR REF NO: PT04/08/2019
Purpose: To render Internal Audit Services for the Department
SALARY : R257 508 annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Auditing and Accounting as major subjects plus a minimum of two years experience in an internal audit or external audit environment. Added Advantage: Prior experience in PFMA governed entities. Knowledge and Skills: Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for Professional Practice of Internal Auditors, Internal Audit Framework and policies. Manage daily employee performance and ensure timely performance assessments of all subordinates; ensure management, maintenance and safekeeping of assets.

DUTIES : Facilitate the Execution of Comprehensive Audit Plan: Execute audits in accordance with the audit programmes. Report progress on audit programmes. Document areas for improvement. Obtain management comment on the draft findings and submit working papers on time to the supervisor. Communicate all issues with the supervisor and client continuously.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: (040) 1010 072/071

POST 30/287 : PERSAL SUPPORT AND ADMINISTRATION REF NO: PT05/08/2019 (X1 POST)
(Fixed Term Contract of 12 Months)
Purpose: Act as user type 2 for three centralised departments and also support the user type1 in the carrying out of his duties
SALARY : R257 508 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Public Administration or relevant field. Knowledge of PERSAL system. Copy of PERSAL course(s) must be attached. At least 2 years’ experience in an HR environment. Knowledge of regulations related to Human Resource Management. Knowledge and Skills: Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

DUTIES : Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments
and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCC’s for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision making.

**ENQUIRIES**

can be directed to Ms B Ndayi Tel No: (040) 1010 072/071

**DEPARTMENT OF PUBLIC WORKS**

*The Department of Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

**APPLICATIONS**

Head Office Bhisho, Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho. Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms N. Mtoa Tel No: (040) 602 4270 or Ms S. Mmoda Tel No: (040) 602 4140.

Amathole Region (East London): Hand Delivery, Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambridge, 5201, Enquiries Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772

Chris Hani Region (Queenstown): Hand Delivery: 1 Corner Road, Kings Park, Queenstown, 5320, or post to Private Bag X7114, Queenstown, 5320. Enquiries: Ms L. Mazwi Tel: 045 807 6662 or Ms N. Ndawo Tel No: (045) 807 6676

OR Tambo Region (Mthatha): Hand Delivery: K.D. Matanzima Building, Owen Street, Mthatha, 5099 or Post to: Department of Public Works, Private Bag X5009, MTHATHA, 5099 Enquiries Mr V. Sokhaheleka/ Ms V. Potelwa Tel No: (047) 505 2767

Alfred Nzo Region (Mount Ayliff): Hand Deliver - Department of Public Works, Corner of Nkosi Senyukele Jojo & Ngqubusini, off Ntsizwa Street, Mt Ayliff,4735, Block- G- or Post to Private Bag X3556, Kokstad, 4700,

Sarah Baartman Region (Port Elizabeth): Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries: Ms C. Bermoskie Tel: 041 390 9026 or Ms A. Meyer Tel No: (041) 390 9032.

**FOR ATTENTION**

Ms N.H Malgas

**CLOSING DATE**

06 September 2019

**NOTE**

Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to 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 Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the
process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS

POST 30/288: CHIEF ENGINEER - GRADE A REF NO: DPW 01/08/2019
Sarah Baartman Regional Office

SALARY: R1 042 827 per annum (An all-inclusive remuneration package) (OSD)
CENTRE: Port Elizabeth
REQUIREMENTS: An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification in Mechanical engineering. Six years post qualification experience as a registered Professional Engineer. A valid driver’s license. Compulsory registration with ECSA as a Professional Engineer.

DUTIES: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering services and management methods. Manage the executive of Maintenance strategy through the provision of appropriate structures, systems and resources. Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management.

People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES: Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: (041) 390 9032

POST 30/289: CHIEF ARCHITECT: HEALTH PORTFOLIO (BUILDINGS) REF NO: DRPW 02/08/2019

SALARY: R898 569 per annum (An all-inclusive remuneration package) (OSD)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: A Bachelor’s Degree in Architecture or relevant qualification. Six years post qualification Architectural experienced. Valid driver’s license. Compulsory Registration with SACAP as a Professional Architect.

DUTIES: Architectural Design and analysis effectiveness: Perform final review and approvals or audits on architectural designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain architectural operational effectiveness: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources. Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to organisational goals to direct or redirect architectural services for the attachment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services. Manage the operational capital project portfolio for the operation to ensure effective
resourcing according to organisational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects: Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide Technical consulting services for the operation of architectural related matters to minimise possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. People Management: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

ENQUIRIES:
can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140

POST 30/290

CHIEF ARTISAN- GRADE A: BUILDINGS (X3 POSTS)

SALARY:
R386 487 per annum (OSD)

CENTRE:
Amathole Regional Office (Dutywa/ Butterworth Depot Construction) Ref No: DPW 03/08/2019 (X1 Post)
Amathole Regional Office (Willowvale Depot Construction) Ref No: DPW 04/08/2019 (X1 Post)
Amathole Regional Office (Middledrift Depot) Ref No: DPW 05/08/2019, (X1 Post)

REQUIREMENTS:

DUTIES:
Manage technical services: Manage technical services and support in conjunction with Technicians/ Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs into budgeting process; compile and submit reports as required; Provide and consolidate inputs into technical operational plan; Update databases and manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline –related activities and services. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with technologies and procedures; Research/ literature studies on technical/ engineering to improve expertise; Liaise with relevant bodies/ councils on technological/ engineering- related matters.

ENQUIRIES:
can be directed to Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772

POST 30/291

ASSISTANT DIRECTOR: FLEET SERVICES, COMPONENT: ASSET MANAGEMENT REF NO: DRPW 06/09/2019

SALARY:
R376 596 per annum (Level 09)
CENTRE : Head Office (Bhisho)

REQUIREMENTS : A Bachelor’s Degree/ National Diploma in Fleet/ Transport Management/ Public Management/ Public Administration/ Commerce/ Financial Accountancy/ Auditing with 4 years relevant working experience in fleet Management of which 3 years must be at a Supervisory level or salary level 7/8. Knowledge of PFMA and National treasury regulations and Supply Chain Management Prescripts, Knowledge of the departmental, mandate and its relationship with stakeholders in the sector and client departments. A valid driver’s license. Knowledge And Skills: Extensive knowledge of fleet management services, excellent analytical, numeric, communication and report writing skills, Computer skills in Ms Word, Ms Excel and PowerPoint, People Management skills with ability to deal with stakeholders at all levels. Ability to work in a team, Ability to work under pressure and meet tight deadlines.

DUTIES : Control all Departmental Transport/ Fleet. Monitor adherence to transport legislations and policies. Maintain vehicle accident reports. Manage and monitor SLA with contracted suppliers. Maintain vehicle asset registration fleet service history. Co-ordinate the provision of official and subsidized vehicles to the Department. Provide maintenance and co-ordinate the use of Government Motor Transport within the branches of the Region. Manage and supervise staff in the fleet management component. Monitor and manage submissions of all returns. Prepare transport estimates. Monitor the registration and licensing of the Departmental fleet.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda 040 602 4140

POST 30/292 : ASSISTANT DIRECTOR: FACILITIES MANAGEMENT (X2 POSTS)

SALARY : R376 596 per annum (Level 09)

CENTRE : Amathole Regional Office (East London) Ref No: DRPW 07/08/201 (X1 Post)
Alfred Nzo Regional Office (Mount Ayliff) Ref No: DRPW 08/08/201 (X1 Post)

REQUIREMENTS : A Bachelor's Degree/ National Diploma in Public Management/Property Management/Real Estate/Facilities Management qualification with five (5) years' experience working in the property management environment of which three (3) years must be at supervisory level 7/8. Advanced computer skills. Good communication skills. A valid driver's license is a requirement. Knowledge and Skills: Sound Knowledge of Communication and influencing skills in person and in writing. Knowledge and understanding of GIAMA and advanced computer skills. Analytical and problem solving. Ability to lead and manage teams & projects. Team work. Attending to detail but also the ability to see the implications. Basic knowledge and understanding of PFMA and Treasury regulations.

DUTIES : Assist client departments in drafting inputs for the compilation of their Immovable Asset Management Plans. Manage inspection and condition assessment on leased and state owned buildings in the Region. Manage compliance of norms and standards in the utilization of offices by User Department. Manage the rendering of cost effective and efficient cleaning, gardening and maintenance services. Conduct needs survey regarding office accommodation requirement for Provincial User Departments within the Region. Manage the space planning project of offices. Facilitate User Forum meetings. Manage income leases. Ensure the administration and performance of buildings within the region as to obtain maximum yields on investments, optimum level of maintenance and utilization. Supervise staff according to the PMDS. Prepare reports for management and other stakeholders.

ENQUIRIES : can be directed to Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772 (Amathole)
Ms N Gcabi or Ms L Mncwabe Tel No: (039) 254 6942/6764 (Alfred Nzo)

POSTS 30/293 : ASSISTANT DIRECTOR: LEASES, COMPONENT: PROPERTY MANAGEMENT AND DEVELOPMENT REF NO: DRPW 09/09/2019

SALARY : R376 596 per annum (Level 09)

CENTRE : Head Office (Bhisho)

REQUIREMENTS : A Bachelor’s Degree/ National Diploma in Finances/Accounting/Legal/Property Management with at least a minimum of four years’ experience in the property management or finance industry of which three years must be at a supervisory level or salary level 7/8. A valid
DUTIES: Obtain cost effective hired office accommodation for Provincial Public Work’s client departments according to the market trends. Liaison with the landlords to ensure timeous payments of rental payments. Liaison with the Clients departments and landlords to ensure client satisfaction. Prepare submission for the approval of office accommodation to the bis committee. Ensure optimal utilization of state and leased properties and generate revenue to the best benefits of the Government and as required by PFMA. Ensure that monthly reconciliations are done regarding all the monies payable to the municipality to avoid fruitless and wasteful expenditure. Submission of all statistical monthly reports to the head of section. Compile budget for hiring of office accommodation, repairs and refurbishments of leased properties. Financial control over expenditure of allocated funds. Supervise and develop and evaluate all staff that report to you.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda 040 602 4140


SALARY: R304 263 per annum (OSD)

CENTRE: Chris Hani Regional Office (Whittlesea Depot Construction)

REQUIREMENTS: Appropriate trade test certificate. Valid driver’s license. Five years post qualification experience as an Artisan. Must be able to work after hours at remote construction site. Experience in earthmoving equipment.

DUTIES: Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards; Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults; Repair equipment’s and facilities according to standards; Test repair equipment and/or facilities against specifications; Service equipment and/or facilities according schedule; Quality assure serviced and maintained and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults; Obtain quotations and purchase (order) required equipment and materials; Compile and submit reports as required; Provide inputs to the operational plan; Ensure adherence to safety standards, requirements and regulations. Human and Capital Resource Management: Supervise and mentor staff; Planning of resources; Scheduling of works. maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures; Research/literature studies on technical/engineering technology to improve expertise.

ENQUIRIES: can be directed to Ms L. Mazwi Tel No: (045) 807 6662 or Ms N. Ndawo 045 807 6676

POST 30/295: ARTISAN PRODUCTION - GRADE A: BUILDINGS (X2 POSTS)

SALARY: R190 653 per annum (OSD)

CENTRE: Amathole Regional Office Ref No: DPW 17/09/2019, (Peddie Depot (x1 post) OR Tambo Regional Office Ref No: DPW 18/09/2019 (Bota Sigcawu and KD Matanzima Depot (X1 Post)


DUTIES: Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspects equipment and/or facilities for technical faults; Repair equipment according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative duties and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and Supervise and
mentor staff. Maintain expertise: - Continuous individual development to keep up with the new technologies and procedures.

ENQUIRIES
: can be directed to Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772 (Amathole)
Ms V. Potelwa or Mr V. Sokhaileleka Tel No: (047) 505 2767 (OR Tambo)

DEPARTMENT OF TRANSPORT

The Department of Transport 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
: The Department of Transport Post to: The Acting Senior Manager: HRM, Department of Transport, Private Bag X0023, Bhisho 5605 or Hand Delivery: Office no. A48, 32 Flemming Street, Stellenbosch Park, Schorvillle, King William’s Town.


Sarah Baartman: Private Bag X6010, Port Elizabeth, 6000 or hand delivery: 1ST Floor Absa Building, Goven Mbeki; Chris Hanl: Private Bag X7185, Queenstown, 5320 or hand delivery: 92 Carthcart Road, Sanlum Building;

Alfred Nzo: Private Bag X3561, Kokstad, 4700 or hand delivery: 188 Ngqubusi Street, Maxesibeni. Enquiries: Mr. M Mgoblo / Mrs N, Nyamakazi 043 604 7455 / 7458.

FOR ATTENTION
CLOSING DATE
: The Acting Director-HRM
: 06 September 2019

NOTE
: Applications must be submitted on a Z83 Form, obtainable from 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] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence 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 short-listed candidates only. If you have not been contacted within three (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, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

MANAGEMENT ECHELON

POST 30/296
: DIRECTOR: ICT REF NO: DOT 01/08/2019

SALARY
: R1 057 326 - R1 245 495 (Level 13) (all – inclusive package)

CENTRE
: Head Office-KWT

REQUIREMENTS

DUTIES
: Manage ICT business enablement and governance services. Manage analysis of the departments systems/business activities. Manage information for
planning, operational and management purposes. Coordinate effective management of ICT governance (ICT architecture, quality assurance and other legislative Requirements). Manage the conducting of ICT research and align to the department’s needs. Manage ICT infrastructure and operations support services. Facilitate and manage the design, development and maintenance of the departmental Local Area Network (LAN) and Wide Area Network (WAN). Facilitate maintenance and management of departmental Data Centre (server rooms). Ensure that departmental information is secured and available to legitimate users and ICT risk is effectively managed and mitigated. Plan procure maintain and support ICT infrastructure equipment. Manage ICT operations, solutions and support services. Develop and manage the help desk/operations center strategy. Facilitate implementation of ICT change management. Facilitate implementation of ICT policies and procedures. Coordinate district ICT operations. Manage ICT information and knowledge management services. Facilitate development of user requirements/ specifications for development and upgrade of application systems (in-house and out sourced). Facilitate the provision of ICT application systems. 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 description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
Mr. M Ngcobo / Mrs N, Nyamakazi
Tel No: (043) 604 7455 / 7458

OTHER POSTS

POSTS 30/297:

DEPUTY DIRECTOR: DISTRICT COORDINATOR: SCHOLAR TRANSPORT (2X POSTS)

SALARY:
R733 257- R863 748 per annum (Level 11) (all – inclusive package)

CENTRE:
Alfred Nzo Ref No: DOT 02/08/2019
Sarah Baartman Ref No: DOT 03/08/2019

REQUIREMENTS:

DUTIES:
Management of district scholar transport stakeholder relations. Management of district scholar transport stakeholder relations. Establish a public transport representative structure for the District. Sell the concept of scholar transport and its objectives to the public transport representative structure. Ensure that the public transport representative structure understands and share information with its members about the process of appointment of operators for scholar transport. Develop a communication protocol and consult it with the public transport representative structure. Make sure that operators participating in the scholar transport service are workshopped on the terms of reference of their contractual obligations and the implications thereof. Create a district structure for mediation, conflict and dispute resolution. Management of district scholar transport performance monitoring. Management of district scholar transport performance monitoring. Manage the implementation of tools and systems developed to monitor scholar transport services. Manage the gathering and verification of information required to process payment of public transport service providers. Manage the implementation of intelligent transport system technology. Make a follow up on all queries received from scholar transport beneficiaries and stakeholders and come up with intervention. Establish partnership between the District, school teachers and parents in
monitoring the performance of contracted service providers. Manage the establishment of a commuter call centre and monitor its operations. Develop reports on the performance of the scholar transport in the district. Management of District scholar transport budget and payment services. Influence the district budget to cater for scholar transport services plans. Ensure that all scholar transport contractual obligations for the district are accommodated in the budget. Monitor expenditure by ensuring that all POD’s are verified against the invoices before payment is processed. Manage the efficient capturing of POD’s. Ensure that all scholar transport invoices that are verified as correct are paid on time. Attend to payment queries received from contracted operators. 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 timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/298: DEPUTY DIRECTOR: DATA SPECIALISTS REF NO: DOT 03/08/2019

SALARY: R733 257- R863 748 per annum (Level 11) (all – inclusive package)
CENTRE: Scholar Transport-E.L

DUTIES: Develop and maintain scholar transport database. Number of Learners per school. Number of schools. Number of vehicles per districts. Number of routes. Number of pick up points. Maintain active record of effective operators and vehicles. Liaise with Department of education, Operators and communities. Keep abreast with latest information on rationalization and realignment of schools. Keep abreast new routes and closed routes as a result of rationalization. Monitor compliance of operators documents. Maintain updated list of active PDP’s and those expired. Replacement of vehicle record. Approve change of vehicle form. 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 description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/299: CONTROL PROVINCIAL INSPECTOR REF NO: DOT 04/08/2019

SALARY: R733 257- R863 748 per annum (Level 11) (all – inclusive package)
CENTRE: Amathole District Office- E.L+
REQUIREMENTS: Basic Traffic Diploma from a recognized Traffic College. Relevant Tertiary qualification (3 year Diploma/Degree or equivalent). 7-10 years working experience in the field in Traffic Law enforcement. 3-5 years Management

**DUTIES**

Manage the implementation of operational law enforcement plan. Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centers management and facilitate the development of and participation in a center strategic/operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership. Coordinate stakeholder relations with other state departments and law enforcement agencies (LEAs). Management of service delivery improvement. Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centre. Manage and ensure effective external community communication and liaise with local community police forums. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers therefore are filed properly and kept up to date at all times. Ensure effective and efficient Asset Management. Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/center. 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 timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management. Maintenance and safekeeping of assets.

**ENQUIRIES**

Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

**POST 30/300**

**ASSISTANT DIRECTOR: BUDGET CONTROL REVENUE AND DEBTORS**

**REF NO: DOT 06/08/2019**

**SALARY**

R376 596 - R454 920 per annum (Level 09)

**CENTRE**

Amathole District Office - E.L

**REQUIREMENTS**


**DUTIES**

Render revenue and debtors collection management services: Identify revenue source, Identify innovative ways of collecting revenue, Supervise the collection of revenue, Prepare reconciliation on debtors, Render budget planning and accounting services, Coordinate the development of budget by district sub-directorates, Consolidate budget projections by sub-directorates, Draft consolidated district budget and submit to head office. Monitor expenditure pertain for the district, Render financial planning services for the district. 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 timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all Subordinates and Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. M Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/301 : PRINCIPAL PROVINCIAL INSPECTOR TRAFFIC LAW ENFORCEMENT REF NO: DOT 16/08/2019

SALARY : R316 791 - R373 167 (Level 08)
CENTRE : Sarah Baartman – Struandale- Port Elizabeth

DUTIES : Management and supervision of subordinates. People Management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers’ Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties. Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official’s financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies’ operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions. Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

ENQUIRIES : Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/302 : ARTISAN FOREMAN: FLEET SERVICES REF NO: DOT 10/08/2019

SALARY : R286 500 per annum (OSD)
CENTRE : Amatole Regional Offices-E.L

DUTIES : Design: Supervise and produce designs according to client specifications and within limits of production capacity. Production: Produce objects with material
and equipment according to job specification and recognised standards. Perform admin and related functions: Update register of maintained and repaired faults. Obtain quotations and purchase orders (required equipment and materials. Compile and submit reports as required. Provide input to the operational plan. Ensure adherence to safety standards, requirements and regulations. Maintenance: Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Test, repair equipment and facilities against specifications. Service equipment’s/facilities according to schedule. Quality assure service and maintained equipment. Human and Capital Resource Management: Supervise and mentor staff. Planning of resources. Schedule of works. Maintain and advance expertise. Continuous individual development to keep up with technologies and procedures. Research/literature studies on technical engineering technology to improve expertise.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/303: CHIEF REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT REF NO: DOT 17/08/2019
Re-advertisement those who previously applied are encouraged to re-apply.

SALARY: R257 508 - R303 399 per annum (Level 07)
CENTRE: Chris Hani district
REQUIREMENTS: National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Records Management / Archives Management. 1-2 years’ experience in information management/ records management. National Archives Act, Team work, Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written).

DUTIES: Supervise the handling of incoming and outgoing correspondence: Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services: Opening and close files according to the record classification system. Filing/storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the processing and process documents forarchiving 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. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/304: ADMINISTRATION OFFICER: TRANSPORT REGULATIONS REF NO: DOT 07/08/2019 (X2 POSTS)

SALARY: R257 508 - R303 339 per annum (Level 07)
CENTRE: Amathole District-EL
REQUIREMENTS: National Diploma (NQF level 6)/ B. Degree (NQF Level 7) as recognized by SAQA in Public Administration/Financial Management, plus at least 1-2 years relevant experience. Knowledge of Procurement processes, leave management process, S&T overtime payment process, Financial Management processes, general administration processes, Traffman system, Traffic operations reports, LOGIS System and BAS System. Computer, Planning and organization, Good verbal and written communication skill and Records keeping

DUTIES: Render general administration support services: Receive, consolidate and submit overtime and S&T claims from traffic stations to HRM for capturing and finance for payment. Monitor leave for the district transport regulation, Receive and process requests from traffic stations for procurement of goods and services, Monitor expenditure and income for the component, keep and maintain the incoming and outgoing document register of the component. Render tactical administration support services. Provide processional support in the development of the district traffic regulation business plan, Provide professional support in monitoring implementing of district traffic regulation business plan, Provide professional support in development of the district
traffic regulation budget. Provide professional support in district traffic regulation statutory report including, Guide district traffic control In-year monitoring and consolidate associated reports. Coordinate submission of operational reports to head office: Receive reports from traffic stations, Consolidate information from traffic stations and produce the following reports i.e. NREP 10, NREP 5, NREP 7, NREP 8 and learner & Driver’s License Report and Facilitate submission of operational reports to head office. Coordinate submission of accident reports by police stations and safe keeping of them: Receive accident report from police stations, Create a filling system for safe keeping of accident reports, Attend to requests for copies of accident reports from external customers, Capture accident information into TRAFMAN System, and Consolidate accident statistics for submission to head office.

ENQUIRIES
Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/305
CONSTRUCTION SAFETY OFFICER: TECHNICAL ADMINISTRATION AND PROFESSIONAL SERVICE
REF NO: DOT 08/08/2019

SALARY
R257 508 - R303 339 per annum (Level 07)

CENTRE
Amathole District Office-EL

REQUIREMENTS
National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in Safety Management / B Tech (Building, Construction Management, Civil / Road Traffic Management, SAMTRAC, ASHEPP, HIRA will be an added advantage, 2 Years relevant experience in safety environment Registration with SACPCMP as a Professional Construction Health & Safety Agent. Basic Principles in Occupational Hygiene, Safety Management, Policies & Procedures, National and Provincial Land Transport Strategic Framework, Procurement Directives, Applied Strategic Thinking, Communication and Information Management, Budget & Financial Management, Strategic Management, Conflict/ Problem Solving, Presentation and Analytic skills.

DUTIES
Ensure management of construction Health and Safety Issues: Liaise with departmental staff to plan OHS interventions. Ensure that departmental and outsourced projects are carried out in accordance with the OHS Act and Regulations, Oversee the actions of the appointed CHS agents, Arrange training programmes on the Act and Regulations for the various facets of the department, Keep records of all CHS word both by appointed by OHS Agents and internally, Render site inspection services, Conduct Audits, site inspections, Attend to site meetings, Resolve issues that could negatively affect contracts and projects, Plan and design phases of the projects, Manage district PPE requirements, Conduct camp and workshop inspections. Manage road safety audits: Conduct road safety audits, Deal with road signs complaints relating to road safety, Implement and manage bush clearing, Control the district fencing obligations, Deal with complaints from schools relating to Road Safety, Conduct black spot investigations. Manage Occupational Health and Safety issues; Investigate OHS incidents and accidents, Evaluate safety files, Ensure all mining and OHS agreements (37.2) are signed to ensure legal compliance, approve mining safe operation procedures (SOP) before contractor can start mining, Conduct mine inspection and audits. 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 by providing necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDPs) for all employees under his/her supervision, Manage daily employee performance and ensure timely Performance Assessments of all subordinate, Ensure management, maintenance and safekeeping of assets.

ENQUIRIES
Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/306
STATE ACCOUNTANT: SALARIES
REF NO: DOT 19/08/2019

SALARY
R257 508 – R303 339 (Level 07)

CENTRE
Sarah Baartman- PE
## REQUIREMENTS

- **B. Com Degree (NQF 7) / National Diploma (NQF 6) as recognized by SAQA in Financial Administration/ Cost & Management Accounting/ Financial Information System/ Auditing, minimum of 2 years relevant experience.**

## DUTIES

- Manage, administer and coordinate salary related functions, which would include the following: Payments of service benefits. Capturing of transactions on PERSAL and BAS. Coordinate data for creation of beneficiary codes (e.g. garnishees). Maintenance of salary files. Create/retrieve entities for beneficiaries. Create and manage debt management processes. Facilitate and monitor the implementation of rebate processes which includes the following: Monitor and control PERSAL ABC recall account. Implementation of tax recall process. Reconciliation and clearing of suspense accounts. Reconciliation of PERSAL/BAS reports. Implement and facilitate payroll management system, which will include the following: Facilitate appointments of payroll managers. Sorting and distribution of payrolls, payslips and payovers. Issuing of tax certificates. Proper filling of PERSAL reports. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

## ENQUIRIES

- Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458.

## POST 30/307

**SUPPLY CHAIN CLERK: DEMAND & ACQUISITION MANAGEMENT (SUPERVISORY) REF NO: DOT 20/08/2019**

**SALARY:**
R257 508 – R303 399 (Level 07)

**CENTRE:**
Sarah Baartman-Port Elizabeth

**REQUIREMENTS:**
- **B. Degree (NQF 7) / National Diploma (NQF 6) in Logistics, Purchasing.** Minimum of 2 years relevant experience in Demand and Acquisition. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem solving skills. Computer literacy. Interpersonal relations. Communication skills (written & verbal).

**DUTIES:**
- Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES:**
- Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458.

## POST 30/308

**MECHANICAL ENGINEERING TECHNICIAN (ONE YEAR CONTRACT) (X3 POSTS)**

Re-advertisement those who previously applied are encouraged to re-apply.

**SALARY:**
R253 026 per annum plus 37% lieu of benefits (Candidate OSD)

**CENTRE:**
- Amathole District Ref No: DOT 13/08/2019 (X1 Post)
- Chris Hani district Ref No: DOT 14/08/2019 (X1 Post)
- Joe Gqabi Ref No: DOT 15/08/2019 (X1 Post)

**REQUIREMENTS:**
- National Diploma in Mechanical Engineering or relevant qualification. Valid driver's license. Registration with ECSA as a Candidate Mechanical Engineering Technician is compulsory upon appointment. No previous experience required. Project management, Technical design and analysis knowledge, Research and development, computer-aided engineering application, knowledge of legal compliance, Technical report writing, Networking, professional judgement. Generic: Problem solving and analysis, Decision making, Team work, creativity, self-management, Customer focus and responsiveness, communication, computer skills, planning and organising.
**DUTIES**: Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required. Keep up with new technologies and procedures. Provide inputs to the technical/engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

**ENQUIRIES**: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

**POST 30/309**: ADMINISTRATION CLERK (PRODUCTION): TRANSPORT REGULATIONS REF NO: DOT 11/08/2019

**SALARY**: R173 703- R204 612 per annum (Level 05)

**CENTRE**: Amathole District-EL


**DUTIES**: Render general clerical support services: Receive, and record correspondence coming from traffic stations, Attend to enquiries, Submit leave for the sub section to HRM, Receive, consolidate and submit request from sub-station to the District Office and Render filling services. Safe keeping of operational reports coming from traffic stations: Receive and record reports from traffic stations, Assist in consolidation and submission of the following reports to Head Office: i.e. NREP 10, NREP 5, NREP 7, NREP 8, NREP 9, APP 1, APP2, Fire Arm Report and learner & Driver’s License Report. Coordinate submission of accident reports by police stations and safe keeping of them: Receive accident report from police stations and file them, Create a filling system for safe keeping of accident reports, Attend to requests for copies of accident reports from external customers, Capture accident information into TRAFMAN System, and Collect accident statistics from traffic Stations and police stations.

**ENQUIRIES**: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

**POST 30/310**: ADMINISTRATION CLERK (PRODUCTION): SCM REF NO: DOT 12/08/2019

**SALARY**: R173 703 - R204 612 per annum (Level 05)

**CENTRE**: Amatole District-EL

**REQUIREMENTS**: Grade 12 National Certificate, Computer Literacy, No work experience required. knowledge of Supply Chain Duties, Practices as well as the ability to capture data, operate computer and collecting statistics, Basic knowledge and understanding of the legislative framework governing the Public Service and basic knowledge of work procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations and Communication skills (verbal written).

**DUTIES**: Render assets management clerical support: Compile and maintain records (e.g. asset records/database), Check and issue furniture, equipment and accessories to components and individuals, Identify redundant, non-serviceable and absolute equipment for disposal and verify asset register. Render demand acquisition clerical support: Update and maintain a supplier (including contractors) database, Register suppliers on Logis or similar system, Request and receive quotations, Capture specification on the electronic purchasing system, Place orders, Issue and receive bid documents, Provide secretariat or logistical support during the bid consideration and contracts conclusion process and compile draft documents as required. Render logistical support services: Place orders for goods, Receive and verify Goods from suppliers, Capture goods in registra database, receive request
for goods from end users. Issue goods to end users, Maintain goods register and update and maintain register of suppliers.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/311: PRINCIPAL DRIVER/ OPERATOR: FLEET SERVICES REF NO: DOT 09/08/2019 (X2 POSTS)

SALARY: R173 703 - R204 612 per annum (Level 05)
CENTRE: Amathole District Office-EL
REQUIREMENTS: NQF Level 3 / (Grade 10 certificate or equivalent), Valid Code 10-14 driver’s licence (Grader Operator Licence), 5 years’ experience. Good verbal and writing communication skills, Roadwork’s machine operation, Road chamber and Super-elevation cutting, Client orientation and customer focus skills, Minor Plant repairs will be added advantage, Safety driving/operation. Knowledge of grading, patch graveling, slope cutting, mitre drain cutting, side drain cutting, reshaping, Re graveling of gravel roads will be an added advantage, Knowledge of roadside maintenance, Road Safety rules.

DUTIES: Drive and operate heavy machine through inter alia the ff; Inspection of the machine /equipment and report defects, Complete vehicle logbook, trip authorization for the vehicle Detect minor vehicle defects9 check level and condition of oil, fuel, tyres, and water. Set the machine according to specification for blading. Operate machine in line with, machine guidelines as prescribed in the manual.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458.

POST 30/312: REGISTRY CLERK REF NO: DOT 18/08/2019

SALARY: R173 703 - R204 612 (Level 05)
CENTRE: Sarah Baartman-Port Elizabeth
REQUIREMENTS: A Grade 12 Certificate. No experience. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Computer skills. Interpersonal Relations. Communication skills (verbal & written). Planning and organization.


ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458.

POST 30/313: SUPPLY CHAIN CLERK: DEMAND & ACQUISITION MANAGEMENT (PRODUCTION) REF NO: DOT 21/08/2019 (X2 POSTS)

SALARY: R173 703 – R204 612 (Level 05)
CENTRE: Sarah Baartman-Port Elizabeth
REQUIREMENTS: Grade 12 certificate or equivalent. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem solving skills. Computer literacy. Interpersonal relations. Communication skills (written & verbal).
DUTIES: Render demand and acquisition clerical services. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458.

DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY

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

APPLICATIONS: should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office no 9 and enquiries can be directed to Mrs P. Mbewu at Tel No: (043) 731 2980/043 731 1249

FOR ATTENTION: Mrs P. Mbewu

CLOSING DATE: 06 September 2019

NOTE: Applications must be submitted on the Application for Employment Form (Z83), obtainable from any Public Service Department go to www.dpsa.gov.za and should be accompanied by a comprehensive CV including at least two contactable referees and certified copies of educational qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp). The Z83 form must be signed by original signatures. Incomplete and unsigned applications will be disqualified. It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subject to security vetting, reference checking, verification of qualification and driving test. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the applicant from the process. None South African citizens must attach proof of permanent residence in South Africa. Applicants are respectfully informed that if no notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful and that communication including correspondence will only be entered into with short listed candidates. Applications received after closing date will not be considered. No faxed/email and late applications will be accepted.

MANAGEMENT ECHELON

POST 30/314: SENIOR MANAGER: FLEET DEVELOPMENT & PROVISIONING REF NO: GFMS 01/08/2019

(One Year Contract)

Re-advertisement, those who applied previously are encouraged to re-apply.

SALARY: R1 057 326 per annum (Level 13)

CENTRE: GFMS (East London)


DUTIES: Provide specialist services to establish and maintain processes and systems to develop and maintain an effective, efficient, reliable and fit for purpose fleet for the Eastern Cape Provincial Government. Establish cost-effective and efficient systems for the provision of short-term rental vehicles to provincial government departments. Provide research, data analysis, statistical reporting, management and product pricing services. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. As a member of the executive management team, support the optimal functioning of GFMS’s governance structures and the sustainability of the Entity.
ENQUIRIES: can be directed to Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at 043 731 2319

OTHER POSTS

POST 30/315: ASSISTANT MANAGER: ACCOUNTS PAYABLE MANAGEMENT REF NO: GFMS 02/08/2019
(Permanent)

SALARY: R376 596 per annum (Level 09)
CENTRE: GFMS: East London
REQUIREMENT: National Diploma (NQF level 6) / B Degree in Accounting/Auditing/ Financial Management with at least 3 years at supervisory level or SL 7/8 in an accounting or auditing management environment. Experience in working in an accrual environment is compulsory Competencies: Creative thinking Decision making Organizational communication effectiveness Problem analysis and solving Team membership and technical proficiency Experience in working on Pastel.

DUTIES: Provide technical assistance with development and maintenance of GFMS accounts payable processes and procedures Supervise and perform processes for the capturing and reconciliation of capital, operational and payroll transactions in the accounting system Provide reports on all accounts payable outputs and performance indicators Supervise staff in the unit.

ENQUIRIES: can be directed to Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 30/316: ASSISTANT MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: GFMS 03/08/2019
(Permanent)

SALARY: R376 596 per annum (Level 09)
CENTRE: GFMS: East London

DUTIES: Research, analyse and plan the procurement requirements for GMFS to ensure value for money Supervise, collect and collate information for the annual procurement plan Monitor implementation of procurement plan, Develop, review and compile goods & services specifications, Manage the acquisition management function, Identify advice and implement sourcing strategies for procurement. Manage the procurement of goods and services, Ensure that procurement procedures are adhered to before orders are authorised Coordinate, review and undertake the implementation of contract administration for GFMS, Manage signing and acceptance of contracts. Maintain contract register and advise of contract variation, Prepare reports in line with all reporting requirements Supervise employees to ensure an effective demand, acquisition and contracts management service and undertake all administrative functions required Monitor functioning of the Bid Committees Manage area of responsibility

ENQUIRIES: can be directed to Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 30/317: ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: GFMS 04/08/2019
(One Year Contract)

SALARY: R376 596 per annum (Level 09) plus 37% in lieu of benefits
CENTRE: GFMS: East London
REQUIREMENT: National Diploma (NQF level 6) in Human Resource Management with at least 3 years’ experience in Conditions of Service environment in a supervisory level

**DUTIES**
Facilitate the processing of Service Terminations. Facilitate the processing of Leave Administration. Facilitate the processing of Service Benefits. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Facilitate the implementation of IOD in the entity.

**ENQUIRIES**
can be directed to Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at 043 731 2319

**POST 30/318**
ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE REF NO: GFMS 05/08/2019
(One Year Contract)
(This is a re-advertisement, those who applied previously are encouraged to apply.)

**SALARY**
R304 263 per annum (OSD) pa plus 37% in lieu of benefits.

**CENTRE**
East London

**REQUIREMENTS**

**DUTIES**
Managing GFMS Supplier- Merchants (authentication of supplier/merchant services). Administer Maintenance process (Provide specialist and technical design and advisory services). Administer Insurance processes.

**ENQUIRIES**
can be directed to Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at 043 731 2319

**POST 30/319**
HUMAN RESOURCE OFFICER REF NO: GFMS 06/08/2019
(One Year Contract)

**SALARY**
R257 508 per annum (Level 07) plus 37% in lieu of benefits.

**CENTRE**
GFMS (East London)

**REQUIREMENTS**

**ENQUIRIES**
can be directed to Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at 043 731 2319

**POST 30/320**
DRIVER/ MESSENGER REF NO: GFMS 07/08/2019
(One Year Contract)

**SALARY**
R122 595 per annum (Level 03) plus 37% in lieu of benefits

**CENTRE**
GFMS: East London

**REQUIREMENTS**
ABET level 4 or NQF level 1 to 3 plus valid Driver’s license with PDP 2 years driving experience. Competencies: Basic: reading, writing, good verbal communication, team work, driving skills.

**DUTIES**
Provide driving service. Provide general administrative support services

**ENQUIRIES**
can be directed to Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319