

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

- APPLICATIONS** : Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
Elliot Hospital - P.O. Box 523. Elliot, 5460 or Hand deliver to Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms NB Puza - Tel No: 045-9311321.
Lilitha Nursing College (Gqeberha Campus) - Post to: Human Resource Section, Lilitha College of Nursing, Private Bag X0028, Bisho 5605 or Hand Deliver to: Lilitha College of Nursing, Human Resource Office East London Room 41/42. Enquiries: Ms P Mene 043 700 9717/26.
Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.
Orsmond TB Hospital - Post to: Human Resource Office, Orsmond TB Hospital, P.O. Box 246, Uitenhage, 6320 or hand delivered to Human Resource Office, 1 John Dissel Drive, Allanridge, Uitenhage. Enquiries: Ms C Bekker Tel: 041-988 1111
Empilisweni Hospital - Post to: Human Resource Office, Empilisweni Hospital, P/bag X5029, Sterkspruit, 9762 or Hand delivery: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037.
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.
Fort England Psychiatric Hospital – Post to: HR Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown, 6140 or hand delivery to: HR Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms S Share Tel no 046 602 2300.
Aberdeen Hospital - Post to: The Human Resource Office, Aberdeen Hospital, P.O. Box 172, Aberdeen, 6270. Or Hand deliver to: Human Resource Office, Aberdeen Hospital, Aberdeen. Enquiries: Mr S.M. Magxiva Tel: 049 846 0391.
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
Margery Parkes TB Hospital - Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaff Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel no 049 893 0031.
- CLOSING DATE** : 27 June 2022
- NOTE** : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualifications, Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). 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. People with disabilities are encouraged to apply for these posts. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: nolungalungisa.nelani@ecotp.gov.za (NB: FOR technical glitches only – No CVs). Email with your ID Number, your profile email address, details of the

issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: nolungalungisa.nelani@ecotp.gov.za and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.

OTHER POSTS

POST 21/146 : **HEAD CLINICAL UNIT (PSYCHIARTY) REF NO: ECHEALTH/HCU/CMH/APL/01/06/2022**

SALARY : R1 754 739– R1 862 412 per annum, (OSD)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Outstanding clinical skills in the field of Ophthalmology preferably in the public service environment. Ability and practical experience to setup and provide training program for undergraduate and post graduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills. Proven ability to perform ophthalmic surgery in order to provide a comprehensive eye care service to the catchment population.

DUTIES : Provision of a quality, cost effective and efficient 24-hour ophthalmic service in keeping with Batho Pele Principles. Responsible for training & guidance of Registrars, Medical Officers, Medical Interns, Community Service Medical Officers, Medical Students & other categories in the department including running of an academic/in service program for doctors and optometrists. Ensure that the department is compliant with the National Core Standards * Ideal Hospital Realisation Framework. Coordinate and compile Medico-legal reports & attend to all legal issues pertaining to the department. Development operational plans, quarterly & annual reports. Oversee performance of Clinical audits & departmental mortality & morbidity meetings. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121

POST 21/147 : **HEAD CLINICAL UNIT (ORTHOPEADIC) REF NO: ECHEALTH/HCU/FTH/ARP/01/06/2022**

SALARY : R1 754 739 – R1 862 412 per annum, (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Outstanding clinical skills in the field preferably in the public service environment. Ability and practical experience to setup and provide training program for undergraduate and post graduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills. Proven ability to perform ophthalmic surgery in order to provide a comprehensive eye care service to the catchment population.

DUTIES : Provision of a quality, cost effective and efficient 24-hour ophthalmic service in keeping with Batho Pele Principles. Responsible for training & guidance of Registrars, Medical Officers, Medical Interns, Community Service Medical Officers, Medical Students & other categories in the department including running of an academic/in service program for doctors and optometrists. Ensure that the department is compliant with the National Core Standards, Ideal Hospital Realisation Framework. Coordinate and compile Medico-legal reports & attend to all legal issues pertaining to the department. Development operational plans, quarterly & annual reports. Oversee performance of Clinical audits & departmental mortality & morbidity meetings. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to

		ensure optimal care for patients. Lead and supervise departmental research activities.
<u>ENQUIRIES</u>	:	Ms N. Mthitshana Tel No: 043 709 2487/ 2532
<u>POST 21/148</u>	:	<u>HEAD CLINICAL UNIT (ONCOLOGY) REF NO: ECHEALTH/HCU/CMH/APL/01/06/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 754 739 – R1 862 412 per annum, (OSD) OR Tambo District, Nelson Mandela Academic Hospital An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Outstanding clinical skills in the field preferably in the public service environment. Ability and practical experience to setup and provide training program for undergraduate and post graduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills. Proven ability to perform ophthalmic surgery in order to provide a comprehensive eye care service to the catchment population.
<u>DUTIES</u>	:	Provision of a quality, cost effective and efficient 24-hour ophthalmic service in keeping with Batho Pele Principles. Responsible for training & guidance of Registrars, Medical Officers, Medical Interns, Community Service Medical Officers, Medical Students & other categories in the department including running of an academic/in service program for doctors and optometrists. Ensure that the department is compliant with the National Core Standards Ideal Hospital Realisation Framework. Coordinate and compile Medico-legal reports & attend to all legal issues pertaining to the department. Development operational plans, quarterly & annual reports. Oversee performance of Clinical audits & departmental mortality & morbidity meetings. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: 047 502 4469
<u>POST 21/149</u>	:	<u>CLINICAL MANAGER REF NO: ECHEALTH/CM/TAYB/APL/01/06/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 191 510 – R1 322 391 per annum, (OSD) Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher) Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required Perform commuted overtime.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: 051 633 9631
<u>POST 21/150</u>	:	<u>CLINICAL MANAGER REF NO: ECHEALTH/CM/BH/APL/01/06/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 191 510 – R1 322 391 per annum, (OSD) Amathole District, Butterworth Hospital Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of

current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.

DUTIES

Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required. Perform commuted overtime.

ENQUIRIES

: Ms P Mtshemla Tel No: 047 401 9000

POST 21/151

: **CLINICAL MANAGER REF NO: ECHEALTH/CM/ORSTBH/APL/01/06/2022**

SALARY

: R1 191 510 – R1 322 391 per annum, (OSD)

CENTRE

: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.

DUTIES

: To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management.

ENQUIRIES

: Ms L Mabanga Tel No: 041 605 2348

POST 21/152

: **CLINICAL MANAGER REF NO: ECHEALTH/CM/ORSTBH/APL/01/06/2022**

SALARY

: R1 191 510 – R1 322 391 per annum, (OSD)

CENTRE

: Nelson Mandela Metro, Orsmond TB Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management.

ENQUIRIES : Ms C Bekker Tel No: 041-988 1111

POST 21/153 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/EH/APL/01/06/2022**

SALARY : R1 191 510 – R1 322 391 per annum, (OSD)
CENTRE : Chris Hani District, Elliot Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management.

ENQUIRIES : Ms NB Puza Tel No: 045-9311321

POST 21/154 : **PRINCIPAL OF NURSING COLLEGE REF NO: ECHEALTH/PNS/LNG/APL/01/06/2022**

SALARY : R1 191 510 – R1 322 391 per annum, (OSD)
CENTRE : Lilitha Nursing College, Port Elizabeth Campus
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Registration with the SANC as Professional Nurse in Nursing Education. A minimum of 11 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1 year post basic qualification in Nursing Education. Experience in management at a Nursing education institution with sound research capabilities and understanding new qualifications. Knowledge of Public Service Administration Act and Legislation such as Health Act, SAQA, CHE, NQF, Nursing Act (SANC), Rules and Regulations and College Policies Computer literacy and a valid driver's licence.

DUTIES : Transformation leadership skills with the ability to engage in transformation and respond to the political imperative of government as it relates to nursing

education and training. Must be able to contribute to the paradigm shift in nursing education for health service delivery and facilitate universal access to health care through responsive education program development and implementation. Manage all nursing education programmes in the main Campus and Sub –Campuses. Liaises with SANC and CHE on all Campus academic matters. Coordinate and monitor functioning of both the Sub-main and Main Campuses. Manage and co-ordinate all administrative and financial matters of campus as an institution. Provide a strategic direction at institution level and be primarily responsible for establishing and maintaining a positive learning and working environment, for students and staff. Ensure effective collaboration with both internal and external shareholders. Ensure campus good governance and participate in all the collage governance matters including policy formulation.

ENQUIRIES : Ms P Mene Tel No: 043 700 9717/26

POST 21/155 : **MEDICAL SPECIALIST GRADE 1 – 3 REF NO: ECHEALTH/MS-M/NMAH/ARP/01/06/2022 (X17 POSTS)**

Domains: Emergency Medicine, Cardiothoracic, Radiology, Neurosurgery, Internal Medicine, Obstetrics and Gynaecology, Maxillo Facial, Paediatrics Psychiatry, Ophthalmology, Medical and Radiation Oncology, Trauma, Urology, Obstetrics and Gynaecology, ENT, Anaesthesia, Plastic Surgery, Paediatric Surgery, General Surgery, Orthopaedics, Pulmonology, Radiology, Neurology and Nephrology.

SALARY : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)
Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)
Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Nelson Mandela Academic Hospital

An appropriate qualification that allows registration with HPCSA as a Medical Specialist in a normal specialty. Registration with HPCSA as Medical Specialist in a normal specialty. Proof of current registration with the Health Professions Council of South Africa (HPCSA). **Grade 1:** None after registration with the HPCSA as Medical Specialist a normal specialty. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with HPSCSA as Medical Specialist in a normal specialty/sub-specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPSCSA as Medical Specialist in a normal specialty. Having experience of working in recognised public institutions as a specialist in the specified discipline is an added advantage. Postgraduate qualification such as Fellowship and Masters (MMed) or a recognised equivalent university qualification in the specified field will an added advantage. Candidate must have also worked in the hospital environment with knowledge in primary, secondary, tertiary and quaternary levels care. Be willing to work in teaching environment working with Registrars and undergraduate students. Knowledge of and experience in leading a team. A good knowledge of prescripts governing the practice of medicine in South Africa. Willingness to work and deliver services in rural settings. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills, including report writing, preferably in languages spoken in the region (IsiXhosa and English). Preparedness to work under pressure and for extended hours. Computer literacy. Disposition to travel to referring health facilities for outreach purposes. A valid driver's licence.

DUTIES : Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.

ENQUIRIES : Dr. M. Nodikida Tel No: 047 502 4469

POST 21/156 : **MEDICAL SPECIALIST GRADE 1 -3 (GENERAL SURGERY) REF NO: ECHEALTH/MS-GRS/LTH/APL/01/01/06/2022**

SALARY : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)
Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)
Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Livingstone Tertiary Hospital
: An appropriate qualification that allows registration with HPCSA as a Medical Specialist in General Surgery. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.

DUTIES : Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.

ENQUIRIES : Ms L Mabanga Tel No: 041 605 2348

POST 21/157 : **MEDICAL SPECIALIST (PSYCHIATRY) GRADE 1 – 3 REF NO: ECHEALTH/MS-AP/ FEPH/ARP/01/06/2022 (X3 POSTS)**

SALARY : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)
Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)
Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

CENTRE REQUIREMENTS : Sarah Baartman District, Fort England Psychiatric Hospital
: An appropriate qualification that allows registration with HPCSA as a Psychiatrist. Current registration with the HPCSA as a Psychiatrist. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. **Grade 1:** No experience needed after registration. **Grade 2:** Minimum of 5 years' appropriate experience as a Psychiatrist after registration with the HPCSA as Psychiatrist. **Grade 3:** Minimum of 10 years' appropriate experience as Psychiatrist after registration with the HPCSA as Psychiatrist. Sound knowledge of clinical concepts within the specific domain. Good verbal and written communication skills and interpersonal skills. Ability to work in a multi-disciplinary team. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

DUTIES : Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of Psychiatric Services. Undertake regular ward rounds, maintain and develop specialist services according to clinical services demands. Attend to patients requiring Medical Services. Attend to patients in medical outpatient clinics, forensic ward. Conduct specialist ward rounds provide after hour cover in Internal Medicine and clinical support to junior staff. Provide advice to district level hospitals. Manage / supervise allocated human resources. Ensure equipment is maintained. Undertake administration of medical unit and have input into the unit's administration. Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for Internal Medicine. Develop measures to ensure quality assurance for the Psychiatric patients. Attend to meetings and workshops as directed. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital

organogram. Maintain clinical, professional and ethical standards. Train of undergraduate and post graduate medical students.

ENQUIRIES : Ms S Share Tel No: 046 602 2300

POST 21/158 : **MEDICAL SPECIALIST GRADE 1 -3 (FAMILY MEDICINE) REF NO: ECHEALTH/MS-FM/APL/01/01/06/2022 (X2 POSTS)**

SALARY : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)
Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)
Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Cecilia Makiwane Regional Hospital
An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Family Medicine. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.

DUTIES : Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121

POST 21/159 : **MEDICAL SPECIALIST GRADE 1 -3 (PSYCHIATRY) REF NO: ECHEALTH/MS-PSY/ EDH /APL/01/01/05/2022**

SALARY : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)
Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)
Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.

DUTIES : Provide clinical leadership and supervision to District and Primary Health Teams. Work with MDT to assess patients with mental emotional and behavioural disorders, including substance related mental health problems and develop intervention plans with MDT. Review and managing of State Patients who are on LOA or conditional discharged. Support the MDT to develop and implement strategies and interventions targeted towards mental health promotion and prevention. Training and upskilling of colleagues and other staff in mental health with focus on primary care interventions. Liaise with colleagues and stakeholders within health system and multisectorally to advance primary health strategies of mental health delivery and refer on cases that need further intervention. Develop and manage a referral system between the District Mental Health Team, primary care mental health clinics, secondary care and other health institutions that offer a higher level of care systems. Supporting mental health clinics in the District by providing multidisciplinary guidance for complicated cases. Support the District Team in conjunction with MDT to analyse mental health service and usage statistics and project resource needs to ensure services meet the community needs. Establishing and maintaining effective Teaching & learning, research supervision of both undergraduate and post graduate programs in the Department of Psychiatry and Faculty of Health Sciences at the WSU in line with the professional bodies.

ENQUIRIES : Mr E Felkers Tel No: 041 585 2323.

POST 21/160 : **MEDICAL SPECIALIST GRADE 1 -3 (PEADIATRICS) REF NO: ECHEALTH/MS-PEADS/MRH/APL/01/01/06/2022**

SALARY : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)
Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)
Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Mthatha Regional Hospital
An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Pediatrics. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.

DUTIES : Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.

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

POST 21/161 : **MEDICAL SPECIALIST GRADE 1 -3 (PEADIATRICS) REF NO: ECHEALTH/MS-PEADS/FH/APL/01/06/2022**

SALARY : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)
Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)
Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

CENTRE REQUIREMENTS : Chris Hani District, Frontier Regional Hospital
An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Pediatrics. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.

DUTIES : Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.

ENQUIRIES : Ms P Marongo Tel No: 045 808 4272

POST 21/162 : **MEDICAL SPECIALIST GRADE 1 -3 (OBSTETRICS & GYNAE) REF NO: ECHEALTH/MS-O&G/FH/01/FH/APL/01/06/2022**

SALARY : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)
Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)
Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

CENTRE REQUIREMENTS : Chris Hani District, Frontier Regional Hospital
An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in

a normal specialty. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently under pressure beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team Evidence of research capability. Experience in lecturing students.

DUTIES : The incumbent will be responsible the investigation, diagnosis and overseeing of patient treatment of patients. Improve quality of care by providing appropriate clinical supervision of junior medial staff. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like morbidity and mortality meetings, near miss meetings and completing MEDICO legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOU to monitor, implement and adhere to the compliance to National Core Standards within the department. Participate in departmental outreach programs. Preparing and writing of reports. Assist the HOU with Administration responsibilities. To assist in teaching programme of interns and medical officers. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Ms P Marongo Tel No: 045 808 4272

POST 21/163 : **MEDICAL SPECIALIST GRADE 1 -3 REF NO: ECHEALTH/MS-MS/UPH/01/APL/01/06/2022**

SALARY : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)
Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)
Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Uitenhage Provincial Hospital
: An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Medical Services. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.

DUTIES : Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics and other areas in the discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.

ENQUIRIES : Mr P Oosthuizen Tel No: 041 995 1129.

POST 21/164 : **MEDICAL SPECIALIST GRADE 1 -3 (INTERNAL MEDICINE) REF NO: ECHEALTH/MS-IM/DRH/01/APL/01/05/2022**

SALARY : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)
Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)
Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Dora Nginza Regional Hospital
: An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Internal Medicine. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after

		registration with HPCSA in a normal specialty. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<u>DUTIES</u>	:	Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics and other areas in the discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
<u>ENQUIRIES</u>	:	Ms B Bomela Tel No: 041 406 4421
<u>POST 21/165</u>	:	<u>MEDICAL SPECIALIST GRADE 1 -3 (OTORHINOLARYNGOLOGY) REF NO: ECHEALTH/MS-OTO/FTH/APL/01/06/2022</u>
<u>SALARY</u>	:	Grade 1: R1 122 630 – R1 191 510 per annum, (OSD) Grade 2: R1 283 592 – R1 362 363 per annum, (OSD) Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Otorhinolaryngology. Experience: Grade 1: none. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<u>DUTIES</u>	:	Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics and other areas in the discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
<u>ENQUIRIES</u>	:	M N Mthitshana Tel No: 043 709 2487/2532.
<u>POST 21/166</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: ECHEALTH/AM-PS/BH/APL/01/06/2022</u>
<u>SALARY</u>	:	R897 936 – R1 042 095 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Butterworth Hospital Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacist experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy regulations and act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.
<u>DUTIES</u>	:	Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish operational systems. Plan and organize own work and work of subordinates to allow smooth flow of pharmaceutical services.
<u>ENQUIRIES</u>	:	Ms P Mtshemla Tel No: 047 401 9000

POST 21/167 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**
ECHEALTH/CEO/BUTTHAPL/01/06/2022

SALARY : R882 042 – R1 038 999 per annum (Level 12)
CENTRE : Amathole District, Butterworth Hospital
REQUIREMENTS : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager. Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Ms P Mtshemla Tel No: 047 401 9000

POST 21/168 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**
ECHEALTH/CEO/CH/APL/01/06/2022

SALARY : R882 042 – R1 038 999 per annum (Level 12)
CENTRE : Chris Hani District, Cofimvaba Hospital
REQUIREMENTS : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager. Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mr S Tshabalala Tel No: 045 807 1110/11

POST 21/169 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**
ECHEALTH/CEO/UPH/APL/01/06/2022

SALARY : R882 042 – R1 038 999 per annum (Level 12)
CENTRE : Nelson Mandela Metro, Uitenhage Provincial Hospital
REQUIREMENTS : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager. Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mr P Oosthuizen Tel No: 041 995 1129.

POST 21/170 : **DEPUTY MANAGER NURSING REF NO:**
ECHEALTH/DMN/EMPH/APL/01/06/2022

SALARY : R856 272 – R963 723 per annum, (OSD)
CENTRE : Joe Gqabi District, Empilisweni Hospital
REQUIREMENTS : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

DUTIES : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

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

POST 21/171 : **DEPUTY DIRECTOR: EMS COMMUNICATIONS REF NO:**
ECHEALTH/DDEMSC/HO/ARP/01/06/2022

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate, Bachelor's Degree (Level 7) in Communications / Marketing or Emergency Medical Care with 5 years' experience of progressively responsible in management of Emergency Medical Services including Project Management. Registration as Paramedic / Emergency Care Practitioner with the Health Professions Council of South Africa would be an advantage. Good communication and interpersonal skills. Good knowledge of relevant government prescripts and/or policies to the operations of EMS. Must be computer literate. Knowledge and Understanding of Radio Networks and EMS Communications Network will be an added advantage. A valid driver's license with a Valid Professional Driving Permit.

DUTIES : Lead the EMS directorate efforts in communication and media liaison. Maintain strong working relations with the broader departmental communications team. Coordinate all campaigns and programmes of the department relating to EMS. Ensure the District Communications Centres are fully functional and provide technical advice to District Managers on EMS communication services. Conduct monthly analysis of EMS service trends and workload analysis. Ensure systems are in place for the continuous maintenance and repair for radios, push-to-talk, servers, telephone systems and network connectivity. Ensure that the District Communication Centres are fully functional on a twenty-four basis. Ensure that the DHIS team is correctly capturing and submitting DHIS EMS statistics. Make recommendations and submission to enhance service delivery in the province with the use of technology. Ensure policy compliance with all the relevant legislation. Available to be on standby on a twenty-four-hour basis. Contribute to provincial effort to achieve compliance with EMS Regulations. Manage all resources within the EMSC communication.

ENQUIRIES : Mr AK Munilal Tel No: 040 608 1104
NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/172 : **OFFICE MANAGER: OFFICE OF DDG HUMAN RESOURCE &**
CORPORATE SERVICES REF NO:
ECHEALTH/OMDDGHRCS/HO/ARP/02/06/2022

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate, B. Degree (NQF Level 7) in Human Resources, Public Administration or Office Management qualification with three (3) to five (5) years' experience in the related field. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Understanding of the Mandate of the Branch: Human Resources and Corporate Services Management. Coordination, organizing and Project Management skills. Good people relations or public relations skills. Good understanding of the Human Resources Management Regulations, Public Service Regulations, Corporate Services processes and Transformation related processes. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's license.

DUTIES : Provide strategic leadership and plays an oversight role in the activities of the DDG HR & CS's Office. Manage and coordinate administrative activities or tasks. Provide Human Resources guidance and ensure uniform application of all regulations and delegations relating to submissions to the DDG HR & CS's Office. Manage the Executive and Branch diary and year planner. Manage, organize, distribute and track correspondence of the DDG HR & CS's Office. Organize the DDG HR & CS's office environment. Coordinate annual stakeholder meeting schedule of the DDG HR & CS's Office. Maintain Executive's filing system. Ensure safe and secure confidential documentation. Respond to and manage correspondence/invitations on behalf of the Executive. Monitor effective utilization of human, financial and physical resource in the DDG HR & CS's office. Manage and Coordinate procurement, tracking of payments, budgetary processes and consolidation of the IYM variance reporting of the branch. Coordinate Planning process, leave

management and general office administration of the DDG HR & CS. Coordinate and consolidate all reporting requirements of the branch. Participation and assist in the organization of the Executive's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the DDG HR & CS.

ENQUIRIES
NOTE

: Ms N Mavuso Tel No: 040 608 1217
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/173

: **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/DD-SCM/HO/ARP//03/06/2022**

SALARY
CENTRE
REQUIREMENTS

: R744 255 – R876 705 per annum (Level 11)
: Bhisho, Head Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Purchasing and Supply Chain Management/Public Management/ Commerce/ Accounting coupled with five (5) years relevant experience, of which 3 years must have been at the level of Assistant Director in Supply Chain Management. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Inventory and LOGIS. Good organizing & facilitation skills, Verbal and written communication skills, Good interpersonal, negotiation, people management and empowerment skills. Computer literacy. A valid drivers' license.

DUTIES

: Ensure the effective and efficient implementation of supply chain management policies and systems in the Head Office. Manage the provisioning of logistical services and Inventory Management Ensure the implementation of appropriate internal control measures. Advise Management on SCM best practices Generate management reports related to SCM for Senior Management and other relevant organs of state Manage the effective, economical and efficient utilization of the physical, financial and human resources. Ensure the effective and efficient implementation of supply chain management policies and systems.

ENQUIRIES
NOTE

: Ms Z Mnukwana Tel No: 040 608 9763
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/174

: **DEPUTY DIRECTOR: CONTRACTS MANAGEMENT REF NO: ECHEALTH/DD-CM/HO/ARP/04/06/2022**

SALARY
CENTRE
REQUIREMENTS

: R744 255 – R876 705 per annum (Level 11)
: Bhisho, Head Office
: National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF level 7) as recognized by SAQA) in LLB/BJURIS/BPROC/Bachelor of Laws. 3-5 years' relevant contract management experience at Assistant Director Level. Knowledge: Public Finance Management Act (PFMA), 1999. Treasury Regulations Public Service Act, 1994. Supply Chain Management Delegations. Treasury regulations. SCM Policies. Public Service Act, 1994. Public Service Regulations 2001. Preferential Procurement Policy Framework Act, 5 of 2000. Performance management principles. Stakeholder and customer relationship management principles. Good organizing & facilitation skills, Verbal and written communication skills, Good interpersonal, negotiation, people management and empowerment skills. Computer literacy. A valid drivers' license.

DUTIES

: Manage the functional operation of the Sub directorate: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination, review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage the Sub Directorate: Contracts Management and undertake all administrative functions required with regard to financial and HR administration. 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 Sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr Mashumi Tel No: 040 608 9763
NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/175 : **DEPUTY DIRECTOR: BUDGET PLANNING REF NO: ECHEALTH/DD-BPP/HO/ARP/05/06/2022**

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate, National Diploma/Degree in Financial Management/Economics coupled with 5 years' experience in Management Accounting and of which three (3) years must be at Assistant Director Level. Knowledge: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, Good understanding of Public Finance Management Act (PFMA), Treasury Regulations and DORA, Programme/Project and Financial management, Departmental SCM policies 124 and regulations, Occupational Health and Safety Act (OHS). Skills: Ability to manage multiple projects, Excellent interpersonal & communication skills (written & verbal), A sound knowledge of Microsoft Office applications (Excel and Access are essential), Report writing skills, Presentation and report writing. Personal Attributes: The incumbent must be assertive and self-driven, innovative, and creative, Client orientated and customer focused, Solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. A valid driver's license.

DUTIES : Manage the departmental management accounting. Develop, review and implement financial management systems, Procedures on planning, Budgeting and reporting. This entails managing the functions of financial planning, budgeting and Reporting, Analyses and quality assure the budget preparation process, Manage Infrastructure grants budget, Manage cash flow management. Provide advice and guidance to role players on the use of forecasting methods and tools, Undertake financial planning, budgeting and reporting work as required, Manage the roll-over, Adjustment estimates and virement processes, Prepare Appropriation statements. Compile monthly, quarterly and annual reports. Manage human resource and financial resource. Supervision of employees to ensure effective financial management service.

ENQUIRIES : Mr S Vika Tel No: 040 608 1386
NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/176 : **ASSISTANT MANAGER NURSING SPECIALTY (PSYCHIATRY) REF NO: ECHEALTH/AMN-S/ FEPH/ARP/01/06/2022**

SALARY : R624 216– R702 549 per annum, (OSD)
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Advanced Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at

- management level. Knowledge of the nursing care procedures, Good communication skills.
- DUTIES** : To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
- ENQUIRIES** : Ms S Share Tel No: 046 602 2300
- POST 21/177** : **ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN-PHC/KCHC/APL/01/06/2022**
- SALARY CENTRE REQUIREMENTS** : R624 216 – R702 549 per annum, (OSD)
: Nelson Mandela Metro, Kwazakhele CHC
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
- DUTIES** : Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
- ENQUIRIES** : Ms P Makuluma Tel No: 041 391 8164
- POST 21/178** : **ASSISTANT MANAGER SPECIALTY (ORTHOPAEDICS) REF NO: ECHEALTH/AMN/NMAH/APL/01/06/2022**
- SALARY CENTRE REQUIREMENTS** : R624 216 – R702 549 per annum, (OSD)
: OR Tambo District, Nelson Mandela Academic Hospital
: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Orthopaedics Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.
- DUTIES** : Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the

scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 21/179 : **ASSISTANT MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMN-M/FH/APL/01/06/2022**

SALARY : R624 216 – R702 549 per annum, (OSD)

CENTRE : Chris Hani District, Frontier Regional Hospital

REQUIREMENTS : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.

DUTIES : Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

ENQUIRIES : Ms P Marongo Tel No: 045 808 4272

POST 21/180 : **ASSISTANT MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMN-M/MDH/APL/01/06/2022**

SALARY : R624 216 – R702 549 per annum, (OSD)

CENTRE : Sarah Baartman District, Midlands Hospital

REQUIREMENTS : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.

DUTIES : Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

<u>ENQUIRIES</u>	:	Ms M. Human Tel No: 049 807 7739
<u>POST 21/181</u>	:	<u>ASSISTANT MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMN-M/CH/APL/01/06/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R624 216 – R702 549 per annum, (OSD) Chris Hani District, Cradock Hospital Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of
<u>DUTIES</u>	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<u>ENQUIRIES</u>	:	Ms Danster Tel No: 048 881 2123
<u>POST 21/182</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) – NIGHT SUPERVISOR REF NO: ECHEALTH/AMN/MRH/APL/01/06/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R571 242 – R642 933 per annum, (OSD) OR Tambo District, Mthatha Regional Hospital Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Ms Mkhosi Tel No: 047 502 4143/4008
<u>POST 21/183</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/LTH/APL/01/06/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R571 242 – R642 933 per annum, (OSD) Nelson Mandela Metro, Livingstone Tertiary Hospital Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-

		disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: 041 605 2348
<u>POST 21/184</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO:</u> <u>ECHEALTH/AMN/MACH/APL/01/06/2022</u>
<u>SALARY</u>	:	R571 242 – R642 933 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Maclear Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Ms N Zuza Tel No: 045 932 1028
<u>POST 21/185</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO:</u> <u>ECHEALTH/AMN/MTBH/APL/01/06/2022</u>
<u>SALARY</u>	:	R571 242 – R642 933 per annum, (OSD)
<u>CENTRE</u>	:	Sarah Baartman District, Margery Parkes TB Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in

health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
Mr MT Buyelo Tel No: 049 893 0031

ENQUIRIES

POST 21/186 : **OPERATIONAL MANAGER SPECIALTY (PAEDIATRICS) REF NO: ECHEALTH/OPMS/NMAH/APL/01/06/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Advanced Pediatric and Neonatal Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

DUTIES : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 21/187 : **OPERATIONAL MANAGER SPECIALITY (ORTHOPAEDICS MALE WARD) REF NO: ECHEALTH/OPMS/NMAH/APL/01/06/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Orthopedic Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

DUTIES : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 21/188 : **OPERATIONAL MANAGER SPECIALTY (ORTHOPAEDICS FEMALE WARD) REF NO: ECHEALTH/OPMS/NMAH/APL/01/06/2022**

SALARY CENTRE REQUIREMENTS : R571 242 – R642 933 per annum, (OSD)
 : OR Tambo District, Nelson Mandela Academic Hospital
 : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Orthopedic Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

DUTIES : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 21/189 : **OPERATIONAL MANAGER SPECIALTY (POST NATAL) REF NO: ECHEALTH/OPMS/MRH/APL/01/06/2022**

SALARY CENTRE REQUIREMENTS : R571 242 – R642 933 per annum, (OSD)
 : OR Tambo District, Mthatha Regional Hospital
 : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

DUTIES : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

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

POST 21/190 : **OPERATIONAL MANAGER SPECIALTY (POST NATAL WARD) REF NO: EC HEALTH/OPMS/TH/APL/01/06/2022**

SALARY : R571 242 - R642 933 per annum, (OSD)
CENTRE : Amathole District, Tafalofefe Hospital
REQUIREMENTS : Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty.

DUTIES : To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

ENQUIRIES : Ms V. Motebele Tel No: 047 498 0026.

POST 21/191 : **OPERATIONAL MANAGER SPECIALTY (THEATRE) REF NO: ECHEALTH/OPMS/MKZH/APL/01/06/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Operating Theatre Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

DUTIES : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

ENQUIRIES : Mr Sigola Tel No: 039 255 8200/11/12

POST 21/192 : **OPERATIONAL MANAGER SPECIALTY (HIGH CARE) REF NO: ECHEALTH/OPMS/MKZH/APL/01/06/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)

CENTRE REQUIREMENTS : Alfred Nzo District, Madzikane Ka Zulu Hospital
: Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Critical Care Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

DUTIES : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

ENQUIRIES : Mr Sigola Tel No: 039 255 8200/11/12

POST 21/193 : **OPERATIONAL MANAGER SPECIALTY (OUTREACH) REF NO: ECHEALTH/OPMS/TCHC/APL/01/06/2022**

SALARY CENTRE REQUIREMENTS : R571 242 – R642 933 per annum, (OSD)
: Nyandeni Sub-District, Tombo CHC
: Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Community Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

DUTIES : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

ENQUIRIES : Mr L Phokolo Tel No: 047 555 0151

POST 21/194 : **OPERATIONAL MANAGER SPECIALTY (SURGICAL) REF NO: ECHEALTH/OPMS/FTH/APL/01/06/2022**

SALARY CENTRE REQUIREMENTS : R571 242 – R642 933 per annum, (OSD)
: Buffalo City Metro, Frere Tertiary Hospital
: Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows

registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Intensive Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

DUTIES : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

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

POST 21/195 : **OPERATIONAL MANAGER SPECIALTY (OUTREACH) REF NO: ECHEALTH/OPMS/TNCHC/APL/01/06/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : Inxuba Yethemba Sub-District, Thornhill CHC
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Community Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

DUTIES : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

ENQUIRIES : Ms GO Van Heerden Tel No: 048 881 2921

POST 21/196 : **OPERATIONAL MANAGER SPECIALTY (MOU) REF NO: ECHEALTH/OPMS/KCHC/APL/01/06/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Kwazakhele CHC
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification

with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

DUTIES : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

ENQUIRIES : Ms P Makuluma Tel No: 041 391 8164

POST 21/197 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/ HCHS/APL/01/06/2022**

SALARY CENTRE REQUIREMENTS : R571 242- R642 933 per annum, (OSD)
 : Qaukeni Sub-District, Holy Cross CHS
 : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms N Hlobo Tel No: 039 253 1541

POST 21/198 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/ MBC/APL/01/06/2022**

SALARY CENTRE REQUIREMENTS : R571 242- R642 933 per annum, (OSD)
 : Kouga Sub-District, Moses Mabhida Clinic
 : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other

stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
Mrs Phillips Tel No: 0422004214

ENQUIRIES

POST 21/199

OPERATIONAL MANAGER PRIMARY HEALTH CARE (X4 POSTS)

SALARY CENTRE

R571 242 - R642 933 per annum, (OSD)
Raymond Mhlaba Sub-District:
Seymour Clinic Ref No: ECHEALTH/OMPHC/SC/APL/01/06/2022 (X1 Post)
Healdtown Clinic Ref No: ECHEALTH/OMPHC/HC/APL/01/06/2022 (X1 Post)
Mgwalana Clinic Ref No: ECHEALTH/OMPHC/MGC/APL/01/06/2022 (X1 Post)

REQUIREMENTS

Sheshegu Clinic Ref No: ECHEALTH/OMPHC/SHC/APL/01/06/2022 (X1 Post)
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES

Mr Dyomfana Tel No: 046 645 1892

POST 21/200

OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/HPC/APL/01/06/2022

SALARY CENTRE

R571 242- R642 933 per annum, (OSD)
Emalahleni Sub-District, Hlala Uphilile Clinic

REQUIREMENTS

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES

Ms NP Mtshabe Tel No: 047 878 4300

POST 21/201

OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/LTWC/ APL/01/06/2022

SALARY CENTRE

R571 242 – R642 933 per annum, (OSD)
Kouga Sub-District, Louterwater Clinic

REQUIREMENTS

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent

		qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Mrs Phillips Tel No: 0422004214
<u>POST 21/202</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R562 800 – R633 432 per annum (OSD)
	:	Nyandeni Sub District: Nqanda Clinic Ref No: ECHEALTH/OMPHC/NC/APL/01/06/2022 (X1 Post) Nontsikelelo Biko Clinic Ref No: ECHEALTH/OMPHC/NBC/APL/01/06/2022 (X1 Post) Nkumandeni Clinic Ref No: ECHEALTH/OMPHC/NKC/APL/01/06/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Mr L Phokolo Tel No: 047 555 0151
<u>POST 21/203</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/ZC/APL/01/06/2022</u>
<u>SALARY CENTRE</u>	:	R571 242- R642 933 per annum, (OSD)
<u>REQUIREMENTS</u>	:	Buffalo City Metro District, Zanempilo Clinic Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team.

Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
Ms H Hlulani Tel No: 043 7433 006/057

ENQUIRIES

POST 21/204 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/MBTC/ APL/01/06/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : Qaukeni Sub District, Mbotyi Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms N Hlobo Tel No: 039 253 1541

POST 21/205 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/MTHC/APL/01/06/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : Maluti Sub-District, Mt Hargreaves Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : R Kok Tel No: 039 256 0518

POST 21/206 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/NTSI/APL/01/06/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : Umzimvubu Sub-District, Ntsizwa Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a

- Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
- ENQUIRIES** : Mr Magadla Tel No: 039 727 2090.
- POST 21/207** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE (X3 POSTS)**
- SALARY** : R571 242 – R642 933 per annum (OSD)
CENTRE : Buffalo City Metro:
Tshatshu Clinic Ref No: ECHEALTH/OMPHC/TSHC/APL/01/06/2022 (X1 Post)
St Thomas Clinic Ref No: ECHEALTH/OMPHC/STTC/APL/01/06/2022 (X1 Post)
Eluxolweni NU 12 Clinic Ref No: ECHEALTH/OMPHC/ENU12/APL/01/06/2022 (X1 Post)
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
- ENQUIRIES** : Ms H Hlulani Tel No: 043 7433 006/057
- POST 21/208** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/GCHC/01/06/2022**
- SALARY** : R571 242 – R642 933 per annum, (OSD)
CENTRE : Nelson Mandela Metro District, Gqebera CHC
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
- ENQUIRIES** : Ms P Makuluma Tel No: 041 391 8164

POST 21/209 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/MCHC/01/06/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : Maluti Sub District, Maluti CHC
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Mr Praim Tel No: 0397976070

POST 21/210 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE (X2 POSTS)**

SALARY : R571 242 – R642 933 per annum (OSD)
CENTRE : Chris Hani District:
Kleinbulkhoek Clinic Ref No: ECHEALTH/OMPHC/KLC/APL/01/06/2022 (X1 Post)
Mawusheni Clinic Ref No: ECHEALTH/OMPHC/MAWU/APL/01/06/2022 (X1 Post)

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms Nyoka Tel No: 045 807 1110/1101

POST 21/211 : **OPERATIONAL MANAGER SPECIALTY (PSYCHIARTY) REF NO: ECHEALTH/OPMS/EDH/APL/01/06/2022 (X2 POSTS)**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : Nelson Mandela Metro District, Elizabeth Donkin Psychiatric Hospital
REQUIREMENTS : Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Psychiatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period

referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

DUTIES : To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

ENQUIRIES : Mr E Felkers Tel No: 041 585 2323

POST 21/212 : **OPERATIONAL MANAGER GENERAL (FEMALE SURGICAL) REF NO: ECHEALTH/OPMS/VICH/ APL/01/06/2022**

SALARY : R450 939 – R507 531 per annum, (OSD)
CENTRE : Amathole District, Victoria Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms L Mangesi Tel No: 040 653 1141

POST 21/213 : **OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OPMS/NMAH/ARP/01/06/2022 (X3 POSTS)**

SALARY : R450 939 – R507 531 per annum, (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 21/214 : **OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/ABH/ARP/01/06/2022**

SALARY : R450 939 – R507 531 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Sarah Baartman District, Aberdeen Hospital
	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Mr S.M. Magxiva Tel No: 049 846 0391
<u>POST 21/215</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/NGCHC/ARP/01/06/2022</u>
<u>SALARY</u>	:	R450 939 – R507 531 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Mnquma Sub-District, Ngqamakwe CHC
	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms N Tengwa Tel No: 047 491 0740
<u>POST 21/216</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/FTH/ARP/01/06/2022</u>
<u>SALARY</u>	:	R450 939 – R507 531 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital
	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: 043 709 2487/2532

POST 21/217 : **OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/LTH/ARP/01/06/2022**

SALARY : R450 939 – R507 531 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms L Mabanga Tel No: 041 605 2348

POST 21/218 : **OPERATIONAL MANAGER GENERAL (FEMALE SURGICAL) REF NO: ECHEALTH/OM-G/MTAH/ APL/01/06/2022**

SALARY : R450 939 – R507 531 per annum, (OSD)
CENTRE : Alfred Nzo District, Mt Ayliff Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Mrs O Mjoka Tel No: 039 254 0236

POST 21/219 : **OPERATIONAL MANAGER GENERAL (GYNAE) REF NO: ECHEALTH/OM-G/MRH/APL/01/06/2022**

SALARY : R450 939 – R507 531 per annum, (OSD)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

- ENQUIRIES** : Ms Mkhosi Tel No: 047 502 4143/4008
- POST 21/220** : **OPERATIONAL MANAGER GENERAL (MALE GENERAL & UROLOGY)**
REF NO: ECHEALTH/OM-G/NMAH/ APL/01/06/2022
- SALARY** : R450 939 – R507 531 per annum, (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
- ENQUIRIES** : Ms Calaza Tel No: 047 502 4469
- POST 21/221** : **OPERATIONAL MANAGER GENERAL (OBSERVATION WARD) REF NO:**
ECHEALTH/OM-G/QMCHC/ APL/01/06/2022
- SALARY** : R450 939 – R507 531 per annum, (OSD)
CENTRE : Mhlontlo Sub District, Qumbu CHC
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
- ENQUIRIES** : Ms Ntlabi Tel No: 047 553 0585
- POST 21/222** : **OPERATIONAL MANAGER GENERAL (OBSERVATION WARD) REF NO:**
ECHEALTH/OM-G/NQACHC/ APL/01/06/2022
- SALARY** : R450 939 – R507 531 per annum, (OSD)
CENTRE : Mnquma Sub District, Ngqamakwe CHC
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients,

		supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms N Tengwa Tel No: 047 491 0740
<u>POST 21/223</u>	:	<u>OPERATIONAL MANAGER GENERAL (OBSERVATION WARD) REF NO: ECHEALTH/OM-G/KWAZCHC/ APL/01/06/2022</u>
<u>SALARY</u>	:	R450 939 – R507 531 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Kwazakhele CHC
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms P Makuluma Tel No: 041 391 8164
<u>POST 21/224</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/ZH/ARP/01/06/2022</u>
<u>SALARY</u>	:	R450 939 – R507 531 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo District, Zithulele Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Mr Sobethwa Tel No: 047 573 8953/6/7
<u>POST 21/225</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/KCHC/APL/01/06/2022</u>
<u>SALARY</u>	:	R450 939 – R507 531 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Kwazakhele CHC
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies,

nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms P Makuluma Tel No: 041 391 8164

POST 21/226 : **ASSISTANT DIRECTOR: REGIONAL COORDINATOR (FORENSIC PATHOLOGY SERVICES) REF NO: ECHEALTH/ASDRC-BCM/ARP/0106/2022**

SALARY CENTRE REQUIREMENTS : R382 245 – R450 255 per annum (Level 09)
: Buffalo City Metro, East London Forensic Pathology Services
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Management coupled with 3 years' experience in public management. Knowledge of Forensic Pathology Service operations and exposure in the SAPS legal framework aligned functions as an added advantage. Must have above average computer literacy. Ability to communicate (verbal and written) at a high level. Must have ability to think analytically, plan and solve problems. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with Staff and clients, with knowledge of Batho Pele. Ability to interpret and apply policies. Must have supervision and planning skills. Ability to work under pressure day/night. Ability to work with corpses, (mutilated, decomposed, infectious viruses, obese etc.) visit and give support to mortuary/laboratory facilities. Knowledge and experience of Forensic Mortuary procedures and administration. Good working knowledge of relevant legislation, Regulations and Policies governing Forensic Mortuary procedures and investigations. A valid South African Driving License.

DUTIES : To render an effective and efficient Forensic Pathology Services in the region and will assist in other regions when requested. Ensure proper conduction of post mortems and timeous issue of post mortem reports in all forensic pathology laboratories under his management. Ensure annual operational plan for all facilities within the service area is compiled and implemented. Effective and efficient drafting of operational plans and present performance on monthly and quarterly basis. Management and allocation of all human, physical and financial resources. To properly control and manage budget allocated for the region and maintain discipline. To conduct visitation and inspection of Forensic Pathology Mortuaries. Be responsible for coordination of all activities of the region and report timeously to Head Office/District Manager. Ensure submission of monthly/quarterly and annual statistics report. Ensure ongoing monitoring and evaluation of services thereby improving the quality of the service. Ensure effective information utilization, facility reporting and information management. Ensure the establishment and maintenance of health infrastructure and technology to support service delivery. Compliance with the financial reporting framework thereby ensuring a clean audit. Ensure sound management of assets & stores. Improve infection prevention and control by ensuring that safety measures are in place at each facility. Improve clinical risk and case file management through focused case file audits. Ensure adequate infrastructure, resources and facilities for training and teaching to take place. Ensure and maintain organizational strategic capacity and synergy by improving service delivery and quality of documentation to external stakeholders as well as improving the management of unidentified deceased persons. Ensure effective communication at both strategic and operational level whilst maintaining the required confidentiality. Oversee the geographical service area within the available resource allocation aligned with the values & objectives of the department and FPS.

ENQUIRIES NOTE : Mr L Bebula Tel No: 040 608 1930
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/227 : **ASSISTANT DIRECTOR: REGIONAL COORDINATOR (FORENSIC PATHOLOGY SERVICES) REF NO. ECHEALTH/ASDRC-ORT/ARP/0106/2022**

SALARY CENTRE : R382 245 – R450 255 per annum (Level 09)
: OR Tambo District, Mthatha Forensic Pathology Services

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Management coupled with 3 years' experience in public management. Knowledge of Forensic Pathology Service operations and exposure in the SAPS legal framework aligned functions as an added advantage. Must have above average computer literacy. Ability to communicate (verbal and written) at a high level. Must have ability to think analytically, plan and solve problems. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with Staff and clients, with knowledge of Batho Pele. Ability to interpret and apply policies. Must have supervision and planning skills. Ability to work under pressure day/night. Ability to work with corpses, (mutilated, decomposed, infectious viruses, obese etc.) visit and give support to mortuary/laboratory facilities. Knowledge and experience of Forensic Mortuary procedures and administration. Good working knowledge of relevant legislation, Regulations and Policies governing Forensic Mortuary procedures and investigations. A valid South African Driving License.
<u>DUTIES</u>	:	To render an effective and efficient Forensic Pathology Services in the region and will assist in other regions when requested. Ensure proper conduction of post mortems and timeous issue of post mortem reports in all forensic pathology laboratories under his management. Ensure annual operational plan for all facilities within the service area is compiled and implemented. Effective and efficient drafting of operational plans and present performance on monthly and quarterly basis. Management and allocation of all human, physical and financial resources. To properly control and manage budget allocated for the region and maintain discipline. To conduct visitation and inspection of Forensic Pathology Mortuaries. Be responsible for coordination of all activities of the region and report timeously to Head Office/District Manager. Ensure submission of monthly/quarterly and annual statistics report. Ensure ongoing monitoring and evaluation of services thereby improving the quality of the service. Ensure effective information utilization, facility reporting and information management. Ensure the establishment and maintenance of health infrastructure and technology to support service delivery. Compliance with the financial reporting framework thereby ensuring a clean audit. Ensure sound management of assets & stores. Improve infection prevention and control by ensuring that safety measures are in place at each facility. Improve clinical risk and case file management through focused case file audits. Ensure adequate infrastructure, resources and facilities for training and teaching to take place. Ensure and maintain organizational strategic capacity and synergy by improving service delivery and quality of documentation to external stakeholders as well as improving the management of unidentified deceased persons. Ensure effective communication at both strategic and operational level whilst maintaining the required confidentiality. Oversee the geographical service area within the available resource allocation aligned with the values & objectives of the department and FPS.
<u>ENQUIRIES</u>	:	Mr L Bebula Tel No: 040 608 1930
<u>NOTE</u>	:	Applicants are encouraged to apply for this post using e-Recruitment system https://erecruitment.ecotp.gov.za/
<u>POST 21/228</u>	:	<u>MORTUARY MANAGER REF NO: ECHEALTH/MM-MFPS/ARP/06/06/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	OR Tambo District, Mthatha Forensic Pathology Services
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration / Management or equivalent qualification plus 3-5 years' relevant experience in administration of which three (3) years must be of supervisory level. Ability to work in a Forensic Pathology Service (Medico Legal Laboratory) environment. Computer literacy with ability to use the MS Office package. An in depth knowledge of the relevant legislations, regulations and policies governing medico-legal procedures and investigations. Knowledge of the Public Service Act, Regulation and the related HR policies and practices. An understanding of forensic pathology services including the operations, procedures and documentation in medico-legal laboratories. Knowledge and interest in transforming the service which can lead to improvements of existing methods techniques and procedures. Ability to work independently. Planning and organizing skills. Leadership skills. Preparedness and the ability to work under real pressure in order to meet deadlines. Strong interpersonal, written verbal communication skills. Valid driver's licence.

- DUTIES** : Successful candidate will Render support to the District Coordinator. Execute the management function of the Medico-Legal Laboratory in order to achieve its objective. Manage all the key resources effectively. Effective management of waste disposal. Implement health and safety measures according to the OHSA and related regulations. Ensure continued support to the Forensic Pathologist or Medical Officer. Assist with post mortem where necessary. Attend at court when necessary. Compile and implement effective and efficient disaster plans. Compile monthly report, statistics and other relevant data as per prescripts.
- ENQUIRIES** : Ms F Mkhize Tel No: 047 531 0081
- POST 21/229** : **ASSISTANT DIRECTOR: PATIENT ADMINISTRATION REF NO: ECHEALTH/ASD-PA-FEPH/ARP//07/06/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)
: Sarah Baartman District, Fort England Psychiatric Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Administration or equivalent qualification with 3 years' experience at supervisory level 7/8. 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** : Ms S Share Tel No: 046 602 2300
- POST 21/230** : **ASSISTANT DIRECTOR: FINANCE REF NO: ECHEALTH/ASD-FIN/FEPH/ARP/08/06/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)
: Sarah Baartman District, Fort England Psychiatric Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 3 years' experience must be in a supervisory level (Level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing. Ability to work under pressure. Valid (Code B/EB) driver's license.
- DUTIES** : Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure

		patterns and projections. Manage all people management (effective leadership) related functions within the component.
<u>ENQUIRIES</u>	:	Ms S Share Tel No: 046 602 2300
<u>POST 21/231</u>	:	<u>ASSISTANT DIRECTOR: BAS CONTROL REF NO: ECHEALTH/ASD-BAS/HO/ARP/09/06/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Bhisho, Head Office National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Public Finance coupled with 3 years' experience must be in a supervisory level (level 7/8). Computer literacy. Knowledge: In depth knowledge of SCOA and BAS. Knowledge of other Financial Management Systems such as PERSAL, LOGIS. Knowledge of relevant legislation such (PFMA), DORA, Treasury Regulations, Treasury Practise notes, General Accounting principles. Proof of BAS System Controller certificate. Competencies: Project Management, Financial Management, Communication, Client Orientation and Customer focus. Valid driver's licence.
<u>DUTIES</u>	:	To ensure effective utilization of the BAS functions. To promote effective BAS user account and security Management. Interface monitoring and reporting. Provision of support and guidance to financial practitioners. To provide BAS and SCOA training to new and existing BAS users. Co-ordinate Month end and Financial Year end book closures.
<u>ENQUIRIES NOTE</u>	:	Mr P Ntete Tel No: 040 608 1123 Applicants are encouraged to apply for this post using e-Recruitment system https://erecruitment.ecotp.gov.za/
<u>POST 21/232</u>	:	<u>ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: ECHEALTH/ASD-DMT/HO/ARP/10/06/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Bhisho, Head Office National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management or Accounting coupled with 3 years' experience must be a supervisory level (level 7/8). Advanced debt management models and accounting processes and techniques, financial management, Treasury regulations, PFMA, and all prescripts and practice notes. BAS and PERSAL systems. Debt analysis and interpretation of debtor's information. Skills: Accounting, debt management, communication, presentation skills and reporting skills. A valid driver's licence.
<u>DUTIES</u>	:	Oversee the identification and accurate recording of debts owed to the department. Review debt take on's journals and debt recovery letters, prepare reconciliation of Debt Account. Follow up on bad debtors. Prepare submission for writing off bad debts. Authorize debt entities. Clear debt suspense account. Liaise with debtors in the most complex and problematic cases to determine payback conditions, time span and liaise with internal debt collectors. Perform any other duties within the finance management scope. Management of staff and submission of weekly diaries and monthly diaries.
<u>ENQUIRIES NOTE</u>	:	Ms L Jack Tel No: 040 608 1001 Applicants are encouraged to apply for this post using e-Recruitment system https://erecruitment.ecotp.gov.za/
<u>POST 21/233</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/ADHRM/ FEPH/ARP/11/06/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Sarah Baartman District, Fort England Psychiatric Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/ Public Administration of which 3 years' experience must be at supervisory level (level 7/8). Extensive knowledge of PERSAL. Proof of PERSAL Certificate(s) (PERSAL Introduction, Leave Administration and Personnel Administration). Ability to do presentations, interpretation of reports and policies. Knowledge of Public Financial Management Act, Public Service Act, Public Service Regulations and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.

- DUTIES** : Manage the Human Resource planning and implementation functions for the institution. Manage the implementation of HR policies, systems and procedures. Development of departmental HR policies. Manage the recruitment and provision of employees in line with Annual Recruitment Plan. Manage the timeous processing of employee benefits and allowance. Manage the conditions of service and termination of exiting employees. Perform PERSAL control functions and supervise all users within the institution. Liaise with Head Office regarding matters of staff establishment, allocation of PERSAL functions, and drawing exception reports. Facilitate the internal, risk register and the auditing process in the institution.
- ENQUIRIES** : Ms S Share Tel No: 046 602 2300
- POST 21/234** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: ECHEALTH/ASD-IM/ARP/12/06/2022**
- SALARY** : R382 245 – R450 255 per annum (Level 09)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology coupled with 3 years' experience must be at supervisory level (7/8). Extensive computer software and systems experience. Appropriate comprehensive training, working experience, and knowledge of Electronic Content Management Systems. Appropriate management experience would be an advantage. Good communication skills. Strong interpersonal skills. Good meeting and presentation skills and the ability to liaise between different parties at management level. Management and leadership skills. Module training and experience will be an added advantage. Competency in desktop support. High-level computer competency in Microsoft Office Suite. Must also have research and report writing skills, on site and online training provision skills and analytical skills. A valid (Code B/EB) drivers' licence.
- DUTIES** : Design and presentation of software and systems training. Develop training manuals. Develop training plans and strategies for the Department. Management of training resources. Ensure accreditation of all training. Manage Information Management Systems within HEI environment. Collaborate internally and externally with Stakeholders to ensure optimal functioning of IT Infrastructure, IT Equipment, and Information Management Systems. Manage all IT Infrastructure, Multi-Campus/Sites, and IT Equipment (Hardware and software) to ensure compliance with CHE. Plan, develop and implement the IT Budget including IT Systems Contract management. Responsible to supervise ICT (Information and Communication Technology) staff within the Department of Health and the institution.
- ENQUIRIES** : Ms L Mabanga Tel No: 041 405 2348
- POST 21/235** : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION REF NO: ECHEALTH/HRP/ FEPH/ARP/13/06/2022**
- SALARY** : R261 372 – R307 890 per annum (Level 07)
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/ Public Administration coupled 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 will be an added advantage.
- DUTIES** : Facilitate the advertisement of approved funded posts. Advertise approved funded posts. Obtain selection panel approval from the delegated authority concurrently while advertising. Render secretariat support during the recruitment process. Ensure that shortlist for posts are approved within 10 working days after closing date of advert. Interview for posts within 10 working days after shortlist is finalised. Complete background checks (references, pre-employment screening, and competency assessment reports for SMS posts). Submit selection committee's recommendations for approval within 10 working days of receiving prescribed documents. Manage the recruitment process to

ensure that 70% of advertised posts are filled within 120 days. Obtain reference checks, submit request for pre-employment screening and SAQA verification of qualifications. Provide expert advice to line managers on the applicable regulatory framework. Ensure adherence to the recruitment policy and associate prescripts and procedures. Implement the recruitment plan. Administer appointment, promotion and transfers on PERSAL system. Ensure that all the appointments, promotions and transfers are accurately implemented on PERSAL system. Update the establishment and report discrepancies. Provide monthly statistics.

ENQUIRIES : Ms S Share Tel No: 046 602 2300

POST 21/236 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/SERH/APL/14/06/2022 (X2 POSTS)

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled 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 will be an added advantage.

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

ENQUIRIES : Mr M Nozaza Tel No: 039 253 5012

POST 21/237 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/BH/APL/15/06/2022

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Buffalo City Metro, Bhisho Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled 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 will be an added advantage.

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

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

POST 21/238 : **PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER**
REF NO: ECHEALTH/PA-CFO/HO/ARP/16/06/2022

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1- 2 years' experience in Office Administration in an Executive Secretarial role. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing 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 : To provide professional and efficient secretarial and administrative support to the Chief Financial Officer in the execution of the duties of the office, thereby uploading the image of the Office of the CFO. Coordinate logistical arrangements for the Chief Financial Officer in line with the procurement process, Manages the diary with guidance from the CFO and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Chief Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the CFO. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.

ENQUIRIES : Mr L Jim Tel No: 040 608 1228

NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/239 : **PERSONAL ASSISTANT: OFFICE OF GENERAL MANAGER –**
CORPORATE SERVICES REF NO: ECHEALTH/PA-
FM/HO/ARP/17/06/2022

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA 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 Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing 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 : To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.

ENQUIRIES : Ms N Maseko Tel No: 040 608 1141

NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/240 : **PERSONAL ASSISTANT: OFFICE OF GENERAL MANAGER – INTERGRATED BUDGET PLANNING REF NO. ECHEALTH/PA-IBP/HO/ARP/18/06/2022**

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
: Bhisho, Head Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA 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 Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing 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 : To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.

ENQUIRIES NOTE : Mr L Jim Tel No: 040 608 1228
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/241 : **PERSONAL ASSISTANT: OFFICE OF THE GENERAL MANAGER FINANCIAL MANAGEMENT REF NO: ECHEALTH/PA-FM/HO/ARP/19/06/2022**

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
: Bhisho, Head Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA 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 Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing 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 : To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.

ENQUIRIES : Mr GG Mhlanga Tel No: 040 608 1241

NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/242 : **PERSONAL ASSISTANT: OFFICE OF THE GENERAL MANAGER HEALTH PROGRAMMES REF NO: ECHEALTH/PA-HPS/HO/ARP/20/06/2022**

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
: Bhisho, Head Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA 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 Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing 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 : To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.

ENQUIRIES NOTE : Ms N Nokwe Tel No: 040 608 1223
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/243 : **PERSONAL ASSISTANT: OFFICE OF THE SENIOR MANAGER – TB REF NO: ECHEALTH/PA-TB/ARP/HO/ARP/21/06/2022**

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
: Bhisho, Head Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA 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 Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing 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 : To provide professional and efficient secretarial and administrative support to the Senior Manager in the execution of the duties of the office, thereby uploading the image of the Office of the Senior Manager. Coordinate logistical arrangements for the Senior Manager in line with the procurement process, Manages the diary with guidance from the Senior Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Senior Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.

ENQUIRIES : Ms Sodlula Tel No: 040 608 1761

NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/244 : **PERSONAL ASSISTANT: OFFICE OF THE SENIOR MANAGER – HIV & AIDS REF NO: ECHEALTH/PA-HIVAIDS/ARP/HO/ARP/22/06/2022**

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
: Bhisho, Head Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing 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 : To provide professional and efficient secretarial and administrative support to the Senior Manager in the execution of the duties of the office, thereby uploading the image of the Office of the Senior Manager. Coordinate logistical arrangements for the Senior Manager in line with the procurement process, Manages the diary with guidance from the Senior Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Senior Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.

ENQUIRIES NOTE : Mr X Somahela Tel No: 040 608 1761
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/245 : **PERSONAL ASSISTANT: OFFICE OF THE SENIOR MANAGER – BUDGET PLANNING & EXPENDITURE REVIEWS REF NO: ECHEALTH/PA-BPE/HO/ARP/23/06/2022**

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
: Bhisho, Head Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA 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 Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing 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 : To provide professional and efficient secretarial and administrative support to the Senior Manager in the execution of the duties of the office, thereby uploading the image of the Office of the Senior Manager. Coordinate logistical arrangements for the Senior Manager in line with the procurement process, Manages the diary with guidance from the Senior Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Senior Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.

ENQUIRIES : Mr L Jim Tel No: 040 608 1228

NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 21/246 : **LABOUR RELATIONS OFFICER REF NO: ECHEALTH/LRO-CDDO/ARP/24/06/2022**

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
: Chris Hani District Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Industrial Psychology, HRM, Labour Relations, Labour Law coupled with 1 -2 years' experience. Good knowledge of legislation and prescripts, policies and procedures. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act and relevant collective agreements. Ability to show analytical, negotiation, interviewing and conflict resolution skills. Ability to demonstrate practical experience in the Employment Relations or labour law environment. Evident knowledge of computer literacy (MS Word, MS Excel and MS Power Point) and course on Introduction to the PERSAL System will serve as an advantage. Ability to demonstrate good interpersonal relations, effective communication, planning & organisation, presentation & facilitation and business report writing skills. Must possess a valid driving license (Code B) and be willing to travel extensively.

DUTIES : To provide administrative and logistical arrangements for the component; Capture labour relations cases on the PERSAL system. Maintain a database of all labour relations matters. Conduct investigations into allegations of misconduct as well as grievances and formulate investigation reports with clear findings and recommendations. To assist with advisory and training provision on employment relations matters to all stakeholders; To assist with the facilitation and maintenance of management and labour forum in the district; To assist in maintenance of labour peace and stability through effective discipline management throughout the district; To assist in ensuring understanding and adherence to the Grievance procedure; To assist in the administration of the Dispute resolution mechanism with the relevant statutory bodies and unions; To assist with the compilation of all reports and their timely submissions; To effectively manage all the resources allocated to oneself and comply to all related policy requirements.

ENQUIRIES : Ms Nyoka Tel No: 045 8071110/1101

POST 21/247 : **CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC-FEPH/ARP/25/06/2022**

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
: Sarah Baartman District, Fort England Psychiatric Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Archives Management/Records/Document Management with extensive and proper training on all records management and registry procedures coupled with 1-2 years working experience within the Records Management/Registry field. Competencies: sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA's); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organisational skills; analytical and problem solving skills; personal & interpersonal skills; effective time management; organisational skills; document and content management will be an added advantage.

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

ENQUIRIES : Ms S Share Tel No: 046 602 2300

POST 21/248 : **FOOD SERVICE MANAGER REF NO: ECHEALTH/FSM/FEPH/ARP/26/06/2022**

SALARY : R261 372– R307 890 per annum (Level 07)
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA 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 : Ms S Share Tel No: 046 602 2300

POST 21/249 : **ADMINISTRATION OFFICER (HOSPITAL & PATIENT ADMIN) REF NO: ECHEALTH/AO-PA/ FEPH/ARP/27/06/2022**

SALARY : R261 372– R307 890 per annum (Level 07)
CENTRE : OR Tambo District, Dr Malizo Mpehle Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Office Administration coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

DUTIES : To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Management and delivery of the patient administration service in terms of providing comprehensive patient registration services for outpatients and admission. Ensure that acceptable quality assurance and clients service levels achieved. Provide advice on procedural and policy matters to staff and public. Maintain information system that support the working environment to improve information flow and effective communication and budget control of staff.

ENQUIRIES : Ms Makalima Tel No: 047 542 6300

POST 21/250 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/IT/ FEPH/ARP/28/06/2022**

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. 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 S Share Tel No: 046 602 2300

POST 21/251 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/CDDO/ARP/29/06/2022**

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
 : Chris Hani District Office
 : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. 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 Nyoka Tel No: 045 8071110/1101

POST 21/252 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/ARP/FTH/30/06/2022**

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
 : Buffalo City Metro, Frere Tertiary Hospital
 : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. 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 N. Mthitshana Tel No: 043 709 2487/ 2532.
- POST 21/253** : **LAUNDRY SUPERVISOR REF NO: ECHEALTH/LAUNSUP/NMAH/ARP/31/06/2022 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R211 713 – R249 378 per annum (Level 06)
: OR Tambo District, Nelson Mandela Academic Hospital
: National Senior Certificate with 3 -5 years. Computer literate. Ability to communicate and interpret policies to staff members and clients.
- DUTIES** : Conduct stock counts and keep records. Compile monthly reports and submit to Laundry manager. Compile duty rosters for night and day shifts for laundry staff. Keep accurate records of soiled linen, laundered linen, patient clothing and circulation. Supervise attendance registers and leaves. Responsible for stock control of laundry consumables. Supervise day to day operation of laundry services. Attend to operational meetings.
- ENQUIRIES** : Ms Calaza Tel No: 047 502 4469
- POST 21/254** : **WARD CLERK REF NO: ECHEALTH/DC/FEPH/ARP/32/06/2022 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05)
: Sarah Baartman District, Fort England Psychiatric Hospital
: National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.
- DUTIES** : Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
- ENQUIRIES** : Ms S Share Tel No: 046 602 2300.
- POST 21/255** : **ADMINISTRATION CLERK: OFFICE OF THE CEO REF NO: ECHEALTH/DC/FEPH/ARP/33/06/2022**
- SALARY CENTRE** : R176 310 – R207 681 per annum (Level 05)
: Sarah Baartman District, Fort England Psychiatric Hospital

<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.
<u>DUTIES</u>	:	To provide professional and efficient secretarial and administrative support to the Chief Executive Officer in the execution of the duties of the office, thereby uploading the image of the Chief Executive Officer. Coordinate logistical arrangements for the Chief Executive Officer in line with the procurement process, Manages the diary with guidance from the Chief Executive Officer by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Chief Executive Officer. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.
<u>ENQUIRIES</u>	:	Ms S Share Tel No: 046 602 2300
<u>POST 21/256</u>	:	<u>FINANCE CLERK REF NO: ECHEALTH/DC/ FEPH/ARP/34/06/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 – R207 681 per annum (Level 05) Sarah Baartman District, Fort England Psychiatric Hospital National Senior Certificate, / 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. Knowledge of LOGIS.
<u>DUTIES</u>	:	Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filing of all SCM documents for ease of retrieval. Attend to any other related KPA's as deemed necessary by management.
<u>ENQUIRIES</u>	:	Ms S Share Tel No: 046 602 2300
<u>POST 21/257</u>	:	<u>SUPPLY CHAIN CLERK REF NO: ECHEALTH/DC/ FEPH/ARP/35/06/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 – R207 681 per annum (Level 05) Sarah Baartman District, Fort England Psychiatric Hospital 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.
<u>DUTIES</u>	:	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).
<u>ENQUIRIES</u>	:	Ms S Share Tel No: 046 602 2300
<u>POST 21/258</u>	:	<u>HUMAN RESOURCE CLERK REF NO: ECHEALTH/DC/FEPH/ARP/36/06/2022 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 – R207 681 per annum (Level 05) Sarah Baartman District, Fort England Psychiatric Hospital National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an 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 arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES : Ms S Share Tel No: 046 602 2300

POST 21/259 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/JGDO/APL/37/06/2022**

SALARY CENTRE REQUIREMENTS : R176 310 – R207 681 per annum (Level 05)
: Joe Gqabi District Office
: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an 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 arrangements for interviews for candidates. Co-ordinate PMDS.

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

POST 21/260 : **ADMINISTRATION CLERK REF NO: ECHEALTH/FPAC-BIZAFPS/ARP/38/06/2022**

SALARY CENTRE REQUIREMENTS : R176 310 – R207 681 per annum (Level 05)
: OR Tambo District, Bizana Forensic Pathology Services
: National Senior Certificate and or equivalent qualification with no experience. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability. Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence. One (1) year Public service internship programme experience will be given preference.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District. Capture and maintain data base on Victim Empowerment Programme.

ENQUIRIES : Ms F Mkhize Tel No: 047 531 0081

POST 21/261 : **ADMINISTRATION CLERK REF NO: ECHEALTH/FPAC-MTFFPS/ARP/39/06/2022**

SALARY CENTRE REQUIREMENTS : R176 310 – R207 681 per annum (Level 05)
: Joe Gqabi District, Mt Fletcher Forensic Pathology Services
: National Senior Certificate and or equivalent qualification with no experience. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability. Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence. One (1) year Public service internship programme experience will be given preference.

- DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District. Capture and maintain data base on Victim Empowerment Programme.
- ENQUIRIES** : M Mathiso Tel No: 045 858 8112
- POST 21/262** : **ADMINISTRATION CLERK REF NO: ECHEALTH/FPAC-NBTNFPS/ARP/40/06/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05)
: Nelson Mandela Metro, New Brighton Forensic Pathology Services
: National Senior Certificate and or equivalent qualification with no experience. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability. Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence. One (1) year Public service internship programme experience will be given preference.
- DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District. Capture and maintain data base on Victim Empowerment Programme.
- ENQUIRIES** : Mr J Jenniker Tel No: 041 373 1525
- POST 21/263** : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC-STE/ APL/41/06/2022 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05)
: OR Tambo District, St Elizabeth Regional Hospital
: National Senior Certificate/ 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. 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 M Nozaza Tel No: 039 253 5012
- POST 21/264** : **FINANCE CLERK REF NO: ECHEALTH/FC/STE/ APL/42/06/2022 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05)
: OR Tambo District, St Elizabeth Regional Hospital
: National Senior Certificate/ 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** : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue

receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Mr M Nozaza Tel No: 039 253 5012

POST 21/265 : **FINANCE CLERK REF NO: ECHEALTH/FC/CMH/APL/43/06/2022**

SALARY : R176 310 – R207 681 per annum (Level 05)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Senior Certificate/ 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 : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121

POST 21/266 : **ADMINISTRATION CLERK (X2 POSTS)**

SALARY : R176 310 – R207 681 per annum (Level 05)
CENTRE : Maluti Sub District, Afsondering Clinic Ref No: ECHEALTH/AC/AFSC-ARP/44/06/2022 (X1 Post)
 Pabalong Clinic Ref No: ECHEALTH/AC/AFSC-ARP/45/06/2022 (X1 Post)

REQUIREMENTS : National Senior Certificate, / 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 : R Kok Tel No: 039 2560518/0519

POST 21/267 : **ADMINISTRATION CLERK (X10 POSTS)**

SALARY : R176 310 – R207 681 per annum (Level 05)
CENTRE : Umzimvubu Sub District, Qobo Clinic Ref No: ECHEALTH/AC/QOBC-ARP/46/06/2022 (X1 Post)
 Meje Clinic Ref No: ECHEALTH/AC/MEJC-ARP/47/06/2022 (X1 Post)
 Amadiba Clinic Ref No: ECHEALTH/AC/AMADC-ARP/48/06/2022 (X1 Post)
 Ntabankulu CHC Ref No: ECHEALTH/AC/NTACHC-ARP/49/06/2022 (X1 Post)
 Sebeni Clinic Ref No: ECHEALTH/AC/SEBC-ARP/50/06/2022 (X1 Post)
 Sigidi Clinic Ref No: ECHEALTH/AC/SIGC-ARP/51/06/2022 (X1 Post)
 Mhlotsheni Clinic Ref No: ECHEALTH/AC/MHLC-ARP/52/06/2022 (X1 Post)
 Mpoza Clinic Ref No: ECHEALTH/AC/MPOC-ARP/53/06/2022 (X1 Post)
 Ntlabeni Clinic Ref No: ECHEALTH/AC/NTLABC-ARP/54/06/2022 (X1 Post)

<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr Magadla Tel No: 039 727 2090
<u>POST 21/268</u>	:	<u>ADMINISTRATION CLERK (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 – R207 681 per annum (Level 05)
	:	Amahlathi District, Cumakala Clinic Ref No: ECHEALTH/AC/CUMAKC-ARP/55/06/2022 (X1 Post)
	:	Hamburg Clinic Ref No: ECHEALTH/AC/HAMBC-ARP/56/06/2022 (X1 Post)
	:	Horton Clinic Ref No: ECHEALTH/AC/HORTC-ARP/57/06/2022 (X1 Post)
	:	Masinedane Clinic Ref No: ECHEALTH/AC/MASIC-ARP/58/06/2022 (X1 Post)
	:	Matomela Clinic Ref No: ECHEALTH/AC/MATOC-ARP/59/06/2022 (X1 Post)
	:	Mgwali Clinic Ref No: ECHEALTH/AC/MGWAC-ARP/60/06/2022 (X1 Post)
	:	Ndwayana Clinic Ref No: ECHEALTH/AC/NDWAC-ARP/61/06/2022 (X1 Post)
	:	Tyatya Clinic Ref No: ECHEALTH/AC/TYAC-ARP/62/06/2022 (X1 Post)
	:	Wesley Clinic Ref No: ECHEALTH/AC/WESC-ARP/63/06/2022 (X1 Post)
	:	Zalara Clinic Ref No: ECHEALTH/AC/ZALC-ARP/64/06/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms B Mngxe Tel No: 043 643 4775/6
<u>POST 21/269</u>	:	<u>ADMINISTRATION CLERK (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 – R207 681 per annum (Level 05)
	:	Mbhashe District, Hobeni Clinic Ref No: ECHEALTH/AC/HOBEC-ARP/65/06/2022 (X1 Post)
	:	Keti Clinic Ref No: ECHEALTH/AC/KETIC-ARP/66/06/2022 (X1 Post)
	:	Mahasana Clinic Ref No: ECHEALTH/AC/MAHASC-ARP/67/06/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.
<u>DUTIES</u>	:	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 Mkhwetha Tel No: 047 489 2417/16

POST 21/270 : **ADMINISTRATION CLERK (X3 POSTS)**

SALARY CENTRE : R176 310 – R207 681 per annum (Level 05)
Mnquma District, Ngqamakwe CHC Ref No: ECHEALTH/AC/NGQACHC-ARP/68/06/2022 (X1 Post)
Tafalofefe Gateway Clinic Ref No: ECHEALTH/AC/TAFGC-ARP/69/06/2022 (X1 Post)
Tutura Clinic Ref No: ECHEALTH/AC/TUTC-ARP/70/06/2022 (X1 Post)

REQUIREMENTS : National Senior Certificate, / 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 Tengwa Tel No: 047 491 0740

POST 21/271 : **ADMINISTRATION CLERK (X5 POSTS)**

SALARY CENTRE : R176 310 – R207 681 per annum (Level 05)
Raymond Mhlaba Sub District, Gilton Clinic Ref No: ECHEALTH/AC/GILTC-ARP/70/06/2022 (X1 Post)
Gxwedera Clinic Ref No: ECHEALTH/AC/GXWEC-ARP/71/06/2022 (X1 Post)
Kolomana Clinic Ref No: ECHEALTH/AC/KOLOC-ARP/72/06/2022 (X1 Post)
Lower Regu Clinic Ref No: ECHEALTH/AC/LWRGC-ARP/73/06/2022 (X1 Post)
Victoria Gateway Clinic Ref No: ECHEALTH/AC/VICGC-ARP/74/06/2022 (X1 Post)

REQUIREMENTS : National Senior Certificate, / 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 : Mr Dyomfana Tel No: 046 645 1892

POST 21/272 : **ADMINISTRATION CLERK (X32 POSTS)**

SALARY CENTRE : R176 310 – R207 681 per annum (Level 05)
Buffalo City Metro, Pefferville Clinic Ref No: ECHEALTH/DC/PEFC/APL/75/06/2022 (X1 Post)
Amahleke Clinic Ref No: ECHEALTH/AC/AMHC-ARP/76/06/2022 (X1 Post)
Bhisho Gateway Clinic Ref No: ECHEALTH/AC/BIGW-ARP/77/06/2022 (X1 Post)
Tamara Clinic Ref No: ECHEALTH/AC/TAMC-ARP/78/06/2022 (X1 Post)
Pirie Clinic Ref No: ECHEALTH/AC/PRC-ARP/79/06/2022 (X1 Post)
Duncan Village CHC Ref No: ECHEALTH/AC/DVCHC-ARP/80/06/2022 (X1 Post)

Dimbaza CHC Ref No: ECHEALTH/AC/DIMC-ARP/81/06/2022 (X1 Post)
 Drake Road Clinic Ref No: ECHEALTH/AC/DRRD-ARP/82/06/2022 (X1 Post)
 Ncerha Clinic Ref No: ECHEALTH/AC/NCC-ARP/83/06/2022 (X1 Post)
 Grey Gateway Clinic Ref No: ECHEALTH/AC/GGC-ARP/84/06/2022 (X1 Post)
 Central Clinic Ref No: ECHEALTH/AC/CC-ARP/85/06/2022 (X1 Post)
 Greenfields Clinic Ref No: ECHEALTH/AC/GC-ARP/86/06/2022 (X1 Post)
 Luyolo NU 9 Clinic Ref No: ECHEALTH/AC/LNU9-ARP/87/06/2022 (X1 Post)
 Philani NU 1 Clinic Ref No: ECHEALTH/AC/PNU1-ARP/88/06/2022 (X1 Post)
 Fezeka NU 3 Clinic Ref No: ECHEALTH/AC/FNU3-ARP/89/06/2022 (X1 Post)
 Eluxolweni NU 12 Clinic Ref No: ECHEALTH/AC/ECNU12-ARP/90/06/2022 (X1 Post)
 Siyaphilisa NU 13 Clinic Ref No: ECHEALTH/AC/SNU13-ARP/91/06/2022 (X1 Post)
 Ndevana Clinic Ref No: ECHEALTH/AC/NDEC-ARP/92/06/2022 (X1 Post)
 Moore St Clinic Ref No: ECHEALTH/AC/MS-ARP/93/06/2022 (X1 Post)
 Gompo C Jabavu Clinic Ref No: ECHEALTH/AC/GCJC-ARP/94/06/2022 (X1 Post)
 John Dube Clinic Ref No: ECHEALTH/AC/JDC-ARP/95/06/2022 (X1 Post)
 Frere Gateway Clinic Ref No: ECHEALTH/AC/FG-ARP/96/06/2022 (X1 Post)
 Chris Hani Clinic Ref No: ECHEALTH/AC/CHC-ARP/97/06/2022 (X1 Post)
 Litha Clinic Ref No: ECHEALTH/AC/ILC-ARP/98/06/2022 (X1 Post)
 Sweet Waters Clinic Ref No: ECHEALTH/AC/SWC-ARP/99/06/2022 (X1 Post)
 Tyutyu Clinic Ref No: ECHEALTH/AC/TYC-ARP/100/06/2022 (X1 Post)
 Zanempilo EL Clinic Ref No: ECHEALTH/AC/ZANC-ARP/101/06/2022 (X1 Post)
 Braelyn Extension Clinic Ref No: ECHEALTH/AC/BREC-ARP/102/06/2022 (X1 Post)
 Ginsberg Clinic Ref No: ECHEALTH/AC/GINS-ARP/103/06/2022 (X1 Post)
 Breidbach Clinic Ref No: ECHEALTH/AC/BRE-ARP/104/06/2022 (X1 Post)
 Zikhova Clinic Ref No: ECHEALTH/AC/ZIK-ARP/105/06/2022 (X1 Post)
 Beacon Bay Clinic Ref No: ECHEALTH/AC/BBC-ARP/106/06/2022 (X1 Post)

REQUIREMENTS

: National Senior Certificate, / 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 Hlulani Tel No: 043 708 1700

POST 21/273

ADMINISTRATION CLERK (X11 POSTS)

SALARY CENTRE

: R176 310 – R207 681 per annum (Level 05)
 : Lukhanji Sub District, Baccles Farm Clinic Ref No: ECHEALTH/AC/BACCLC-ARP/107/06/2022 (X1 Post)
 Yonda Clinic Ref No: ECHEALTH/AC/YONDC-ARP/108/06/2022 (X1 Post)
 Hukuwa Clinic Ref No: ECHEALTH/AC/HUKUC-ARP/109/06/2022v (X1 Post)
 Kleinbulhoek Clinic Ref No: ECHEALTH/AC/KBULC-ARP/110/06/2022 (X1 Post)
 Tarkstad Clinic Ref No: ECHEALTH/AC/TARKC-ARP/111/06/2022 (X1 Post)
 Barklesfarms Clinic Ref No: ECHEALTH/AC/BARKC-ARP/112/06/2022 (X1 Post)
 Ndeduluntu Clinic Ref No: ECHEALTH/AC/NDEC-ARP/113/06/2022 (X1 Post)
 Nomonde Clinic Ref No: ECHEALTH/AC/NOMOC-ARP/114/06/2022 (X1 Post)
 Nomzamo CHC Ref No: ECHEALTH/AC/NOMCHC-ARP/115/06/2022 (X1 Post)

REQUIREMENTS

: Rocklands Clinic Ref No: ECHEALTH/AC/ROCC-ARP/116/06/2022 (X1 Post)
 : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal

<u>DUTIES</u>	:	and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference. 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.
<u>ENQUIRIES</u>	:	Ms Mtweni Tel No: 045 807 8908
<u>POST 21/274</u>	:	<u>ADMINISTRATION CLERK (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 – R207 681 per annum (Level 05) Sakhisizwe Sub District, Askeaton Clinic Ref No: ECHEALTH/AC/ASKEC-ARP/117/06/2022 (X1 Post) Upper Lafuta Clinic Ref No: ECHEALTH/AC/UPPLC-ARP/118/06/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms B Mtsi Tel No: 047 877 0931
<u>POST 21/275</u>	:	<u>ADMINISTRATION CLERK (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 – R207 681 per annum (Level 05) Ngcobo Sub District, Qebe Clinic Ref No: ECHEALTH/AC/QEBC-ARP/119/06/2022 (X1 Post) Clarkbury Clinic Ref No: ECHEALTH/AC/CLKBC-ARP/120/06/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N. Matala Tel No: 047 548 0022/34
<u>POST 21/276</u>	:	<u>ADMINISTRATION CLERK (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 – R207 681 per annum (Level 05) Nxuba Yethemba Sub District, Midros Clinic Ref No: ECHEALTH/AC/MIDRC-ARP/121/06/2022 (X1 Post) Middelburg Town Clinic Ref No: ECHEALTH/AC/MIDBTC-ARP/122/06/2022 (X1 Post) Fish River Clinic Ref No: ECHEALTH/AC/FISRC-ARP/123/06/2022 (X1 Post)

		Baroda Clinic Ref No: ECHEALTH/AC/BARODC-ARP/124/06/2022 (X1 Post)
		Michaursdal Clinic Ref No: ECHEALTH/AC/MICHAC-ARP/125/06/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	Lingelihle Clinic Ref No: ECHEALTH/AC/LINGEC-ARP/126/06/2022(X1 Post) National Senior Certificate, / 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms GO Van Heerden Tel No: 048 881 2921
<u>POST 21/277</u>	:	<u>ADMINISTRATION CLERK (X11 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 – R207 681 per annum (Level 05)
	:	Ntsika Yethu Sub District, Qwiliqwili Clinic Ref No: ECHEALTH/AC/QWIQC-ARP/127/06/2022 (X1 Post)
	:	Sabalele Clinic Ref No: ECHEALTH/AC/SABLC-ARP/128/06/2022 (X1 Post)
	:	Qitsi Clinic Ref No: ECHEALTH/AC/FQITSC-ARP/129/06/2022 (X1 Post)
	:	Banzi Clinic Ref No: ECHEALTH/AC/BANZIC-ARP/130/06/2022 (X1 Post)
	:	Ncora Clinic Ref No: ECHEALTH/AC/NCORC-ARP/131/06/2022 (X1 Post)
	:	Lower Seplan Clinic Ref No: ECHEALTH/AC/LWRSEC-ARP/132/06/2022 (X1 Post)
	:	Mtingwevu Clinic Ref No: ECHEALTH/AC/MTINGC-ARP/133/06/2022 (X1 Post)
	:	Khuze Clinic Ref No: ECHEALTH/AC/KHUZC-ARP/134/06/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms A Mabentsela Tel No: 047 874 0079
<u>POST 21/278</u>	:	<u>ADMINISTRATION CLERK (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 – R207 681 per annum (Level 05)
	:	Emalahleni Sub District, Maqashu Clinic Ref No: ECHEALTH/AC/MAQUC-ARP/135/06/2022 (X1 Post)
	:	Mhlanga Clinic Ref No: ECHEALTH/AC/MHLAC-ARP/136/06/2022 (X1 Post)
	:	Swaartwater Clinic Ref No: ECHEALTH/AC/SWACC-ARP/137/06/2022 (X1 Post)
	:	Bengu Clinic Ref No: ECHEALTH/AC/BENGC-ARP/138/06/2022 (X1 Post)
	:	Tsembeyi Clinic Ref No: ECHEALTH/AC/TSEMC-ARP/139/06/2022 (X1 Post)
	:	Ndonga Clinic Ref No: ECHEALTH/AC/NDONGC-ARP/140/06/2022 (X1 Post)
	:	Nompumelelo Clinic Ref No: ECHEALTH/AC/NOMPC-ARP/141/06/2022 (X1 Post)
	:	Xonxa Clinic Ref No: ECHEALTH/AC/XONXC-ARP/142/06/2022 (X1 Post)
	:	Boomplaas Clinic Ref No: ECHEALTH/AC/BOOMPC-ARP/143/06/2022 (X1 Post)
	:	Agnes Rest Ref No: ECHEALTH/AC/AGNRC-ARP/144/06/2022 (X1 Post)

<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms NP Mtshabe Tel No: 047 878 4300
<u>POST 21/279</u>	:	<u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/JG DC-ARP/145/06/2022 (X29 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 – R207 681 per annum (Level 05)
	:	Joe Gqabi District Clinics
<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: 051 633 9631
<u>POST 21/280</u>	:	<u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/NMBM-ARP/146/06/2022 (X42 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 – R 207 681 per annum (Level 05)
	:	Nelson Mandela Metro Clinics
<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms P Makuluma Tel No: 041 391 8164
<u>POST 21/281</u>	:	<u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ORT-ARP/147/06/2022 (X15 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 – R207 681 per annum (Level 05)
	:	OR Tambo District Clinics
<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Z Mtimba Tel No: 047 502 9000
<u>POST 21/282</u>	:	<u>ADMINISTRATION CLERK (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 – R207 681 per annum (Level 05)
	:	Camdeboo Sub District, Kroonvale Clinic Ref No: ECHEALTH/AC/KROOV-ARP/148/06/2022 (X1 Post)
	:	Wongalethu Clinic Ref No: ECHEALTH/AC/WONGC-ARP/149/06/2022 (X1 Post)
	:	Maskhane Clinic (Aberdeen) Ref No: ECHEALTH/AC/MASKC-ARP/150/06/2022 (X1 Post)
	:	Willowmore Clinic Ref No: ECHEALTH/AC/WILC-ARP/151/06/2022 (X1 Post)
	:	Louterwater Clinic Ref No: ECHEALTH/AC/LWTC-ARP/152/06/2022 (X1 Post)
	:	Kareedowu Clinic Ref No: ECHEALTH/AC/KAREDC-ARP/153/06/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr MT Buyelo Tel No: 049 893 0031
<u>POST 21/283</u>	:	<u>ADMINISTRATION CLERK (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 – R207 681 per annum (Level 05)
	:	Kouga Sub District, Andrieskraal Clinic Ref No: ECHEALTH/AC/ANDRC-ARP/154/06/2022 (X1 Post)
	:	Imizamo Yethu Clinic Ref No: ECHEALTH/AC/IMIZYCC-ARP/155/06/2022 (X1 Post)
	:	Pellsrus Clinic Ref No: ECHEALTH/AC/PELLSC-ARP/156/06/2022 (X1 Post)
	:	Kwanomzamo Clinic Ref No: ECHEALTH/AC/KWANC-ARP/157/06/2022 (X1 Post)
	:	Kruisfontein Clinic Ref No: ECHEALTH/AC/KRUFC-ARP/158/06/2022 (X1 Post)
	:	Masekhane Clinic (Hankey) Ref No: ECHEALTH/AC/MASEKC-ARP/159/06/2022 (X1 Post)
	:	Addo Clinic Ref No: ECHEALTH/AC/ADDCC-ARP/160/06/2022 (X1 Post)
	:	Moses Mabida Clinic Ref No: ECHEALTH/AC/MMABC-ARP/161/06/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, / 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.
<u>DUTIES</u>	:	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 : Mrs Phillips Tel No: 042 200 4214

POST 21/284 : **ADMINISTRATION CLERK (X2 POSTS)**

SALARY CENTRE : R176 310 – R207 681 per annum (Level 05)
: Makana Sub District, Port Alfred Clinic Ref No: ECHEALTH/AC/PALC-ARP/162/06/2022 (X1 Post)
: Joza Clinic Ref No: ECHEALTH/AC/JOZAC-ARP/163/06/2022 (X1 Post)

REQUIREMENTS : National Senior Certificate, / 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. Qaleni Tel No: 046 622 4901

POST 21/285 : **CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/FEPH/ARP/164/06/2022**

SALARY CENTRE : R147 459 - R173 706 per annum (Level 04)
: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS : National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.

DUTIES : Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service. Comply with the Performance Management and Development System.

ENQUIRIES : Ms S Share Tel No: 046 602 2300

POST 21/286 : **CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-BCM/ARP/165/06/2022 (X19 POSTS)**

SALARY CENTRE : R147 459 - R173 706 per annum (Level 04)
: EMS Buffalo City Metro

REQUIREMENTS : National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. 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.
<u>DUTIES</u>	:	Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.
<u>ENQUIRIES</u>	:	Ms Hlulani Tel No: 043 708 1700
<u>POST 21/287</u>	:	<u>CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-AMA/ARP/166/06/2022 (X5 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 459 - R173 706 per annum (Level 04)
	:	EMS Amathole
	:	National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. 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.
<u>DUTIES</u>	:	Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.
<u>ENQUIRIES</u>	:	Ms N Nene Tel No: 043 707 6748
<u>POST 21/288</u>	:	<u>CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-CH/ARP/167/06/2022 (X5 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 459 - R173 706 per annum (Level 04)
	:	EMS Chris Hani
	:	National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. 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.
<u>DUTIES</u>	:	Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with

the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

ENQUIRIES : Ms Nyoka Tel No: 045 8071110/1101

POST 21/289 : **CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-NMM/ARP/168/06/2022 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R147 459 - R173 706 per annum (Level 04)
: EMS Nelson Mandela Metro
: National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. 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 : Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

ENQUIRIES : Ms P Makuluma Tel No: 041 391 8164

POST 21/290 : **CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-ORT/ARP/169/06/2022 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R147 459 - R173 706 per annum (Level 04)
: EMS OR Tambo
: National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. 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 : Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

ENQUIRIES : Ms Z Mtimba Tel No: 047 502 9000

POST 21/291 : **CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-ANZO/ARP/170/06/2022 (X5 POSTS)**

SALARY : R147 459 - R173 706 per annum (Level 04)

CENTRE REQUIREMENTS : EMS Alfred Nzo
: National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. 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 : Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

ENQUIRIES : Mr Praim Tel no 039 797 6070

POST 21/292 : **CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-JG/ARP/171/06/2022 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R147 459 - R173 706 per annum (Level 04)
: EMS Joe Gqabi
: National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. 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 : Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

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

POST 21/293 : **CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-JG/ARP/172/06/2022 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R147 459 - R173 706 per annum (Level 04)
: EMS Sarah Baartman
: National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. 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 : Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial

plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

ENQUIRIES : Ms T. Mpitimpiti Tel No: 041 408 8509

POST 21/294 : **DATA CAPTURER REF NO: ECHEALTH/DC/NMAH/173/06/2022 (X2 POSTS)**

SALARY : R147 459 – R173 706 per annum (Level 04)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
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.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 21/295 : **DATA CAPTURER REF NO: ECHEALTH/DATC/GH-ARP/174/06/2022**

SALARY : R147 459 – R173 706 per annum (Level 04)
CENTRE : Buffalo City Metro, Grey Hospital
REQUIREMENTS : National Senior Certificate, / 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 Phillips Tel No: 043 643 3300

POST 21/296 : **DATA CAPTURER REF NO: ECHEALTH/DATAC/BH-ARP/175/06/2022**

SALARY : R147 459 – R173 706 per annum (Level 04)
CENTRE : Buffalo City Metro, Bhisho Hospital
REQUIREMENTS : National Senior Certificate, / 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 : Mrs T. Awlyn Tel no Qegu Tel No: 040 635 2950/5

POST 21/297 : **DATA CAPTURER REF NO: ECHEALTH/DATC/HUMH-ARP/176/06/2022**

SALARY : R147 459 - R173 706 per annum (Level 04)
CENTRE : Sarah Baartman District, Humansdorp Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate 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 G Kivedo Tel No: 042 200 4279/236

POST 21/298 : **DATA CAPTURER REF NO: ECHEALTH/DATC/DORAH-ARP/177/06/2022**

SALARY : R147 459 - R173 706 per annum (Level 04)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate 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 B Bomela Tel No: 041 406 4421

POST 21/299 : **DATA CAPTURER REF NO: ECHEALTH/DATC/SETTLH-ARP/178/06/2022**

SALARY : R147 459 - R173 706 per annum (Level 04)
CENTRE : Sarah Baartman District, Settlers Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate 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 S Diva Tel No: 046 602 5046

POST 21/300 : **DRIVER (HEAVY VEHICLE) REF NO: ECHEALTH/LTH/APL/179/06/2022**

SALARY : R147 459 – R173 706 per annum (Level 04)

<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<u>DUTIES</u>	:	To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: 041 405 2348
<u>POST 21/301</u>	:	<u>DRIVER (HEAVY DUTY) REF NO: ECHEALTH/DLV/NMAH/180/06/2022 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 459 – R173 706 per annum (Level 04)
	:	OR Tambo: Nelson Mandela Academic Hospital
	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<u>DUTIES</u>	:	Provide transport services: fill log sheets before and after trips. Receive Work instructions and respond. Receive and record documents. Load and dispatch items. Transport office from point A to Point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipes, hooter, tyre condition and check vehicle licence. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties allocated by the Supervisor.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: 047 502 4469.
<u>POST 21/302</u>	:	<u>STORES ASSISTANT: REF NO: ECHEALTH/GW/NMAH/181/06/2022 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 – R146 577 per annum (Level 03)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	ABET level 4 or NQF level 1 -3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post. Ability to work in a team and under pressure. Knowledge of Ordering and receiving of stock. Basic Health and safety measures. Health environment i.e. Hygiene& Bacterial contamination control measures. Basic literacy. Operation of trolleys.
<u>DUTIES</u>	:	Maintaining a clean, Hygienic and clean environment. Controlling stock levels. Counting stock quarterly during stock taking. Receiving stock from suppliers in the absence of the Supervisor. Signing invoices, count if the stock supplies corresponds with the invoice and delivery note. Removal medical waste bags from wards to temporary storage area on a daily basis. Attending Compass Waste. Updating Bin card, Tally card availability. Capturing on LOGIS.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: 047 502 4469.
<u>POST 21/303</u>	:	<u>SENIOR LAUNDRY WORKER REF NO: ECHEALTH/SLW/NMAH/ARP/182/06/2022 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 – R146 577 per annum (Level 03)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	ABET level 4 or NQF level 1 -3 with 3-5 years' experience in Laundry. Ability to operate machines. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable. Poses physical strength and to cope with physical demands of the position.
<u>DUTIES</u>	:	Rendering of Laundry services. Ensure safe and clean working environment in line with health and safety standards. Keep an accurate record of line collected and returned to relevant units, Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Monitor adherence to basic

procedure guidelines for washed and cleaned linen. Keep linen in good state by inspecting, mending and marking laundry. Be able to operate and monitor various machines in the laundry (i.e. washing, dryer, ironing and pressers). Report any machine defaults to the manager. Maintain laundry equipment/ machines: Monitor equipment temperature. Keep laundry equipment / machines: Keep laundry machines in proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 21/304 : **TRADE LABOURER REF NO: ECHEALTH/SBH/APL/183/06/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : OR Tambo District, St Barnabas 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 Ndamase Tel No: 047 555 5300

POST 21/305 : **HOUSEHOLD WORKER REF NO: ECHEALTH/SERH/APL/184/06/2022 (X2 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 -3 with no experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

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

ENQUIRIES : Mr M Nozaza Tel No: 039 253 5012

POST 21/306 : **HOUSEHOLD WORKER REF NO: ECHEALTH/TBH/TBH/APL/185/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Alfred Nzo District, Tayler Bequest Hospital (Matatiele)
REQUIREMENTS : ABET level 4 or NQF level 1 -3 with no experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

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

environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

ENQUIRIES : Mr Kholiso Tel No: 039 737 3107

POST 21/307 : **LAUNDRY WORKER REF NO: ECHEALTH/PMHR/APL/186/06/2022**

SALARIES : R104 073 – R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, PZ Meyer TB 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. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Dr Mboya Majola Tel No: 042 291 2072

POST 21/308 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/NMAH/ARP/187/06/2022 (X24 POSTS)**

SALARIES : R104 073 - R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Nelson Mandela Academic 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. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 21/309 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/MRH/ARP/188/06/2022 (X24 POSTS)**

SALARIES : R104 073 - R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Mthatha Regional 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. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

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

POST 21/310 : **PROPERTY CARE TAKER REF NO: ECHEALTH/FC/APL/189/06/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Amahlati Sub District, Frankfort 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 : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms B Mngxe Tel No: 043 643 4775/6

POST 21/311 : **PROPERTY CARE TAKER REF NO: ECHEALTH/GGC//APL/190/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Umzimvubu Sub District, Greenville Gateway CHS
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 : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Mr Magadla Tel No: 039 727 2090

POST 21/312 : **PROPERTY CARE TAKER REF NO: ECHEALTH/FBC/APL/191/06/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Raymond Sub District, Fort Beaufort CHS
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 : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery

and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Mr Dyomfana Tel No: 046 645 1892

POST 21/313 : **PROPERTY CARE TAKER REF NO: ECHEALTH/DNH/APL/192/06/2022**

SALARY : R104 073 – R122 592 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. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

ENQUIRIES : Ms B Bomela Tel No: 041 406 4421

POST 21/314 : **PROPERTY CARE TAKER REF NO: ECHEALTH/BC/APL/193/06/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Senqu Sub District, Bensonvale 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 : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Mr L Solomane Tel No: 051 633 9617

POST 21/315 : **PROPERTY CARE TAKER REF NO: ECHEALTH/EDH/APL/194/06/2022**

SALARY : R104 073 – R 122 592 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Elizabeth Donkin Psychiatric 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 : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Mr E Felkers Tel No: 041 585 2323

POST 21/316 : **PROPERTY CARE TAKER REF NO: ECHEALTH/GC/APL/195/06/2022**

SALARY : R104 073 – R 122 592 per annum (Level 02)
CENTRE : Ngcobo Sub District, Gubenxa 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 : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms N. Matala Tel No: 047 548 0022/34

POST 21/317 : **PROPERTY CARE TAKER REF NO: ECHEALTH/IC/APL/196/06/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Buffalo City Metro, Imidange 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 : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms Hlulani Tel No: 043 708 1700

POST 21/318 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/MRH/ARP/197/06/2022 (X19 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Mthatha Regional 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 : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

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

POST 21/319 : **GENERAL WORKER REF NO: ECHEALTH/WH/APL/198/06/2022**

SALARY : R104 073 – R 122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Willowmore Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

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

ENQUIRES :

Ms R Schutte Tel No: 044 923 1127

POST 21/320 :

GENERAL WORKER REF NO: ECHEALTH/MPTH/APL/199/06/2022

SALARY :
CENTRE :
REQUIREMENTS :

R104 073 – R122 592 per annum (Level 02)
Sarah Baartman District, Marjorie Parish TB Hospital
ABET level 4 or NQF level 1 to 3 with no experience. 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 X Ndebe Tel No: 046 624 5306.

POST 21/321 :

GENERAL WORKER REF NO: ECHEALTH/HO/APL/200/06/2022 (X2 POSTS)

SALARY :
CENTRE :
REQUIREMENTS :

R104 073 – R122 592 per annum (Level 02)
Bhisho, Head Office
ABET level 4 or NQF level 1 to 3 with no experience. 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 :
NOTE :

Mr Auwa Tel No: 040 608 1141/43

Applicants are required to apply for this post by hand deliver or via postage.

POST 21/322 :

GENERAL WORKER (X6 POSTS)

SALARY :

R104 073 – R122 592 per annum (Level 02)

<u>CENTRE</u>	:	Mhlontlo Sub District, Malepelepe Clinic Ref No: ECHEALTH/MC/APL/201/06/2022 (X1 Post) Tsolo Clinic Ref No: ECHEALTH/ GW/TSOC/APL/202/06/2022 (X1 Post) Mdyobe Clinic Ref No: ECHEALTH/ GW/MDYC/APL/203/06/2022 (X1 Post) Gura Clinic Ref No: ECHEALTH/ GW/GURC/APL/204/06/2022 (X1 Post) Mhlakulo CHC Ref No: ECHEALTH/ GW/MHACHC/APL/205/06/2022 (X1 Post) Qumbu CHC Ref No: ECHEALTH/ GW/MHA/APL/206/06/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRES</u>	:	Ms Ntlabi Tel No: 047 553 0585
<u>POST 21/323</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/DORH/ARP/207/06/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Ms B Bomela Tel No: 041 406 4421
<u>POST 21/324</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/FREH/ARP/208/06/2022 (X23 POSTS)</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	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 21/325 : **GENERAL WORKER REF NO: ECHEALTH/ GW/FREH/APL/209/06/2022 (X3 POSTS)**

SALARY : R104 073 - R122 592 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 21/326 : **GENERAL WORKER REF NO: ECHEALTH/ GW/BAMH/APL/210/06/2022 (X2 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Bambisana 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 S Mahlangu Tel No: 039 253 7262

POST 21/327 : **GENERAL WORKER REF NO: ECHEALTH/GW/ISIH/APL/211/06/2022**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
OR Tambo District, Isilimela 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 Gwiji Tel No: 047 564 2805/2/3

POST 21/328 : **GENERAL WORKER REF NO: ECHEALTH/ GW/CANH/APL/212/06/2022**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
OR Tambo District, Canzibe 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 Solwandle Tel No: 047 568 8291/2/3

POST 21/329 : **GENERAL WORKER REF NO: ECHEALTH/ GW/STB/APL/213/06/2022 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
OR Tambo District, St Barnabas 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 Ndamase Tel No: 047 555 5300

POST 21/330 : **GENERAL WORKER REF NO: ECHEALTH/ GW/NESH/214/06/2022 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
 : OR Tambo District, Nessie Knight Hospital
 : 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.N Sotsako Tel No: 047 553 6007/8/9.

POST 21/331 : **GENERAL WORKER REF NO: ECHEALTH/ GW/STLH/APL/215/06/2022 (X5 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
 : OR Tambo District, St Lucys Hospital
 : 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.
Ms Mayikana Tel No: 047 532 6259

ENQUIRIES

POST 21/332 : **GENERAL WORKER REF NO: ECHEALTH/ GW/ZITH/APL/216/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTR : 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. 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 K Sobetwa Tel No: 047 573 8936/073 200 0217

POST 21/333 : **GENERAL WORKER REF NO: ECHEALTH/ GW/HCH/APL/217/06/2022 (X5 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Holy Cross 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 B Mbutye Tel No: 039 252 2026/8

POST 21/334 : **GENERAL WORKER (X5 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : King Sabatha Dalindyebo Sub District, Ntlangaza Clinic Ref No: ECHEALTH/ GW/NTLC/APL/218/06/2022 (X1 Post)
Wilo Clinic Ref No: ECHEALTH/ GW/WILC/APL/219/06/2022 (X1 Post)
Sakhele Clinic Ref No: ECHEALTH/ GW/SAKC/APL/220/06/2022 (X1 Post)
Mbekweni CHC Ref No: ECHEALTH/ GW/MBE/APL/221/06/2022 (X1 Post)
Mqanduli CHC Ref No: ECHEALTH/ GW/MQA/APL/222/06/2022 (X1 Post)

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Ms O Gcagca Tel No: 047 531 0823.
<u>POST 21/335</u>	:	<u>GENERAL WORKER (X12 POSTS)</u>
<u>SALARY CENTRE</u>	:	R104 073 - R122 592 per annum (Level 2) Nyandeni Sub District, Libode Mental Health Unit Ref No: ECHEALTH/ GW/LMU/APL/223/06/2022 (X1 Post) Ngcoya Clinic Ref No: ECHEALTH/ GW/NGCC/APL/224/06/2022 (X1 Post) Buntingville Clinic Ref No: ECHEALTH/ GW/BUTVC/APL/225/06/2022 (X1 Post) Makotyana CHC Ref No: ECHEALTH/ GW/MAKCHC/APL/226/06/2022 (X3 Posts) Port St Johns CHC Ref No: ECHEALTH/ GW/PSJ/227/06/2022 (X4 Posts) Tombo CHC Ref No: ECHEALTH/ GW/TOMCHC/APL/228/06/2022 (X2 Posts)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Mr L Pokolo Tel No: 047 555 0151
<u>POST 21/336</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/NH/APL/229/06/2022</u>
<u>SALARY CENTRE</u>	:	R104 073 – R122 592 per annum (Level 02) Amathole District, Nompumelelo Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support

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

ENQUIRIES : Ms Mlotana Tel No: 040 673 3321

POST 21/337 : **GENERAL WORKER (X3 POSTS)**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Amahlathi Sub District, Keiskammahoek CHC Ref No: ECHEALTH/KC/APL/230/06/2022 (X1 Post)
 Stutterheim/Cathcart Community Health Services Ref No: ECHEALTH/GW/STUTTH/ARP/231/06/2022 (X1 Post)
 SS Gida Gateway Clinic Ref No: ECHEALTH/ GW/STGC/ARP/232/06/2022 (X1 Post)

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. 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 B Mngxe Tel No: 043 643 4775/6.

POST 21/338 : **GENERAL WORKER REF NO: ECHEALTH/MCHS/APL/233/06/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)

CENTRE : Buffalo City Metro, Mdantsane CHS

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

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

<u>ENQUIRIES</u>	:	Ms Hlulani Tel No: 043 708 1700.
<u>POST 21/339</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/CH/APL/234/06/2022</u>
<u>SALARY</u>	:	R104 073 – R122 592 per annum (Level 02)
<u>CENTRE</u>	:	OR Tambo District, Canzibe Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish.
<u>ENQUIRIES</u>	:	Ms Solwandle Tel No: 047 568 8291/2/3
<u>POST 21/340</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/GW/UPH/ARP/235/06/2022 (X9 POSTS)</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Nelson Mandela Metro, Uitenhage Provincial Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Mr P Oosthuizen Tel No: 041 995 1129
<u>POST 21/341</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/GW/EMPH/ARP/236/06/2022 (X4 POSTS)</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Nelson Mandela Metro, Empilweni Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and

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

ENQUIRIES :

Ms K Sinyahla Tel No: 041 406 7627

POST 21/342 :

GENERAL WORKER REF NO: ECHEALTH/GW/NMMDO/ARP/237/06/2022 (X7 POSTS)

SALARY CENTRE REQUIREMENTS :

R104 073 - R122 592 per annum (Level 02)

Nelson Mandela Metro Clinics

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 P Makuluma Tel No: 041 391 8164.

POST 21/343 :

GENERAL WORKER REF NO: ECHEALTH/GW/EDH/ARP/238/06/2022 (X4 POSTS)

SALARY CENTRE REQUIREMENTS :

R104 073 - R122 592 per annum (Level 02)

Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital

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 E Felkers Tel No: 041 585 2323.

POST 21/344 : **GENERAL WORKER REF NO: ECHEALTH/GW/JOSPH/ARP/239/06/2022 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Nelson Mandela Metro, Jose Pearson TB Hospital
: 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 Klassen Tel No: 041 372 8000.

POST 21/345 : **GENERAL WORKER REF NO: ECHEALTH/ GW/MPHD/240/06/2022 (X5 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Nelson Mandela Metro, PE Pharmaceutical Depot
: 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 Xwayi Tel No: 041 406 9831

POST 21/346 : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS-ECC/ARP/241/06/2022**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Nelson Mandela Metro, Eastern Cape College of Emergency Care
: 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 K Plaatjie Tel No: 041 453 0911
- POST 21/347** : **GENERAL WORKER REF NO: ECHEALTH/GW/BHISH/ARP/242/06/2022 (X3 POSTS)**
- SALARY** : R104 073 - R122 592 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. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Mrs T. Awlyn – Qegu Tel No: 040 635 2950/5.
- POST 21/348** : **GENERAL WORKER REF NO: ECHEALTH/GW/GREYH/ARP/243/06/2022 (X5 POSTS)**
- SALARY** : R104 073 - R122 592 per annum (Level 02)
CENTRE : Buffalo City Metro, Grey 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 Phillips Tel No: 043 643 3300

POST 21/349 : **GENERAL WORKER REF NO: ECHEALTH/GW/MDIC/ARP/241/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)

CENTRE : Buffalo City Metro, Mdingi 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 Hlulani Tel No: 043 708 1700

POST 21/350 : **GENERAL WORKER REF NO. ECHEALTH/GW/NONTCHC/ARP/245/06/2022 (X3 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)

CENTRE : Buffalo City Metro, Nontyatyambo Community Health Centre (NU 2)

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 Hlulani Tel No: 043 708 1700.

POST 21/351 : **GENERAL WORKER REF NO: ECHEALTH/GW/MASEC/ARP/246/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)

CENTRE : Buffalo City Metro, Masele 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 Hlulani Tel No: 043 708 1700.

POST 21/352 :

GENERAL WORKER REF NO: ECHEALTH/GW/NKQH/ARP/247/06/2022 (X3 POSTS)

SALARY CENTRE REQUIREMENTS :

R104 073 - R122 592 per annum (Level 02)
Buffalo City Metro, Nkqubela TB Hospital
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 Langeni Tel no 043 761 2131.

POST 21/353 :

GENERAL WORKER REF NO: ECHEALTH/GW/CALAH/ARP/248/06/2022

SALARY CENTRE REQUIREMENTS :

R104 073 - R122 592 per annum (Level 02)
Chris Hani District, Cala Hospital
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 Z Sentile Tel No: 047 874 8000

POST 21/354 : **GENERAL WORKER REF NO: ECHEALTH/GW/KOMH/ARP/249/06/2022 (X16 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Chris Hani District, Komani Psychiatric Hospital
: 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 : Mrs N Mzola Tel No: 045 858 8400

POST 21/355 : **GENERAL WORKER REF NO: ECHEALTH/GW/CRADH/ARP/250/06/2022 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Chris Hani District, Cradock Hospital
: 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 Danster Tel No: 048 881 2123.

POST 21/356 : **GENERAL WORKER REF NO: ECHEALTH/GW/GGH/ARP/251/06/2022 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Chris Hani District, Glen Grey Hospital
: 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 Ralushe Tel No: 047 878 2800

POST 21/357 :

GENERAL WORKER REF NO: ECHEALTH/GW/COFIH/ARP/252/06/2022

SALARY CENTRE REQUIREMENTS :

R104 073 - R122 592 per annum (Level 02)
Chris Hani District, Cofimvaba Hospital
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 A Mbana Tel No: 047 874 0111

POST 21/358 :

GENERAL WORKER REF NO: ECHEALTH/GW/HEWUH/ARP/253/06/2022

SALARY CENTRE REQUIREMENTS :

R104 073 - R122 592 per annum (Level 02)
Chris Hani District, Hewu Hospital
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 Mabandla Tel No: 040 841 0133

POST 21/359 : **GENERAL WORKER REF NO: ECHEALTH/GW/SADACHC/ARP/254/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Lukhanji Sub District, Sada Community Health Centre
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 Mtweni Tel No: 045 807 8908

POST 21/360 : **GENERAL WORKER (X2 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Ngcobo Sub District, Qebe Clinic Ref No: ECHEALTH/GW/QEBEC/ARP/255/06/2022 (X1 Post)

REQUIREMENTS : Zabasa Clinic Ref No: ECHEALTH/GW/ZABAC/ARP/256/06/2022 (X1 Post)
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. Matala Tel No: 047 548 0022/34

POST 21/361 : **GENERAL WORKER REF NO: ECHEALTH/GW/ALLSH/ARP/257/06/2022 (X5 POSTS)**

SALARY : R104 073 - R122 592 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 NP Gcaza Tel No: 047 548 4104

POST 21/362 : **GENERAL WORKER REF NO: ECHEALTH/GW/MJANH/ARP/258/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)

CENTRE : Chris Hani District, Mjanyana 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 SS Naku Tel No: 047 874 8000.

POST 21/363 : **GENERAL WORKER REF NO: ECHEALTH/GW/ALN-FPS/ARP/259/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)

CENTRE : Chris Hani District, Aliwal North Forensic Pathology 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. 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 : M Mathiso Tel No: 045 858 8112

POST 21/364 : **GENERAL WORKER REF NO: ECHEALTH/GW/FEH/ARP/260/06/2022 (X7 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Fort England Psychiatric 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 S Share Tel No: 046 602 2300

POST 21/365 : **GENERAL WORKER REF NO: ECHEALTH/GW/SETTH/ARP/261/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Settlers 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 S Diva Tel No: 046 602 5046.

POST 21/366 : **GENERAL WORKER REF NO. ECHEALTH/GW/MAJTBH/ARP/262/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Majorie Parish TB 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 X Ndlebe Tel No: 046 624 5306.

POST 21/367 :

GENERAL WORKER REF NO. ECHEALTH/GW/TEMBAH/ARP/263/06/2022 (X2 POSTS)

SALARY CENTRE REQUIREMENTS :

R104 073 - R122 592 per annum (Level 02)
Sarah Baartman District, Temba TB Hospital
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 Ntsepe Tel No: 046 622 3524

POST 21/368 :

GENERAL WORKER REF NO: ECHEALTH/GW/ANDVSH/ARP/264/06/2022 (X3 POSTS)

SALARY CENTRE REQUIREMENTS :

R104 073 - R122 592 per annum (Level 02)
Sarah Baartman District, Andries Vosloo Hospital
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 CZ Zozo Tel No: 042 243 1313

POST 21/369 : **GENERAL WORKER REF NO: ECHEALTH/GW/WILMH/ARP/265/06/2022 (X2 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Willowmore 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 R Schutte Tel No: 044 923 1127

POST 21/370 : **GENERAL WORKER REF NO: ECHEALTH/GW/HUMH/ARP/266/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Humansdorp 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.

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ENQUIRIES : Ms G Kivedo Tel No: 042 200 4279/236.

POST 21/371 : **GENERAL WORKER REF NO: ECHEALTH/GW/PZMTBH/ARP/267/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, PZ Meyer TB 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.

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ENQUIRIES : Dr Mboya Majola Tel No: 042 291 2072

POST 21/372 : **GENERAL WORKER REF NO: ECHEALTH/GW/BJVH/ARP/268/06/2022**

SALARY : R104 073 - R122 592 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.

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ENQUIRIES : Ms Gillian Sikiwe Tel No: 042 288 0210

POST 21/373 : **GENERAL WORKER REF NO: ECHEALTH/GW/CATHCH/ARP/269/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Amathole District, Cathcart 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.

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ENQUIRIES : Ms Velaphi Tel No: 045 843 1029

POST 21/374 : **GENERAL WORKER REF NO: ECHEALTH/ GW/NOMPH/ARP/270/06/2022 (X6 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Amathole District, Nompumelelo Hospital
: 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.

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ENQUIRIES : Ms Mlotana Tel No: 040 673 3321

POST 21/375 : **GENERAL WORKER REF NO: ECHEALTH/ GW/STUTTH/ARP/271/06/2022**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Amathole District, Stutterheim Hospital
: 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 P Booï Tel No: 043 683 1313

POST 21/376 : **GENERAL WORKER REF NO: ECHEALTH/ GW/TOWEH/ARP/272/06/2022 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Amathole District, Tower Psychiatric Hospital
: BET 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

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ENQUIRIES : Mrs V Whitecross Tel No: 046 645 5008

POST 21/377 : **GENERAL WORKER REF NO: ECHEALTH/ GW/BUTTH/ARP/273/06/2022 (X11 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Amathole District, Butterworth 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 P Mtshemla Tel No: 047 401 9000.

POST 21/378 : **GENERAL WORKER REF NO: ECHEALTH/ GW/TAFH/ARP/274/06/2022 (X3 POSTS)**

SALARY : R104 073 - R122 592 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.

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ENQUIRIES : Ms V. Motebele Tel No: 047 498 0026

POST 21/379 : **GENERAL WORKER REF NO: ECHEALTH/ GW/TAFH/ARP/275/06/2022 (X4 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Mnquma Sub District, Nqamakwe Community Health Centre
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 Tengwa Tel No: 047 491 0740

POST 21/380 : **GENERAL WORKER REF NO: ECHEALTH/GW/MADW/ARP/276/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Amathole District, Madwaleni 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 Fenguzza Tel No: 047 573 8900/1/2

POST 21/381 : **GENERAL WORKER REF NO: ECHEALTH/GW/ADAH/ARP/277/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Amathole District, Adelaide 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 K Marques Tel No: 046 684 0066.

POST 21/382 :

GENERAL WORKER REF NO: ECHEALTH/GW/BEDFH/ARP/278/06/2022

SALARY :
CENTRE :
REQUIREMENTS :

R104 073 - R122 592 per annum (Level 02)
Amathole District, Bedford Hospital
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 S Matandela Tel No: 046 685 0043/0361

POST 21/383 :

GENERAL WORKER REF NO: ECHEALTH/GW/FBH/ARP/279/06/2022 (X2 POSTS)

SALARY :
CENTRE :
REQUIREMENTS :

R104 073 - R122 592 per annum (Level 02)
Amathole District, Fort Beaufort Hospital
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 Zethu Tel No: 046 645 1111

POST 21/384 : **GENERAL WORKER REF NO: ECHEALTH/GW/VICH/ARP/280/06/2022 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Amathole District, Victoria Hospital
: 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 L Mangesi Tel No: 040 653 1141

POST 21/385 : **GENERAL WORKER REF NO: ECHEALTH/GW/VICH/ARP/281/06/2022 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Amathole District, Winterberg TB Hospital
: 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 Z Maneli Tel No: 046 645 1142.

POST 21/386 : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS-AMA/ARP/282/06/2022 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: EMS Amathole
: 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 Nene Tel No: 043 707 6748.

POST 21/387 :

GENERAL WORKER REF NO: ECHEALTH/GW/EMS-PECAM/ARP/283/06/2022 (X2 POSTS)

SALARY CENTRE REQUIREMENTS :

R104 073 - R122 592 per annum (Level 02)
Lilitha Nursing College, Port Elizabeth Campus
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 PN Mene Tel No: 043 700 9717/26

POST 21/388 :

GENERAL WORKER REF NO: ECHEALTH/GW/EMS-LUSIKICAM/ARP/284/06/2022 (X2 POSTS)

SALARY CENTRE REQUIREMENTS :

R104 073 - R122 592 per annum (Level 02)
Lilitha Nursing College, Lusikisiki Campus
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 PN Mene Tel No: 043 700 9717/26

POST 21/389 : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS-NOMPSCAM/ARP/285/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Lilitha Nursing College, Nompumelelo Sub Campus
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 PN Mene Tel No: 043 700 9717/26

POST 21/390 : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS-GGSCAM/ARP/286/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Lilitha Nursing College, Glen Grey Sub Campus
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 PN Mene Tel No: 043 700 9717/26

POST 21/391 : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS-ELCAM/ARP/287/06/2022 (X2 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Lilitha Nursing College, East London Campus
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 PN Mene Tel No: 043 700 9717/26

POST 21/392 : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS-UMLACAM/ARP/288/06/2022**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Lilitha Nursing College, Umlamli Sub Campus
: 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 PN Mene Tel No: 043 700 9717/26

POST 21/393 : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS-STLYCAM/ARP/289/06/2022**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Lilitha Nursing College, St Lucys Sub Campus
: 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 PN Mene Tel No: 043 700 9717/26
- POST 21/394** : **GENERAL WORKER REF NO: ECHEALTH/ GW/MAH/ARP/290/06/2022**
- SALARY** : R104 073 - R122 592 per annum (Level 02)
CENTRE : Alfred Nzo District, Mt Ayliff 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** : Mrs O Mjoka Tel No: 039 254 0236
- POST 21/395** : **GENERAL WORKER REF NO: ECHEALTH/ GW/TBH/ARP/291/06/2022**
- SALARY** : R104 073 - R122 592 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. 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 Kholiso Tel No: 039 737 3107
- POST 21/396** : **GENERAL WORKER REF NO: ECHEALTH/ GW/KTBH/ARP/292/06/2022**
- SALARY** : R104 073 - R122 592 per annum (Level 02)
CENTRE : Alfred Nzo District, Khotsong TB 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. A Lebata Tel No: 039 737 3801

POST 21/397

: **GENERAL WORKER REF NO: ECHEALTH/ GW/MKZH/ARP/293/06/2022**

SALARY

: R104 073 - R122 592 per annum (Level 02)

CENTRE

: Alfred Nzo District, Madzikane Ka Zulu 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. Sigola Tel No: 039 255 8200/11/12

POST 21/398

: **GENERAL WORKER REF NO: ECHEALTH/ GW/SPH/ARP/294/06/2022**

SALARY

: R104 073 - R122 592 per annum (Level 02)

CENTRE

: Alfred Nzo District, Sipetu 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 EF Madaka Tel No: 039 255 0077

- POST 21/399** : **GENERAL WORKER REF NO: ECHEALTH/ GW/STP/ARP/295/06/2022**
- SALARY** : R104 073 - R122 592 per annum (Level 02)
- CENTRE** : Alfred Nzo District, St Patricks 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 Gxaweni AO Tel No. 039 251 0236
- POST 21/400** : **GENERAL WORKER REF NO: ECHEALTH/ GW/GRE/ARP/296/06/2022**
- SALARY** : R104 073 - R122 592 per annum (Level 02)
- CENTRE** : Alfred Nzo District, Greenville 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 Bango Tel No: 039 251 3009
- POST 21/401** : **GENERAL WORKER (X5 POSTS)**
- SALARY** : R104 073 - R122 592 per annum (Level 02)
- CENTRE** : Maluti Sub District, Likhethlane Clinic Ref No: ECHEALTH/ GW/LIK/ARP/297/06/2022 (X1 Post)
Paballong Clinic Ref No: ECHEALTH/ GW/PAB/ARP/298/06/2022 (X1 Post)
Ntloa Clinic Ref No: ECHEALTH/ GW/NTL/ARP/299/06/2022 (X1 Post)
Mt Frere Gateway Clinic Ref No: ECHEALTH/ GW/MTFC/ARP/300/06/2022 (X1 Post)
Maluti CHC Ref No: ECHEALTH/ GW/MAL/ARP/301/06/2022 (X1 Post)
- 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 : R Kok Tel No: 039 2560518/0519.

POST 21/402 : **GENERAL WORKER (X4 POSTS)**

SALARY CENTRE : R104 073 - R122 592 per annum (Level 02)
: Umzimvubu Sub District, Mntwana Clinic Ref No: ECHEALTH/ GW/MZIARP//302/06/2022 (X1 Post)
Rode Clinic Ref No: ECHEALTH/ GW/RODC/ARP/303/06/2022 (X1 Post)
Tshungwana Clinic Ref No: ECHEALTH/ GW/TSH/ARP/304/06/2022 (X1 Post)
Baleni Clinic Ref No: ECHEALTH/ GW/BALC/ARP/305/06/2022 (X1 Post)

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 Magadla Tel No: 039 727 2090

POST 21/403 : **GENERAL WORKER REF NO: ECHEALTH/ GW/NTA/CHC/ARP//306/06/2022 (X4 POSTS)**

SALARY CENTRE : R104 073 - R122 592 per annum (Level 02)
: OR Tambo District, St Elizabeth 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 M Nozaza Tel No: 039 253 5012

POST 21/404 : **GENERAL WORKER REF NO: ECHEALTH/ GW/NMAH/APL/307/06/2022 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: OR Tambo District, Nelson Mandela Academic Hospital
: 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 Calaza Tel No: 047 502 4469.

POST 21/405 : **GENERAL WORKER REF NO: ECHEALTH/ GW/FRONTH/APL/308/06/2022**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Chris Hani District, Frontier Regional Hospital
: 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 P Marongo Tel No. 045 808 4272

POST 21/406 : **GENERAL WORKER REF NO: ECHEALTH/ GW/MTFPS/ARP/309/06/2022**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: Joe Gqabi District, Mt Fletcher Forensic Pathology Services
: 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 : M Mathiso Tel No: 045 858 8112

POST 21/407 : **GENERAL WORKER REF NO: ECHEALTH/GW/LUSFPS/ARP/310/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Lusikisiki Forensic Pathology 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. 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 F Mkhize Tel No: 047 531 0081

POST 21/408 : **GENERAL WORKER REF NO: ECHEALTH/ GW/CEC/ARP/311/06/2022 (X4 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Buffalo City Metro, Cecelia Makiwane 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. 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. Matshaya Tel No: 043 708 2121

POST 21/409 : **GENERAL WORKER REF NO: ECHEALTH/ GW/CEC/APL/312/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Buffalo City Metro, Cecelia Makiwane 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. 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. Matshaya Tel No: 043 708 2121

POST 21/410 : **GENERAL WORKER REF NO: ECHEALTH/ GW/FLAGC/APL/313/06/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Qaukeni Sub District, Flagstaff 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 N Hlobo Tel No: 039 253 1541

POST 21/411 : **GENERAL WORKER REF NO: ECHEALTH/ GW/MPD/APL/314/06/2022 (X2 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Mthatha Pharmaceutical Depot
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 M Diko Tel No: 047 532 6023

POST 21/412 : **GENERAL WORKER REF NO: ECHEALTH/GW/EMSORT/ARP/315/06/2022**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: EMS OR Tambo
: 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 Z Mtimba Tel No: 047 502 9000

POST 21/413 : **GENERAL WORKER REF NO: ECHEALTH/GW/EMSAMA/ARP/316/06/2022 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 - R122 592 per annum (Level 02)
: EMS Amathole
: 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 Nene Tel No: 043 707 6748
- POST 21/414** : **OPERATOR REF NO: ECHEALTH/NH/APL/317/06/2022**
- SALARY** : R104 073 - R122 592 per annum (Level 02)
CENTRE : Amathole District, Nompumelelo Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.
- DUTIES** : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.
- ENQUIRIES** : Ms Mlotana Tel No: 040 673 3321
- POST 21/415** : **MESSENGER REF NO: ECHEALTH/MESS/NMAH/ARP/318/06/2022**
- SALARY** : R104 073 - R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation, Quality management. Team worker, Proactive and resourceful. Flexible/change oriented, Responsive, Customer focused, Organising.
- DUTIES** : Report on operations. Daily collection and delivery of the post. Collect and deliver post. Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed.
- ENQUIRIES** : Ms Calaza Tel No: 047 502 4469.
- POST 21/416** : **PORTER REF NO: ECHEALTH/POR/NMAH/ARP/319/06/2022 (X2 POSTS)**
- SALARY** : R104 073 - R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Nelson Mandela Academic 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 Calaza Tel No: 047 502 4469

<u>POST 21/417</u>	:	<u>PORTER REF NO: ECHEALTH/PORT/MADH/APL/320/06/2022</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Amathole District, Madwaleni Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<u>ENQUIRIES</u>	:	Mr Fenguza Tel No: 047 573 8900/1/2

INTERNSHIP PROGRAMME 2022/2023

The Eastern Cape Department of Health (ECDOH) is offering 560 internship opportunities for a period of (24 months) to unemployed graduates from Higher Education Institutions, who have completed Degrees or (3 years) National Diplomas, and have not been exposed to Public Service work experience related to the Field of Study that they have completed. This will be a Work-Based Structured approach to Experiential Learning related to an occupation with an aim to acquire competencies in the said Fields. Applicants are hereby invited from suitable qualified candidates to apply.

<u>NOTE</u>	:	Separate applications should be submitted for each study field of interest. Candidates must be 35 years of age and below and must be residents of the Eastern Cape (Attach current less than 3 months' proof of residence). Applicants who have already participated in any Government Internships Programme will not be considered and if it is found that this was the case after appointment, the contract will be terminated with immediate effect. The EC Department of Health is committed to the achievement and maintenance of diversity and equity in employment, especially of Race, Gender and Disability. Unless indicate otherwise, the Internship Opportunities are based in Districts and Sub-District Offices; Hospital Complexes; Regional Hospitals; Health Facilities and in Head Office (Bhisho)
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OTHER POSTS

<u>POST 21/418</u>	:	<u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)</u>
<u>STIPEND</u>	:	R6 174.96 per month
<u>CENTRE</u>	:	Alfred Nzo District
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<u>ENQUIRIES</u>	:	Mrs BN Mbobo Tel No: 039 797 6082
<u>POST 21/419</u>	:	<u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)</u>
<u>STIPEND</u>	:	R6 174.96 per month
<u>CENTRE</u>	:	Alfred Nzo District
<u>REQUIREMENTS</u>	:	National Diploma in Management of Training/Human Resource Management.
<u>ENQUIRIES</u>	:	Mrs BN Mbobo Tel No: 039 797 6082
<u>POST 21/420</u>	:	<u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u>
<u>STIPEND</u>	:	R6 174.96 per month
<u>CENTRE</u>	:	Alfred Nzo District
<u>REQUIREMENTS</u>	:	Bachelor Degree in Industrial Psychology.
<u>ENQUIRIES</u>	:	Mrs BN Mbobo Tel no 039 797 6082

POST 21/421 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Alfred Nzo District
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations
ENQUIRIES : Mrs BN Mboobo Tel No: 039 797 6082

POST 21/422 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 21/423 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : National Diploma in Management of Training/Human Resource Management.
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 21/424 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : Bachelor Degree in Industrial Psychology
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 21/425 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 21/426 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/427 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : National Diploma in Management of Training/Human Resource Management.
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/428 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Bachelor Degree in Industrial Psychology.
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/429 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/430 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/431 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : National Diploma in Management of Training/Human Resource Management.
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/432 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : Bachelor Degree in Industrial Psychology.
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/433 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/434 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/435 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X8 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma in Management of Training/Human Resource Management.
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/436 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : Bachelor Degree in Industrial Psychology.
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/437 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/438 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.

ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/439 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : National Diploma in Management of Training/Human Resource Management.
ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/440 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : Bachelor Degree in Industrial Psychology
ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/441 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations
ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/442 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : elson Mandela Metro
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/443 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro
REQUIREMENTS : National Diploma in Management of Training/Human Resource Management.
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/444 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro
REQUIREMENTS : Bachelor Degree in Industrial Psychology.
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/445 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/446 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X9 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Ms Mabona Tel No: 047 502 9033

POST 21/447 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District

REQUIREMENTS ENQUIRIES : National Diploma in Management of Training/Human Resource Management.
Ms Mabona Tel No: 047 502 9033

POST 21/448 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
OR Tambo District
Bachelor Degree in Industrial Psychology.
Ms Mabona Tel No: 047 502 9033

POST 21/449 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
OR Tambo District
National Diploma/Bachelor Degree in Labour Relations
Ms Mabona Tel No: 047 502 9033

POST 21/450 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Sarah Baartman District
National Diploma/ Bachelor Degree in Human Resource Management.
Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/451 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Sarah Baartman District
National Diploma in Management of Training/Human Resource Management.
Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/452 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Sarah Baartman District
Bachelor Degree in Industrial Psychology.
Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/453 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Sarah Baartman District
National Diploma/Bachelor Degree in Labour Relations
Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/454 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Buffalo City Metro, Cecilia Makiwane Regional Hospital
National Diploma/ Bachelor Degree in Human Resource Management.
Ms T Nkontso Tel No: 060 557 9707

POST 21/455 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Buffalo City Metro, Cecilia Makiwane Regional Hospital
National Diploma in Management of Training/Human Resource Management.
Ms T Nkontso Tel No: 060 557 9707

POST 21/456 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND CENTRE : R6 174.96 per month
Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS ENQUIRIES : Bachelor Degree in Industrial Psychology.
Ms T Nkontso Tel No: 060 557 9707

POST 21/457 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Buffalo City Metro, Cecilia Makiwane Regional Hospital
National Diploma/Bachelor Degree in Labour Relations
Ms T Nkontso Tel No: 060 557 9707

POST 21/458 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
National Diploma/ Bachelor Degree in Human Resource Management.
Mr N Magwaxaza Tel No: 041 585 2323

POST 21/459 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
National Diploma in Management of Training/Human Resource Management.
Mr N Magwaxaza Tel No: 041 585 2323

POST 21/460 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Nelson Mandela Metro, Dora Nginza Regional Hospital
National Diploma/ Bachelor Degree in Human Resource Management.
Mr M Mhlana Tel No: 041 406 4083

POST 21/461 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Nelson Mandela Metro, Dora Nginza Regional Hospital
National Diploma in Management of Training/Human Resource Management.
Mr M Mhlana Tel No: 041 406 4083

POST 21/462 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Nelson Mandela Metro, Dora Nginza Regional Hospital
Bachelor Degree in Industrial Psychology.
Mr M Mhlana Tel No: 041 406 4083

POST 21/463 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Nelson Mandela Metro, Dora Nginza Regional Hospital
National Diploma/Bachelor Degree in Labour Relations
Mr M Mhlana Tel No: 041 406 4083

POST 21/464 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X5 POSTS)**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
Buffalo City Metro, Frere Tertiary Hospital
National Diploma/ Bachelor Degree in Human Resource Management.
Ms Z Moyikwa Tel No: 082 474 6055

POST 21/465 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Diploma in Management of Training/Human Resource Management.
ENQUIRIES : Ms Z Moyikwa Tel No: 082 474 6055

POST 21/466 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Bachelor Degree in Industrial Psychology.
ENQUIRIES : Ms Z Moyikwa Tel No: 082 474 6055

POST 21/467 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations
ENQUIRIES : Ms Z Moyikwa Tel No: 082 474 6055

POST 21/468 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Ms O Mgwambu Tel No: 045 808 4294

POST 21/469 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Diploma in Management of Training/Human Resource Management.
ENQUIRIES : Ms O Mgwambu Tel No: 045 808 4294

POST 21/470 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : Bachelor Degree in Industrial Psychology.
ENQUIRIES : Ms O Mgwambu Tel No: 045 808 4294

POST 21/471 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations
ENQUIRIES : Ms O Mgwambu Tel No: 045 808 4294

POST 21/472 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Mr Hilpert Tel No: 046 602 2300

POST 21/473 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
Chris Hani District, Komani Psychiatric Hospital

REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Mrs N Mzola Tel No: 045 858 8400

POST 21/474 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X5 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/475 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma in Management of Training/Human Resource Management.
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/476 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Bachelor Degree in Industrial Psychology.
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/477 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/478 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Ms Z Nkosi Tel No: 060 685 8411

POST 21/479 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : National Diploma in Management of Training/Human Resource Management.
ENQUIRIES : Ms Z Nkosi Tel No: 060 685 8411

POST 21/480 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Bachelor Degree in Industrial Psychology.
ENQUIRIES : Ms Z Nkosi Tel No: 060 685 8411

POST 21/481 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations
ENQUIRIES : Ms Z Nkosi Tel No: 060 685 8411

POST 21/482 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X5 POSTS)**

STIPEND : R6 174.96 per month

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/483 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Diploma in Management of Training/Human Resource Management.
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/484 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Bachelor Degree in Industrial Psychology.
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/485 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/486 : **HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Human Resource Management.
ENQUIRIES : Ms N Ndoda Tel No: 039 253 5021/5000

POST 21/487 : **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : National Diploma in Management of Training/Human Resource Management.
ENQUIRIES : Ms N Ndoda Tel No: 039 253 5021/5000

POST 21/488 : **EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : Bachelor Degree in Industrial Psychology.
ENQUIRIES : Ms N Ndoda Tel No: 039 253 5021/5000

POST 21/489 : **LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Labour Relations.
ENQUIRIES : Ms N Ndoda Tel No: 039 253 5021/5000

POST 21/490 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Alfred Nzo District
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Mrs BN Mboobo Tel No: 039 797 6082

POST 21/491 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Alfred Nzo District
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Mrs BN Mbobo Tel No: 039 797 6082

POST 21/492 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Alfred Nzo District
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Mrs BN Mbobo Tel No: 039 797 6082

POST 21/493 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Alfred Nzo District
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
ENQUIRIES : Mrs BN Mbobo Tel No: 039 797 6082

POST 21/494 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Alfred Nzo District
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Mrs BN Mbobo Tel No: 039 797 6082

POST 21/495 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 21/496 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : National Diploma in Cost and Management Accounting.
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 12/497 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 21/498 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 21/499 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 21/500 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/501 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : National Diploma in Cost and Management Accounting.
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/502 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/503 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/504 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/505 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/506 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/507 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/508 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/509 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/510 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/511 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/512 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X6 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/513 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X8 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/514 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022 (X8 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/515 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/516 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/517 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/518 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/
Inventory Asset Management/ Logistic Management.
ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/519 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/520 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/521 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/522 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/523 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/
Inventory Asset Management/ Logistic Management.
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/524 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/525 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms Mabona Tel No: 047 502 9033

POST 21/526 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Ms Mabona Tel No: 047 502 9033

POST 21/527 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District
REQUIREMENTS : Bachelor Degree in Commerce: Finance & Accounting.
ENQUIRIES : Ms Mabona Tel No: 047 502 9033

POST 21/528 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/
Inventory Asset Management/ Logistic Management.
ENQUIRIES : Ms Mabona Tel No: 047 502 9033

POST 21/529 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Ms Mabona Tel No: 047 502 9033

POST 21/530 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Sarah Baartman District
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/531 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Sarah Baartman District
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/532 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Sarah Baartman District
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/533 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Sarah Baartman District
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
ENQUIRIES : Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/534 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Sarah Baartman District
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/535 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms T Nkontso Tel No: 060 557 9707

POST 21/536 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Ms T Nkontso Tel No: 060 557 9707

POST 21/537 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Ms T Nkontso Tel No: 060 557 9707

POST 21/538 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
ENQUIRIES : Ms T Nkontso Tel No: 060 557 9707

POST 21/539 : **FINANCIAL MANAGEMENT INTERN REF NO:**
ECHEALTH/HRD/01/02/2022

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Mr M Mhlana Tel No: 041 406 4083

POST 21/540 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO:**
ECHEALTH/HRD/02/02/2022

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Mr M Mhlana Tel No: 041 406 4083

POST 21/541 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Mr M Mhlana Tel No: 041 406 4083

POST 21/542 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO:**
ECHEALTH/HRD/04/02/2022

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/
Inventory Asset Management/ Logistic Management.
ENQUIRIES : Mr M Mhlana Tel No: 041 406 4083

POST 21/543 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Mr M Mhlana Tel No: 041 406 4083

POST 21/544 : **FINANCIAL MANAGEMENT INTERN REF NO:**
ECHEALTH/HRD/01/02/2022

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms Z Moyikwa Tel No: 082 474 6055

POST 21/545 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO:**
ECHEALTH/HRD/02/02/2022

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Ms Z Moyikwa Tel No: 082 474 6055

POST 21/546 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022**
(X2 POSTS)

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Ms Z Moyikwa Tel No: 082 474 6055

POST 21/547 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO:**
ECHEALTH/HRD/04/02/2022 (X3 POSTS)

STIPEND : R6 174.96 per month

CENTRE REQUIREMENTS : Buffalo City Metro, Frere Tertiary Hospital
ENQUIRIES : National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
Ms Z Moyikwa Tel No: 082 474 6055

POST 21/548 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Ms Z Moyikwa Tel No: 082 474 6055

POST 21/549 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms O Mgwambu Tel No: 045 808 4294

POST 21/550 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Ms O Mgwambu Tel No: 045 808 4294

POST 21/551 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Ms O Mgwambu Tel No: 045 808 4294

POST 21/552 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
ENQUIRIES : Ms O Mgwambu Tel No: 045 808 4294

POST 21/553 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Komani Psychiatric Hospital
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Mrs N Mzola Tel No: 045 858 8400

POST 21/554 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Komani Psychiatric Hospital
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Mrs N Mzola Tel No: 045 858 8400

POST 21/555 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Komani Psychiartric Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Mrs N Mzola Tel No: 045 858 8400

POST 21/556 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/557 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma in Cost and Management Accounting
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/558 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/559 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/560 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/561 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms Z Nkosi Tel No: 060 685 8411

POST 21/562 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Ms Z Nkosi Tel No: 060 685 8411

POST 21/563 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : National Diploma in Cost and Management Accounting.
ENQUIRIES : Ms Z Nkosi Tel No: 060 685 8411

POST 21/564 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/
Inventory Asset Management/ Logistic Management.
ENQUIRIES : Ms Z Nkosi Tel No: 060 685 8411

POST 21/565 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/566 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/567 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Diploma in Cost and Management Accounting.
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/568 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/
Inventory Asset Management/ Logistic Management.
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/569 : **INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/570 : **FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : National Diploma/Degree in Finance Management.
ENQUIRIES : Ms N Ndoda Tel No: 039 253 5021/5000

POST 21/571 : **COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : National Diploma in Cost and Management Accounting.
ENQUIRIES : Ms N Ndoda Tel No: 039 253 5021/5000

POST 21/572 : **FINANCE & ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : Bachelor Degree in Commence: Finance & Accounting.
ENQUIRIES : Ms N Ndoda Tel no 039 253 5021/5000

POST 21/573 : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
ENQUIRIES : Ms N Ndoda Tel No: 039 253 5021/5000

POST 21/574 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Alfred Nzo District
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Mrs BN Mbobo Tel No: 039 797 6082

POST 21/575 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Alfred Nzo District
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and Techonology /Management Assistant .
ENQUIRIES : Mrs BN Mbobo Tel No: 039 797 6082

POST 21/576 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Alfred Nzo District
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Mrs BN Mbobo Tel No: 039 797 6082

POST 21/577 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD/05/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Alfred Nzo District
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Mrs BN Mbobo Tel No: 039 797 6082

POST 21/578 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 21/579 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and Techonology /Management Assistant .
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 21/580 : **INFORMATION TECHNOLOGY INTERN REF NO:**
ECHEALTH/HRD/04/03/2022 (X2 POSTS)

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 21/581 : **DOCUMENT MANAGEMENT INTERN REF NO:**
ECHEALTH/HRD/05/03/2022 (X2 POSTS)

STIPEND : R6 174.96 per month
CENTRE : Amathole District
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms X Bushula Tel No: 043 707 6700

POST 21/582 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/583 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022**
(X3 POSTS)

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and
Technology /Management Assistant .
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/584 : **INFORMATION TECHNOLOGY INTERN REF NO:**
ECHEALTH/HRD/04/03/2022 (X2 POSTS)

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/585 : **DOCUMENT MANAGEMENT INTERN REF NO:**
ECHEALTH/HRD/05/03/2022 (X2 POSTS)

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms N Jukuju Tel No: 043 722 7102

POST 21/586 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/587 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022**
(X3 POSTS)

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and
Technology /Management Assistant .
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/588 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/589 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms PN Shweni Tel No: 045 807 1100/1157

POST 21/590 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022 (X5 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/591 : **LEGAL SERVICES INTERN REF NO: ECHEALTH/HRD 02/03/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : Bachelor of Laws/LLB
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/592 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X19 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/593 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (X8 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/594 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (X10 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/595 : **COMMUNICATION/MEDIA INTERN REF NO: ECHEALTH/HRD/06/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma/Bachelor Degree in Communications/ Media/ Journalism/ Graphic Design.
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/596 : **PUBLIC RELATIONS INTERN REF NO: ECHEALTH/HRD/07/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Relations.
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/597 : **CLEANING & HYGIENE INTERN REF NO: ECHEALTH/HRD/08/03/2022 (X5 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Higher Certificate: Cleaning & Hygiene
ENQUIRIES : Ms VP Makonco Tel No: 040 608 1523/21

POST 21/598 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/599 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/600 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/601 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Joe Gqabi District
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Mr LL Kometsi Tel No: 051 633 9630

POST 21/602 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/603 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/604 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/605 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms Adams Tel No: 041 391 8106

POST 21/606 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms Mabona Tel No: 047 502 9033

POST 21/607 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and
ENQUIRIES : Ms Mabona Tel No: 047 502 9033

POST 21/608 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms Mabona Tel No: 047 502 9033

POST 21/609 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms Mabona Tel No: 047 502 9033

POST 21/610 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Sarah Baartman District
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/611 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Sarah Baartman District
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and
ENQUIRIES : Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/612 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Sarah Baartman District
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/613 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Sarah Baartman District
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms N Ndamase Tel No: 041 408 8514/8147

POST 21/614 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms T Nkontso Tel No: 060 557 9707

POST 21/615 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and
ENQUIRIES : Techonology /Management Assistant .
Ms T Nkontso Tel No: 060 557 9707

POST 21/616 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms T Nkontso Tel No: 060 557 9707

POST 21/617 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms T Nkontso Tel No: 060 557 9707

POST 21/618 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Mr M Mhlana Tel No: 041 406 4083

POST 21/619 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and
ENQUIRIES : Techonology /Management Assistant
Mr M Mhlana Tel No: 041 406 4083

POST 21/620 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Mr M Mhlana Tel No: 041 406 4083

POST 21/621 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Mr M Mhlana Tel No: 041 406 4083

POST 21/622 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms Z Moyikwa Tel No: 082 474 6055

POST 21/623 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
ENQUIRIES : Ms Z Moyikwa Tel No: 082 474 6055

POST 21/624 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms Z Moyikwa Tel No: 082 474 6055

POST 21/625 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms Z Moyikwa Tel No: 082 474 6055

POST 21/626 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant
ENQUIRIES : Mr N Magwaxaza Tel No: 041 585 2323

POST 21/627 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD/05/03/2022 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Mr N Magwaxaza Tel No: 041 585 2323

POST 21/628 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms O Mgwambu Tel No: 045 808 4294

POST 21/629 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and
Technonology /Management Assistant .
ENQUIRIES : Ms O Mgwambu Tel No: 045 808 4294

POST 21/630 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms O Mgwambu Tel No: 045 808 4294

POST 21/631 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD
05/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms O Mgwambu Tel No: 045 808 4294

POST 21/632 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022
(X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Mr Hilpert Tel No: 046 602 2300

POST 21/633 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022
(X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and
Technonology /Management Assistant.
ENQUIRIES : Mr Hilpert Tel No: 046 602 2300

POST 21/634 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD
05/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Mr Hilpert Tel No: 046 602 2300

POST 21/635 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/636 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022
(X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and
Technonology /Management Assistant .
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/637 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/638 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Mr G Naidoo Tel No: 041 405 2310/2306

POST 21/639 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms Z Nkosi Tel No: 060 685 8411

POST 21/640 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and
ENQUIRIES : Ms Z Nkosi Tel No: 060 685 8411

POST 21/641 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms Z Nkosi Tel No: 060 685 8411

POST 21/642 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022**

STIPEND : R6 174.96 per month
CENTRE : Nelson Mandela Metro, Mthatha Regional Hospital
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms Z Nkosi Tel No: 060 685 8411

POST 21/643 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/644 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/645 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022**

STIPEND : R6 174.96 per month

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/646 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms V Mdudu Tel No: 047 502 4509/4511

POST 21/647 : **PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Administration.
ENQUIRIES : Ms N Ndoda Tel No: 039 253 5021/5000

POST 21/648 : **OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : National Diploma /Degree in Office Administration/ Office Management and
ENQUIRIES : Techonology /Management Assistant .
Ms N Ndoda Tel No: 039 253 5021/5000

POST 21/649 : **INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : National Diploma/Bachelor Degree in Information Technology.
ENQUIRIES : Ms N Ndoda Tel No: 039 253 5021/5000

POST 21/650 : **DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022**

STIPEND : R6 174.96 per month
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : National Diploma in Document Management/Archives Records.
ENQUIRIES : Ms N Ndoda Tel No: 039 253 5021/5000