

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

APPLICATIONS

- : Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
- Bhisho, Head Office** – Post to: Recruitment & Selection Sub Directorate, Private Bag X0038, Bhisho, 5605 or hand deliver to: Recruitment & Selection Sub Directorate, Office D53, 1st Floor, UIF Building, Bhisho, 5605. Enquiries: Mr AV Gonyela Tel no: 040 608 1602/5/6/10
- Komani Psychiatric Hospital** - Post to: HR Office, Komani Psychiatric Hospital Private Bag x 7074, Queenstown 5320 or Hand deliver to: HR Office, Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Mrs N Mzola Tel no 045 858 8400.
- Chris Hani District Office** - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel no 045 8071110/1101.
- Alfred Nzo District Office** - Post to: HR Office, Alfred Nzo District Office, Private Bag X3515, Kokstad,4700: Enquiries Mr K Praitm Tel no 039 797 6070.
- Jansenville Hospital**-Post to: HR Office, PO Box 156, Jansenville, 6265 or hand deliver to: Janseville, Hospital,College Street, Jansenville, Enquiries:Mr T Marenene Tel No: 049 836 0086
- Amathole District Office** - Post to: HR Office, Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.
- Bhisho Hospital** - Post to: HR Office, Bhisho Hospital, Bhisho 5605 or hand delivery: Human Resource Office, Bhisho Hospital Komga Road. Enquiries: Mrs T. Awlyn Tel no Qegu Tel No 040 635 2950/5.
- 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.
- Dora Nginza Regional Hospital** - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel no 041 406 4421.
- Nelson Mandela Academic Hospital** - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4469.
- Dr Malizo Mpehle Hospital** - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel no 047 542 6300
- 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
- Indwe Hospital**- Post to: Human Resource, Indwe Hospital,Graham Street, Indwe, PO Box 5 or Hand Deliver to: Indwe 5445 Graham Street. Enquiries: Ms C Gouws Tel 045 954 5500/01
- Joe Gqabi District Office** - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631.
- Livingstone Tertiary Hospital** - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348
- Nelson Mandela Metro Office** – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.
- Tower Psychiatric Hospital** – Post to: HR Office, Private Bag X228, Fort Beaufort, 5720 or hand deliver to: HR Office, Tower Psychiatric Hospital, Street, Fort Beaufort, Eastern Cape, 5720. Enquiries: Mrs V Whitecross Tel no 046 645 5008
- Tafalofefe Hospital** – Post to: HR Office, Tafalofefe Hospital Private Bag X 3024, Butterworth, 4960 or hand deliver to: HR Office, Tafalofefe Hospital, Kabakazi A/A Centane 4960. Enquiries: Ms V. Motebele Tel no 047 498 0026.

Butterworth Hospital - Post to: HR Office, Butterworth Hospital, Private Bag x3051, Butterworth 4960, or hand deliver to: HR Office, Main Registry, Butterworth Hospital, Butterworth 4960. Enquires: Ms P Mtshemla Tel: 047 401 9000.

Mt Ayliff Hospital - Post to: HR Office, Private Bag X504, Mt Ayliff Hospital, Mt Ayliff, 4735 or hand delivery to: HR Office, No.8 Ntsizwa Street Mt Ayliff Hospital, Mount Ayliff ,4735 Enquires: Mrs O Mjoka Tel: 039 254 0236.

Frontier Regional Hospital – Post to: HR Office, Private Bag X 7063, Queenstown, 5320 or Hand Delivery to: HR Office, Frontier Regional Hospital, Corner Kingsway & Livingstone Street, Queenstown, 5320. Enquiries: Ms P Marongo Tel No. 045 808 4272.

Nessie Knight Hospital - Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand deliver to: HR Office, Nessie Knight Hospital, Sulenkama Admin Area, Qumbu, 5180. Enquiries: Ms O.N Sotsako- Tel No: 047 553 6007/8/9.

Isilimela Hospital - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel no 047 564 2805/2/3

Makana Sub- District - Post to: HR Office, Makana Sub- District Private Bag X 1023 Grahamstown 6140 or hand deliver to: HR Office, Makana Sub District, 49 Beaufort Street Grahamstown 6140. Enquiries: Ms. Qaleni Tel no 046 622 4901.

Kouga Sub District - Post to: The Human Resource Office, Kouga Sub District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquiries: Mrs Phillips Tel no 042 200 4214.

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

Senqu Sub-District - Post to: Human Resource Office, Sengu Sub-district, Private Bag X5009, Sterkspruit, 9762 or hand delivery: HR Office, Sengu Sub-district, Bensonvale Collage. Enquiries: Mr L Solomane Tel no: 051 633 9617.

Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires: Ms S Diva Tel no 046 602 5046.

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

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries:Tel 047 502 9000.

Canzibe Hospital - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office, Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel no: 047 568 8291/2/3

Uitenhage Provincial Hospital - Post to: HR Office, Private Bag X36, Uitenhage, 6230 or hand deliver to: HR Office, Uitenhage Provincial Hospital, 36 Channer Street, Levysvale, Uitenhage 6229. Enquiries: Mr P Oosthuizen Tel no: 041 995 1129.

Bambisana Hospital - Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangeni –Tel No: 039 253 7262.

Humansdorp Hospital - Post to: HR Office, Humansdorp Hospital, Private Bag x536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block)1 Du Plessis Street, Humansdorp Hospital Next to Nico Malan High School Humansdorp Enquires: Ms G Kivedo Tel no 042 200 4279/236.

Cofimvaba Hospital - Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: Ms A Mbana – Tel no 047 874 0111.

Lukhanji Sub-District – Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms Mtweni Tel no 045 807 8908

Sakhisizwe Sub-District - Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Mtsi Tel no 047 877 0931.

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043 708 2121.

Mbhashe Sub District - Post to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or hand Deliver to: HR Office, Mquma Sub District (Public Works Premises) next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel no 047 489 2417/16

Fort England Psychiatric Hospital – Post to: HR Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown, 6140 or hand delivery to: Human Resource Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms Nazo Tel no 046 602 2300.

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.

Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms N Jaceni Tel no 043 708 1719/1700

Burgersdorp Hospital - Post to: Human Resource Office, Burgersdorp Hospital, Burgersdorp, 9744 or Hand delivery: HR Office, Burgersdorp Hospital, Daantjie Van Den Heever street. Enquiries: Ms N Zondi - Tel no: 051 653 1881.

Lady Grey Hospital - Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand delivery: HR Office, Lady Grey Hospital. Enquiries: Ms N Skisazana – Tel no: 051 603 0093/0115.

Maluti Sub District - Post to The Human Resource Manager, Maluti College of Education, PO Box 63, Maluti, 4740 Enquiries: R Kok Tel no 039 256 0518/0519.

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.

Elundini Sub District – Post to: HR Office, Elundini Sub District, PO Box 1129, Mt Fletcher, 4770 or hand deliver to: HR Office, Elundini Sub District Office, Police Street, Mt Fletcher, 4770. Enquiries: Ms Du Plessis Tel no 039 257 2400.

Jamestown Hospital – Post to: Human Resource Office, 3 Hill Street, Private bag X03, Jamestown, 9742. Enquiries: Mr JS Nzinde – Tel no: 051 633 9617.

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

Aliwal North Hospital – Post to: HR Office, Aliwal North Hospital, Private Bag x 1004, Aliwal North, 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklande Street, Aliwal North. Enquiries: Ms Fourie Tel no 051 633 7700.

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.

Willowmore Hospital - Post to: The Human Resource Office, Willowmore Hospital, Private Bag X 239, Willowmore, 6445. Enquiries: Ms R Schutte Tel no: 044 923 1127

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

Cloete Joubert Hospital - Post to: Human Resource Office, Cloete Joubert Hospital, P/Bag X7, Barkly East, 9786 or Hand delivery: HR Office, No 1 Voortrekker Road, Cloete Joubert Hospital. Enquiries: Mr Z.O Mgeyi – Tel no: 045 971 0091/072 791 6506.

Umlamli Hospital - Post to: Human Resource Office, Umlamli Hospital, Private bag X5016, Sterkspruit, 9762 or Hand delivery: HR Office, Umlamli Hospital, Sterkspruit, 9762. Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90.

Steynsburg Hospital - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand delivery: HR Office, 1 Henning Street, Steynsburg Hospital, Steynsburg, 5920. Enquiries: Mrs Mfanekiso Tel no 048 884 0241

CLOSING DATE

NOTE

: 29 July 2022
: 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 Qualification(s) inclusive of 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. Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/> 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: RecruitmentHeadOffice.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). Refer all application related enquiries to the specified email address.

OTHER POSTS

POST 26/110 : **DEPUTY DIRECTOR: HR POLICIES & PRACTICES REF NO: ECHEALTH/DD-HRPP/HO/ARP/01/07/2022**

SALARY : R744 255 – R876 705 per annum, (an all-inclusive package)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Human Resource Management, Social Sciences or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at the level of an Assistant Director. Sound and thorough knowledge and understanding of legal and policy framework regulating Public Service employment practices and related human resource management and development functions. Up to date with a range of applicable collective bargaining agreements and general trends in human resources in the general and public health in particular. Ability to lead teams and motivate people in a highly pressurized environment. Ability to lead change and negotiate during conflict. Excellent communication and interpersonal skills. And an ability to utilize Microsoft Office applications. A valid driver's licence.

DUTIES : Development of departmental HR Policies in line with public service prescripts, collective agreements and best practice. Render strategic advisory services to management and staff on HR policies, practices and related aspects. Facilitate development of standard operating procedures in line with approved HR policies and general public service prescripts. Monitoring, evaluation and reporting on implementation/compliance with HR policies, collective agreements and general public service prescripts. HRM Audit Controller, Oversee the HR Audit and coordinate management responses and accountability for the component in general including financial, human, physical and other resources attached thereto.

ENQUIRIES : Ms B Caga Tel No: 040 608 1210
NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/111 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: ECHEALTH/DD-OD/HO/ARP/01/07/2022**

SALARY : R744 255 – R876 705 per annum (Level 11), (an all-inclusive package)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) /Preferably Degree as recognised by SAQA in Human Resource Management/Management Services/Industrial Psychology coupled with 5 years' experience of which 3 years must be at Assistant Director Level in the Organisational Development. Knowledge of Organisational design, Work study and Job evaluation. Skills: Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and analysis. Attributes: Honesty and integrity, Professionalism, Self – driven and Team work. Good communication skills (written and verbal skills). A valid driver's licence.

DUTIES : Provision of organisation wide service delivery initiatives. Provide consulting services to map operational and services delivery processes and activities with a view to identify alternative and cost effective solutions for the delivery of services. Facilitate development of service delivery model of the department. Analyse and conduct business process mapping and facilitate development of standard operating procedures. Develop and implement models on business efficiency and optimization. Assist in the design and implementation of change management strategy and plan either at organisation wide level, district, branch and or component level. Provide technical input and support for the development and maintenance of organisational and post establishment structure in line with imperatives set by the strategic plan. Provide technical advice on the alignment of the organisational structure with the mandate and strategy of the department. Design organisational and structural model(s) optimally supporting delivery on the department's strategic objectives. Analyse the departments strategic plan and develops proposals for an appropriate organisational and post establishment structure. Conduct functional analysis of the mandates of the department and apply best management systems to define departmental roles and responsibilities. Recommend allocation of posts and the

total number of posts on the establishment of the department through work study investigation and other work loading techniques. Facilitate and enable prescribed and other consultation processes for the adoption of proposed changes to the organisational structure. Maintain the paper based and electronic record of the department's approved organisational and post establishment structure. Provide and supervise the provisioning of job evaluation services. Develop and maintain the department's policy framework on Job Descriptions and maintain adherence to Provincial JE Policy. Administer the central inventory of Job Descriptions and facilitate their regular updating thereof. Analyse changes to Job Descriptions and identify substantial changes to job content warranting the re-evaluation of posts. Conduct research on the content of posts allocated for evaluation. In line with CJEQAC and PJEP Plan job evaluation process and identify interviewees for the analysis of posts allocated (prioritised) for evaluation. Distribute and analyse pre-interview questionnaires and based on research and content of completed questionnaire develop an interview strategy. Conduct job evaluation interviews. Present job analysis results to the Central Job Evaluation Quality Assurance Committees and relevant Panels. Develop submission to the Executing Authority to obtain approval for the recommendations of the PJEP. Manage the allocated resources of the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. 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.

**ENQUIRIES
NOTE**

: Mr L Finini Tel No: 040 608 9534/9510
 : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/112

: **DEPUTY DIRECTOR: INFORMATION MANAGEMENT (DHIS) REF NO: ECHEALTH/DD-DHIS/AMADO/ARP/01/07/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R744 255 – R876 705 per annum (Level 11), (an all inclusive package)
 : Amathole District Office
 : National Senior Certificate, National Diploma/ NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Information Science/ Information studies, Health Informatics or relevant qualification coupled with 5 years' experience of which 3 years must be at Assistant Director level in the collection, preparation, analysis, interpretation, utilization of data and management of information. Competencies: Have an insight of the District Health Information Systems. Ability to manipulate raw data into meaningful, useable information to management to effectively and efficiently plan, monitor and evaluate public health service delivery. Knowledge and understanding of relevant prescripts of legislative framework governing the Public Service, e.g. promotion of access to information act (PAIR), statistics Act (Act 6 of 1999) etc. Knowledge in data, information and knowledge management. Strategic planning and policy analysis skills. Advanced report writing skills and presentation. Financial Management skills. Project Management skills. Good communication skills. Computer literate and ability to utilize Microsoft Office applications. A valid driver's licence.

DUTIES

: Responsible for developing a shared vision and effective strategies to implement the vision. Leadership is a collective responsibility between administrative and clinical management at all levels. Ensure compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the district. Responsible for ensuring efficient and effective use of resources in the provision of good quality health care. Forging strong strategic relationships with strategic partners and local communities. In collaboration with the Manager: Administration, drive the implementation of the DHIS Standing Operational Procedures, in an iterative manner, to progressively improve the quality and timely availability of DHIS data. Ensure that data from District hospitals is captured on DHIS in timely manner. Train data capture personnel and facility operational managers on correct application of DHIS SOPs. Co-ordinate data collection efforts of partner organisations, such that all data is centrally available to the District and beyond. Ensure full access to data stored on third-party systems, until they are phased out. In collaboration with the Clinical Services Manager and DCST lead, establish protocols for the use of information for decision-making at facility level. Establish protocols for the production of reports at, or dissemination of reports to, facility level. Train facility operational managers on the interpretation and use of reports. Visit facilities on rotational basis to monitor data quality and use of information

for decision-making. Collate requirements for additional/modified reports, and forward to Provincial/National Department. Represent the District at all fora dealing with data gathering or information use. Produce monthly and quarterly reports of strategic information for DHMT. Directly, or through the Manager: M&E (as applicable), plan and execute regular and ad hoc M&E activities. Prepare annual budget for activities not funded via normal channels, and additional equipment, if required. Responsible for allocated fixed assets.

ENQUIRIES : Ms N Nene Tel No: 043 707 6748

POST 26/113 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: ECHEALTH/DDHRM&D/AMADO/APL/01/07/2022**

SALARY CENTRE REQUIREMENTS : R744 255 – R876 705 per annum (Level 11), (an all inclusive package)
: Amathole District Office
: National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Human Resources Management, Public Administration or relevant qualification with 5 years' experience in the field of which three (3) years at Assistant Director level. Broad knowledge and understanding of Human Resource Management. In-depth knowledge of all relevant Acts, Policies, Regulations and White paper in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedures) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision-making, communication, planning and leadership skills. Conflict management. Computer literacy. A valid driver's licence.

DUTIES : Guide and supervise the implementation of human resource related policies and programmes. Planning and compilation of operations' baseline plans such as: sub - directorate operational plan HR Administration activities for the financial year, budget plan for the year and adjustments, workforce planning & utilization plans – check supply and demand and draw allocation schedules. Compile selection and recruitment plan. Co-ordination of unit operations or programmes. Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustments. Consolidate unit operations/programme reports. Guide execution & maintenance of the following activities: Selection and recruitment process, Workforce planning (HR Plan & EE Plan), Leave administration, Remuneration & service benefits, Employee relations, wellness and training and development, Staff establishment. Monitor and administer staff establishment. Monitor general performance of the unit and make relevant changes or reviews. Responsible for the development of personnel job profiles, work plans and conducting of personnel performance reviews. Responsible for coaching and mentoring of personnel. Institute disciplinary actions where necessary to correct unwarranted behaviour /conduct in the work place. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turn-around times. Facilitate engagement sessions of marketing related policies and procedures to the entire workforce.

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

POST 26/114 : **DEPUTY DIRECTOR: ALL PROGRAMMES REF NO: ECHEALTH/DD-ALLP/AFDO/ARP/01/07/2022**

SALARY CENTRE REQUIREMENTS : R744 255 – R876 705 per annum, (an all-inclusive package)
: Alfred Nzo District Office
: National Senior Certificate, National Diploma/ Degree as recognized by SAQA in Degree/diploma in Public Health, nursing, health education, health administration or related qualification or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at the level of an Assistant Director. Computer literacy. Valid driver's license. Ability to interpret and apply policies. Knowledge of Public Health Act, early childhood development and health related services. Knowledge of Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Possess sound Managerial skills, Leadership skills, Sense of responsibility, Decision making skills, Interpersonal skills and Communication Skills. Ability to work under pressure, work within a team and work accurately.

DUTIES : Ensure provision and accessibility of NCD and health promotion throughout the district. Provide mother, child and women's health services. Facilitate, monitor and evaluate implementation of MCWH program, NCD and Health promotions. Facilitate health promotion and community engagement activities within a district. Monitor records management and reporting. Manage quality improvement initiatives. Manage Human and Financial Resources.

ENQUIRIES : Ms N Mtonjana Tel No: 039 797 6000

POST 26/115 : **DEPUTY DIRECTOR: ALL PROGRAMMES REF NO: ECHEALTH/DD-ALLP/NMMDO/ARP/01/07/2022**

SALARY : R744 255 – R876 705 per annum, (an all-inclusive package)
CENTRE : Nelson Mandela Metro District Office
REQUIREMENTS : National Senior Certificate, National Diploma/ Degree as recognized by SAQA in Degree/diploma in Public Health, nursing, health education, health administration or related qualification or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at the level of an Assistant Director. Computer literacy. Valid driver's license. Ability to interpret and apply policies. Knowledge of Public Health Act, early childhood development and health related services. Knowledge of Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Possess sound Managerial skills, Leadership skills, Sense of responsibility, Decision making skills, Interpersonal skills and Communication Skills. Ability to work under pressure, work within a team and work accurately.

DUTIES : Ensure provision and accessibility of NCD and health promotion throughout the district. Provide mother, child and women's health services. Facilitate, monitor and evaluate implementation of MCWH program, NCD and Health promotions. Facilitate health promotion and community engagement activities within a district. Monitor records management and reporting. Manage quality improvement initiatives. Manage Human and Financial Resources.

ENQUIRIES : Ms C Jagers Tel No: 041 391 8164

POST 26/116 : **DEPUTY DIRECTOR: ALL PROGRAMMES REF NO: ECHEALTH/DD-ALLP/JQDO/ARP/01/07/2022**

SALARY : R744 255 – R876 705 per annum, (an all-inclusive package)
CENTRE : Joe Gqabi District Office
REQUIREMENTS : National Senior Certificate, National Diploma/ Degree as recognized by SAQA in Degree/diploma in Public Health, nursing, health education, health administration or related qualification or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at the level of an Assistant Director. Computer literacy. Valid driver's license. Ability to interpret and apply policies. Knowledge of Public Health Act, early childhood development and health related services. Knowledge of Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Possess sound Managerial skills, Leadership skills, Sense of responsibility, Decision making skills, Interpersonal skills and Communication Skills. Ability to work under pressure, work within a team and work accurately.

DUTIES : Ensure provision and accessibility of NCD and health promotion throughout the district. Provide mother, child and women's health services. Facilitate, monitor and evaluate implementation of MCWH program, NCD and Health promotions. Facilitate health promotion and community engagement activities within a district. Monitor records management and reporting. Manage quality improvement initiatives. Manage Human and Financial Resources.

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

POST 26/117 : **DEPUTY DIRECTOR: MONITORING & EVALUATION (TB & HIV) REF NO: ECHEALTH/DD-M&E/HO/01/07/2022**

SALARY : R744 255 – R876 705 per annum (Level 11), (an all inclusive package)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Nursing or related qualification coupled with 5 years' experience in in HIV/AIDS, TB and STI programme management of which three (3) years must be at Assistant Director level. Postgraduate Diploma in public health sciences, health information sciences, nursing science, social sciences or statistics. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Competencies; Thinking analytically

and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid Code B driver's licence.

DUTIES : Coordinate support to districts and implementing partners through coordinating weekly and monthly review nerve centre meetings of HAST indicator performance, identifying gaps, analyzing and addressing bottlenecks towards reaching the provincial strategic goals and targets for HAST programs. Review data submitted from districts and follow up with districts on delays or non-submission. Identify poor performing districts and provide feedback to the districts on performance and action items. In collaboration with support partner consolidate best practices and tools across districts and partners for policy recommendations and scale across the province. In collaboration with the EC PDoH and Regional Training Centre, identify training needs and strengthen the capacity of District Managers, Operational Managers and health care workers (HCWs) including training of district staff on indicators and data management. Coordinate development and submission of the HIV/AIDS and TB Conditional Grant Business Plan. Quarterly and annual Financial and Non-financial reports preparation and submission. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities.

ENQUIRIES : Mr X Somahela Tel No: 083 378 1115

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

POST 26/118 : **DEPUTY DIRECTOR: CARE AND SUPPORT REF NO: ECHEALTH/DD-CS/HO/01/07/2022**

SALARY : R744 255 – R876 705 per annum (Level 11), (an all inclusive package)

CENTRE : Bhisho, Head Office

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years of work experience, of which 3 years must have been at an Assistant Director level within the HIV Management environment. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have functional knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Having a track record of supporting the development of innovative HIV service delivery strategies targeting hard-to-reach Key and priority populations. Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

DUTIES : To provide functional and operational leadership for the Care and Support services in the HIV & AIDS and STIS and TB Directorate. To ensure reduction of HIV/AIDS and TB Morbidity and Mortality as well as its socioeconomic impacts by providing models of appropriate packages of care and support to HIV and TB positive people and their families through districts, sub-districts and NPOs support; To enhance effective and sound health planning, administration, management, monitoring and evaluation including equitable and efficient allocation of resources to districts/sub-districts and NPOs eligible for funding. Develop, disseminate, facilitate and monitor implementation of the Differentiated Care Strategies. Develop, disseminate, facilitate and monitor implementation of the Home and Community Based Care and Support Strategies. Provide technical guidance and oversight in the design, implementation, and evaluation of Care and Treatment program. HIV prevention programmes and behaviour change communication interventions and HIV services. Coordinate delivery of Care and Treatment services, documentation and data capture and reporting. Manage the provision of the Advocacy, Communication Social Mobilisation strategies for HIV/AIDS and STIs. Develop Analyse and disseminate new policies related to advocacy and social mobilisation strategies. Develop strategy for social mobilisation strategies for the TB programme. Monitor implementation of the policies related to TB HIV. Manage stake holder engagement to forge partnership for the program. Manage all the allocated resources. Facilitated development and submission of the HIV/AIDS and TB Conditional

Grant Business Plan. Ensure procurement and supply of HIV/AIDS and STI commodities and supplies, including ensuring drug availability at facility level. Quarterly and annual Financial and Non-financial reports preparation and submission. Program performance monitoring and quarterly reviews. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities.

ENQUIRIES
NOTE

: Mr X Somahela Tel No: 083 378 1115
: Applicants are encouraged to apply for this post using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>

POST 26/119

: **DEPUTY DIRECTOR: HIV/AIDS, STIS & TB (X2 POSTS)**

SALARY
CENTRE

: R744 255 – R876 705 per annum (Level 11), (an all inclusive package)
: Chris Hani District Ref No: ECHEALTH/DD-HAST/CHD/01/07/2022 (X1 Post)
OR Tambo District Ref No: ECHEALTH/DD-HAST/ORTD/01/07/2022 (X1Post)

REQUIREMENTS

: National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years of work experience, of which 3 must have been at an Assistant Director level in HIV treatment management. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have functional knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Having a track record of supporting the development of innovative HIV service delivery strategies targeting hard-to-reach Key and priority populations. Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

DUTIES

: Manage the provision of the HIV Prevention Strategies. Develop, disseminate, facilitate and monitor implementation of the Condom Distribution Policies and ensure availability of condoms. Develop, disseminate, facilitate and monitor implementation of the HIV High Transmission Policies and ensure availability of the service for Key Population. Develop, disseminate, facilitate and monitor implementation of the Prevention of Mother to Child HIV Transmission (PMTCT) Policies and ensure availability of the service for pregnant mothers. Develop, disseminate, facilitate and monitor implementation of the Post Exposure Prophylaxis (PEP) Policies and ensure availability of the service. Develop, disseminate, facilitate and monitor implementation of the Sexual Transmitted Diseases (STIs) Policies and ensure availability of the services. Develop, disseminate, facilitate and monitor implementation of the HIV Testing Services (HTS) Policies and ensure availability of the HIV testing commodities. Manage the provision of the ARVs Treatment Strategies. Develop, disseminate, facilitate and monitor implementation of the ARV treatment initiation Policies and ensure access to ARV services. Develop, disseminate, facilitate and monitor implementation of the ART Retention Strategy Policies and to ensure sustained retention of patients on treatment. Develop, disseminate, facilitate and monitor implementation of the Treatment Outcome Monitoring Policies and Strategies. Manage the provision of the Care and Support Strategies. Develop, disseminate, facilitate and monitor implementation of the Differentiated Care Strategies. Develop, disseminate, facilitate and monitor implementation of the Home and Community Based Care and Support Strategies. Manage the provision of the Advocacy, Communication Social Mobilisation strategies for HIV/AIDS and STIs. Develop Analyse and disseminate new policies related to advocacy and social mobilisation strategies. Develop strategy for social mobilisation strategies for the TB programme. Monitor implementation of the policies related to TB HIV. Manage stake holder engagement to forge partnership for the program. Manage all the allocated resources. Facilitated development and submission of the HIV/AIDS and TB Conditional Grant Business Plan. Ensure procurement and supply of HIV/AIDS and STI commodities and supplies, including ensuring drug availability at facility level. Quarterly and annual Financial and Non-financial reports preparation and submission. Program performance monitoring and quarterly reviews. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities.

<u>ENQUIRIES</u>	:	Mr. X. Somahela Tel No: 083 378 1115
<u>POST 26/120</u>	:	<u>ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: ECHEALTH/ASD-SB/HO/APL/01/07/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Head Office, Bhisho National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Human Resource Management/Public Administration or relevant qualification coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL 7/8) in the human resource administration environment. Knowledge of Public Service Act, Public Service Regulations and other relevant prescripts. Knowledge of PERSAL system. Ability to interpret HR Policies and decisions. The candidate must possess good planning, coordination and communication skills. Computer literate and an ability to utilize Microsoft Office applications. A valid driver's licence.
<u>DUTIES</u>	:	Facilitate the processing of service Terminations: Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Request age distribution list. Send the retiring employee lists to the relevant components. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service Terminations (dept.) Conduct workshops on Service Terminations. Facilitate the processing of Leave Administration: Appoint the leave monitors in all the components. Authorise Leave transactions. Reconcile leave files with PERSAL. Conduct workshops on Leave management. Facilitate the processing of Service benefits: Align Long service award list with PERSAL. Inform the Components to budget for the affected officials. Ensure all IOD documents are correctly filled. Compile and submit the IOD document to the dept. of Labour. Ensure that all S&T claims are checked and submitted to salaries on time. Ensure that the Resettlement forms are correctly filled. Ensure that the housing allowance is correctly paid / allocated. 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.
<u>ENQUIRIES NOTE</u>	:	Ms T Nqumashe Tel No: 040 608 1625/1613 Applicants are encouraged to apply for this post using e-Recruitment system https://erecruitment.ecotp.gov.za/
<u>POST 26/121</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT & SELECTION REF NO: ECHEALTH/ASD-RS/HO/ARP/01/07/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Head Office, Bhisho National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Human Resource Management/Public Administration or relevant qualification coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL 7/8) in the human resource administration environment. Knowledge of Public Service Act, Public Service Regulations and other relevant prescripts. Knowledge of PERSAL system. Ability to interpret HR Policies and decisions. The candidate must possess good planning, coordination and communication skills. Computer literate and an ability to utilize Microsoft Office applications. A valid driver's licence.
<u>DUTIES</u>	:	Administer, recruitment, selection and appointment process: Assist in the development of an Annual Recruitment Plan. Facilitate advertisement of posts. Manage and provide professional advice to line functions on the Recruitment & Selection policies, systems, regulations, guidelines and other relevant prescripts. Advise management on the best Recruitment practices and directives by DPSA. Manage the process of receiving of applications, recording and safe keeping of them. Facilitate the process of appointment of panel members. Provide secretariat services in recruitment and selection panels. Administer personnel suitability checks. Facilitate competency assessments and advise management on outcomes. Assist in the monitoring, evaluation and reporting on the implementation of the Annual Recruitment Plan. Provide monthly reports and assist with management reports. 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
NOTE

: Ms K Livi Tel No: 040 608 1236
: Applicants are encouraged to apply for this post using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>

POST 26/122

: **ASSISTANT DIRECTOR: PERSAL MANAGEMENT REF NO: ECHEALTH/ASD-PERSM/HO/APL/01/07/2022**

SALARY
CENTRE
REQUIREMENTS

: R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Human Resource Management/Public Administration or relevant qualification coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL 7/8). Knowledge of Public Service Act, Public Service Regulations and other relevant prescripts. Knowledge PERSAL system. Ability to interpret HR Policies and decisions. Knowledge of Departmental core business and Public Service Legislation, Regulations and Policies. Knowledge in the application of Public Health and PERSAL policies. The candidate must possess: training in ethics, ability to collect and collate data demonstrate an ability to apply health for planning and work under pressure, continuous and ethical behaviour. Computer literate and an ability to utilize Microsoft Office applications. A valid driver's licence.

DUTIES

: Implement policies relating to PERSAL. Establish a well –trained PERSAL User Group in the department. Analyse the training situation and identify training needs in conjunction with Office Managers. Draw a schedule of PERSAL training courses. Render PERSAL support functions to users of the system. Assist users in organisational structures, personnel administration, salary related aspects, sub-system problems, management information and guide users on HR directives. Maintain the organisational and establishment structures on the PERSAL. Keep up the departmental code files, organisational structures and establishment structures on the PERSAL. Ensure that components are correctly linked to one another. Implement measures to ensure correct interfacing of HR expenditure to the BAS system. Ensure that central code files are kept up to date to meet the requirements of the department of Health in the Eastern Cape. Maintain an effective and efficient pay point management system and management thereof.

ENQUIRIES
NOTE

: Mr HT Ramcwana Tel No: 040 608 1953
: Applicants are encouraged to apply for this post using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>

POST 26/123

: **OFFICE MANAGER: CHIEF INFORMATION OFFICER REF NO: ECHEALTH/OFM-CIO/HO/APL/01/07/2022**

SALARY
CENTRE
REQUIREMENTS

: R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: An undergraduate qualification (NQF Level 6) as recognized in Office Administration/ Public Administration or relevant qualification coupled with 5 years' experience of which 3 years must be at supervisory level (SL7&8). Knowledge of PFMA and Treasury Regulations. Excellent communication and presentation skills, Report writing and facilitation skills, Coordinating and liaison skills, Computer Literacy especially Excel, Word and PowerPoint, Good interpersonal relations, innovation and creativity, Ability to solve problems. Ability to work under pressure and beyond normal working hours in order to meet deadlines. Ability to interact with internal and external stakeholders of the Chief Directorate and Department. A valid driver's licence.

DUTIES

: Provide leadership and an oversight role in the activities of the Office. Manage and coordinate administrative activities or tasks. Manage the Chief Information Officer diary and year planner. Manage, organize, distribute and track correspondence of the Office. Organize the Chief Information Officer's office environment. Maintain an effective filing system. Ensure safe and secure confidential documentation. Respond to and manage correspondence/invitations on behalf of the CIO. Monitor effective utilization of human, financial and physical resource in the office. Manage and Coordinate procurement, tracking of payments and budgetary processes. 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 CIO's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the Chief Information Officer.

ENQUIRIES : Ms Gumede Tel No: 040 608 1197
NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/124 : **ASSISTANT DIRECTOR: SHARED CONTACT CENTRE REF NO: ECHEALTH/ASD-SCC/HO/ARP/01/07/2022**

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF 6/7) in Public Administration/Call Centre Management/Social Sciences/Psychology/ or relevant qualification with at least 5 years' appropriate experience of which 3 years must be at supervisory level (SL7&8) in a Call Centre Environment/Customer Care. A good understanding of government policies, M&E and complaints process flow. Competencies/Skills: The ideal candidate should have the following skills: report writing skills, good interpersonal skills, people management, change management, conflict management, customer focus and responsiveness, planning and organizing, communication, presentation and Interpersonal skills sound knowledge of the Microsoft Office suite (including excel and Power Point), CRM, Mitel, should produce good quality of work, be reliable and take initiative. Should be flexible and have the ability to work with the team. Personal attributes: The incumbent must be assertive and self-driven, client orientated customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. A valid driver's licence.

DUTIES : The successful candidate will be responsible for the supervision of contact centre operations. Will facilitate complaints process flow, provide complaints management support to ensure complaints resolution and redress. Provide and ensure effective monitoring and support of various integrated streams within the Contact Centre. This entails the overseeing of the quality assessment unit and maintaining the set standards for all complaints and queries logged. Maintaining and update the classification categories and systems used by the Shared Contact Centre. Ensure that complaints and queries are addressed in line with the standards procedures and facilitate updated training for call centre staff. Keep updated records and prepare reports as required by management. The incumbent will be responsible to coordinate, monitor, oversee and or provide administrative support services to the Shared Contact Centre.

ENQUIRIES : Mr Ntlube Tel No: 043 711 0699
NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/125 : **ASSISTANT DIRECTOR: FINANCE REF NO: ECHEALTH/ASD-FIN/FEPH/ARP/01/07/2022**

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Chris Hani District, Komani Psychiatric Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8). 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. A valid 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.

ENQUIRIES : Mrs N Mzola Tel No: 045 858 8400

POST 26/126 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: ECHEALTH/ASD-RM/HO/APL/01/07/2022**

SALARY : R382 245 – R450 255 per annum (Level 09)

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) as recognised by SAQA in Archives and Records Management, Information Management, Information Technology, Public Management or equivalent qualification coupled with 5 years' experience of which 3 years' must be at supervisory level (SL7&8). Proven experience in the field of Records Management. Extensive Knowledge of Regulations of both the National and Provincial Archives and Records Management Services of South Africa Act. Knowledge of the Minimum Information Security Standards Act. Knowledge of Records retention & disposal standards and procedures. Knowledge of PAIA processes. Extensive knowledge of Microsoft Office Applications (Word, Excel, PowerPoint, Outlook, Publisher, Access). Knowledge of Risk Management. Familiarity of e-Liability Register of the department will be an advantage. Competencies: Planning & organising, Coordination, Problem solving & decision making, Information Management, People management & empowerment, Client orientation and customer focus, Team leadership, Diversity management, Communication (verbal and written). A valid driver's license.

DUTIES : Develop, implement and maintain policies, procedures and manuals related to the management of records. Develop and maintain records filing system and retention schedule for the department. Manage department's registry services. Coordinate records management services of the department. Facilitate records management training for departmental officials. Manage records digitisation projects within the department. Appraise electronic records systems of the department.

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 26/127 : **ASSISTANT DIRECTOR: SALARIES REF NO: ECHEALTH/ASD-SALA/HO/APL/01/07/2022**

SALARY : R382 245 – R450 255 per annum (Level 09)

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQ in Commerce/Financial Accounting/ Financial Management/ Public Finance or relevant qualification coupled with 5 years' experience of which 3 years must be at supervisory level (SL7&8) in Salary Administration Section. Competencies: Must have working knowledge of Government Financial System i.e. Basic Accounting System (BAS) and PERSAL system. Good writing, communication and reporting skills. Computer literacy, analytical skills and the ability to work under pressure. A strong understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognized Accounting Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector and SCOA. Report writing skills, proven interpersonal skills and excellent financial management skills.

DUTIES : Check and authorize all salary related transactions on salary system: Supervise the receiving and recording to ensure all required documents from HR department. Ensure submission of documents to Internal Control Unit for compliance checking. Prepare BAS payments: Check payment advice. Check and verify banking details before payment. Ensure record keeping and filing of salary related documents: File salary related documents accurately after supplementary run. Store all files and up to date record keeping safely; in accordance to set policies and procedures. Clearing of salary related suspense accounts: Requests BAS reports on BAS system of suspense accounts (such as Medical Aid, UIF, Salary Deductions disallowances). Perform clearance on the BAS system that reflects no outstanding amounts and submit to Senior State Accountant. Manage area of responsibility. Perform PERSAL Salary Controller Functions.

ENQUIRIES : Mr. H Versfeld Tel No: 040 608 1033/1090

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

POST 26/128 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/ASD-HRM/CDDO/APL/01/07/2022**

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Chris Hani District Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/Public Administration or relevant qualification coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8). Knowledge of PERSAL system. Knowledge and understanding of Human Resource Management environment. Knowledge of policies/ implementation strategy. Knowledge of Human Resource Management Legislation/Directives, Departmental recruitment and selection policy. Departmental Employment Equity Plan. Department Human Resource delegations. Government policies and planning systems. Information management. Performance management. Batho Pele Revitalization Strategy. Ability to interpret HR Policies and decisions. The candidate must possess good planning, coordination and communication skills. Computer literate and an ability to utilize Microsoft Office applications. A valid driver's licence.

DUTIES : Administer, recruitment, selection and appointment process: Assist in the development of an Annual Recruitment Plan. Facilitate advertisement of posts. Manage the process of receiving of applications, recording and safe keeping of them. Facilitate the process of appointment of panel members. Provide secretariat services in recruitment and selection panels. Liaise with relevant structures for validation of qualifications. Facilitate the screening and vetting of applicants before they are appointed. Administer signing and issuing of appointment letters. Administer assumption of duty. Administer probationary processes and confirmations of appointment. Administer personnel utilisation and mobility through transfers, translations in rank, promotions and secondments. Facilitate the processing of service Terminations: Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Request age distribution list. Send the retiring employee lists to the relevant components. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service Terminations (dept.) Conduct workshops on Service Terminations. Facilitate the processing of Leave Administration: Appoint the leave monitors in all the components. Authorise Leave transactions. Reconcile leave files with PERSAL. Compile PILLAR reports and submit to SOMA. Submit SOMA results to relevant officials. Conduct workshops on Leave management. Facilitate the processing of Service benefits: Align Long service award list with PERSAL. Inform the Components to budget for the affected officials. Ensure all IOD documents are correctly filled. Compile and submit the IOD document to the dept of Labour. Ensure that all S&T claims are checked and submitted to salaries on time. Ensure that the Resettlement forms are correctly filled. Ensure that the housing allowance is correctly paid / allocated. Manage Human Resource Personnel Records: Ensure that employee personal files are updated regularly to keep them up to date. Ensure that there is proper filing system for the personnel registry. Manage the safe keeping and movement of employee personal files. Provide technical and administrative support for the provisioning of employee relation services. Facilitate and supervise the administering of PMDS and Skills Development in the District. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Ms Nyoka Tel No: 045 8071110/1101

POST 26/129 : **REGIONAL MENTOR COORDINATOR REF NO: ECHEALTH/REGMC/HO/ARP/01/07/2022 (X4 POSTS)**

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Regional Training Centre, Head Office, Bhishe
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in a Health qualification with registration with relevant professional council. Certificate/Diploma/Degree Primary Health Care with education, facilitation, assessor and moderation skills being an added advantage. Post graduate

Certificate/Diploma/Degree in HIV & TB management and General Health Programs will be advantageous. Minimum 5 years' experience in a training and facilitation role in an HIV/Aids STI and TB management and General Health Programs environment. A proven track record in interactive and didactic training is essential. A Driver's licence and willingness to travel is also essential.

DUTIES

: Provide clinical mentoring, in-service training and professional development of health workers in all Clinical Trainings through dissemination, adaptation and regular review of standardized policies, care guidelines, protocols and tools for all clinical programs implemented at all levels of care; Dissemination and adaptation and regular review of standardization care protocols and tools for common clinical care programs implemented at all levels of care. Facilitate implementation of a system demonstrating optimal comprehensive clinical care and referral system, providing care at all levels from home-based care for patients to all levels of care including Tertiary services, with ongoing monitoring of quality of clinical care. Coaching and mentoring of clinicians after training including community service nurses. Providing systems strengthening to all levels of care through performance improvement methodologies. Initiate and implement learning opportunities seminars and sessions for teams of health workers in clinical care and monitoring. Establish linkages with other inpatient and outpatient care, community home-based care services, primary care services and ensure integrated, coordinated clinical care. Providing systems strengthening through outreach visits with ECDOH RTC teams at all levels of care. Provide comprehensive site reports of activities including observation that may need further interventions from other stake holders. Establish linkages with the Department of Health and with, other inpatient and outpatient care, primary care and community home-based care services and ensure integrated, coordinated clinical care and initiate operational research reports to Clinical Regional Training Coordinator.

ENQUIRIES

NOTE

: Dr N Jaxa Tel No: 063 257 0151
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/130

: **ASSISTANT DIRECTOR: ANTI - RETROVIRAL TREATMENT (ART) REF NO: ECHEALTH/ASD-TRT/HO/ARP/01/07/2022 (X2 POSTS)**

SALARY

CENTRE

REQUIREMENTS

: R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Nursing and registration with the South African Nursing Council coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in management of comprehensive HIV&AIDS programmes and an understanding of current clinical guidelines for management of HIV&AIDS in South Africa. Diploma in HIV management will be an added advantage. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid Code B driver's licence.

DUTIES

: Responsible to support implementation of comprehensive management of the Ante Retroviral treatment in the province to reduce mortality and morbidity due to HIV and AIDS. Ensure ART drug availability in all facilities, Hospitals and Mobile Units. Ensure equitable access to quality HIV/AIDS Diagnostic, Treatment and care service. Ensuring that monitoring and evaluation of the ART Programme is strengthened at all levels with weekly, monthly and quarterly catch up plans and reporting. Supports evidence-based planning through data analysis and interprets epidemiological data to provide guidance on replication of best practices in HIV/AIDS care and treatment, as appropriate in the local context in alignment with guidelines and program priorities. Collaborate with and offer effective direct oversight to all developmental partners supporting treatment program. To ensure improved access to ART and increase uptake of Paediatric ART. Being involved in development of the ART programme business plan, and other plans as required in the provincial HIV&AIDS Directorate and in the department (Organisational skills both internal and district focused.) Prepares monthly, quarterly

reports as required including analysis and interpretation of DHIS program spreadsheets. Work with all stakeholders to facilitate standardized training of providers on ART treatment and management. Facilitate dissemination of new and existing program policies and works with the Regional Training Centre when necessary. Performs administrative functions in the department including supervision and guidance of lower categories of administrative personnel.

ENQUIRIES
NOTE

: Mr S.Kwesaba Tel No: 040 608 1754
: Applicants are encouraged to apply for this post using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>

POST 26/131

: **ASSISTANT DIRECTOR: HIV TESTING SERVICES REF NO: ECHEALTH/ASD-HTS/HO/ARP/01/07/2022**

SALARY
CENTRE
REQUIREMENTS

: R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in clinical management of HIV Counselling and testing services related issues. Diploma in HIV management will be an added advantage. Sound technical knowledge of HIV Testing Services, PMTCT and TB-HIV integration. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

DUTIES

: Oversee the implementation of all HTS modalities at both facility and community level. Ensure adherence of HTS service delivery with the Ministry of Health National Guidelines. Ensure systems for good referral and linkage of HIV positive clients to HIV care and treatment services are in place. Facilitate Implementation of innovative HTS service delivery strategies. Anticipate implementation challenges and take effective corrective measures as required. Support implementation of the Rapid Test Quality Improvement Initiative at sub-District & facility level. Support and oversee the implementation of index testing and other high yield strategies for improving testing uptake. Identify critical stakeholders and establish working relationships. Manage team of lay counsellors and counsellor mentors and ensure efficient project delivery. Submit monthly and quarterly reports to line manager, and other reports as required. Participate in management, sub-District and other meetings as required. Maintain effective working relationships with Senior Management and other managers at all levels. Communicate effectively with all external stakeholders such as donors, National Department of Health (NDoH), media, medical and academic institutions, community, and other partner organisations. Assist with the recruitment, training and management of lay counsellors. Contribute to the strategic plan of the district & sub-districts. Facilitate Implementation of IQC and PT schemes. Asset Management & Inventory Management. Anticipate any operational challenges and potential solutions. Manage district HTS achievements against set targets: i.e. by modality.

ENQUIRIES
NOTE

: Mrs. L. Lunyawo Tel No: 040 608 1752
: Applicants are encouraged to apply for this post using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>

POST 26/132

: **ASSISTANT DIRECTOR: PREVENTION OF MOTHER TO CHILD TRANSMISSION (PMTCT) REF NO: ECHEALTH/ASD-PMTCT/HO/ARP/01/07/2022**

SALARY
CENTRE
REQUIREMENTS

: R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in clinical management of HIV Counselling and testing services related issues. Diploma in HIV management will be an added advantage. Sound technical knowledge of HIV Testing Services, PMTCT and TB-HIV integration. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

DUTIES : Facilitate strategies that seeks to promote prevention of HIV from the infected mother to the unborn of newly born child. This includes initiatives to prevent unwanted pregnancy and sexual transmitted diseases on young women. Liaise with National Department of Health, District and Sub-Districts to ensure effective PMTCT program implementation; Facilitate, prepare Business Plans for the PMTCT program; Compile and submit reports, monthly and quarterly. Facilitate in integration between PMTCT program with other Primary Health Care Programs (MCWH). Ensure availability and monitor essential commodities. Support the coordination of PMTCT coordinating mechanism (HAST meetings) at Provincial, District ad Sub-District levels. Facilitate the availability of information, education, including education peer educational and youth specific education material. To facilitate the implementation of campaigns for social and behaviour change to ensure high levels of awareness about sexual assault. To maintain partnership with key stakeholders including donors. Communicate effectively with all external stakeholders such as donors, National Department of Health (NDoH), media, medical and academic institutions, community, and other partner organisations.

ENQUIRIES : Mrs. L. Lunyawo Tel No: 040 608 1752
NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/133 : **ASSISTANT DIRECTOR: NON-GOVERNMENTAL ORGANIZATION MONITORING (X3 POSTS)**

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Amathole District Ref No: ECHEALTH/ASD-NGOC/AMAT/ARP/01/07/2022 (X1 Post)
Buffalo City Metro Ref No: ECHEALTH/ASD-NGOC/BCM/ARP/01/07/2022 (X1 Post)
Sarah Baartman District Ref No: ECHEALTH/ASD-NGOC/SBD/ARP/01/07/2022 (X1 Post)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Nursing or Public Health, Community Development, Project Management or relevant qualification coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in the health management or development sectors Experience of working with NGOs, Project Management & Community Outreach projects. Sound knowledge and experience of PFMA and Public Service Regulations. Core Competencies: Understanding of Monitoring & Evaluation of HIV&AIDS&STIs related activities. Facilitation, Communication skills and Health information knowledge. Data collection, data Collation & data Analysis and Report writing. Government Procurement processes. Ability to work with people, observe Batho Pele Principles and work well with teams. Previous exposure to projects planning or/and project management. Computer literacy in MS Word, Power Point and Excel and any other relevant computer programmes as may deem necessary for Monitoring & Evaluation processes. A valid driver's licence.

DUTIES : Identify & mobilise Non-Governmental Organisations for the District and develop a data base of NGOs/ CBOs in your District. Coordinate & strengthen NGOs providing HIV&AIDS and STIs related programs in each District. Cooperate with relevant Coordinators to conduct Home/ Community Based needs analysis in each District. Facilitate and monitor NGOs contract /Service Level Agreements by monitoring activities provided by NGOs /CBOs, monitoring sound budget expenditure and accounting procedures for all funded NGOs to ensure compliance with the PFMA and regulations. Facilitate and monitor capacity building programmes (Mentoring programme) for the CBOs. Collate and Analyse NGOs' monthly, quarterly and annual data in order to produce a meaningful report. Submit reports to District Managers and Head Office as required. Support Capacity Building initiatives for CBOs. Assist in work -shopping and disseminating Guidelines to NGOs and CBOs in your District.

ENQUIRIES : Mr S Kwesaba Tel No: 040 608 1754

POST 26/134 : **ASSISTANT DIRECTOR: TB HOSPITALS REF NO: ECHEALTH/ASD-TBH/HO/ARP/01/07/2022**

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Nursing and registration with the South African Nursing Council coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in management in TB/HIV programs. Knowledge and experience in PFMA and Public Health Act and related prescripts. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels).

Good supervisory skills. Have a basic functional knowledge of the District Health Information management systems including TB/HIV Integrated information systems – (THIS) and EDRWEB .net system. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

DUTIES : Responsible to support implementation of comprehensive management of the DS-TB and DR-TB in the sub-district to reduce mortality and morbidity due to HIV and AIDS. Monitor clinical health care services to ensure quality care in TB Hospitals and conduct clinical and financial audits. Ensure TB drug availability in all facilities, Hospitals and Mobile Units. Ensure equitable access to quality HIV/AIDS Diagnostic, Treatment and care service. Ensuring that monitoring and evaluation of the ART Programme is strengthened at all levels with weekly, monthly and quarterly catch up plans and reporting. Supports evidence-based planning through data analysis and interprets epidemiological data to provide guidance on replication of best practices in HIV/AIDS care and treatment, as appropriate in the local context in alignment with guidelines and program priorities. Collaborate with and offer effective direct oversight to all developmental partners supporting treatment program. To ensure improved access to ART and increase uptake of Paediatric ART. Assist in development of the HAST programme business plan, and other plans as required in the provincial HAST Directorate and in the department (Organisational skills both internal and district focused.) Prepares monthly, quarterly reports as required including analysis and interpretation of DHIS program spreadsheets. Work with all stakeholders to facilitate standardized training of providers on TB treatment and management. Facilitate dissemination of new and existing program policies and works with the Regional Training Centre when necessary. Performs administrative functions in the department including supervision and guidance of lower categories of administrative personnel.

ENQUIRIES : Mr X Somahela Tel No: 083 378 1115
NOTE : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 26/135 : **ASSISTANT DIRECTOR: PREVENTION (X7 POSTS)**

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Alfred Nzo District Ref No: ECHEALTH/ASD-PRVT/ANZO/ARP/01/07/2022 (X1 Post)
 Amathole District Ref No: ECHEALTH/ASD-PRVT/AMAT/ARP/01/07/2022 (X1 Post)
 Buffalo City Metro Ref No: ECHEALTH/ASD-PRVT/BCM/ARP/01/07/2022 (X1 Post)
 Chris Hani District Ref No: ECHEALTH/ASD-PRVT/CHD/ARP/01/07/2022 (X1 Post)
 Joe Gqabi Ref No: ECHEALTH/ASD-PRVT/JGD/ARP/01/07/2022 (X1 Post)
 OR Tambo District Ref No: ECHEALTH/ASD-PRVT/ORT/ARP/01/07/2022 (X1 Post)
 Sarah Baartman District Ref No: ECHEALTH/ASD-PRVT/SBD/ARP/01/07/2022 (X1 Post)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in clinical management of HIV Counselling and testing services related issues. Diploma in HIV management will be an added advantage. Sound technical knowledge of HIV Testing Services, PMTCT and TB-HIV integration. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

DUTIES : Manage the provision of the HIV Prevention Strategies. Develop, disseminate, facilitate and monitor implementation of the Condom Distribution Policies and ensure availability of condoms. Develop, disseminate, facilitate and monitor implementation of the HIV High Transmission Policies and ensure availability of the service for Key Population. Develop, disseminate, facilitate and monitor implementation of the Prevention of Mother to Child HIV Transmission (PMTCT) Policies and ensure availability of the service for pregnant mothers. Develop, disseminate, facilitate and monitor implementation of the Post Exposure Prophylaxis (PEP) Policies and ensure availability of the service. Develop, disseminate, facilitate and monitor implementation of the Sexual Transmitted Diseases (STIs) Policies and ensure availability of the services. Develop, disseminate, facilitate and monitor implementation of the HIV Testing Services (HTS) Policies and ensure availability of the HIV testing commodities.

- ENQUIRIES** : Mrs. L. Lunyawo Tel No: 040 608 1752
- POST 26/136** : **TRAINING COORDINATOR REF NO: ECHEALTH/TRC/HO/ARP/01/07/2022 (X8 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07)
: Regional Training Centre, Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in a Health qualification with registration with relevant professional council. Certificate/Diploma/Degree Primary Health Care with education, facilitation, assessor and moderation skills being an added advantage. Post graduate Certificate/Diploma/Degree in HIV & TB management and General Health Programs will be advantageous. Minimum 5 years' experience in a training and facilitation role in an HIV/Aids STI and TB management and General Health Programs environment. A proven track record in interactive and didactic training is essential. A Driver's licence and willingness to travel is also essential.
- DUTIES** : Develop and implement annual training plan and monitor training calendar. Adapt, implement and monitor the application of clinical care policies at district level. Provide training and professional development of Health workers in all clinical care programs and monitoring through outreach visits with ECDOH RTC teams. Coordinate, facilitate and monitor implementation of training. Facilitate logistic planning for all training programs for the region. Liaise with other trainers for the implementation of the training program. Monitor all stages of training cycle. Monitoring of quality of clinical care through implementation of training. Write and submit training reports after each training. Reports to Clinical Regional Training Coordinator.
- ENQUIRIES NOTE** : Dr N Jaxa Tel No: 063 257 0151
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>
- POST 26/137** : **CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC-HO/APL/01/07/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07)
: Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Archives Management/Records/Document Management or relevant qualification 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 NOTE** : Mr AV Gonyela Tel No: 040 608 1602
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>
- POST 26/138** : **CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC-ANZODO/APL/01/07/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07)
: Alfred Nzo District Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Archives Management/Records/Document Management or relevant qualification 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 : Mr K Praitel Tel No: 039 797 6070

POST 26/139 : **INFORMATION OFFICER REF NO: ECHEALTH/INFOFF-HO/ARP/01/07/2022**

SALARY : R261 372 – R307 890 per annum (Level 07)

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

DUTIES : Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

ENQUIRIES : Mr X Somahela Tel No: 083 378 1115

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

POST 26/140 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/LIVH/APL/01/07/2022**

SALARY : R261 372 – R307 890 per annum (Level 07)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's licence.

DUTIES : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft

services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
Ms L Mabanga Tel No: 041 405 2348

ENQUIRIES

POST 26/141

LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/LIVHAPL/01/07/2022

SALARY

R261 372 – R307 890 per annum (Level 07)

CENTRE

Chris Hani District, Frontier Regional Hospital

REQUIREMENTS

National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management /Supply Chain Management or relevant qualification with 0-2 years' experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's licence.

DUTIES

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

ENQUIRIES

Ms P Marongo Tel No: 045 808 4272

POST 26/142

LOGISTIC SUPPORT CLERK REF NO: ECHEALTH/LSC/DRH/APL/01/07/2022

SALARY

R176 310 – R207 681 per annum (Level 05)

CENTRE

Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

Ms B Bomela Tel No: 041 406 4421

POST 26/143

WARD CLERK REF NO: ECHEALTH/WARC/LIVH/APL/01/07/2022 (X2 POSTS)

SALARY

R176 310 – R207 681 per annum (Level 05)

CENTRE

Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS

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 L Mabanga Tel No: 041 405 2348

POST 26/144

WARD CLERK REF NO: ECHEALTH/WARC/NMAH/APL/01/07/2022

SALARY

R176 310 – R207 681 per annum (Level 05)

CENTRE

OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS

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 Calaza Tel No: 047 502 4469

POST 26/145 : **REGISTRY CLERK REF NO. ECHEALTH/RC/MMH/APL/01/07/2022**

SALARY : R176 310 - R207 681 per annum (Level 05)
CENTRE : OR Tambo District, Dr Malizo Mpehle Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service Internship programme experience will be given preference.

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

ENQUIRIES : Ms Makalima Tel No: 047 542 6300

POST 26/146 : **WARD CLERK REF NO: ECHEALTH/WARC/SETTH/APL/01/07/2022 (X2 POSTS)**

SALARY : R176 310 – R207 681 per annum (Level 05)
CENTRE : Sarah Baartman District, Settlers Hospital
REQUIREMENTS : 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 Diva Tel No: 046 602 5046

POST 26/147 : **WARD CLERK REF NO: ECHEALTH/WARC/ISIL/APL/01/07/2022**

SALARY : R176 310 – R207 681 per annum (Level 05)
CENTRE : OR Tambo District, Isilimela Hospital
REQUIREMENTS : 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 N Gwiji Tel No: 047 564 2805/2/3

POST 26/148 : **WARD CLERK REF NO: ECHEALTH/WARC/FTH/APL/01/07/2022**

SALARY : R176 310 – R207 681 per annum (Level 05)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : 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 N Mthitshana Tel No: 043 709 2487/2532

POST 26/149 : **ADMINISTRATION CLERK (PATIENT REGISTRATION & ADMIN) REF NO: ECHEALTH/AC/TOWH/APL/01/06/2022**

SALARY : R176 310 – R207 681 per annum (Level 05)
CENTRE : Amathole District, Tower Psychiatric 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. Retrieve information required.

ENQUIRIES : Mrs V Whitecross Tel No: 046 645 5008

POST 26/150 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/KIRKC-ARP/01/07/2022**

SALARY : R176 310 – R207 681 per annum (Level 05)
CENTRE : Kouga Sub District, Kirkwood Town Clinic
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 Phillips Tel No: 042 200 4214

POST 26/151 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ANGLAC-ARP/01/07/2022**

SALARY : R176 310 – R207 681 per annum (Level 05)
CENTRE : Makana Sub District, Anglo African Clinic
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 26/152 : **DATA CAPTURER REF NO: ECHEALTH/DC/CHDO/APL/01/07/2022**

SALARY : R147 459 – R173 706 per annum (Level 04)
CENTRE : Chris Hani District Office
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

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

ENQUIRIES : Ms Nyoka Tel No: 045 8071110/1101

POST 26/153 : **HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/TAFAH/APL/01/07/2022**

SALARY : R147 459 – R173 706 per annum (Level 04)
CENTRE : Amathole District, Tafalofefe Hospital

REQUIREMENTS : National Senior Certificate with 3 - 5 years' experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

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

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

POST 26/154 : **LAUNDRY WORKER SUPERVISOR REF NO: ECHEALTH/LWS/SSGH/01/07/2022**

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

CENTRE : Amathole District, SS Gida Hospital

REQUIREMENTS : National Senior Certificate with 3 - 5 years' experience in laundry. Computer literate. Ability to operate machines. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable Poses physical strength and to cope with physical demands of position.

DUTIES : Supervise rendering of laundry services. Ensure safe and clean working environment in line with health and safety standards. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Monitor adherence to basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate and monitor various machines in the laundry (i.e., washing, dryer ironing and pressers). Report any machine defaults to the manager. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Mr E Fumanisa Tel No: 040- 658 0043

POST 26/155 : **DRIVER REF NO: ECHEALTH/DRV/SADACHC/APL/01/07/2022**

SALARY : R124 434 – R146 577 per annum (Level 03)

CENTRE : Lukhanji Sub District, Sada Community Health Centre

REQUIREMENTS : Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES : 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.

ENQUIRIES : Ms Mtweni Tel No: 045 807 8908

POST 26/156 : **DRIVER REF NO: ECHEALTH/DRV/SBDO/APL/01/07/2022**

SALARY : R124 434 – R146 577 per annum (Level 03)
CENTRE : Sarah Baartman District Office
REQUIREMENTS : Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES : 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.

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

POST 26/157 : **DRIVER REF NO: ECHEALTH/DRV/CLOJH/APL/01/07/2022**

SALARY : R124 434 – R146 577 per annum (Level 03)
CENTRE : Joe Gqabi District, Cloete Joubert Hospital
REQUIREMENTS : Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES : 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.

ENQUIRIES : Mr Z.O Mgeyi Tel No: 045 971 0091/072 791 6506

POST 26/158 : **DRIVER REF NO: ECHEALTH/DRV/CALCHC/APL/01/07/2022**

SALARY : R124 434 – R146 577 per annum (Level 03)
CENTRE : Sakhisizwe Sub District, Cala Community Health Services
REQUIREMENTS : Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES : 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.

ENQUIRIES : Ms B Mtsi Tel No: 047 877 0931

POST 26/159 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/PECHC/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Nelson Mandela Metro, PE Central Community Health Centre
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

DUTIES : 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. 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 P Makuluma Tel No: 041 391 8164

POST 26/160 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/MTALFH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Alfred Nzo District, Mount Ayliff 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 : Mrs O Mjoka Tel No: 039 254 0236

POST 26/161 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/BHISH/APL/01/07/2022**

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

POST 26/162 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/NMAH/INDWH/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Chris Hani District, Indwe District 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

DUTIES : 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. 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 C Gouws Tel No: 045 954 5500/01

POST 26/163 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/COFIH/APL/01/07/2022**

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

POST 26/164 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/JAMSH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Joe Gqabi District, Jamestown 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 : Mr JS Nzinde Tel No: 051 633 9617

POST 26/165 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/LIVH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary 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

DUTIES : 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. 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 L Mabanga Tel No: 041 405 2348

POST 26/166

LAUNDRY WORKER REF NO: ECHEALTH/LAUW/EPH/APL/01/07/2022

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. 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 Nazo Tel No: 046 602 2300

POST 26/167

LAUNDRY WORKER REF NO: ECHEALTH/LAUW/JANSEN/APL/01/07/2022 (X3 POSTS)

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Jansenville 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 : Mr T Marenene Tel No: 049 836 0086

POST 26/168

LAUNDRY WORKER REF NO: ECHEALTH/LAUW/BUTTH/APL/01/07/2022 (X2 POSTS)

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

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Ms P Mtshemla Tel No: 047 401 9000
<u>POST 26/169</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/MOTWCHC/APL/01/07/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 - R122 592 per annum (Level 02) Nelson Mandela Metro, Motherwell Community Health Centre
<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 P Makuluma Tel No: 041 391 8164
<u>POST 26/170</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/ISILC/APL/01/07/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 - R122 592 per annum (Level 02) Maluti Sub District, Isilindini Clinic
<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>	:	R Kok Tel No: 039 256 0518/0519

POST 26/171 : **GENERAL WORKER REF NO: ECHEALTH/ GW/TOWH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Amathole District, Tower 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 : Mrs V Whitecross Tel No: 046 645 5008

POST 26/172 : **GENERAL WORKER REF NO: ECHEALTH/ GW/SOGAC/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Mbashe Sub District, Soga 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 Mkhwetha Tel No: 047 489 2417/16

POST 26/173 : **GENERAL WORKER REF NO: ECHEALTH/ GW/CMH/APL/01/07/2022 (X26 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Buffalo City Metro, Cecilia Makhivane 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 26/174 : **GENERAL WORKER NO: ECHEALTH/ GW/NMAH/APL/01/07/2022 (X4 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. 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 26/175 : **GENERAL WORKER REF NO: ECHEALTH/ GW/MIDH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Midlands 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 M. Human Tel No: 049 807 7739

POST 26/176 : **GENERAL WORKER REF NO: ECHEALTH/ GWJANSH/APL/01/07/2022 (X2 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Jansenville 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 T Marenene Tel No: 049 836 0086

POST 26/177 : **GENERAL WORKER REF NO: ECHEALTH/ GWABERH/APL/01/07/2022 (X2 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Aberdeen 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.M. Magxiva Tel No: 049 846 0391

POST 26/178 : **GENERAL WORKER REF NO: ECHEALTH/ GWANDVH/APL/01/07/2022**

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

POST 26/179 : **GENERAL WORKER REF NO: ECHEALTH/ GWWILLH/APL/01/07/2022**

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 26/180 : **GENERAL WORKER REF NO: ECHEALTH/ GWHUMAH/APL/01/07/2022**

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.

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 G Kivedo Tel No: 042 200 4279/236

POST 26/181 : **GENERAL WORKER REF NO: ECHEALTH/ GW/DNH/APL/01/07/2022**

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. 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 Bomela Tel No: 041 406 4421

POST 26/182 : **GENERAL WORKER REF NO: ECHEALTH/ GW/ZWECHC/APL/01/07/2022**

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

<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Zwelitsha Zone 5 Community Health Centre
	:	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 N Jaceni Tel No: 043 708 1719
<u>POST 26/183</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/LADGR/ARP/01/07/2022 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 - R122 592 per annum (Level 02)
	:	Joe Gqabi District, Lady 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.
<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 N Skisazana Tel No: 051 603 0093/0115
<u>POST 26/184</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/JAMESH/ARP/01/07/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 - R122 592 per annum (Level 02)
	:	Joe Gqabi District, Jamestown 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.
<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 : Mr JS Nzinde Tel No: 051 633 9617

POST 26/185 : **GENERAL WORKER REF NO: ECHEALTH/ GW/JGDO/ARP/01/07/2022**

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

CENTRE : Joe Gqabi District Office

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

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper 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 J.S Nzinde Tel No: 051 633 9631

POST 26/186 : **GENERAL WORKER REF NO: ECHEALTH/ GW/MACLH/ARP/01/07/2022**

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

CENTRE : Joe Gqabi District, Maclear 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 Zuza Tel No: 045 932 1028

POST 26/187 : **GENERAL WORKER REF NO: ECHEALTH/ GW/ALWNH/ARP/01/07/2022 (X3 POSTS)**

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

CENTRE : Joe Gqabi District, Aliwal North 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

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ENQUIRIES : Ms Fourie Tel No: 051 633 7700

POST 26/188 : **GENERAL WORKER REF NO: ECHEALTH/ GW/STYNH/ARP/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Joe Gqabi District, Steynsburg 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 Mfanekiso Tel No: 048 884 0241

POST 26/189 : **GENERAL WORKER REF NO: ECHEALTH/ GW/BURGH/ARP/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Joe Gqabi District, Burgersdorp 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 Zondi Tel No: 051 653 1881

POST 26/190 : **GENERAL WORKER REF NO: ECHEALTH/ GW/CLOETJH/ARP/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Joe Gqabi District, Cloete Joubert 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 Z.O Mgeyi Tel No: 045 971 0091/072 791 6506

POST 26/191 : **GENERAL WORKER REF NO: ECHEALTH/ GW/UMLAH/ARP/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Joe Gqabi District, Umlamli 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 Mpithimpithi Tel No: 051 611 0079/90

POST 26/192 : **GENERAL WORKER REF NO: ECHEALTH/ GW/TAYBH/ARP/01/07/2022 (X3 POSTS)**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

ENQUIRIES : Ms N Ngwabeni Tel No: 039 257 0099

<u>POST 26/193</u>	:	<u>GENERAL WORKER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R104 073 - R122 592 per annum (Level 02) Senqu Sub District, Hillside Clinic Ref No: ECHEALTH/ GW/HILSC/ARP/01/07/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	Musong Clinic Ref No: ECHEALTH/ GW/MUSOC/ARP/01/07/2022 (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.
<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 Solomane Tel No: 051 633 9617
<u>POST 26/194</u>	:	<u>GENERAL WORKER REF NO: ECHEALTH/ GW/EMPILSC/ARP/01/07/2022</u>
<u>SALARY CENTRE</u>	:	R104 073 - R122 592 per annum (Level 02) Elundini Sub District, Empilisweni Clinic
<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 Du Plessis Tel No: 039 257 2400
<u>POST 26/195</u>	:	<u>PROPERTY CARETAKER REF NO: ECHEALTH/PCT/NMAH/ARP/01/07/2022 (X19 POSTS)</u>
<u>SALARY CENTRE</u>	:	R104 073 - R122 592 per annum (Level 02) OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: 047 502 4469

POST 26/196 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/MRH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Sakhisizwe Sub District, Askeaton 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 KPA's delegated by supervisor.

ENQUIRIES : Ms B Mtsi Tel No: 047 877 0931

POST 26/197 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/EMPILSC/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Elundini Sub District, Empilisweni 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 KPA's delegated by supervisor.

ENQUIRIES : Ms Du Plessis Tel No: 039 257 2400

POST 26/198 : **ROPERTY CARETAKER REF NO: ECHEALTH/PCT/MACLC/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Elundini Sub District, Maclear 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 KPA's delegated by supervisor.

ENQUIRIES : Ms Du Plessis Tel No: 039 257 2400

POST 26/199 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/NCAMC/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : King Sabata Dalinyebo Sub District, Ncambele 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 KPA's delegated by supervisor.

ENQUIRIES : Ms O Gcagca Tel No: 047 531 0823

POST 26/200 : **PORTER REF NO: ECHEALTH/POR/NESSH/APL/01/07/2022**

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

POST 26/201 : **PORTER REF NO: ECHEALTH/POR/BUTTH/APL/01/07/2022 (X2 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. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

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

ENQUIRIES : Ms P Mtshemla Tel No: 047 401 9000

POST 26/202 : **PORTER REF NO: ECHEALTH/POR/NMAH/APL/01/07/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Nelson Mandela Metro, PE Central Community Health Centre
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

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

ENQUIRIES : Ms P Makuluma Tel No: 041 391 8164

POST 26/203 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/BAMBH/APL/01/07/2022**

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. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
- DUTIES** : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
- ENQUIRIES** : Mr S Mahlangeni Tel No: 039 253 7262
- POST 26/204** : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/CANZH/APL/01/07/2022**
- SALARY** : R104 073 - R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Canzibe Hospital
- REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
- DUTIES** : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
- ENQUIRIES** : Ms Solwandle Tel No: 047 568 8291/2/3
- POST 26/205** : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/TAYBH/APL/01/07/2022**
- SALARY** : R104 073 - R122 592 per annum (Level 02)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
- REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
- DUTIES** : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
- ENQUIRIES** : Ms N Ngwabeni Tel No: 039 257 0099

<u>POST 26/206</u>	:	<u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/UPH/APL/01/07/2022</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. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Mr P Oosthuizen Tel No: 041 995 1129
<u>POST 26/207</u>	:	<u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/BUTTH/APL/01/07/2022 (X4 POSTS)</u>
<u>SALARY</u>	:	R104 073 - R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Amathole District, Butterworth Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Ms P Mtshemla Tel No: 047 401 9000
<u>POST 26/208</u>	:	<u>TRADE LABOURER REF NO: ECHEALTH/TL/CMH/APL/01/07/2022</u>
<u>SALARY</u>	:	R104 073 – R122 592 per annum (Level 02)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makhiwane Regional Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine

maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

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

POST 26/209 : **TRADE LABOURER REF NO: ECHEALTH/TL/BUTTH/APL/01/07/2022**

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. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

ENQUIRIES : Ms P Mtshemla Tel No: 047 401 9000