

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE OF GOVERNANCE AND TRADITIONAL AFFAIRS
The Department of Cooperative Governance (COGTA) is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

- APPLICATIONS** : Applications Are Submitted Via One Of The Options Below: Hand deliver: at Foyer at the Department of COGTA, Tyamzashe Building, Civic Square, Bhisho, Or Post to: P/Bag X0035, Civic Square, Bhisho, 5605 The e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23: 59 on the To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: Nande.Mabusela@eccogta.gov.za (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Applicants Are Encouraged To Apply Via the E-Recruitment System
- FOR ATTENTION** : Ms S. Shugu
- CLOSING DATE** : 07 October 2022
- NOTE** : Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents until, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after the closing date will not be considered. No faxed, No e-mailed applications will be accepted.

MANAGEMENT ECHELON

POST 36/108 : **DIRECTOR: MUNICIPAL ADMINISTRATION REF NO: COGTA: 01/09/2022**
(Re-Advertisement)

SALARY : R1 073 187 – R1 264 176 per annum (Level 13)
CENTRE : Bhisho
REQUIREMENTS : Senior certificate, plus B. Degree (NQF level 7) in Development Studies/ Social Sciences. A Master's degree in Development Studies/ Social Science will be added advantage. A minimum of five (5) years' working experience at middle management level position in Local Government environment. SMS pre-entry certificate as offered by the National School of Government (NSG). Computer Literacy (MS Word, MS Excel, and PowerPoint). A valid driver's licence. Competencies: Strong and Dynamic Strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service Act and Regulations. Extensive experience, knowledge and understanding of the municipal environment and the legal provisions that govern that space. Extensive understand and interpretation and strong implementation and management of legislative imperatives.

DUTIES : Monitor and ensure legislative compliance by municipalities. Assist municipalities in the reviewal and rationalization of by-laws and policies. Assist the MDB in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and advise MDB. Process applications for concurrencies during implementation of upper limits on Benefits and Salaries of councillors. Assist in the amendment of section 12 Notices of municipalities and Gazette them. Assist in the implementation of Municipal Support and Intervention Framework (MSIF) and playing a leading role in all Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of State property.

ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
For e-Recruitment Technical Support eMail:
Nande.Mabusela@eccogta.gov.za

OTHER POSTS

POST 36/109 : **DEPUTY DIRECTOR: ICT OPERATIONS REF NO: 02/09/2022**

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus a National Diploma/ B Degree (NQF Level 6-7) in Information Technology /Information Systems/ Computer Science or a related three-year qualification. AMDP, ITIL and COBIT will be added advantage, Microsoft certification, ITIL, COBIT, experience in managing hybrid environment (On-Premises & Cloud). Experience in Office 365 and Microsoft Azure services. Communication and report writing skills is essential; Five (5) years working experience in Information Technology environment as Assistant Director; solid experience in coordinating support to end-users; Knowledge and understanding of Public Administration Corporate Governance of ICT Policy Framework and Project Management; Knowledge of ICT policy development, ICT risks, ICT audits and ICT related compliance; Knowledge of Service Delivery Management, Knowledge of planning and monitoring framework; Knowledge of Customer service management; Government Information Management; Information Technology Management; ICT Services; Knowledge of government financial processes and systems; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations. Labour Relations Act, 1995, State Information Technology Agency (SITA) Act/Regulations, Public Service ICT policies. Computer Literacy: Office suite: (MS Word, MS Excel, and PowerPoint & MS Outlook). A valid code 8 (EB) Driver's license or higher is compulsory Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Project management; Team leadership. Experience in

operations management practices related to service delivery modes and models, business process management, standard operating procedures, service standards, and service charters. Skills in Customer Advocacy Management (Consultancy), Customer Relationship Management Human Capital Management, Vendor/Supplier Management. Leadership Competencies in Customer Experience, Collaboration, Communicating and Influencing, Honesty, Integrity, and Fairness. Understanding of IT LAN and WAN Support, IT Security, and Change Management. Must have Project and Programme Management, and Team Leadership. Good communication skills (written and verbal). Customer Care, analytical thinking, research, report writing, managing interpersonal conflict, and problem-solving skills.

DUTIES : Manage and perform supervisory duties daily for the IT Lan & Desktop Support Team and ensure procedures and processes are adhered to. Ensure adequate staffing levels are always maintained within the Lan and Desktop Support team. Ensure targets outlined by the SLA and KPIs are achieved. Ensure jobs assigned to the Lan & Desktop support team are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisals and training plans. Quality checking and auditing of work carried out by the Desktop Support team. To propose, document, and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation, and changes to the SLAs. Act as a primary point of contact for escalation from a Desktop Support level in times of major system outages, supplier issues, and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with the Desktop Support group that could relate to potential IT issues. Ensure that all requests from customers for assistance are handled promptly and effectively, and if necessary, escalated to the appropriate level. To assist in the technical development and enhancement of customer support systems and Desktop functionality. Install, configure, maintain, and upgrade desktop hardware and software applications. Assist Users in the choice of appropriate hardware and software – desktops, laptops, printers. Direct, plan, organise and manage operations for stability, availability, and integrity of the organization's IT LAN Support. Manage the delivery of critical support services for day-to-day IT operation, data communications, and telecommunications according to the required time frames. Provide regular reports. Develop solutions to technical challenges. Serve as project manager and provides advanced technical guidance to customers and staff; Supports continual improvement in the delivery of customer services and departmental performance. Guide on ICT Procurement in the Department, Ensure conformance to LAN policies, procedures, and standards and training for users on LAN operation.

ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
E-Recruitment Technical Enquiries: Nande.Mabusela@ecogta.gov.za

POST 36/110 : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING REF NO: COGTA: 03/09/2022**

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : National Senior certificate, plus a National Diploma/B. Degree (NQF level 6/7) in Management Services/Operations/Production Management/ Industrial Psychology. 3-5 years' functional experience at an Assistant Director Level/ Junior Management level in the field of Change Management. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. HR management principles. Performance management and development. Public Finance Management Act, 1999. PSR (Public Service Regulations). Stakeholder and customer relationship management principles. Project management principles. Strategic management principles. Diversity management principles. Employment Equity Act, 55 1998, Meeting procedures. Report Writing. Stakeholder and customer relationship management principles Computer Literacy with an excellent understanding of windows, (Ms Word, Excel, Outlook and PowerPoint). Valid driver's license code 08 (EB).Competencies: Applied strategic thinking. Interpersonal conflict and resolving problems. Team leadership. Project management. Citizens focus and responsiveness. Budget

- and financial management. Planning and organizing. Creative thinking. Self-management. Problem analysis.
- DUTIES** : Design and implement change management initiatives. Provide customer relations and frontline improvement services. Facilitate and coordinate the implementation of services delivery improvement programmes and interventions. Manage development/reviewal of the integrated Human Resource Plan and monitor implementation. Manage Employment Equity. Manage development/reviewal of Human Resource policies and monitor implementation thereof. Manage the allocated resources of the sub-directorate in line with the legislative and departmental policy directives and comply with the corporate governance and planning imperatives.
- ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 36/111** : **ASSISTANT DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION: AMATHOLE DISTRICT REF NO: COGTA: 04/09/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R461 745 per annum (Level 09)
: Amathole District Support Centre
: National Senior Certificate plus Bachelor's degree/Advanced Diploma (NQF Level 7) in Public Administration. Three to five years' administrative experience. Computer Literacy: Driver's License: Highly required. Competencies:
- DUTIES** : Supervise and manage staff below the level 09. Administer the directorate budget processes. Liaise with other sector departments in programme development. Support municipalities in the implementation of Public Participation programmes. Create relations with Private, Public enterprises for the realization of community projects. Mentor and guide the CDWs in their various intervention programs.
- ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 36/112** : **ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MONITORING, REPORTING AND EVALUATION REF NO: COGTA (05/09/2022)**
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)
: Alfred Nzo District Support Centre
: Senior Certificate, an undergraduate (NQF 6) qualification in Public Management/ Social Science or any other related qualification coupled with 3-5 years working experience at a supervisory level. Computer Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies Required: Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal) including producing quality reports. Interpersonal relation skills: ability to work under pressure; attention to details; analytical skills; presentation skills; meticulous planning and organisational skills.
- DUTIES** : Responsible for supporting municipalities with institutionalisation of PMS (i.e. development of PMS Framework). Monitor municipalities in the development and adoption of Annual Reports and tabling thereof to ensure compliance. Assist in timely preliminary assessment of Section 46 reports from municipalities. Assist in the assessment of Section 46 reports for the purposes of developing Section 47 report. Assist in the development of a high-quality Section 47 report for the province. Support assist and monitor municipalities in the implementation of Local Government indicators (Circular 88 of MFMA) by ensuring reports are submitted by municipalities on a quarterly basis. Monitor and develop progress report on the implementation of Municipal Support & Intervention Plans (MSIPs). Assist in conducting evaluation of support programmes. Assist in providing hands on support on development of Performance Agreements (PAs) of Section 54A and Section 56 managers of municipalities. Monitor signing and timely submission of PAs as required by the Legislation. Assist in analysing PAs and give feedback to the municipalities (acknowledgement). Assist in compiling timely responses of parliamentary questions by the Directorate Assist in the management and monitoring of the directorate financial and non-financial resources.
- ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080

E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 36/113 : **SENIOR ADMIN OFFICER: RAPID RESPONSE REF NO: COGTA: 06/09/2022**

SALARY CENTRE REQUIREMENTS : R261 372 –R307 890.per annum (Level 07)
: Bhisho
: National Senior Certificate, plus National Diploma (NQF level 6) in Public Administration, Social Science or any other qualification in the field. 2 years' experience in the relevant field. Computer literacy: Microsoft word, Ms Excel, Project and PowerPoint, all mandatory. Research skills, A valid Driver's license code 08 (EB) will be an added advantage. Competencies: understanding of government programmes and projects must be to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being: Being able to respect the culture, values and customs of the community recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sport and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects.

DUTIES : Render general clerical support services. Provide clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 36/114 : **ADMIN OFFICER: LAND SURVEY AND CADASTRAL INFORMATION REF NO: COGTA: 07/09/2022**

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
: Bhisho
: National Senior Certificate, plus National Diploma (NQF level 6) in Public Admin / Management or equivalent qualification. 2 Year Post Graduate experience. Research skills, knowledge of cadastral survey & land admin legislations, project management, monitoring & evaluation, Supply Chain processes will be an added advantage. Computer literacy (Microsoft Office - 365, Google Earth, Internet Search). Valid Driver's license code 08 (EB). Competencies: Report Writing, Presentation skills, Research skills; Stakeholder Management; Physical & electronic records management, Minute taking & meeting management, Supply Chain Management.

DUTIES : Disseminate land parcel and mapping information to the Public & Municipalities. Facilitate project meetings for the directorate with Municipalities & other stakeholders. Acquire land parcel information required for cadastral survey projects from the office of the Surveyor General. Attend project meetings with Municipalities as and when required. Facilitate procurement of goods & services. Keep track of projects undertaken and draft reports. Provide general admin support.

ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 36/115 : **PERSONAL ASSISTANT: MUNICIPAL DEVELOPMENT FINANCE REF NO: COGTA: 08/09/2022**

SALARY CENTRE REQUIREMENTS : R261 372 - R307 890 per annum (Level 07)
: Bhisho
: National Senior Certificate or National Diploma (NQF level 6) in Office Management. An exposure to Local Government environment will be an added advantage. Two years working experience in the relevant environment.

		Computer literacy (Microsoft Word, Ms Excel, Ms PowerPoint, MS Outlook). Valid driver's license code 08 (B).
<u>DUTIES</u>	:	Facilitate the smooth running of Director's office. Facilitate the availability of all the records at all times. Asses incoming work and distribute where it is required. Type correspondence delegated to you by the Director. Manage the resources of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director claims to the approving authority, monitoring the submission of the Director's. Procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080 E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 36/116</u>	:	<u>SENIOR ADMIN CLERKS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT AND COORDINATION REF NO: COGTA: 09/09/2022 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 - R207 681 per annum (Level 05)
	:	Rharhabe Region (X2 Posts) Nyandeni Region
<u>REQUIREMENTS</u>	:	National Senior certificate. National Diploma (NQF level 6) will be an added advantage. Computer literacy.
<u>DUTIES</u>	:	Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cash book. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080 E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 36/117</u>	:	<u>SENIOR ADMIN CLERKS: SUPPLY CHAIN MANAGEMENT (DEMAND AND 2 X PROCUREMENT) REF NO: COGTA: 10/09/2022 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 - R207 681 per annum (Level 05)
<u>REQUIREMENTS</u>	:	Bhisho Senior Certificate. Computer literacy Microsoft Power Suit (Excel, Word and PowerPoint). Valid Driver's License Code 8. Competencies: Ability to work effectively with officials across all levels within the Department. Good team work. Excellent communication skills (written and verbal). Ability to work under pressure. Good telephone and email etiquette.
<u>DUTIES</u>	:	Manage the order creation process. Reconcile manual orders to LOGIS. Provide technical assistance to cost centres, SCM and Finance. Draw report and interpret financial data. Create contract information and link to ICN and supplier number. Willing to wok irregular hours.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080 E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 36/118</u>	:	<u>DRIVER: FINGO REGION REF NO: COGTA: 11/09/2022</u>
<u>SALARY CENTRE</u>	:	R124 434 - R146 577 per annum (Level 03)
<u>REQUIREMENTS</u>	:	Fingo Region ABET/Grade 10/ equivalent qualification. Code 10 driver's license with PDP. 2 years working experience as a driver.
<u>DUTIES</u>	:	To take care of driving for the region. Collect stationery and cleaning material from the Head Office. Move assets from one place to another. Transport officials when necessary. See to it that the vehicle is taken to service when necessary. Serve as a messenger to the regional office. Attend to all

messenger duties i.e. photocopying, handling of mail, delivery and collection of goods and correspondence from the Head Office and to the Regional Office and Traditional Councils. Collection and delivery of parcels, packages and official documents as and when required by the Head of the Region. Knowledge of Transport Regulations.

ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 36/119 : **CLEANER: OFFICE SERVICES REF NO: COGTA: 12/09/2022**

SALARY : R104 073 - R122 592 per annum (Level 02)
CENTRE : Bhisho
REQUIREMENTS : ABET (Level 4 or NQF level 1-3) or equivalent qualification. 2 years' working experience as a cleaner. Ability to use cleaning material. Ability to work in a team and maintain good interpersonal relationships. Good communication skills.

DUTIES : Clean and create an orderly working environment. Operate cleaning machines. Ensure that boardroom, offices, kitchen are clean. Prepare tea and other refreshments. Empty dust bins.

ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

**INTENSHP PROGRAMME
(FOR A PERIOD OF TWO (02) YEARS)**

OTHER POSTS

POST 36/120 : **MUNICIPAL CAPACITY BUILDING: HUMAN RESOURCE MANAGEMENT
INTERN REF NO: COGTA 13/09/2022 (X1 POST)**
Municipal Capacity Building Directorate

STIPEND : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : ND/Bachelor's Degree in Human Resource Management.
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 36/121 : **INTEGRATED DEVELOPMENT PLANNING INTERN REF NO: COGTA:
14/09/2022 (X1 POST)**
Integrated Development Planning

STIPEND : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : B/Admin or Developmental Studies.
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 36/122 : **VALUATIONS SERVICES REF NO: 15/09/2022**
Valuation Directorate

STIPEND : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : Degree/ND: Real Estate in Property Valuation.
APPLICATION : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 36/123 : **PATIAL PLANNING REF NO: COGTA 16/09/2022**
Spatial Planning Directorate

STIPEND : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : ND/Btech Town & Regional Planning.
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080

E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

- POST 36/124** : **SURVEY SERVICES REF NO: COGTA 17/09/2022**
Survey Services Directorate
- STIPEND** : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : Degree/ND: Geomatics/Surveying.
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa at (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 36/125** : **TRADITIONAL FINANCE REF NO: COGTA 18/09/2022**
Traditional Finance Directorate
- STIPEND** : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : Bachelor of Commerce in Accounting / National Diploma in Financial Accounting.
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 36/126** : **HOUSE OF TRADITIONAL LEADERS REF NO: COGTA 19/09/2022**
House of Traditional Leaders Directorate
- STIPEND** : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : Bachelor of Social Science or Anthropology.
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 36/127** : **HOD`s OFFICE REF NO: COGTA 20/09/2022**
HOD Directorate
- STIPEND** : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : ND/ Bachelor's Degree in Public Administration.
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 36/128** : **INTERNAL AUDIT REF NO: COGTA 21/09/2022**
Internal Audit Directorate
- STIPEND** : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : ND in Internal Audit
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa at (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 36/129** : **DIGITO REF NO: COGTA22/09/2022**
Digito Directorate
- STIPEND** : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : ND/ bachelor's degree in information technology.
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 36/130** : **COMMUNICATIONS REF NO: COGTA 23/09/2022**
Communication Directorate
- STIPEND** : R6 083.70 per month for graduates

CENTRE : Bhisho
REQUIREMENTS : Diploma in Graphic design.
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 36/131 : **CORPORATE COMMUNICATION REF NO: COGTA 24/09/2022**
Corporate Communication Directorate

STIPEND : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : Degree/Diploma: Public Administration/ Management
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 36/132 : **MONITORING AND EVALUATIONS REF NO: 25/09/2022**
Monitoring and Evaluation

STIPEND : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : Degree/ Diploma: Public Administration & Management /Developmental Studies
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 36/133 : **HUMAN RESOURCE UTILISATION AND CAPACITY BUILDING REF NO: COGTA: 26/09/2022**
Human Resource Utilisation and Capacity Buildingdirectorate

STIPEND : R6 083.70 per month for graduates
CENTRE : Bhisho
REQUIREMENTS : National Diploma in Management of Training/ Bachelor of Public Administration in Human Resource Management.
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 36/134 : **INTERN: DISTRICT OFFICE REF NO: COGTA: 27/09/2022**

STIPEND : R6 083.70 per month for graduates
CENTRE : Sarah Baartman (X1 Post)
Chris Hani (X1 Post)
Joe Gqabi (X1 Post)
Alfred Nzo (X1 Post)
OR Tambo; Amatole District Support Centres
REQUIREMENTS : Degree/Diploma: Public Administration/ Management.
APPLICATIONS : write email or postal or eRecruitment System
ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

DEPARTMENT OF HEALTH

APPLICATIONS : Submit applications via one of the options below: Utilise the e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23: 59 on the Closing Date. Closing Date: 07 October 2022. Should you submit your applications/CVs to: RecruitmentHeadOffice@ehealth.gov.za and not as specified – your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the E-Recruitment System
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.

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.

Cala Hospital - Post to: HR Office, Cala Hospital, Private bag X 516, Cala, 5455 or hand deliver to: HR Office, Cala Hospital, Drully Lane Street, Cala, 5455. Enquires: Ms Z Sentile Tel No: 047 874 8000.

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.

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

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

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

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

Khotsong TB Hospital - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms. A Lebata Tel No: 039 737 3801.

Indwe Hospital- Post to: Human Resource, Indwe Hospital, Greham Street, Indwe, PO Box 5 or Hand Deliver to: Indwe 5445 Greham Street. Enquiries: Ms C Gouws Tel No: 045 954 5500/01

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

Fort Beaufort Hospital - Post to: HR Office, Fort Beaufort Hospital. Private Bag X226, Fort Beaufort, 5720, Fort Beaufort, 5720 or hand delivery: HR Office, Fort Beaufort Hospital, No 6 Bell Street, Fort Beaufort, 5720. Enquiries: Mr Zethu Tel No: 046 645 1111/12/13/14.

Elizabeth Donkin Hospital – Post to: HR Office, Elizabeth Donkin Hospital, Private Bag X6024, Port Elizabeth, 6000 or hand deliver to: HR Office, 1 La Roche Drive, Elizabeth Donkin Hospital, Walmer, Port Elizabeth, 6001. Enquiries: Mr E Felkers Tel No: 041 585 2323.

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

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

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.

Victoria Hospital - Post to: HR Office, Victoria Hospital, Private Bag x1300 Alice 5700 or hand deliver to: HR Office, Victoria Hospital, Kuntselamanzi Road, Alice, 5700. Enquiries: Ms B Mbekeni Tel No: 040 653 1141

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

OR Tambo District Office - Post to: HR Office, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Deliver to: HR Office, 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms Z Mtimba Tel No: 047 502 9000.

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

Lilitha College (All Campuses) – Post to: HR Office, Lilitha College of Nursing, Private Bag x0028, Bhisho, 5605 or hand deliver to: HR Office, Room 41/42, Lilitha College, East London, 5201. Enquiries: Ms PN Mene Tel No: 043 700 9717/26.

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.

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

Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or hand deliver to: HR Office, Administration Area, Zithulele Hospital, Mqandulil, 5080. Enquiries: Mr K Sobetwa Tel No: 047 573 8936

Temba TB Hospital - Post to: HR Office, Temba TB Hospital, P.O. Box 20, Grahamstown, 6140 or hand deliver to: HR Office, 36 A Street, Fingo Village, Temba Hospital, Grahamstown. Enquiries: Mr Ntsepe Tel No: 046 622 3524

Margery Parkes Hospital - Post to: Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel No: 049 893 0031.

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.

Marjorie Parish TB Hospital – Post to: HR Office, Marjorie Parish TB Hospital, Private Bag X154, Port Alfred, 6170 or hand deliver to: HR Office, Marjorie Parish TB Hospital, Bathurst Street, Port Alfred, 6170. Enquiries: Ms T Sompontsha Tel No: 046 624 5306/1364.

Komga Hospital – Post to: HR Office, Komga Hospital, PO Box 33, Komga, 4950 or hand deliver to: HR Office, Komga Hospital, Victoria Road, Komga, 4950. Enquiries: Ms N Nene Tel No: 043 831 1013.

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

Nkqubela Hospital - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Langeni Tel No: 043 761 2131.

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.

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.

Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or hand deliver to: HR Office, Administration Area, Zithulele Hospital, Mqanduli, 5080. Enquiries: Mr K Sobetwa Tel No: 047 573 8936

Mhlontlo Sub District - Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Ms Ntlabi Tel no 047 553 0585

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. Enquiries: Ms S Diva Tel No: 046 602 5046.

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 No: 039 254 0236.

Port Alfred Hospital - Post to HR Office, Alfred Hospital, Private Bag 227, Port Alfred 6170 or Hand Deliver to HR Office, Southwell Road,Port Alfred 6170 Enquiries: Ms L Raco Tel No: 046 604 4000.

Mthatha Pharmaceutical Depot – Post to: HR Office, Mthatha Pharmaceutical Depot, Private Bag x5213, Mthatha, 5099 or hand deliver to: HR Office, Mthatha Pharmaceutical Depot (Next to Nelson Mandela Academic Hospital), Mthatha 5099. Enquiries: Mr M Diko Tel No: 047 532 6023.

Nyandeni Sub District - Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to: HR Office, Nyandeni Sub District,

Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Mr L Pokolo Tel no 047 555 0151.

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

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

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

OR Tambo District Office - Post to: HR Office, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Deliver to: HR Office, 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms Z Mtimba Tel No: 047 502 9000.

Queenstown Forensic Pathology Services - Post to: Human Resource Office, Forensic Pathology Services P O Box 1022, Queenstown 5320 or Hand deliver to CSSD Building, Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: M Mathiso Tel No: 045 858 8112.

Sarah Baartman - 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.

EMS Chris Hani - Post to: HR Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office, Komani Psychiatric Hospital, Queenstown, 5320. Enquires: Ms Nyoka Tel No: 045 807 1110/1101.

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

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.

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

Qaukeni Sub-District - Post to: Qaukeni Sub District: HR Office, Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo – Tel No: 039 253 1541.

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

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

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

BCM Forensic Pathology Services - 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

Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4800. Enquiries: Mr Magadla Tel No: 039 727 2090.

Cradock Hospital - Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cradock, 5880 or hand deliver: HR Office, Cradock Hospital, Hospital Street, Cradock, 5880. Enquiries: Ms Danster Tel No: 048 881 2123.

Inxuba Yethembu Sub District – Human Resource Office, Inxuba Yethembu Sub District Private Bag x90 Cradock 5880. Enquiries: Ms GO Van Heerden Tel No: 048 881 2921

Alfred Nzo - Post to: HR Office, Alfred Nzo District Office, Private Bag X3515, Kokstad, 4700 or hand deliver to: HR Office, Alfred Nzo District Office, 81 Murray Street, Kokstad 4700. Enquiries: Mr Praitel Tel No: 039 797 6070.

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.

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.

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

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.

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

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Hand delivery: Elundini LSA Police Street, 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.

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

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.

Maletswai Sub-District - Post to: Human Resource Office, Parklane Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand deliver to: HR Office, Maletswai Sub-District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Mr JS Nzinde – Tel No: 051 633 9617.

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. Refer all application related enquiries to the specified contact person. Applications received after the closing date will not be considered. No faxed, no e-mailed applications will be accepted.

CLOSING DATE
NOTE

: 07 October 2022
: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will

therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. For more information, please contact Mr AV Gonyela Tel no: 040 608 1602/5/6/10 For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: RecruitmentHeadOffice@ehealth.gov.za (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00:16:30 Mon-Thursday and 08:00-16:00 on Fri).

MANAGEMENT ECHELON

<u>POST 36/135</u>	:	<u>CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/DORAH/APL/01/09/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 073 187 – R1 466 223 per annum (Level 13), all-inclusive package Nelson Mandela Metro, Dora Nginza Regional Hospital National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
<u>DUTIES</u>	:	To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that

Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mr B Msibi Tel No: 040 608 1163
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

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

POST 36/136 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**
ECHEALTH/CEO/TOWH/ARP/01/09/2022

SALARY CENTRE REQUIREMENTS : R1 073 187 – R1 466 223 per annum (Level 13), all-inclusive package
: Amathole District, Tower Psychiatric Hospital
: National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

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

ENQUIRIES : Mr B Msibi Tel No: 040 608 1163
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

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

POST 36/137 : **DIRECTOR: LEGAL SERVICES REF NO:**
ECHEALTH/DIRLS/HO/APL/01/09/2022

SALARY CENTRE REQUIREMENTS : R1 073 187 – R1 466 223 per annum (Level 13), all-inclusive package
: Head Office, Bhisho
: National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 10 years' appropriate post qualification litigation and advisory experience, of which 5 years must have been at a management level (in a government department or public entity). Admission as an Attorney or Advocate. Senior Management Pre-entry

Programme Certificate (Nyukela) required prior to appointment. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES

: Manage and coordinate litigation and approved interventions to manage litigation in the ECDOH. Monitor and coordinate the implementation of the integrated medico-legal strategy. Build legal capacity within the ECDOH. Receive, facilitate and monitor compliance with PAIA requests and court orders. Promote a legally compliant environment in the Eastern Cape Department of Health. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Facilitate State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Conduct research, and research new case law which impacts on litigation trends generally and also medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Head of Department and other relevant stakeholders. Research relevant legal prescripts and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of all legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and coordinate the effective and efficient running and management of the Legal Services Unit. Assist in the review of the Specialised Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness of that unit in support of the ECDOH. Report on the Legal Services information as required by internal and external stakeholders. Coordinate the effective and efficient running and management of the Legal Services Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Legal Services Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Legal Services Unit within set timeframes.

ENQUIRIES

: Ms N Maseko Tel No: 040 608 1141
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

NOTE

: Applicants must apply for this post by using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>

POST 36/138

: **DIRECTOR: NURSING SERVICES REF NO: ECHEALTH/DIRNS/HO/ARP/01/09/2022**

SALARY CENTRE REQUIREMENTS

: R1 073 187 – R1 466 223 per annum (Level 13), all-inclusive package
: Head Office, Bhisho
: An undergraduate qualification (NQF level 7) as recognized by SAQA in the Nursing with (5) years' experience in the Health Sector at Middle Management level. A post graduate qualification in Nursing Education and/or Nursing Management will be added advantage. Registration with the relevant Professional Council. Knowledge and understanding of regulatory framework for the provision of Nursing services. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership,

Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : Management and provision of nursing services in the department. Manage implementation and achievement of determined levels of quality care and standards of service. Develop and implement relevant strategic imperatives for the provision of nursing services including protocols/practices for a professional nursing service. Coordinate development of strategic and operational activities of the nursing services. Provide leadership, guide and direct the provision and maintenance of the nursing services or programmes. Facilitate selection and recruitment including training and development of personnel for the nursing division. Create networks for stakeholder mobilization for the provision of the comprehensive nursing care services. Facilitate and ensure management of discipline in the Nursing division. Provide overall management of people and finances of the nursing division.

ENQUIRIES : Mr B Msibi Tel No: 040 608 1163
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

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

POST 36/139 : **DIRECTOR: INTERNAL AUDIT REF NO:**
ECHEALTH/DIRIA/HO/APL/01/09/2022

SALARY : R1 073 187 – R1 466 223 per annum (Level 13), all-inclusive package
CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, Degree, an undergraduate qualification (NQF level 7) as recognized by SAQA in the Internal Auditing coupled with (5) years' experience at Middle Management level. Certified Internal Auditor Qualification (CIA). Leadership/ Management Development qualification. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES : Develop the strategy of the governance and performance audit functions. Development of a strategic plan for the unit. Development of policies and procedures for the unit. Development of a manual. Develop guidelines. Rollout of the internal audit strategy. Preparing and managing the budget of the directorate. Provide technical support service in the rendering of governance and performance audit function. Planning, scoping and scheduling of assignments. Provide assistance to team members on issues requiring technical assistance. Evaluate adequacy and effectiveness of internal controls. Enhancing the department's internal controls and operating efficiencies. Report findings to management and provide value added recommendations. Represent the Head Internal Audit on all audit matters as circumstances dictate. Enforce compliance with the Standards for the Professional Practice of Internal Auditing. Promotion of ethics and integrity within the directorate. Setting standards of performance. Manage performance and all the allocated resources. Encourage team effort in the unit. Encourage production of excellent quality work. Set work targets and monitor timelines. Allocate work tasks/activities to staff and provide the necessary guidance and support. Facilitate staff training and development. Develop staff Work Plans and Personal Development Plans (PDP's). Manage daily employee performance and make Performance Assessments/review. Manage records and ensure safekeeping of assets.

ENQUIRIES : Ms T Kakaza Tel No: 040 608 1063
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

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

OTHER POSTS

POST 36/140 : **GENERAL MANAGER: MEDICAL SERVICES REF NO:**
ECHEALTH/GMMS/NMAH/ARP/01/09/2022
(Re-advertisement. Applicants who have applied before are encouraged to apply again.)

SALARY : R1 834 893 – R2 193 837 per annum, all-inclusive package, (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Appropriate qualification that allows full registration with the Health Professional Council South Africa (HPCSA) as a Medical Practitioner. A minimum of ten (10) years appropriate experience after registration with the HPCSA as a Medical Practitioner and five (5) years in Management. Current registration with HPCSA. A valid driver's license. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Relevant experience in managing hospitals/senior medical staff.

DUTIES : Give strategic direction and leadership to the Clinical and support division. Work with Chief Executive Officer to ensure effective efficiency and sustainable delivery of the Nelson Mandela Academic Hospital Clinical Governance strategy. Plan, implement, lead and support the development of clinical and related support services in the hospital working the Heads of the Clinical Departments, Pharmaceutical services, Clinical support and Nursing Services Management. Develop and maintain leadership including co-ordination and communication with staff and clients in the clinical services. Working in partnership with others to develop, take forward and evaluate direction and strategies. Develop a culture that improves quality of provided clinical services. Promote health and well-being of patients and prevent adverse effects on health and the well-being of patients through contributing to the development, implementation and evaluation of related policies. Plan, implement, monitor and evaluate the hospital outreach and support programmes. Plan, develop and evaluate methods and processes for gathering analysis, interpreting and presenting health information.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/141 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**
ECHEALTH/CEO/CRADH/APL/01/09/2022

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

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

- of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.
- ENQUIRIES** : Ms Danster Tel No: 048 881 2123
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- NOTE** : Applicants must apply for this post by using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>
- POST 36/142** : **DEPUTY DIRECTOR: MOTHER, NEONATE, CHILD, WOMEN HEALTH (MNCWH) REF NO: ECHEALTH/DDMNCWH/HO/ARP/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11), (an all inclusive package)
: Head Office, Bhisho
: National Senior Certificate, Diploma/Degree in Nursing in Nursing (Midwifery) coupled with 5 years' experience as a Registered Nurse and Midwife including experience as a midwife in the maternity and Neonatal section with 3 years' experience in a managerial position. Registration with South African Nursing Council. Knowledge of relevant Health legislative requirements, including but not limited to Health Act, Nursing Act, Public Service Act, LRA, EEA, BCEA, Public Service Regulations, National Drug Policy, Good Pharmacy Practice standards, Pharmacy Act 53 of 1974, Medicines and Related Substances Act 101 of 1965 etc. Possess sound managerial skills, Leadership skills. Ability to work under pressure in a team, good communication and interpersonal skills; Self-motivated, flexible and works well under pressure Skills and Attributes: Strategic leadership and governance. Proven management skills with the ability to optimise team performance and development. Highly skilled communicator with the ability to form and maintain good relationships. Strong interpersonal, Conflicts Resolving problems and negotiation skills. Strong planning skills with the ability to handle multiple projects through to completion and to manage competing priorities, Applied Technology and Computer Skills, Budgeting and Financial Management, Citizen Focus and Responsiveness, Diversity Management, Impact and Influence, Team Leadership and Negotiations skills. Proven analytical and organisational skills. A valid drivers' license and preparedness to travel throughout the province to provide technical support to even the most rural health facility.
- DUTIES** : Ensure development and Implementation of strategies to deal with programme challenges. Analyse maternal, Perinatal statistics and ensure early interventions. Close monitoring of institutions and report progress. Co-ordinate implementation of maternal, child, neonatal & women health programmes. Co-ordinate access of infant and child to a quality, comprehensive health service. Manage performance and all the allocated resources. Facilitate and strengthen planning, implementation coordination, monitoring and evaluation on MCNWH. Coordination and facilitate capacity building of the district clinicians for improvement of patient health outcomes. To ensure that there is effective communication and reporting channels. Assist in managing change and diversity in the Province. Facilitate the establishment of relevant training programme and undertake capacity building activities at provincial level for both the public and private sectors. Prepare periodic status reports, monthly and quarterly reports. To participate in the district and provincial reviews in the Province as a Provincial programme manager and lead the group in the report writing sessions. Contribute to the creation and implementation of best practice logistics vision, strategy, policies, processes and procedures to aid and improve operational performance. Support continuous improvement initiatives and identify inefficiencies and cost optimisation opportunities. Interpret trends and analyse and review data. Provide meaningful data to others within the Province to aid customer service. Set departmental objectives/KPAs and review and assess ongoing performance of direct reports.
- ENQUIRIES** : Mr X Somahela Tel No: 040 608 1761
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- NOTE** : Applicants must apply for this post by using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>
- POST 36/143** : **DEPUTY DIRECTOR: TREATMENT REF NO: ECHEALTH/DD-TRT/HO/01/09/2022**
- SALARY** : R744 255 – R876 705 per annum (Level 11), (an all inclusive package)

**CENTRE
REQUIREMENTS**

: Head Office, Bhishe
: 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

: Ensure access to ARV treatment by planning for acquisition, storage and continuous availability of ARVs in the health facilities. To provide functional and operational leadership for the ARV treatment program in the HIV & AIDS and STIS and TB Directorate. Manage the provision and implementation of the ARVs Treatment Strategies Develop, disseminate, facilitate and monitor implementation of the ARV treatment initiation policies and guidelines to 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. To ensure reduction of HIV/AIDS Morbidity and Mortality as well as its socioeconomic impacts by providing models of appropriate packages of care and support to HIV positive people and their families. 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. Provide technical guidance and oversight in the design, implementation, and evaluation of HIV Treatment program. Coordinate delivery of Treatment services, documentation and data capture and reporting. Facilitate the development and implementation of management systems and standards for technical support services such as laboratory support, referral systems, drug security, drug forecasting and quantification, and monitoring and evaluation as it relates to HIV/AIDS treatment and care. Assist with establishing, updating, and maintaining a monitoring system that tracks, documents and disseminates key data on persons trained in ART and OI management, health service delivery, operations research, and database for ARV training, service and program level as it relates to HIV/AIDS treatment and care. Monitor program implementation by districts and sub districts. Be able to work with the districts and sub districts in preparation of performance improvement plans /catch up plans. 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. 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 : Mr X Somahela at 083 378 1115
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

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

POST 36/144 : **DEPUTY DIRECTOR: HIV/AIDS, STIs & TB REF NO: ECHEALTH/DD-HAST/ANZO/01/09/2022**

Re-advertisement: Applicants who have applied before are encouraged to apply again.

SALARY CENTRE REQUIREMENTS : R744 255 – R876 705 per annum (Level 11), (an all inclusive package)
: Alfred Nzo District Office
: 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.

ENQUIRIES : Mr Praim Tel No: 039 797 6070
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/145 : **DEPUTY DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/DDF&SCM/CMH/ARP/01/09/2022**

SALARY CENTRE REQUIREMENTS : R744 255 – R876 705 per annum (Level 11), (an all inclusive package)
: Buffalo City Metro. Cecilia Makiwane Regional Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing coupled with 5 years' relevant experience, of which at least 3 years must be an Assistant Director level. 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. Render advisory services to the department Bid evaluation committee. Advise management on SCM best practices. Generate management reports related to SCM for senior management and other organs of state. Human capital and financial management. Manage all people management (effective leadership) related functions within the component.

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/146 : **OFFICE MANAGER: OFFICE OF THE GENERAL MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/OFM-GMSCM/HO/ARP/01/0/2022**

SALARY CENTRE REQUIREMENTS : R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 General Manager diary and year planner. Manage, organize, distribute and track correspondence of the Office. Organize the General Manager's office environment. Maintain an effective filing system. Ensure safe and secure confidential documentation. Respond to and manage correspondence/invitations on behalf of the General Manager. 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 General Manager. Coordinate and consolidate all reporting requirements of the branch. Participation and assist in the organization of the General Manager's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the General Manager.
- ENQUIRIES** : Ms C Mgijima Tel No: 040 608 9763
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- NOTE** : Applicants must apply for this post by using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>
- POST 36/147** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: ECHEALTH/ASD-SP/HO/ARP/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: National Senior Certificate, National Diploma/ NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Health Science / Public Administration / Public Health coupled with 5 years' experience in the field of which 3 years must be at supervisory level (7/8). In-depth understanding of dynamics of the Public Service, Government Systems and Operations, Good understanding of Public Finance Management Act (PFMA), Treasury Regulations and other relevant National and Provincial Prescripts. Demonstrate knowledge in Strategic Planning, Information and Knowledge Management and Policy analysis. Advanced report writing, presentation, financial management skills, Project Management skills and good communication skills. Good interpersonal and organising. Clear understanding, interpretation and analysis of health Information for strategic planning purposes. Knowledge, possession and application of computer skills e.g. Word, power point, excel and other computer programmes for planning, etc. A valid driver's licence.
- DUTIES** : Build and develop capacity in the Eastern Cape Department of Health for effective and efficient health planning and execution of departmental plans. Facilitate the review and development of the Strategic, Annual Performance and Operational Plans. Support the review and development of district health expenditure reports, district health plans and service delivery improvement plans based on the departmental Annual Performance Plans and Strategic Plans. Facilitate the development of business unit plans for the department and institutions .i.e. Clinics, Community Health Centres, districts, regional and tertiary hospital within the Eastern Cape Province, including other institutions like forensic pathology services, Lilitha College of Nursing and Emergency Medical Services College. Ensure alignment of all plans (facility, district and province) with the Provincial Development Plan, National Department of Health's Strategic Plans and Health Council Priorities, Medium term strategic framework, National Development Plan, the Sustainable Development goals and the Provincial Cross Cutting Obligations.
- ENQUIRIES** : Dr S Moko Tel No: 040 608 1129
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- NOTE** : Applicants must apply for this post by using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>
- POST 36/148** : **ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO: ECHEALTH/ASD-M&E/HO/ARP/01/09/2022**
- SALARY** : R382 245 – R450 255 per annum (Level 09)

- CENTRE REQUIREMENTS** : Head Office, Bhishe
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Health Sciences/Public Health/Epidemiology/Health Information coupled with 5 years' experience in the field of which 3 years must be at supervisory level (SL7/8). Knowledge of research/evaluation principles and methodologies. Good communication, presentation and writing skills. Knowledge of health information systems and data sources relating to health systems. Knowledge and understanding of corporate governance and regulatory (National Health Act, PFMA, Corporate governance, government wide monitoring and evaluation framework). Good communication (Verbal and written) and interpersonal skills. Ability to work independently with limited supervision. Knowledge, possession and application of computer skills. A valid driver's licence.
- DUTIES** : Compile, coordinate and submit all mandatory reports on prescribes dates. To support districts in their quarterly performance reviews and data audits in order to improve the audit outcomes of the department. Provide technical support to provincial program managers in order to improve health service delivery. Execute administrative duties in support of statutory documents.
- ENQUIRIES** : Dr S Moko Tel No: 040 608 1128
For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za
- NOTE** : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>
- POST 36/149** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: ECHEALTH/ASDIM/ARP/01/09/2022**
Re-advertisement: Applicants who have applied before are encouraged to apply again.
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)
: Nelson Mandela Metro, Livingstone Tertiary Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Management coupled with 5 years' experience of which 3 years' must be at supervisory level (SL7/8) in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.
- DUTIES** : Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train information officer and data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.
- ENQUIRIES** : Ms L Mabanga Tel No: 041 405 2348
For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za
- POST 36/150** : **ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO: ECHEALTH/ASD-HRA/SDDO/APL/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)
: Sarah Baartman District Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/ Public Administration of which 3 years' experience must be at supervisory level (level 7/8). Extensive knowledge of PERSAL. Proof of PERSAL Certificate(s) (PERSAL Introduction, Leave Administration and Personnel Administration). Ability to do presentations, interpretation of reports and policies. Knowledge of Public Financial Management Act, Public Service Act, Public Service Regulations and

- other legal prescripts applicable to the field. Computer literacy. Valid driver's license.
- DUTIES** : Manage the Human Resource planning and implementation functions for the institution. Manage the implementation of HR policies, systems and procedures. Development of departmental HR policies. Manage the recruitment and provision of employees in line with Annual Recruitment Plan. Manage the timeous processing of employee benefits and allowance. Manage the conditions of service and termination of exiting employees. Perform PERSAL control functions and supervise all users within the institution. Liaise with Head Office regarding matters of staff establishment, allocation of PERSAL functions, and drawing exception reports. Facilitate the internal, risk register and the auditing process in the institution.
- ENQUIRIES** : Ms T. Mpitimpiti Tel No: 041 408 8509.
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/151** : **ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT & PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: ECHEALTH/ASD-HRD/SDDO/APL/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)
: Sarah Baartman District Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Development, Human Resources Management or Public Administration coupled with 5 years' experience of which 3 years' must be at supervisory level (SL7/8). The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Knowledge Management, Problem Solving, Communication skills and corporate governance. Valid driver's license required.
- DUTIES** : Coordinate inputs in the implementation of HRD/ PMDS policies, strategies and systems. Manage the implementation of training and development programmes. Manage the implementation of performance Management and development strategy. Facilitate the implementation of HRD/ PMDS capacity building programmes. Monitor and evaluate the impact of training and development. Perform and manage administrative and related functions. Identify equity gaps and align training interventions with those equity targets.
- ENQUIRIES** : Ms T. Mpitimpiti Tel No: 041 408 8509.
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/152** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/ASD-SCM/CDDO/APL/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)
: Chris Hani District Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA) in Supply Chain Management, Logistics, Inventory, Accounting, Commerce, Cost and Management Accounting, Public Management/ administration majoring in SCM coupled with 5 years' experience in the field of which 3 years' experience must have been in a supervisory level (Salary level 7/8). Ability to demonstrate practical experience in the Public Supply Chain Management environment. Evident knowledge of computer literacy (MS Word, MS Excel and MS Power Point) and courses in LOGIS. Ability to demonstrate good interpersonal relations, effective communication, planning & organisation, presentation & facilitation and business report writing skills. Knowledge and understanding of the PMFA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Administrative skills, planning and organising, Financial management, Report writing, communication and interpersonal skills, problem solving. Project management. Project management. Budgeting and Financial Management. Team leadership. Self-management. People management. Values & Attributes: Client Service focus, Integrity, Committed, Proactive and Loyal.

DUTIES

Managing interpersonal Conflict, impact and influence, Diversity Management. A valid driving licence (Code B) and be willing to travel extensively. Develop, Review, Implement and Monitor SCM Policies In Line With Relevant Legislation: Ensure that all procurement is in compliance with the Supply Chain (SCM) policies and procedures. Co-ordinate and execute the quotation and bidding processes. Align procurement plan, policies and strategies with the annual budget. Ensure that appropriate policies and processes are put in place for risk management. Implement, enforce, and ensure adherence of IT policies and procedures. Prepare and accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Serve as the point of contact for customers and contractual matters. Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness. Render and monitor contract administration support service and compliance. Ensure monthly, quarterly and annual reporting. Ensure prevention of fraud and abuse of the SCM system interventions. Respond to investigations and audit queries. Oversee the administration of demand and acquisition: Provide advice and brief in Bid Specification Committee meetings in drafting the terms and reference/specification and advice at the Bid Evaluation Committee meetings, Oversee the proper functioning of the committees. Oversee the proper functioning of the committees. Provide secretariat support to the Bid Adjudication Committee (BAC). Manage the administration of tender briefing session. Manage preparation of a tender document upon receipt from tender bid specification committee. Implement physical stock assessment and procedures on available goods and items issued. Manage preparation of logistics for the Evaluation and Adjudication Committees. Oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college. Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Review the asset management register, electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals. Compile management reports on issued, receipt, shortages and variances of stock levels. Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the relocation of redundant. Conduct loss analysis to identify trends, security shortcomings and investigate all losses. Ensure an up to date database of service providers: Oversee the development and utilization of a supplier database. Ensure that all supplier's information and documentation are confidential. Monitor suppliers' delivery performance and rotation of suppliers. Management of staff development: Render management service to staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff. Development of SCM.

ENQUIRIES

Ms Nyoka Tel No: 045 807 1110/1101
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@echealth.gov.za

POST 36/153

ASSISTANT DIRECTOR: FINANCE REF NO:
ECHEALTH/ASDFIN/ARP/01/09/2022

SALARY CENTRE REQUIREMENTS

R382 245 – R450 255 per annum (Level 09)
Buffalo City Metro, Nkqubela TB Hospital
National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management/ Supply Chain Management or relevant qualification coupled with 3 years' experience must be in a supervisory (Level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management Services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office Package, Integrated procurement System, Basic Accounting System BAS & LOGIS). Strong people management skills, analytical thinking, problem solving, decision- making and ability to work in a multi-disciplinary team. Strong people management skills, analytical thinking, problem solving, decision making and ability to work in a multi -disciplinary team. Strong technical financial, including report writing. Ability to work under pressure. A valid driver's license.

DUTIES : Oversee and manage the overall; performance of the Finance and SCM Section (Budget, Account payments, revenue collection, internal financial control, acquisition, 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 a 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 the overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions.

ENQUIRIES : Ms Langeni Tel No: 043 761 2131
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/154 : **ASSISTANT DIRECTOR: CONDOMS REF NO: ECHEALTH/ASD-COND/APL/01/09/2022**

SALARY CENTRE REQUIREMENTS : R382 245 – R450 255 per annum (Level 09)
: Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF level 6) in Public Health, Marketing, Social Sciences or other relevant field coupled with three (3) years' experience in relevant capacity building (training, TA, facilitation) in condom use for HIV/AIDS and other STIs control related programmes. Demonstrate a basic understanding of HR and financial policies and practices. Core Competencies: Advocacy/Advancing a policy-oriented agenda. Experience of working with key populations and PLHIVs. Leveraging the resources of national governments and partners/ building strategic alliances and partnerships. Delivering results-based programmes. Resource mobilization and donor relations. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid Code driver's licence.

DUTIES : Oversee coordination of condom programming in the Eastern Cape Province. Provides overall project management and ensures accountability for establishing the Strategic Initiative on Condom Programming. Participate in the formulation of technical policies and guidelines for condom promotion and distribution in the country. Provide technical assistance to implementing partners, districts and facilities who support condom promotion and distribution using a variety of approaches. Participate in the development of training and instructional materials and in capacity building activities targeting districts, facilities, and other health workers at various levels. Participate in mobilization and management of funds for condom programming. Participate in the development of relevant work plans and implementation of activities. Identifies opportunities and means to integrate condom programming in other HIV prevention, treatment, SRH and socio-economic development programs. Identifies and advocates buy-in and responsibility of lead government agencies to embrace condom program stewardship, enhancing coordination across all sectors and aligning the collective work of key actors around the national condom strategy and operational plan. Effectively communicates the objectives of the Strategic Initiative, global targets on condom programming. Support monitoring of deliveries and performance of suppliers through the DHIS and the LMIS. Advocates for and supports key partners in condom programming to comply with regulatory issues and quality assurance requirements by established government standards.

ENQUIRIES : Mrs. L. Lunyawo Tel No: 040 608 1752
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

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

POST 36/155 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: ECHEALTH/ASDIM/DORAH/ARP/01/09/2022**

SALARY CENTRE REQUIREMENTS : R382 245 – R450 255 per annum (Level 09)
: Nelson Mandela Metro, Dora Nginza Regional Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Management coupled with 5 years' experience of which

- 3 years' must be supervisory level (SL7/8) in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.
- DUTIES** : Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train information officer and data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.
- ENQUIRIES** : Ms B Bomela Tel No: 041 406 4421
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/156** : **ADMINISTRATION OFFICER: HIV, AIDS & TB REF NO: ECHEALTH/AO/HO/ARP/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07)
: Head Office, Bhisho
: National Senior Certificate, National Diploma/ Degree in Public Administration or equivalent qualification coupled with 5 years' experience in Office Administration field. Knowledge of the Public Service Regulations, Public Finance Management Act. Treasury Regulations, Supply Chain Management procedures and Personnel Performance Management Systems. Computer literacy, strong communication (verbal & written) skills. Presentation skills, planning and organizing skills. Ability to interact with all functions & levels including top management and facilitation skills. An analytical approach to problem solving, confidentiality, integrity and honesty. Ability to work under pressure and work long hours. Knowledge of BAS, PERSAL and LOGIS will be an added advantage.
- DUTIES** : Provide executive administrative support, ensure an effective flow of information and documents to and from the office of the Senior Manager. Coordinate and administer leave register and for the HAST chief directorate. Manage the Human Resource responsibilities of the office HAST, TB (Leave Management, advertisement of posts and ensure correct Persal linkages). Manage monitor expenditure of NGO funded institutions, ensure compliance with Treasury Regulations before transfer, ensure quarterly reports are submitted and alert the Programme Manager of non-compliance. Keep a record of expenditure and other financial commitments. Check and verify financial reports, compilation of various submissions/ memoranda and responses in relation to the disbursement function. Follow up on commitments and action them accordingly in consultation with programme managers. Track and verify NHLS payments in consultation with districts. Ensure and maintain a well-equipped supply of office equipment and stationery. Render administrative support in respect of planning all directorates meetings.
- ENQUIRIES** : Mr X Somahela Tel No: 040 608 1761
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- NOTE** : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>
- POST 36/157** : **LOGISTIC SUPPORT OFFICER (FLEET MANAGEMENT) REF NO: ECHEALTH/LSO-FM/HO/APL/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07)
: Head Office, Bhisho
: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Transport Management/Logistics/Public Management coupled with 1-2 years' experience in fleet management/transport services. Knowledge, Skills

and Competencies: Good communication skills, interpersonal skills, negotiation and planning skills. Sound problem solving skills, good manner of approach. Ability to work under pressure. Supervisory skills. Knowledge of vehicle maintenance and services procedure. Knowledge of fleet disposal procedure. Knowledge and understanding of legislative framework governing the Public Service. Knowledge of traffic law. Computer literate in MS Software Package (MS Word, MS PowerPoint, MS Outlook, etc.). A valid driver's license.

DUTIES : Ensure that the vehicles allocated are kept in good working condition. Ensure that logbooks are always up-to-date. Ensure licensing and registration of vehicles. Ensure that petrol cards are renewed timeously. Ensure proper management of petrol cards and safe record keeping of petrol slips. Ensure servicing of state vehicles within the service intervals. Supervise transport staff i.e. drivers. Ensure timeous reporting of accidents with the relevant authorities. Member of the Accident Committee and other committees within the institution. Ensure effective and efficient utilization of state vehicles in a cost-effective manner. Management of all resources allocated to the Transport department.

ENQUIRIES : Mr S Suka Tel No: 040 608 9573/9532
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

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

POST 36/158 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO:**
ECHEALTH/IT/DORAH/ARP/01/09/2022

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's licence.

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

ENQUIRIES : Ms B Bomela Tel No: 041 406 4421
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/159 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO:**
ECHEALTH/IT/AMDO/APL/01/09/2022

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Amathole District Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology/Computer Science with 1 -2 years'

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

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

ENQUIRIES : Ms N Nene Tel No: 043 707 6748
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/160 : **PERSONAL ASSISTANT: OFFICE OF DIRECTOR: HR & GENERAL ADMIN**
REF NO: ECHEALTH/PA-DIRHRGA/BCMDO/APL/01/09/2022

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Buffalo City Metro District Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.

DUTIES : To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.

ENQUIRIES : Ms N Jaceni Tel No: 043 708 1719/1700
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/161 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/HRP/NMAH/APL/01/09/2022

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Buffalo City Metro District Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.

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

ENQUIRIES : Ms N Jaceni Tel No: 043 708 1719/1700
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/162 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/HRP/NMAH/APL/01/09/2022

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.

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

ENQUIRIES : Ms Calaza Tel No: 047 502 4469.
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/163 : **HUMAN RESOURCE PRACTITIONER (X2 POSTS)**

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Nyandeni Sub District, Tombo Community Health Centre Ref No:
ECHEALTH/HRP/TOMCHC/APL/01/09/2022
Port St Johns Community Health Centre Ref No:
ECHEALTH/HRP/PSJCHC/APL/01/09/2022

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled with 1-2 years'

relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of Persal Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.

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

ENQUIRIES : Mr L Pokolo Tel No: 047 555 0151
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/164 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION REF NO: ECHEALTH/HRP/ ORTDO/APL/01/09/2022**

SALARY CENTRE REQUIREMENTS : R261 372– R307 890 per annum (Level 07)
: OR Tambo District Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/ Public Administration coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.

DUTIES : Facilitate the advertisement of approved funded posts. Advertise approved funded posts. Obtain selection panel approval from the delegated authority concurrently while advertising. Render secretariat support during the recruitment process. Ensure that shortlist for posts are approved within 10 working days after closing date of advert. Interview for posts within 10 working days after shortlist is finalised. Complete background checks (references, pre-employment screening, and competency assessment reports for SMS posts). Submit selection committee's recommendations for approval within 10 working days of receiving prescribed documents. Manage the recruitment process to ensure that 70% of advertised posts are filled within 120 days. Obtain reference checks, submit request for pre-employment screening and SAQA verification of qualifications. Provide expert advice to line managers on the applicable regulatory framework. Ensure adherence to the recruitment policy and associate prescripts and procedures. Implement the recruitment plan. Administer appointment, promotion and transfers on PERSAL system. Ensure that all the appointments, promotions and transfers are accurately implemented on PERSAL system. Update the establishment and report discrepancies. Provide monthly statistics.

ENQUIRIES : Ms Z Mtimba Tel No: 047 502 9000
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/165 : **LABOUR RELATIONS OFFICER REF NO: ECHEALTH/LRO-ORTDO/APL/01/09/2022**

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
: OR Tambo District Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Industrial Psychology, HRM, Labour Relations, Labour Law coupled with 1 -2 years' experience. Good knowledge of legislation and prescripts, policies and procedures. Knowledge of the Public Service Act, Public Service

Regulations, Labour Relations Act, Basic Conditions of Employment Act and relevant collective agreements. Ability to show analytical, negotiation, interviewing and conflict resolution skills. Ability to demonstrate practical experience in the Employment Relations or labour law environment. Evident knowledge of computer literacy (MS Word, MS Excel and MS Power Point) and course on Introduction to the Persal System will serve as an advantage. Ability to demonstrate good interpersonal relations, effective communication, planning & organisation, presentation & facilitation and business report writing skills. A valid driver's licence.

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

ENQUIRIES : Ms Z Mtimba Tel No: 047 502 9000
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/166 : **LOGISTIC SUPPORT OFFICER REF NO:**
ECHEALTH/LSO/AMDO/APL/01/09/2022

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
: Amathole District Office
: 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. A 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 Calaza Tel No: 047 502 4469
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/167 : **LOGISTIC SUPPORT OFFICER REF NO:**
ECHEALTH/LSO/NMAH/APL/01/09/2022

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
: OR Tambo District, Nelson Mandela Academic Hospital
: 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. A 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 Calaza Tel No: 047 502 4469
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/168** : **FINANCE PRACTITONER REF NO: ECHEALTH/FP/HCH/APL/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07)
: OR Tambo District, Holy Cross Hospital
: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Accounting / Finance or related coupled with 1-2 years' experience in payroll administration / financial accounting. Willing to adapt work schedule in accordance with professional requirements. HR Related policies and prescripts, Salary Administration, PERSAL, BAS. A successful completion of PERSAL Introduction and PERSAL Salary administration courses. Knowledge: General knowledge of HR related standards, practices, processes and procedures, knowledge and understanding of the PFMA and Treasury Regulations, knowledge and understanding of the Basic Accounting System (BAS), Functioning of PERSAL, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Codes of Remuneration, Basic knowledge of Income Tax Act. Skills: Good communication (verbal and written) skills; computer literacy; problem-solving skills, planning and organizing skills, Basic numeracy, Interpersonal skills, Ability to work with confidential information, Ability to work within specific timeframes, Ability to undertake basic research/gather information and Interpretation of policies. Personal Attribute: Innovative, Resourceful, Analytical Thinking, People oriented, Trustworthy, Assertiveness, Hard-working, Self-motivated, Ability to work in a team and independently. A valid driver's licence.
- DUTIES** : Provide assistance in processing monthly salaries: salary recalls, reversal and clearing of suspense file; payment of supplementary claims such as overtime, sessional allowances and advance payment of transfer and relocation costs of employees; Liaise with conditions of service regarding benefits payable to employees, handle departmental salary claims, handle queries relating to earnings of personnel , assist in filing information related to salaries, handle, monitor and follow up on service termination processes, sort , distribute, record and reconcile payroll certificates, assist in monitoring the process of prompt payment to personnel , assist in acquiring information related to deductions and earnings of personnel, implement maintenance order as per court order; capture salary related transactions on PERSAL. Capture and file S&T claims. The provision of administration support of the Section-respond to salaries and audit related queries; Ensure accuracy of salary related information on the PERSAL systems.
- ENQUIRIES** : Ms B Mbutye Tel No: 039 252 2026/8
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/169** : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/KOMPH/ARP/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07)
: Chris Hani District, Komani Psychiatric Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 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. A 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 : Mrs N Mzola Tel No: 045 858 8400
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/170 : **INFORMATION OFFICER REF NO: ECHEALTH/INFOFF-STEH/ARP/01/09/2022**

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as 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 M Nozaza Tel No: 039 253 5012
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/171 : **FOOD SERVICE MANAGER REF NO: ECHEALTH/FSM/EDH/APL/01/09/2022**

SALARY : R261 372 – R307 890 per annum (Level 07)
CENTRE : Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Food Service Management or relevant field with 1 -2 years' experience. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

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

ENQUIRIES : Mr E Felkers Tel No: 041 585 2323
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

- POST 36/172** : **REGISTRY CLERK REF NO: ECHEALTH/RC/STLCH/APL/01/09/2022**
- SALARY** : R176 310 - R207 681 per annum (Level 05)
CENTRE : OR Tambo District, St Lucy's 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 Mayikana Tel No: 047 532 6259
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/173** : **LOGISTIC SUPPORT CLERK (FLEET MANAGEMENT) REF NO: ECHEALTH/LSC/HO/APL/01/09/2022**
- SALARY** : R176 310 - R207 681 per annum (Level 05)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate/ 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. National Diploma in Management/ Commence and driver's licence will be an added advantage. One (1) year Public service internship programme experience will be given preference.
- DUTIES** : Overall management and maintenance of GG vehicles. Monitor and exercise control over maintenance and expenditure involved in usage of GG vehicles. Ensure all vehicles are kept in good and roadworthy condition and are serviced on regular basis. Coordinate and compile monthly reports, log sheets and reconciliation of invoices. Monitoring of tracker system and report any discrepancies identified. Responsible for issuing, inspection and receiving of departmental vehicles. Responsible for accidents and repairs of head office vehicles.
- ENQUIRIES** : Mr S Suka Tel No: 040 608 9573/9532
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- NOTE** : Applicants must apply for this post by using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>
- POST 36/174** : **ADMINISTRATION CLERK (PATIENT REGISTRATION & RECORDS) REF NO: ECHEALTH/AC/NMAH/ARP/01/09/2022 (X4 POSTS)**
- 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. 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** : 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 Calaza Tel No: 047 502 4469
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/175** : **ADMINISTRATION CLERK (HAST) REF NO:**
ECHEALTH/AC/HO/APL/01/09/2022 (X4 POSTS)
- SALARY CENTRE REQUIREMENTS** : R176 310 - R207 681 per annum (Level 05)
Head Office, Bhisho
National Senior Certificate/ 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** : Provide administrative support to the directorate programme managers. Receive and manage incoming and outgoing correspondence, goods received. Record and transcribe minutes during directorate meetings. Deal with external and internal stakeholders. Liaise with national, provincial, districts and sub-districts offices of the department of health and other government departments. Complete necessary documents for procurement and Follow-up on payment of suppliers for goods received and services rendered. Maintain a proper filing system. Required to drive the activation truck awareness campaigns in districts.
- ENQUIRIES** : Ms Mctieka Tel No: 040 608 1756/7
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- NOTE** : Applicants must apply for this post by using e-Recruitment system
<https://erecruitment.ecotp.gov.za/>
- POST 36/176** : **ADMINISTRATION CLERK REF NO:**
ECHEALTH/AC/HEWUH/APL/01/09/2022
- SALARY CENTRE REQUIREMENTS** : R176 310 - R207 681 per annum (Level 05)
Chris Hani District, Hewu Hospital
National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
- DUTIES** : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
- ENQUIRIES** : Mr Mabandla Tel No: 040 841 0133
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/177** : **LOGISTIC SUPPORT CLERK REF NO:**
ECHEALTH/LSC/MTPD/APL/01/09/2022
- SALARY CENTRE** : R176 310 - R207 681 per annum (Level 05)
OR Tambo District, Mthatha Pharmaceutical Depot

REQUIREMENTS : National Senior Certificate/ 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 : Mr M Diko Tel No: 047 532 6023
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/178 : **LOGISTIC SUPPORT CLERK REF NO:**
ECHEALTH/LSC/CALAH/APL/01/09/2022

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: Chris Hani District, Cala Hospital
: Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.

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 Z Sentile Tel No: 047 874 8000
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/179 : **LOGISTIC SUPPORT CLERK REF NO:**
ECHEALTH/LSC/ZITUH/APL/01/09/2022

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: OR Tambo District, Zithulele Hospital
: Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.

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 : Mr K Sobetwa Tel No: 047 573 8936
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/180 : **LOGISTIC SUPPORT CLERK REF NO:**
ECHEALTH/LSC/SSGH/APL/01/09/2022

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: Amathole District, SS Gida Hospital
: Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.

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 N. E Fumanisa Tel No: 040- 658 0043
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/181** : **LOGISTIC SUPPORT CLERK REF NO: ECHEALTH/LSC/BHISH/APL/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 - R207 681 per annum (Level 05)
: Buffalo City Metro, Bhisho Hospital
: Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.
- 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** : Mrs T. Awlyn Tel No: Qegu Tel No 040 635 2950/5
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/182** : **FINANCE CLERK REF NO: ECHEALTH/FC/FRONTH/ARP/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 - R207 681 per annum (Level 05)
: Chris Hani District, Frontier Regional Hospital
: National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
- DUTIES** : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.
- ENQUIRIES** : Ms P Marongo Tel No: 045 808 4272
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/183** : **FINANCE CLERK REF NO: ECHEALTH/FC/MRH/ARP/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 - R207 681 per annum (Level 05)
: OR Tambo District, Mthatha Regional Hospital
: National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
- DUTIES** : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book,

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

ENQUIRIES : Ms Mkhosi Tel No: 047 502 4143/4008
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/184 : **FINANCE CLERK REF NO: ECHEALTH/FC/STLCH/ARP/01/09/2022**

SALARY : R176 310 - R207 681 per annum (Level 05)
CENTRE : OR Tambo District, St Lucys Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

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

ENQUIRIES : Ms Mayikana Tel No: 047 532 6259
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/185 : **FINANCE CLERK REF NO: ECHEALTH/FC/KOMPH/ARP/01/09/2022**

SALARY : R176 310 - R207 681 per annum (Level 05)
CENTRE : Chris Hani District, Komani Psychiatric Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

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

ENQUIRIES : Mrs N Mzola Tel No: 045 858 8400
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/186 : **HUMAN RESOURCE CLERK REF NO:**
ECHEALTH/HRC/VICH/APL/01/09/2022

SALARY : R176 310 - R207 681 per annum (Level 05)
CENTRE : Amathole District, Victoria Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

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

ENQUIRIES : Ms B Mbekeni Tel No: 040 653 1141
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/187 : **HUMAN RESOURCE CLERK REF NO:**
ECHEALTH/HRC/NMAH/ARP/01/09/2022 (X2 POSTS)

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. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

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

ENQUIRIES : Ms B Mbekeni Tel No: 040 653 1141
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/188 : **HUMAN RESOURCE CLERK REF NO:**
ECHEALTH/HRC/ANDO/APL/01/09/2022 (X2 POSTS)

SALARY : R176 310 - R207 681 per annum (Level 05)
CENTRE : Alfred Nzo District Office
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

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

ENQUIRIES : Mr Praim Tel No: 039 797 6070
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/189 : **HUMAN RESOURCE CLERK REF NO:**
ECHEALTH/HRC/ORTDO/APL/01/09/2022

SALARY : R176 310 - R207 681 per annum (Level 05)

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

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

ENQUIRIES : Ms Z Mtimba Tel No: 047 502 9000
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/190 : **HUMAN RESOURCE CLERK REF NO:**
ECHEALTH/HRC/STLCH/APL/01/09/2022

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: OR Tambo District, St Lucy's Hospital
: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

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

ENQUIRIES : Ms Mayikana Tel No: 047 532 6259
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/191 : **HUMAN RESOURCE CLERK REF NO:**
ECHEALTH/HRC/TEMBH/APL/01/09/2022

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: Sarah Baartman District, Temba TB Hospital
: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

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

ENQUIRIES : Mr Ntsepe Tel No: 046 622 3524
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/192 : **HUMAN RESOURCE CLERK REF NO:**
ECHEALTH/HRC/GGH/APL/01/09/2022

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: Chris Hani District, Glen Grey Hospital
: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of

- procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.
- DUTIES** : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.
- ENQUIRIES** : Ms N Ralushe Tel No: 047 878 2800
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/193** : **ADMINISTRATION CLERK (PATIENT REGISTRATION & ADMIN) REF NO: ECHEALTH/AC/NMAH/ARP/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 - R207 681 per annum (Level 05)
: OR Tambo District, Nelson Mandela Academic Hospital
: 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 hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Do patient registration on entry points. Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.
- ENQUIRIES** : Ms Calaza Tel No: 047 502 4469
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/194** : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/BHISH/APL/01/08/2022 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R176 310 - R207 681 per annum (Level 05)
: Buffalo City Metro District, Bhisho Hospital
: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
- DUTIES** : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
- ENQUIRIES** : Mrs T. Alwyn-Qegu Tel No: 040 6352 950
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/195** : **ADMINISTRATION CLERK (X8 POSTS)**
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : R176 310 - R207 681 per annum (Level 05)

- CENTRE** : Nyandeni Sub District, Tombo CHC Ref No: ECHEALTH/AC/TOMCHC-ARP/01/09/2022 (X1 Post)
 Ntibane Clinic Ref No: ECHEALTH/AC/NTIBC-ARP/01/09/2022 (X1 Post)
 Mtakatye Clinic Ref No: ECHEALTH/AC/MTAKC-ARP/01/09/2022 (X1 Post)
 Mantusini Clinic Ref No: ECHEALTH/AC/MANTU-ARP/01/09/2022 (X1 Post)
 Mangcwanguleni Clinic Ref No: ECHEALTH/AC/MANGCC-ARP/01/09/2022 (X1 Post)
 Ludalasi Clinic Ref No: ECHEALTH/AC/LUDALC-ARP/01/09/2022 (X1 Post)
 St Barnabas Gateway Clinic Ref No: ECHEALTH/AC/STBGC-ARP/01/09/2022 (X1 Post)
 Qandu Clinic Ref No: ECHEALTH/AC/QANDC-ARP/01/09/2022 (X1 Post)
- REQUIREMENTS** : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
- DUTIES** : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
- ENQUIRIES** : Mr L Pokolo Tel No: 047 555 0151
 For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za
- POST 36/196** : **ADMINISTRATION CLERK (X7 POSTS)**
 Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY CENTRE** : R176 310 - R207 681 per annum (Level 05)
 Mhlontlo Sub District, Caba Clinic Ref No: ECHEALTH/AC/CABAC-ARP/01/09/2022 (X1 Post)
 Ntotywe Clinic Ref No: ECHEALTH/AC/NXOTYC-ARP/01/09/2022 (X1 Post)
 Mbalisweni Clinic Ref No: ECHEALTH/AC/MBALISC-ARP/01/09/2022 (X1 Post)
 Tina Falls Clinic Ref No: ECHEALTH/AC/TINAF-ARP/01/09/2022 (X1 Post)
 Tsilitwa Clinic Ref No: ECHEALTH/AC/TSILITWC-ARP/01/09/2022 (X1 Post)
 Ngcwemnyama Clinic Ref No: ECHEALTH/AC/NGWEMC-ARP/01/09/2022 (X1 Post)
 Mdyobe Clinic Ref No: ECHEALTH/AC/MDYOBC-ARP/01/09/2022 (X1 Post)
- REQUIREMENTS** : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
- DUTIES** : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
- ENQUIRIES** : Ms Ntlabi Tel No: 047 553 0585
 For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@echealth.gov.za
- POST 36/197** : **ADMINISTRATION CLERK (X12 POSTS)**
 Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : R176 310 - R207 681 per annum (Level 05)

- CENTRE** : Elundini Sub District, Bethania Clinic Ref No: ECHEALTH/AC/BETHAC-ARP/01/09/2022 (X1 Post)
Hlangalane Clinic Ref No: ECHEALTH/AC/HLANGAC-ARP/01/09/2022 (X1 Post)
Katkop Clinic Ref No: ECHEALTH/AC/KATC-ARP/01/09/2022 (X1 Post)
Mangoloaneng Clinic Ref No: ECHEALTH/AC/MANGOC-ARP/01/09/2022 (X1 Post)
Ncembu Clinic Ref No: ECHEALTH/AC/NCEMC-ARP/01/09/2022 (X1 Post)
Seqhobong Clinic Ref No: ECHEALTH/AC/SEQHOC-ARP/01/09/2022 (X1 Post)
Sonwabile Clinic Ref No: ECHEALTH/AC/SONWC-ARP/01/09/2022 (X1 Post)
ST Augustines Clinic Ref No: ECHEALTH/AC/STAUGC-ARP/01/09/2022 (X1 Post)
Taylor Bequest Gateway Clinic Ref No: ECHEALTH/AC/TAYBGC-ARP/01/09/2022 (X1 Post)
Ugie Clinic Ref No: ECHEALTH/AC/UGIEC-ARP/01/09/2022 (X1 Post)
Umnga Flats Clinic Ref No: ECHEALTH/AC/UMGFC-ARP/01/09/2022 (X1 Post)
Hlankomo Clinic Ref No: ECHEALTH/AC/HLAKC-ARP/01/09/2022 (X1 Post)
- REQUIREMENTS** : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
- DUTIES** : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
- ENQUIRIES** : Ms Du Plessis Tel No: 039 257 2400
For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za
- POST 36/198** : **ADMINISTRATION CLERK (X3 POSTS)**
Re-advertisement. Applicants who have applied before are encouraged to apply again
- SALARY CENTRE** : R176 310 - R207 681 per annum (Level 05)
Maletswai Sub District, Burgersdorp Town Clinic Ref No: ECHEALTH/AC/BURGTC-ARP/01/09/2022 (X1 Post)
Eureka Clinic Ref No: ECHEALTH/AC/EURKC-ARP/01/09/2022 (X1 Post)
Mzamomhle Clinic Ref No: ECHEALTH/AC/MZAMOC-ARP/01/09/2022 (X1 Post)
- REQUIREMENTS** : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
- DUTIES** : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
- ENQUIRIES** : Mr JS Nzinde Tel No: 051 633 9617
For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za

POST 36/199 : **ADMINISTRATION CLERK REF NO:**
ECHEALTH/AC/MACLH/ARP/01/09/2022
Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: Joe Gqabi District, Maclear Hospital
: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

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

ENQUIRIES : Ms N Zuza Tel No: 045 932 1028
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/200 : **ADMINISTRATION CLERK REF NO:**
ECHEALTH/AC/ALINH/ARP/01/09/2022
Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: Joe Gqabi District, Aliwal North Hospital
: 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 Fourie Tel No: 051 633 7700
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/201 : **ADMINISTRATION CLERK REF NO:**
ECHEALTH/AC/JAMESH/ARP/01/09/2022
Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: Joe Gqabi District, Jamestown Hospital
: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on

computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Mr JS Nzinde Tel No: 051 633 9617
For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za

POST 36/202 : **ADMINISTRATION CLERK (X9 POSTS)**
Re-advertisement. Applicants who have applied before are encouraged to apply again

SALARY CENTRE : R176 310 - R207 681 per annum (Level 05)
: Senqu Sub District, Bensonvale Clinic Ref No: ECHEALTH/AC/BENSVC/ARP/01/09/2022 (X1 Post)
Sonwanbo Zandile Clinic Ref No: ECHEALTH/AC/SOZAC/ARP/01/09/2022 (X1 Post)
Eslindini Clinic Ref No: ECHEALTH/AC/ESLIC/ARP/01/09/2022 (X1 Post)
Herschel Clinic Ref No: ECHEALTH/AC/HERC/ARP/01/09/2022 (X1 Post)
Hillside Clinic Ref No: ECHEALTH/AC/HILLSC/ARP/01/09/2022 (1 Post)
Macacuma Clinic Ref No: ECHEALTH/AC/MACACARP/01/09/2022 (X1 Post)
Masibulele Clinic Ref No: ECHEALTH/AC/MASIC/ARP/01/09/2022 (X1 Post)
N dofela Clinic Ref No: ECHEALTH/AC/NDOFCH/ARP/01/09/2022 (X1 Post)
Robert Mjobo Clinic Ref No: ECHEALTH/AC/RMC/ARP/01/09/2022 (X1 Post)

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

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

ENQUIRIES : Mr L Solomane Tel No: 051 633 9617
For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za

POST 36/203 : **ADMINISTRATION CLERK REF NO:**
ECHEALTH/AC/LADYGH/ARP/01/09/2022
Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY CENTRE : R176 310 - R207 681 per annum (Level 05)
: Joe Gqabi District, Lady Grey Hospital

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

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

ENQUIRIES : Ms N Skisazana Tel No: 051 603 0093/0115
For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za

POST 36/204 : **ADMINISTRATION CLERK REF NO:**
ECHEALTH/AC/UMLAMH/ARP/01/09/2022

Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: Joe Gqabi District, Umlamli Hospital
: 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 Mpithimpithi Tel No: 051 611 0079/90.
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/205 : **ADMINISTRATION CLERK (PATIENT REGISTRATION) REF NO:**
ECHEALTH/AC/MRH/ARP/01/09/2022

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: OR Tambo District, Mthatha Regional Hospital
: 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 hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Do patient registration on entry points. Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Ms Mkhosi Tel No: 047 502 4143/4008.
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/206 : **FINANCE CLERK (REVENUE) REF NO:**
ECHEALTH/FC/NMAH/ARP/01/09/2022

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: OR Tambo District, Nelson Mandela Academic Hospital
: National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with

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

ENQUIRIES : Ms Calaza Tel No: 047 502 4469
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/207 : **WARD CLERK REF NO: ECHEALTH/WC/ISLIMH/APL/01/09/2022**

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. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. 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
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/208 : **WARD CLERK REF NO: ECHEALTH/WC/COFIH/APL/01/09/2022**

SALARY : R176 310 - R207 681 per annum (Level 05)
CENTRE : Chris Hani District, Cofimvaba Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. 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 A Mbana Tel No: 047 874 0111
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/209 : **WARD CLERK REF NO: ECHEALTH/WC/TAYBH/APL/01/09/2022**

SALARY : R176 310 - R207 681 per annum (Level 05)

CENTRE REQUIREMENTS : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
: National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. 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 Ngwabeni Tel No: 039 257 0099
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/210 : **WARD CLERK REF NO: ECHEALTH/WC/MRH/ARP/01/09/2022**

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: OR Tambo District, Mthatha Regional Hospital
: National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. 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 Mkhosi Tel No: 047 502 4143/4008
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/211 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/MPINDWC/APL/01/09/2022**

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
: King Sabata Dalinyebo Sub District, Mpindweni Clinic
: 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 O Gcagca Tel No: 047 531 0823
For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za

POST 36/212 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/FPS-QTN/APL/01/09/2022**

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum (Level 05)
Chris Hani District, Forensic Pathology Services (Queenstown)
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. National Diploma/ Degree in Supply Chain Management will be an added advantage.

DUTIES : Compiling of requisition. Implementation of procurement plan. Implementation of procurement needs in the region. Doing stock count for inventory management. Follow up on payments and attend to queries that leads to late payments of service providers. Capture commitments on LOGIS and BAS. Request quotations from service providers. Prepare supplier/s selection from CSD. Draft specifications for goods and services. Maintain and update SCM filling to ensure all SCM documents are ready for auditors.

ENQUIRIES : M Mathiso Tel No: 045 858 8112
For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za

POST 36/213 : **CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/STLCH/APL/01/09/2022 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R147 459 - R173 706 per annum (Level 04)
OR Tambo District, St Lucy's Hospital
National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.

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

ENQUIRIES : Ms Mayikana Tel No: 047 532 6259
For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za

POST 36/214 : **LAUNDRY SUPERVISOR REF NO: ECHEALTH/LAUNSUP/CMH/APL/01/09/2022 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R147 459 - R173 706 per annum (Level 04)
Buffalo City Metro, Cecilia Makiwane Regional Hospital
National Senior Certificate with 3 - 5 years' experience. Computer literate. Ability to communicate and interpret policies to staff members and clients. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Able to work shifts, weekends and public holidays.

DUTIES : Conduct stock counts and keep records. Compile monthly reports and submit to Laundry manager. Compile duty roosters for night and day shifts for laundry staff. Keep accurate records of soiled linen, laundered linen, patient clothing and circulation. Supervise attendance registers and leaves. Responsible for stock control of laundry consumables. Supervise day to day operation of laundry services. Attend to operational meetings.

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/215 : **FOOD SERVICE SUPERVISOR REF NO:**
ECHEALTH/FSS/CMH/APL/01/09/2022

SALARY : R147 459 - R173 706 per annum (Level 04)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Senior Certificate with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/216 : **FOOD SERVICE SUPERVISOR REF NO:**
ECHEALTH/FSS/SSGH/APL/01/09/2022

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 a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES : Ms N. E Fumanisa Tel No: 040- 658 0043.
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/217 : **HOUSEKEEPING SUPERVISOR REF NO:**
ECHEALTH/HKS/FRONTH/APL/01/09/2022

SALARY : R147 459 - R173 706 per annum (Level 04)
CENTRE : Chris Hani District, Frontier Regional 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 P Marongo Tel No: 045 808 4272
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/218 : **HOUSEKEEPING SUPERVISOR REF NO:**
ECHEALTH/HKS/FRONTH/APL/01/09/2022 (X2 POSTS)

SALARY : R147 459 - R173 706 per annum (Level 04)
CENTRE : Buffalo City Metro, Cecila Makiwane Regional 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 N. Matshaya Tel No: 043 708 2121

For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

- POST 36/219** : **DATA CAPTURER REF NO: ECHEALTH/DC/HOLYCH/APL/01/09/2022**
- SALARY** : R147 459 - R173 706 per annum (Level 04)
CENTRE : OR Tambo District, Holy Cross Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
- DUTIES** : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
- ENQUIRIES** : Ms B Mbutye Tel No: 039 252 2026/8
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/220** : **DATA CAPTURER REF NO: ECHEALTH/DC/ORTDO/APL/01/09/2022**
- SALARY** : R147 459 - R173 706 per annum (Level 04)
CENTRE : OR Tambo 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 Z Mtimba Tel No: 047 502 9000
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/221** : **DRIVER REF NO: ECHEALTH/DRV/CJH/APL/01/09/2022**
- 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

For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/222 : **DRIVER REF NO: ECHEALTH/DRV/ISILH/APL/01/09/2022**

SALARY CENTRE REQUIREMENTS : R124 434 – R146 577 per annum (Level 03)
: OR Tambo District, Isilimela Hospital
: 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 N Gwiji Tel No: 047 564 2805/2/3
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/223 : **DRIVER REF NO: ECHEALTH/DRVALLSCAMP/APL/01/09/2022**

SALARY CENTRE REQUIREMENTS : R124 434 – R146 577 per annum (Level 03)
: Lilitha Nursing College, All Saints Campus
: 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 PN Mene Tel No: 043 700 9717/26
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/224 : **DRIVER REF NO: ECHEALTH/DRV/KOMPH/APL/01/09/2022 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R124 434 – R146 577 per annum (Level 03)
: Chris Hani District, Komani Psychiatric Hospital
: 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 : Mrs N Mzola Tel No: 045 858 8400
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/225 : **PORTER REF NO: ECHEALTH/POR/ZITUH/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Zithulele 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 : Mr K Sobetwa Tel No: 047 573 8936
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/226 : **PORTER REF NO: ECHEALTH/POR/CMH/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Buffalo City Metro, Cecila Makiwane Regional 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 N. Matshaya Tel No: 043 708 2121
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/227 : **PORTER REF NO: ECHEALTH/POR/MRH/ARP/01/09/2022 (X5 POSTS)**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. 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 Mkhosi Tel No: 047 502 4143/4008.
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/228 : **TRADE LABOURER REF NO: ECHEALTH/TL/TAYBH/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. 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 : Mr Kholiso Tel No: 039 737 3107
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/229 : **TRADE LABOURER REF NO: ECHEALTH/TL/FRH/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. 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 N Mthitshana Tel No: 043 709 2487/
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

- POST 36/230** : **TRADE LABOURER REF NO: ECHEALTH/TL/MRH/APL/01/09/2022**
- SALARY** : R104 073 – R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. 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 Mkhosi Tel No: 047 502 4143/4008
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@echealth.gov.za
- POST 36/231** : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/STBARH/APL/01/09/2022**
- SALARY** : R104 073 – R122 592 per annum (Level 02)
CENTRE : OR Tambo District, St Barnabas Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. 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 Ndamase Tel No: 047 555 5300
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@echealth.gov.za
- POST 36/232** : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/CMH/APL/01/09/2022 (X2 POSTS)**
- SALARY** : R104 073 – R122 592 per annum (Level 02)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
- DUTIES** : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat,

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

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/233 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/COFIH/APL/01/09/2022**

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. 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.

ENQUIRIES : Ms A Mbana Tel No: 047 874 0111

POST 36/234 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/MARGP/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Sarah Baartman District, Margery Parkes TB 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

ENQUIRIES : Mr MT Buyelo Tel No: 049 893 0031
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/235 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/STLCH/APL/01/09/2022 (X2 POSTS)**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : OR Tambo District, St Lucy's 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 Mayikana Tel No: 047 532 6259
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/236 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/ZITUH/APL/01/09/2022 (X2 POSTS)**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Zithulele 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 K Sobetwa Tel No: 047 573 8936
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/237 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/ANDVH/APL/01/09/2022**

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. 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 CZ Zozo Tel No: 042 243 1313
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/238** : **GENERAL WORKER REF NO: ECHEALTH/ GW/ELFPS/APL/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum (Level 02)
: Buffalo City Metro, East London Forensic Pathology Services
: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms N Jaceni Tel No: 043 708 1719/1700
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/239** : **GENERAL WORKER REF NO: ECHEALTH/ GW/UPXC/APL/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum (Level 02)
: King Sabata Dalinyebo Sub District, Upper Xhongora Clinic
: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide

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

ENQUIRIES

: Ms O Gcagca Tel No: 047 531 0823.
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/240

: **GENERAL WORKER REF NO: ECHEALTH/ GW/KHOTSH/APL/01/09/2022 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS

: R104 073 – R122 592 per annum (Level 02)
: Alfred Nzo District, Khotsong TB Hospital
: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES

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

ENQUIRIES

: Ms. A Lebata Tel No: 039 737 3801
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/241

: **GENERAL WORKER (X3 POSTS)**

SALARY CENTRE

: R104 073 – R122 592 per annum (Level 02)
: Mhlontlo Sub District:
Qolombane Clinic Ref No: ECHEALTH/ GW/QOLO/ APL/01/09/2022
Mhlahlane Clinic Ref No: ECHEALTH/ GW/MHLAC/ APL/01/09/2022
Ngwemnyama Clinic Ref No: ECHEALTH/ GW/NGWEC/ APL/01/09/2022

REQUIREMENTS

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

DUTIES

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

equipment. Requisition and replenish cleaning material as and when required.
Remove and store waste in the designated areas.

ENQUIRIES : Ms Ntlabi Tel No: 047 553 0585
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/242 : **GENERAL WORKER REF NO: ECHEALTH/ GW/INDWH/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Chris Hani District, Indwe 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 C Gouws Tel No: 045 954 5500/01
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/243 : **GENERAL WORKER REF NO: ECHEALTH/ GW/SPTH/APL/01/09/2022**

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

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

ENQUIRIES : Mr EF Madaka Tel No: 039 255 0077
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/244 : **GENERAL WORKER REF NO: ECHEALTH/ GW/SSGH/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Amathole District, SS Gida 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. E Fumanisa Tel No: 040- 658 0043
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/245 : **GENERAL WORKER REF NO: ECHEALTH/
GW/MARGPAH/APL/01/09/2022**

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

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

ENQUIRIES : Mr MT Buyelo Tel No: 049 893 0031
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/246 : **GENERAL WORKER REF NO: ECHEALTH/ GW/KOMPH/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Chris Hani District, Komani 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 N Mzola Tel No: 045 858 8400.
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/247 : **GENERAL WORKER REF NO: ECHEALTH/ GW/MARJPAH/APL/01/09/2022**

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

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

ENQUIRIES : Ms T Sompontsha Tel No: 046 624 5306/1364
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/248 : **GENERAL WORKER REF NO: ECHEALTH/ GW/ZITUH/APL/01/09/2022**

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

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

ENQUIRIES : Mr K Sobetwa Tel No: 047 573 8936
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/249 : **GENERAL WORKER REF NO: ECHEALTH/ GW/STBAH/APL/01/09/2022**

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

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

ENQUIRIES : Ms Ndamase Tel No: 047 555 5300
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/250 : **GENERAL WORKER REF NO: ECHEALTH/ GW/STLCH/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : OR Tambo District, St Lucy's 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 Mayikana Tel No: 047 532 6259
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/251 : **GENERAL WORKER REF NO: ECHEALTH/ GW/MPINDWC/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : King Sabata Dalinyebo Sub District, Mpindweni Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public

- holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms O Gcagca Tel No: 047 531 0823
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/252** : **GENERAL WORKER REF NO: ECHEALTH/ GW/FORTBH/APL/01/09/2022 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum (Level 02)
: Amathole District, Fort Beaufort Hospital
: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Mr Zethu Tel no: 046 645 1111/12/13/14
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/253** : **GENERAL WORKER REF NO: ECHEALTH/GW-/MZKCAM/ARP/01/09/2022**
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum (Level 02)
: Lilitha Nursing College, Madzikane Ka Zulu Sub Campus
: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows

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

ENQUIRIES : Ms PN Mene Tel No: 043 700 9717/26
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/254 : **GENERAL WORKER REF NO: ECHEALTH/GW/MHLAKCHC/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Mhlontlo Sub District, Mhlakulo Community Health Centre
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

ENQUIRIES : Ms Ntlabi Tel No: 047 553 0585
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/255 : **GENERAL WORKER REF NO: ECHEALTH/ GW/LADGR/ARP/01/09/2022 (X2 POSTS)**

Re-advertisement. Applicants who have applied before are encouraged to apply again.

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

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

- equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms N Skisazana Tel No: 051 603 0093/0115
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/256** : **GENERAL WORKER REF NO. ECHEALTH/ GW/JAMESH/ARP/01/09/2022**
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : R104 073 - R122 592 per annum (Level 2)
CENTRE : Joe Gqabi District, Jamestown 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 JS Nzinde Tel No: 051 633 9617
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/257** : **GENERAL WORKER REF NO: ECHEALTH/ GW/JGDO/ARP/01/09/2022**
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- 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 Ndzinde Tel No: 051 633 9631
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/258 : **GENERAL WORKER REF NO: ECHEALTH/ GW/MACLH/ARP/01/09/2022**
Re-advertisement. Applicants who have applied before are encouraged to apply again.

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
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/259 : **GENERAL WORKER REF NO: ECHEALTH/ GW/ALWNH/ARP/01/09/2022 (X3 POSTS)**
Re-advertisement. Applicants who have applied before are encouraged to apply again.

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

ENQUIRIES : Ms Fourie Tel No: 051 633 7700
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/260 : **GENERAL WORKER REF NO: ECHEALTH/ GW/STYNH/ARP/01/09/2022**
Re-advertisement. Applicants who have applied before are encouraged to apply again.

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
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/261** : **GENERAL WORKER REF NO: ECHEALTH/ GW/BURGH/ARP/01/09/2022**
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum (Level 02)
: Joe Gqabi District, Burgersdorp Hospital
: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms N Zondi Tel No: 051 653 1881
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/262** : **GENERAL WORKER REF NO: ECHEALTH/ GW/CLOETJH/ARP/01/09/2022**
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum (Level 02)
: Joe Gqabi District, Cloete Joubert Hospital
: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant

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

ENQUIRIES : Mr Z.O Mgeyi Tel No: 045 971 0091/072 791 6506
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/263 : **GENERAL WORKER REF NO: ECHEALTH/ GW/UMLAH/ARP/01/09/2022**
Re-advertisement. Applicants who have applied before are encouraged to apply again.

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 36/264 : **GENERAL WORKER REF NO: ECHEALTH/ GW/TAYBH/ARP/01/09/2022 (X3 POSTS)**
Re-advertisement. Applicants who have applied before are encouraged to apply again.

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
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/265 : **GENERAL WORKER (X2 POSTS)**
Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY CENTRE : R104 073 – R122 592 per annum (Level 02)
: Senqu Sub District, Hillside Clinic Ref No: ECHEALTH/
GW/HILSC/ARP/01/09/2022 (X1 Post)

REQUIREMENTS : Musong Clinic Ref No: ECHEALTH/ GW/MUSOC/ARP/01/09/2022 (X1 Post)
: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

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

ENQUIRIES : Mr L Solomane Tel No: 051 633 9617
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/266 : **GENERAL WORKER REF NO: ECHEALTH/ GW/EMPILSC/ARP/01/09/2022**
Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY CENTRE : R104 073 – R122 592 per annum (Level 02)
: Elundini Sub District, Empilisweni 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 Du Plessis Tel No: 039 257 2400
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/267 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/MHLAKCHC/APL/01/09/2022 (X2 POSTS)**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Mhlontlo Sub District, Mhlakulo 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 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 Ntlabi Tel No: 047 553 0585
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/268 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/CMH/APL/01/09/2022 (X2 POSTS)**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

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

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/269 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/SSGH/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Amathole District, SS Gida 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 N. E Fumanisa Tel No: 040- 658 0043
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/270 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/LVH/APL/01/09/2022**

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 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 L Mabanga Tel No: 041 405 2348
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/271 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/CANZH/APL/01/09/2022**

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. 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 Solwandle Tel No: 047 568 8291/2/3

For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/272 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/ZITUH/APL/01/09/2022**

SALARY CENTRE REQUIREMENTS : R104 073 – R122 592 per annum (Level 02)
: OR Tambo District, Zithulele Hospital
: 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 K Sobetwa Tel No: 047 573 8936
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/273 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/KOMGH/APL/01/09/2022**

SALARY CENTRE REQUIREMENTS : R104 073 – R122 592 per annum (Level 02)
: Amathole District, Komga Hospital
: 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 N Nene Tel No: 043 831 1013
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/274 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/HEWH/APL/01/09/2022**

SALARY CENTRE REQUIREMENTS : R104 073 – R122 592 per annum (Level 02)
: Chris Hani District, Hewu Hospital
: ABET level 4 or NQF level 1 to 3 with no experience. 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 Mabandla Tel No: 040 841 0133
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/275 : **PROPERTY CARETAKER REF NO:**
ECHEALTH/PCT/KWANC/APL/01/09/2022

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Inxuba Yethemba Sub District, Kwanomzame 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 GO Van Heerden Tel No: 048 881 2921
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/276 : **PROPERTY CARETAKER REF NO:**
ECHEALTH/PCT/ZITUH/APL/01/09/2022

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : OR Tambo District, Zithulele Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

ENQUIRIES : Mr K Sobetwa Tel No: 047 573 8936
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/277 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/EDH/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning

environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

ENQUIRIES : Mr E Felkers Tel No: 041 585 2323
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/278 : **PROPERTY CARETAKER REF NO:**
ECHEALTH/PCT/STBARH/APL/01/09/2022

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : OR Tambo District, St Barnabas Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. 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 Ndamase Tel No: 047 555 5300
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/279 : **PROPERTY CARETAKER REF NO:**
ECHEALTH/PCT/QAQC/APL/01/09/2022

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Umzimvubu Sub District, Qaqa 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 : Mr Magadla Tel No: 039 727 2090
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/280 : **PROPERTY CARETAKER REF NO:**
ECHEALTH/PCT/PHILC/APL/01/09/2022

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Amahlati Sub District, Philani 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 Mngxe Tel No: 043 643 4775/6
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/281 : **PROPERTY CARETAKER REF NO:**
ECHEALTH/PCT/SWETC/APL/01/09/2022

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Buffalo City Metro, Sweetwaters 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 N Jaceni Tel No: 043 708 1719/1700
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/282 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/CMH/APL/01/09/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

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

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

POST 36/283 : **PROPERTY CARETAKER REF NO:**
ECHEALTH/PCT/NGWEC/APL/01/09/2022

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Mhlontlo Sub District, Ngwemnyama 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 Ntlabi Tel No: 047 553 0585
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/284** : **PROPERTY CARETAKER REF NO:**
ECHEALTH/PCT/NGWEC/APL/01/09/2022
- SALARY** : R104 073 – R122 592 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Uitenhage Provincial Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
- DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.
- ENQUIRIES** : Mr P Oosthuizen Tel No: 041 995 1129.
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/285** : **PROPERTY CARETAKER REF NO:**
ECHEALTH/PCT/STECHS/APL/01/09/2022
- SALARY** : R104 073 – R122 592 per annum (Level 02)
CENTRE : Qaukeni Sub District, St Elizabeth Community Health Services
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 N Ralushe Tel No: 047 878 2800
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 36/286** : **HOUSEHOLD WORKER REF NO:**
ECHEALTH/HHW/STBARH/APL/01/09/2022
- SALARY** : R104 073 – R122 592 per annum (Level 02)
CENTRE : OR Tambo District, St Barnabas Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 -3 with no experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.
- DUTIES** : Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance

services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

ENQUIRIES

: Ms Ndamase Tel No: 047 555 5300
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

PROVINCIAL TREASURY

APPLICATIONS

: Applications can be submitted through one of the following options: Via e-recruitment system which is accessible at: <https://erecruitment.ecotp.gov.za>. Should you submit your applications/CVs to: Theliswa.nkonyile@ectreasury.gov.za and not as specified – your application will be regarded as lost and will not be considered

CLOSING DATE

: 07 October 2022

NOTE

: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: Theliswa.nkonyile@ectreasury.gov.za (NB: For Technical Glitches Only – NO

CVs), with your ID Number, your profile email address, details of the issue. The system is available 24/7 however; 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 contact person. Enquiries: Theliswa Nkonyile 083 8755 707

MANAGEMENT ECHELON

<u>POST 36/287</u>	:	<u>DIRECTOR: INFRASTRUCTURE REF NO: PT.01 /09/2022</u> Purpose: To promote optimal Financial Resource Allocation, Monitor and report on the financial and non financial performance oversee the analysis and monitor the implementation of strategic objectives and APPs.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 073 187 per annum (Level 13), (all-inclusive) Bhisho Three year Degree (NQF level 7as recognised by SAQA) in Accounting / Economics / Built Environment coupled with 7 years' experience in Financial Management / Business Management environment / Built environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level) on infrastructure.
<u>DUTIES</u>	:	Manage Institutionalisation Of Monitoring System For Financial And Performance Indicators Related To Infrastructure; Integrated Portfolio Management Plans. Manage and Coordinate alignment in terms of Provincial Infrastructure Monitoring across sectors and spheres of Government manage and monitor the Coordination on the implementation of unified IDMS norms and Standards including the project gateway system. Manage and Coordinate the Development and monitoring the implementation of the provincial infrastructure framework. Manage and Coordinate the credibility of Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance. Coordinate the inputs into the development, implementation and monitoring of a customised and institutionalised infrastructure monitoring system for Provincial Departments. Manage and monitor the implementation of inputs made into SDA compliance with Provincial IDMS requirements. Facilitate and provide input into the capacitation strategies developed and implemented based on findings. Manage, Coordinate and Monitor the inputs in respect of the alignment of IDPs with Provincial Infrastructure Plans. Manage The Monitoring And Reporting On Over / Under Spending For Infrastructure Project Implementation By Provincial Departments And Public Entities; Infrastructure Budget and Expenditure Performance Report. Manage Coordinate, monitor and review the infrastructure committed budget proposals in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans. Monitor that infrastructure projects are managed efficiently effectively, economically and equitably. Monitor that the Implementing Agents comply with the PFMA, IDMS, DORA and PIDF requirements. Coordinate and review the submission of regular consolidated reports to all relevant stakeholders on progress made with infrastructure planning, spending and implementation of infrastructure projects. Manage the performance of infrastructure units within sector departments and make recommendations on capacitation requirements. Monitor Spending For Infrastructure Projects Of Provincial Departments In Terms Of Value For Money Considerations; Number of Infrastructure facilities delivered within time, cost and quality (Infrastructure Reporting Model). Monitor departmental infrastructure projects to determine if they are planned in line with norms and standards requirements. Manage and coordinate that the infrastructure site visit take place to investigate elements of value for money (e.g. payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports). Manage and coordinate that the project information from the site visits is updated into the GIS system. Manage and coordinate continuous research in terms of seeking best practice, implementation and monitoring of current performance to determine methods to improve the delivery of infrastructure.
<u>DUTIES</u>	:	Manage Area of Responsibility; Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that

performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility) Implement and Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility; Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Skills and Competencies: In depth understanding of legislative framework, that governs the Public Service. Knowledge & application of PFMA & DoRA. Knowledge of Risk management policies and practices Strategic Capability and Leadership. Programme and Project Management. Contract Management including constructor Procurement. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Statistical and data analysis skills.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
For eRecruitment Technical Support eMail to:
Thelisiwa.nkonyile@ectreasury.gov.za

OTHER POSTS

POST 36/288 : **DEPUTY DIRECTOR: FORENSIC AUDIT COORDINATION REF NO: PT 02/09/2022**
Purpose: Render support in the execution of Forensic Audits to Provincial Departments, Provincial Entities and Municipalities

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (all-inclusive)
: Head Office (Bhisho)
: A Three Year Degree (NQF level 7 as recognised by SAQA) in Commerce / Financial Accounting / Financial Management / Criminal law / Investigation or any other financial related field. Qualified Certified Fraud Examiner (CFE) or Forensic Practitioner (FP)SA). Minimum of 5 years' experience in investigation / audit environment of which 3 years should be at a level of Assistant Director. Registered with a Professional accounting / law or investigation Association or Professional Body will be an added advantage.

DUTIES : Render Support to the Forensic Audit Strategy of Departments: Give input into the development, planning, implementing and driving of the Forensic Audit Strategy in response to the Provincial strategy. Provide Forensic Support And Capacity Building To Provincial Government Institutions: Coordinate, plan and conduct forensic investigations, report findings and system improvements to stakeholders and follow-up on progress of implementation of systemic recommendations. Participate and assist in establishing and maintaining collaborations with various government institutions and law enforcement agencies. Render Support In Ensuring Compliance To Regulatory Frameworks Within The Province: Assist the Director to ensure compliance with the relevant regulatory frameworks (PFMA, MFMA, Constitution, Poca/Precca et al) by coordinating and being involved in awareness campaigns. Provide input into drafting the frameworks. Monitor Departments Forensic Capacity If Available: Monitor Forensic Auditing functions, ensuring effective identification of needs, requirements, measurements, reporting and communication in departments. Identify and implement ways to address those needs to uplift forensic capacity and skills. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a

timely manner. Ensure that assets are managed, maintained and safeguarded.
 Skills and Competencies: Theory and practice of conducting forensic investigations. Knowledge and application of the Public Finance Management Act and other applicable Public Sector Legislation. In depth knowledge of forensic investigation legislation for Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication, presentation and writing Skills. Willingness to travel and Driver's License.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
 For eRecruitment Technical Support eMail to:
Theliswa.nkonyile@ectreasury.gov.za

POST 36/289 : **ASSISTANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: AMATHOLE DISTRICT REF NO: PT 03/09/2022**
 Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks, Supply Chain Management issues in municipalities.

SALARY : R382 245 per annum (Level 09)
CENTRE : East London
REQUIREMENTS : Degree (NQF level 7 as recognised by SAQA) in Financial Management / Financial Accounting coupled with Minimum of 3 years' work experience in Finance at an officer (Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential.

DUTIES : Render Support In Improving The Understanding On The Technical Application Of Accounting Standards And Financial Reporting Within Municipalities As Required By The Municipal Finance Management ACT; Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance. Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director. Conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA. Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director. Prepare, analyse and report progress on SCOA implementation within timelines and its financial impact to assist on compliance with SCOA Regulations. Provide Practical Assistance and Control Mechanism on Issues of Compliance to Supply Chain Management (SCM) Asset Management (AM): Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report. Prepare a report for the Deputy Director with recommendation to improve MFMA compliance for the assessment conducted on SCM and AM policies against the legislated framework. Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director. Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance; Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data. Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report to the Deputy Director on the recommendations to improve compliance with the MFMA. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders.

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 and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. Ensure The Management of Assets in the Area of Responsibility; Ensures that assets are managed, maintained and kept safely. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Departmental policies and procedures. Supply Chain Management policies and practices. Asset Management policies and practices. Risk Management policies and practices. Investment and cash management. Project Management. Budget and Financial Management. Change Management. Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Team work.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
For eRecruitment Technical Support eMail to:
Theliswa.nkonyile@ectreasury.gov.za

POST 36/290 : **ASSISTANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: OR TAMBO DISTRICT REF NO: PT 04/09/2022**
Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks, Supply Chain Management issues in municipalities.

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Mthatha
: Degree (NQF level 7 as recognised by SAQA) in Financial Management / Financial Accounting coupled with Minimum of 3 years' work experience in Finance at an officer (Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential.

DUTIES : Render Support In Improving The Understanding On The Technical Application Of Accounting Standards And Financial Reporting Within Municipalities As Required By The Municipal Finance Management ACT; Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance. Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director. Conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA. Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director. Prepare, analyse and report progress on SCOA implementation within timelines and its financial impact to assist on compliance with SCOA Regulations. Provide Practical Assistance and Control Mechanism on Issues of Compliance to Supply Chain Management (Scm) Asset Management (AM): Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report. Prepare a report for the Deputy Director with recommendation to improve MFMA compliance for the assessment conducted on SCM and AM policies against the legislated framework. Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director. Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative

frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance; Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data. Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report to the Deputy Director on the recommendations to improve compliance with the MFMA. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. 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 and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. Ensure The Management of assets in the area of Responsibility; Ensures that assets are managed, maintained and kept safely. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Departmental policies and procedures. Supply Chain Management policies and practices. Asset Management policies and practices. Risk Management policies and practices. Investment and cash management. Project Management. Budget and Financial Management. Change Management. Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Team work.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
For eRecruitment Technical Support eMail to:
Thelisiwa.nkonyile@ectreasury.gov.za

POST 36/291 : **ASSISTANT DIRECTOR: TRANSVERSAL INTERNAL AUDIT REF NO: PT 05/09/2022**
Purpose: To facilitate the implementation of Transversal Internal Audit Services to Provincial Departments and Public Entities.

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office (Bhisho)
: A Three year Degree (NQF level 7) in Internal Auditing coupled with Minimum of 3 years' work experience in Internal Auditing/ as an Internal Auditor at an officer level (Level 7 or higher). Valid Driver's licence is essential. Any of the following Certifications CIA, PIA, IAT, QAR will be added advantage.

DUTIES : Render Support in Monitoring, Enforcing and Reporting on the Effective Implementation of Internal Audit Standards; Assist on the reviewal / development of standard internal audit Charter. Provide guidance on how charters should be developed by internal audit units. Provide inputs to the Internal Audit Strategy and Annual operational audit plans. Render assistance on the development of departments 3 year and 1 year Internal Audit Plans. Analysis whether Provincial Departments recommendations are achievable and correct. Review operational plans and draft progress reports quarterly. Promote The Image of Internal Audit in the Province; Assess the performance of Audit Committees in the province. Draft report on performance of all Internal Audit units and Audit Committees in the province. Provide secretariat duties on the sitting and meetings (Chief Audit Executive Forum and Audit Committee Chairperson F). Provide administrative support on coordinating the induction for Provincial Audit Committee members. Render assistant in the operations of audit committees. Provide Support on the Implementation of ICT, Specialised, Performance Audit SERVICES; Render support in monitoring the adherence to Audit Improvement Plans. Render advise on the implementation of Quality Assurance Improvement Plans. Conduct Internal Quality Assurance Reviews for Provincial Departments. Coordinate the audit of External Quality Assurance

Review. Ensure that Quality Assurance Reports are finalised and reported. Perform Information Communication Technology Audits (ICT Audits) In-house. ICT Audits by service provider. Review inputs on terms of reference for procurement of ICT Audits. Assist in managing the Procurement Contract of service providers. Performance audit specialised. Review inputs on terms of reference for procurement of ICT audits. Assist in managing Procurement Contract of service providers. Ensure audit reports are completed and reported. Facilitate The Implementation Of Recommendations. Assist department's Internal Audit Units to produce reliable, accurate and factual reports on internal controls. Conduct research on best practice monitoring tools suitable for internal audit functions. Scrutinise and draft recommendations on how audit reports should be structured, presented and well populated. Draft Report on implementation of audit recommendations by departments. Provide Technical Support and capacity building in provincial departments and Entities; Render support to Provincial Departments on Internal Audit Activities. Assist in identifying Internal Audit training in respect of Internal Audit matters. Coordinate training on internal audit matters, policies and procedures. Assist in facilitating the workshop on service delivery performance areas in the province. Skills and Competencies: Sound knowledge of current internal audit standards and methodology. Departmental Policies and Procedures. Budget Preparation, Monitoring and Reporting. Document Management. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership. Presentation. Computer Literacy.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
For eRecruitment Technical Support eMail to:
Thelisiwa.nkonyile@ectreasury.gov.za

POST 36/292 : **ASSISTANT DIRECTOR: DISPOSAL MANAGEMENT REF NO: PT 06/09/2022**
Re-Advertisement, Candidates who have applied previously need to re-apply).
Purpose: Tender disposal management services in the department.

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office (Bhisho)
: Degree (NQF Level 7 as recognised by SAQA) in Logistics Management / B.Com in Accounting / Financial Management or any other related field coupled with a Minimum 3 years in Supply Chain Management / Procurement / Logistics at an officer (Level 7 or higher).

DUTIES : Render Support in the development PF disposal policy and Strategy: Review disposal policies, strategy and procedure for the department. Research best practice with regard to disposal policies. Draft recommendations of improvements. Circulate disposal strategy to internal stakeholders for input. Facilitate implementation of disposal policy. Develop And Maintain Accurate Redundant Material Database. Collate and verify list of redundant material to ensure accuracy. Monitor and update the database on a monthly basis. Report on redundant material and the value of the redundant material. Facilitate Execution Of The Disposal Process: Identify assets that are due for disposal / donation. Request approval for the disposal / donation of assets. Facilitate implementation of disposal process / donate assets. Skills and Competencies: Legislative Environment, Movable Asset Acquisition, Internal and External Transfers, Physical Verification, Disposal Maintenance, Safeguarding, Theft and Losses. System Maintenance. Reconciliation, Reporting. LOGIS & BAS Financial Systems. Decision Making. Analytical Thinking. Project Management. Organising and Planning. Communication Skills (verbal & written). Computer Literate. People Management.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
For eRecruitment Technical Support eMail to:
Thelisiwa.nkonyile@ectreasury.gov.za

- POST 36/293** : **ADMIN OFFICER REF NO: PT 07/09/2022**
(Fixed Term of 12 Months Contract: Management of Medico Legal Claims Project and Other Interventions)
Purpose: To support the management of the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA.
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior certificate and A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in B Comm/ Internal Audit/ Financial Management coupled with Minimum of 2 years' experience in administration.
- DUTIES** : Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc; update and maintain electronic registers for both the court on patient records; ensure accurate information to support data integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update patient and court files. Competency Levels: Excellent self-driven; innovative and well organised individuals; ability to work with little supervision; ability to succeed working under pressure and with large volume of data; high-end communication skills; proficiency in Microsoft Applications (EXCELL, Word, PowerPoint, Outlook); ability to create/design spreadsheets, ability to capture data with high degree of speed and accuracy, ability to review information as well analytical capability to translate data into management information.
- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
For eRecruitment Technical Support eMail to:
Thelisiwa.nkonyile@ectreasury.gov.za
- NOTE** : This post is earmarked for a person with disability

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Directly to the following districts: Provincial/Head Office: Post To: The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605. Hand Deliver: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town. Applications can be submitted through one of the following options: Via e-recruitment system which is accessible at: <https://erecruitment.ecotp.gov.za>.
- FOR ATTENTION** : Ms A Njaba
CLOSING DATE : 07 October 2022
NOTE : Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the

right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: zukisa.moyeni@ecdsd.gov.za (NB: For Technical Glitches Only – NO CVs), with your ID Number, your profile email address, details of the issue. The system is available 24/7 however; technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: Zukisa.Moyeni@ecdsd.gov.za and not as specified – your application will be regarded as lost and will not be considered. Applicants Are Encouraged To Apply Via The E-Recruitment System. Applications Received After Closing Date Will Not Be Considered. No Faxed, No Emailed Applications Will Be Accepted Unless Specified. Enquiries can be directed to Ms Z. Moyeni at 043 605-5110 / Ms A. Njaba 043 605-5101 (for Provincial posts only). Refer all application related enquiries to the specified contact person.

OTHER POSTS

<u>POST 36/294</u>	:	<u>SOCIAL WORK MANAGER (VEP) (2) REF NO: DSD 1/09/22</u> (12 Months Contract)
<u>SALARY</u>	:	R806 811 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric plus B Degree in Social Work. 10 years minimum experience in Social Work practice with community development, project management, monitoring and evaluation and research work. 5 years with supervision and management experience Competencies: Management and administration skills, Conflict Management, Change Management and negotiation skills. Problem Solving skills, Project Monitoring and evaluation skills (Project Management), Operations Management, Financial management skills, report-writing and presentation skills, computer literacy. Implementation of Pillar 1(Prevention & Protection) of the South African Integrated Programme of Action addressing Violence Against Women and Children through facilitation of implementation of Everyday Heroes Brand that aims to promote learning about Victim Empowerment Programme and illustrates how every person/ citizen of this country can provide support to victims of crime and make our communities safer and caring and raise awareness education for the communities, provide support for strengthening of integrated prevention programmes on VEP in all Districts. Render a support function to all the Districts on prevention programmes, Audit training needs, develop training and development initiative within District, Fast track operations to promote District service delivery, Receive and consolidate reports from the two organisations responsible for management of Everyday Heroes Ambassadors in Districts, Monitor evaluate District operations in relations to 365 days action campaign.
<u>DUTIES</u>	:	Implementation of Pillar 2 of the National Strategic Plan on Gender Based Violence and Femicide (NSP GBVF 2020-2030) and Pillar 1 (Prevention & Protection) of the South African Integrated Programme of Action addressing Violence Against Women and Children (POA VAWC) through facilitation of the implementation of Everyday Heroes Brand that aims to promote learning about Victim Empowerment Programme and illustrates how every person /citizen of this country can provide support to victims of crime and violence and make our communities safer and caring and raise awareness education for the communities. Provide support for strengthening of integrated prevention programmes on VEP in all Districts In line with Pillar 2 (Prevention and rebuilding social cohesion) of the National Strategic Plan on Gender-Based Violence and Femicide. Strengthening of Pillar 4, Response, Care, Support

and Healing of the NSP for GBVF, by providing support to districts in strengthening of existing response, care and support services by the state and civil society in ways that are victim-centred and survivor-focused to prevent secondary victimization. Implementation of Pillar 2 (Response) of the South African Integrated Programme of Action addressing Violence Against Women and Children through coordination of comprehensive, integrated system for provision of consistent, coordinated and timely support services to women and children who have been victims of violence. Emergency physical and mental health care, safe accommodation, counselling and access to justice will all be essential to enable survivors escape and recover from violence. Render a support function to all the Districts on planning and implementation of prevention programmes. Audit training needs develop training and development initiatives within Districts. Promote integration of programmes with stakeholders and fast track operations to promote District service delivery. Receive and consolidate reports on implementation of prevention programmes and operations of Everyday Heroes Ambassadors in Districts. Monitor and evaluate District operations in relation to 365 days' action campaign.

ENQUIRIES : may be directed to A Njaba at Tel No: 043 605 5110/ 5101. (Provincial Office) e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 36/295 : **ADMIN OFFICER: SCM REF NO: DSD 2/09/22**

SALARY : R261 372 per annum (Level 07)
CENTRE : Sarah Baartman: District Office
REQUIREMENTS : Matric/ Grade 12 plus a National Diploma/ Degree (NQF Level 6/7 as recognized by SAQA) in Supply Chain Management/ Financial Management/ Public Administration or any relevant qualification with a minimum of 1-2 years' experience in Supply Chain Management, or Financial Management. Practical Computer experience. Knowledge of BAS. Valid code 8 driver's license is a prerequisite. Competencies: Knowledge and understanding of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act and its associated Regulations (PPPFA), Treasury Regulations, SCM, and other Public Service Financial Management policies. Analytical and numerical skills, good report writing skills, interpersonal and problem-solving skills, ability to under pressure with strict deadlines and work overtime. Knowledge of SDMIS and BAS Systems, Computer Literacy (Word, Excel, PowerPoint and Access).

DUTIES : Processing of orders on the System. Management of Stores, follow-up on outstanding orders and assist with store stock takes. Requesting of quotations for procurement. Supervise all Personnel in respect of SCM at the District Office. Compiling monthly and quarterly reports and all SCM related reports. Monitor budget expenditure patterns as well as monthly projections for the Unit. Supervising the ordering of stationery and office supplies. Conduct records and document management. Provide logistics support functions. Attending to all admin related enquiries for the Supply Chain Management Unit.

ENQUIRIES : may be directed to A Njaba at Tel No: 043 605 5110/ 5101. Provincial Office e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

APPLICATIONS : NB: Forward applications to the relevant centre. People with disabilities who meet the requirements will be given preference:
Head Office: Qonce Enquiries – Mr Y Dlamkile Tel No: 043 492 1386/Mrs R.E Swartbooi Tel: 043 492 0949 Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605, or Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605
Buffalo City Metro District: Enquiries Ms L Xoseka Tel No: 043 492 2140 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200, or Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201
Amathole District: Enquiries Mr B Mbangatha Tel No: 043 492 1838 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200, or Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201
Chris Hani District: Enquiries Mr X Kwanini Tel No: 045 492 0030/0054 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture,

Private Bag, Komani, 5320, or Hand deliver to: Bathandwa Ndondo Office Park, Komani Hospital Office Complex, Komani, 5320

Joe Gqabi District: Attention Mr D Ndzongwana Tel No: 051 492 4757 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750, or Hand deliver to: No. 02 Cole Street, Maletswai

Sarah Baartman District: Attention Mr V Ketelo Tel No: 046 492 0223 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 or Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown.

Alfred Nzo District: Attention Mr M.B Gugwana Tel No: 039 492 0297/0720022 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100, or Hand deliver to: No 67 Church Street Mt Ayliff.

OR Tambo District: Attention Mr S. Stuma Tel No: 047 495 0853/073 322 9654 Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100, or Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.

Nelson Mandela District: Attention Mr S Juva Tel No: 041 492 1232/1230 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth 6003, or Hand delivers to: 2nd Floor-66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha Applications Are Submitted Via One of The Options Below: The e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System closes at 23: 59 on the closing date.

CLOSING DATE
NOTE

: 07 October 2022
: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. E-Recruitment Technical Enquiries: erecruitment@ecsrac.gov.za Applications received after the closing date will not be considered. No faxed,

No e-mailed applications will be accepted. Note: Applicant must register on the e-recruitment system, complete and submit required information and apply for position as advertised following this URL: <http://www.ecprov.gov.za>. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitment@ecsrac.gov.za (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: erecruitment@ecsrac.gov.za and not as specified – your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the E-Recruitment System. Refer all application related enquiries to the specified contact person.

OTHER POSTS

- POST 36/296** : **DEPUTY DIRECTOR: CULTURAL AFFAIRS REF NO: DSRAC 01/10/2022**
- SALARY** : R882 042 – R1 038 999 per annum (Level 12), (An all-inclusive remuneration)
- CENTRE** : Chris Hani District (Komani)
- REQUIREMENTS** : A National Senior Certificate plus a Diploma NQF Level 6 / Preferable B Degree NQF Level 7 as recognised by SAQA in Social Science coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Cultural Affairs. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of Cultural Affairs and interpretation of policies and programs. Analytical and an Innovative Thinker. Events and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid code 08 driving licence.
- DUTIES** : Promote and monitor performing arts. Ensure implementation of the operational plan and programs. Support development of performing arts industries. Coordinate and support national and provincial arts festivals. Manage and coordinate implementation of activities of art centres. Coordinate development of Word artists. Promote visual arts, crafts and culture. Ensure implementation of the operational plan and programs. Support development of performing arts industries. Coordinate and support national and provincial arts festivals. Manage and coordinate implementation of activities of art centres. Coordinate development of Word artists. Support development of arts industries. Coordinate and support national and provincial arts festivals. Manage library and information services. Ensure implementation of the operational plan and programs. Coordinate the functioning of the public libraries. Coordinate the marketing of library services. Manage provision of library material. Manage library and information management system. Encourage establishment of book clubs in communities. Manage museums and heritage services. Ensure implementation of museum and heritage operational plan and programs. Coordinate functionality of museum services. Coordinate promotion of national symbols and orders. Coordinate development, management and promotion of resistance and liberation heritage route. Coordinate transformation of heritage landscape. Coordinate commemoration of heroes and heroines. Management of administration support. Give input in the development of strategic, operational, procurement, business and projection plans. Manage financial resources. Manage human resources. Consolidate and submit monthly and quarterly reports. Manage EPMS and ensure staff development training needs. Manage attendance register, leave records and discipline.
- ENQUIRIES** : X. Kwanini Tel No: 043 492 0030 (Chris Hani District)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- POST 36/297** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION REF NO: DSRAC 02/10/2022**
- SALARY** : R744 255 - R876 705 per annum (Level 11), (an all-inclusive remuneration)

<u>CENTRE REQUIREMENTS</u>	<p>: Member of Executive Authority - Head Office (Qonce)</p> <p>: National Senior Certificate plus a National Diploma Level 6/ Preferable appropriate B Degree NQF Level 7 as recognised by SAQA in Office Administration/Public Administration or equivalent relevant qualification coupled with at least 3 years at Assistant Director /Jnr Management Level in related administrative support and coordination field. Good command of written and oral English and any other official language. Knowledge of strategic coordination/ planning and professional report writing. Knowledge of formats and routes of documentation throughout the department. Quality control of documents. Knowledge and understanding of hierarchy and management structure of the Executive Authority office. Policies, legislation, and procedures; Public Service and Departmental procedures and prescripts. In possession of the following skills: Organizing skills; Facilitation skills; Communication skills; Computer literacy and technical writing skills. Ability to communicate with ministries, senior management, officials, and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty; Objectiveness; Integrity; Service orientated; Self supervision; Highly developed sense of honesty and protect the confidentiality of documents.</p>
<u>DUTIES</u>	<p>: Manage the budget and procurement administration process of the branch. Ensure financial control and procurement of office. Monitor and compile monthly branch reports (expenditure and procurement). Provide document management support. Implement management decisions. Quality assures all documents before submitting to Member of Executive Authority. Ensure provision of secretariat support. Manage and monitor referrals of the Member of Executive Authority office. Provide office management services to the Member of Executive Authority. Ensure compliance and manage reporting for office of the Member of Executive Authority Ensure logistical support to office of the Member of Executive Authority. Ensure provision of administration support services. Liaise and develop relationship within internal and external stakeholder. Develop stakeholder database.</p>
<u>ENQUIRIES</u>	<p>: N. Bodlani Tel No: 043 492 0280 (Head Office)</p> <p>e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za</p>
<u>POST 36/298</u>	<p>: <u>ASSISTANT DIRECTOR: SALARIES REF NO: DSRAC 03/10/2022</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R382 245 – R450 255 per annum (Level 09), (an all-inclusive remuneration)</p> <p>: Head Office (Qonce)</p> <p>: A National Senior Certificate plus a National Diploma / Degree (NQF Level 6 /7) as recognised by SAQA in Financial Management coupled with at least 3 years at supervisory level or SL 7/8 in the field of Finance/ Salaries Management. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Risk Management. A valid code 08 driving licence.</p>
<u>DUTIES</u>	<p>: Organise payment of salaries and allowances. Ensure that the official's salaries, claims and allowances are paid within the prescribed period. Ensure that salaries are paid to the relevant or existing officials. Verification and authorisation of benefits to be paid to officials and beneficiaries of deceased. Ensure compliance to applicable prescripts, policies and acts in each payment to be processed. Ensure effective and efficient Travel and Subsistence Management System. Ensuring reconciliation of salary related suspense accounts. Ensure clearing of all salary's suspense accounts before monthly and year-end closure. Ensure that the journals are authorized with the correct allocations and amounts to clear PERSAL related suspense accounts on monthly basis. Provide administration support. Give input in the development of strategic, operational and procurement plans. Provide support to management by assisting with audit queries; provide effective People Management. Manage PMDS and ensure staff development training needs.</p>

- Manage allocation of resources to staff. Manage attendance register and leave records. Maintain staff discipline.
- ENQUIRIES** : R. Swartbooi Tel No: 043 492 0949 (Head Office)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- POST 36/299** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: DSRAC 04/10/2022**
- SALARY** : R382 245 – R450 255 per annum (Level 09), (an all-inclusive remuneration)
CENTRE : Head Office (Qonce)
REQUIREMENTS : A National Senior Certificate plus a National Diploma / A degree or National Diploma in Security Management/Studies or equivalent qualification(s). SSA Security Manager's Course and a valid Security Clearance will be added advantages. Minimum of PSIRA Grade B. 3 years at supervisory level or SL 7/8 in Security Management. Thorough knowledge of MISS, MPSS, Control of Access to Public Premises and Vehicles Act, 1985 (Act No, 53 of 1985), National Strategic Intelligence Act, Public Service Act, Minimum Information Security Standards, Minimum Physical Security Standards, Occupational Health and Safety Act Protection of Information Act, Promotion of Access to Information Act and other security related prescripts. The successful candidate will be required to travel extensively. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Risk Management. A valid code 08 driving licence.
- DUTIES** : Ensure and monitor adherence to departmental security systems and policies. Manage security implementation of security measures in the department. (Physical, Personnel, Document, and Information Security Security) Facilitate security awareness and education programmes. Conduct security threats and risk assessments, roll-out of contingency plan and OHS compliance within the department. Provide support in the develop departmental security management strategy. Conduct security assessment. Establish security profile of the department. Ensure the implementation of security management strategy. Ensure the implementation of security management plan. Conduct security awareness campaigns. Ensure compliance to departmental and provincial policies. Monitor and enforce the implementation of AG's recommendations. Coordinate assessment and investigations of security and maintain database of cases in the department. Register reported cases in the case register. Investigate reported cases and submit report with recommendations to the Manager. Facilitate the implementation of recommendations. Provide feedback to the Premier's office and in the Department. Develop and maintain a manual and electronic case security management system. Facilitate capacity building on ethics issues. Conduct training on professional ethics both at Head Office and at District level. Implement the public service code of conduct. Conduct meetings and sessions with relevant structures on issues of common interest.
- ENQUIRIES** : R. Swartbooi Tel No: 043 492 0949 (Head Office)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- POST 36/300** : **HR PERSAL CONTROLLER: HR INFORMATION SYSTEM REF NO: DSRAC 05/10/2022**
- SALARY** : R382 245 – R450 255 per annum (Level 09), (an all-inclusive remuneration)
CENTRE : Head Office (Qonce)
REQUIREMENTS : A National Senior Certificate plus a Diploma / Degree (NQF Level 6/7) in HR management as recognised by SAQA coupled with 3 years at Supervisor Level or SL 7/8. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Knowledge of PERSAL. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People

DUTIES

Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid code 08 driving licence.

Maintain the departmental PERSAL system. Develop and maintain departmental PERSAL User norms and standards. Perform allocated PERSAL Departmental Controller functions. Liaise with Provincial and National Treasury on registration of special requests. Analyse job requirements in conjunction with Supervisors and register PERSAL Users accordingly without compromising internal control measures. Maintain prescribed PERSAL User Forms. Manage processes to timeously register / and de-register & Users. Notify PERSAL Users of System Changes and mainstream System Alerts. Manage processes to minimise down-time and liaise with the Internal ICT Component and National Treasury in this regard. Monitor user performance, facilitate corrective action and make recommendations for the development of the System. Monitor and evaluate the status of the departmental PERSAL system and content on a continuous basis to verify and ensure compliance with systems standards. Co-ordinate the availing of General PERSAL exception reports. In collaboration with User Component develop and implement corrective action. Conduct regular NMIR compliance tests and facilitate corrective action. Generate transaction reports and facilitate processes to clear suspense accounts on a weekly basis. Monitor the performance of the system and report thereon. Provide User Support services. Facilitate processes to ensure that Users are adequately trained on the utilisation of the System for the allocated functions. On request, down-load datasets from the system and through the application of EXCEL functionalities manipulate the data in user-friendly management reports. Register the release of standard PERSAL management reports for Users (preferably in electronic format). Provide user support with the generation of Vulindlela Reports and assist with the validation thereof. Assist HR Components to develop stand-alone information systems for functions where PERSAL is unable to support critical needs. Perform and manage administrative and related functions: Ensure compliance of and submit monthly, quarterly progress and technical reports (functional and support related e.g., work plans for PMDS). Assist in the development of business plan and action plan for the section. Implement service delivery improvement programmes for the section. Ensure Compliance with Public Service prescripts. Development of internal standards and guidelines on PERSAL management.

ENQUIRIES

R. Swartbooi Tel No: 043 492 0949 (Head Office)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

POST 36/301

ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: DSRAC 06/10/2022

**SALARY
CENTRE
EQUIREMENTS**

R382 245 – R450 255 per annum (Level 09), (an all-inclusive remuneration)
Alfred Nzo District (Mount Ayliff)
A National Senior Certificate plus a National Diploma/ Degree (NQF 6/7) in Financial Management as recognised by SAQA coupled with 3 years at supervisory level or (SL 7/8) in the field of financial Administration. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Risk Management. A valid code 08 driving licence.

DUTIES

Coordinate budget planning services. Monitor medium term expenditure framework. Manage and monitor virements and shifting of funds. Monitor expenditure trend against approved budget. Monitor misallocation and inconsistency classification. Ensure capturing of budget on the system. Ensure compliance of financial management system. Coordinate and monitor expenditure management services. Facilitate payment of service providers. Monitor accruals and commitments. Authorise payments of service providers. Monitor credit transfer and monthly limits. Monitor disbursements reports and reconciliation of accounts. Coordinate salary administration services. Ensure compliance on applicable prescripts, policies and processes. Manage payment of salaries and allowances. Manage verification and authorization of benefit to

be paid. Manage reconciliation of salary related suspense accounts. Ensure authorization of salaries. Manage distribution of payrolls to respective offices. Coordinate internal control services. Monitor pre-audit and financial control operations. Monitor risk and audit process. Monitor finance record services. Monitor irregular, unauthorized, fruitless and wasteful expenditure. Provide administration support. Give input in the development of strategic, operational and procurement plans. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Supervise financial and human resources. Supervise allocation of resources. Supervise PMDS and ensure staff development training needs. Supervise attendance register and leave records. Maintain staff discipline. Supervise mentoring and coaching of experiential learners and interns.

ENQUIRIES : M. Gugwana Tel No: 039 492 0297 (Head Office)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

POST 36/302 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DSRAC 07/10/2022**

SALARY : R382 245 – R450 255 per annum (Level 09), (an all-inclusive remuneration)
CENTRE : Sarah Baartman District (Makana)
REQUIREMENTS : National Senior Certificate, National Diploma/ Degree (NQF level 6/7) as recognised by SAQA) in Human Resources Management / Industrial Psychology / Public Administration with at least 3 years relevant experience at supervisor's level or SL 7/8 within Human Resources management environment. A good understanding of the relevant government regulatory framework. Good knowledge of Persal System, Pension Case Management, Public Service Act, Employment Equity Act, Labour Relations Act, Skill development Act. Basic Conditions of employment Act, COIDA, IOD, OHS Act, PFMA and Establishment. Proven leadership, strategic management, Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid code 08 Driving license.

DUTIES : Facilitate and monitor Human Resource Management Personnel Conduct: attend and hold Human Resource meetings. Coordinate HR Reports. Memoranda and Weekly Diaries. Interpretation and coordination of implementation of Human Resources Policies and Resolutions. Compile and Implement District operational plan. Facilitate and monitor Human Resource Practice and Administration: Implement and coordinate Recruitment and Selection process. Monitor and facilitate the implementation of conditions of service. Monitor leaves and attendance Register. Coordinate and manage Personnel Record. Coordinate and manage the functions of Human Resource Provisioning. Facilitate and monitor Human Resource Development and EPMS: Monitor the development of Workplace Skills Plan. Monitor development of performance contracts. Conduct quarterly reviews and Validation of Reviews and Assessment. Coordinate the administration of PMDS, Monitor and facilitate Training & Capacitation of employees. Monitor and facilitate administration of learnership and internship. Facilitate and monitor Labour Relations: Management of complaints, grievance and implement conflict resolution. Monitor\Ensure maintenance of good sound labour relations. Ensure District management | Labour quarterly meetings are sitting. Facilitate Employees Wellness programme. Monitor\ensure the implementation of employee Health and Wellness four pillars in the district. Ensure and Chair District integrated employees wellness quarterly meetings.
V. Ketelo Tel No: (046) 492 0223, Sarah Baartman District
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

ENQUIRIES : V. Ketelo Tel No: (046) 492 0223, Sarah Baartman District
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

POST 36/303 : **SENIOR PROVISIONING ADMIN OFFICER – DEMAND & ACQUISITION (X2 POSTS)**

SALARY : R321 543 – R378 765 per annum (Level 08), (an all-inclusive remuneration)
CENTRE : Or Tambo District (Mthatha) Ref No: DSRAC 08/10/2022
Chris Hani District (Komani) Ref No: DSRAC 09/10/2022
REQUIREMENTS : National Senior Certificate, National Diploma / Degree (NQF level 6/7) as recognised by SAQA) in Supply Chain or Administration Management with at least 1 -2 years relevant experience in Supply Chain Management environment. A good understanding of the relevant government regulatory

framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid code 08 Driving license as added advantage.

DUTIES : Facilitate procurement on the system. Authorise data of approved procurement submissions. Monitor the updated information on the system. Monitor printing of reports and status of suppliers. Authorise orders on the system, print and endorse signature on orders. Facilitate process of payment for orders. Facilitate procurement of goods and services providers. Check specification needs with the operational plan. Verification of the budget. Prepare specification and the time frame. Ensure registration of suppliers on the database (Central and Logis). Monitor use and rotation of suppliers. Monitor and ensure registration of suppliers with active numbers on both systems. Maintain and update contracts. Check the end term of the contracts. Facilitate renewal of the contracts. Facilitate accompanying and the validation of the documents for appointment of service providers. Provide administration support. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Supervise financial and human resources. Supervise allocation of resources. Supervise PMDS and ensure staff development training needs. Supervise attendance register and leave records. Maintain staff discipline. Give support and advice on matters arising.

ENQUIRIES : S. Stuma Tel No: 047 495 0835 (OR Tambo District)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
X. Kwanini at 062 071 6200 (Chris Hani District)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

POST 36/304 : **SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS SERVICES REF NO: DSRAC 10/10/2022**

SALARY : R321 543 – R378 765 per annum (Level 08), (an all-inclusive remuneration)
CETRE : Alfred Nzo District (Mount Ayliff)
REQUIREMENTS : National Senior Certificate, a National Diploma / Degree (NQF level 6/7) as recognised by SAQA) in Supply Chain or Administration Management with at least 1- 2 years relevant experience in Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid code 08 Driving license.

DUTIES : Facilitate the implementation of micro plans of logistics. Check compliance on supply chain processes. Monitor the purchased items according to the procurement plan. Supervise submission of goods and services to logistics. Conduct awareness to suppliers on the operations and the requirements. Facilitate suppliers' day. Supervise process of submission to payments. Check part-payment against the invoice and the order on the system. Verify accompanying documents to the submission. Register outgoing submission and facilitate payment process. Keep record of stock sheets. Facilitate printing of receipt voucher and orders. Monitor submission for receipts and reprint. Ensure reversals of orders and closure of submissions. Provide administration support. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Supervise financial and human resources. Supervise allocation of resources. Supervise PMDS and ensure staff development training needs. Supervise mentoring of experiential learners and interns. Supervise attendance register and leave records. Maintain staff discipline. Give support and advice on matters arising.

ENQUIRIES : M. Gugwana Tel No: 039 492 0297 (Alfred Nzo District)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

<u>POST 36/305</u>	:	<u>PRINCIPAL CURATOR REF NO: DSRAC 11/10/2022</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum (Level 08)
<u>CENTRE</u>	:	Amathole Museum (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a B. Degree / Diploma (NQF 6) in Education with 1 to 2 years' experience in a museum or related environment or Registered with South African Council for Education Knowledge and understanding of Government processes. Good communication and interpersonal skills. Project management skills. Ability to work under pressure without supervision. Computer literacy. A valid driving license.
<u>DUTIES</u>	:	Conduct education lessons to both teachers and scholars on a variety of topics based on museum material in and outside the museum. Conduct outreach programme. Organise special programmes, e.g. holiday and weekend programmes, behind the scenes tours, competitions etc. Liaise with other departments and schools on the planning and organisation of services offered by the Museum. Liaise with teachers and non-governmental organisations. Liaise with professional specialists on the museum staff with regard the acquisition of teaching specimens and expert information. Liaise with professional specialist on the museum staff regarding acquisition of teaching specimens and expert information. Visit schools especially those in rural areas.
<u>ENQUIRIES</u>	:	S. Cakata at 081 268 3501 (Amathole Museum) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 36/306</u>	:	<u>INFRASTRUCTURE DEVELOPMENT OFFICER REF NO: DSRAC 12/10/2022</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum (Level 08), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma/ Degree (NQF level 6/7) as recognised by SAQA) in Built environment (Quantity Surveyor, Civil Engineering, Architect) coupled with at least 1- 2 years relevant experience in infrastructure environment. Knowledge in project management. A registration as candidate will be an advantage. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid Driving license.
<u>DUTIES</u>	:	Facilitate execution of infrastructure projects. Assist in the identification of projects from programmes. Coordinate the appointment of implementing agents, consultants and contractors. Check and verify the alignment of appointment of implementing agent with the budget. Check alignment of construction work with the national standards. Check compliance of implementing agents with the departmental procedures and prescripts. Facilitate recommendation submission/document. Facilitate EPWP contract. Encourage employment of local labourers from communities. Verify work progress by workers. Check alignment of infrastructure projects with the EPWP standards. Develop database for contracts. Facilitate payment of service providers. Facilitate implementation of projects. Attend briefing sessions of service providers. Coordinate site hand over. Compile progress report. Render administration support. Compile personal PMDS and assessment reviews. Assist in audit and Risk matters. Collect information and submit monthly and quarterly reports. Coach and mentor experiential learners and interns.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: 043 492 1400 (Head Office) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 36/307</u>	:	<u>ARTS CENTER SUPERVISOR REF NO: DSRAC 13/10/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Chris Hani District (Komani)
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus a Diploma/Degree (NQF 6/7) as recognised by SAQA in Fine Arts coupled with 1- 2 years relevant work experience in the field of Fine Arts and /or production level. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft and

		design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organizational skills. Project management. Report writing. People management. Customer / client orientated. A valid code 08 driving licence.
<u>DUTIES</u>	:	Coordinate national art festivals. Organise logistics and attend meetings. Responsible for groups and designer artists. Monitor festival equipment for artists. Coordinate art centre programs. Ensure crafting of rooster for activities. Organise art centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submission. Manage access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Manage institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administration support to the art centre. Give input in the development of art centre business plan. Consolidate, compile and submit monthly and quarterly reports. Monitor budget expenditure and revenue collection. Ensure approval of procurement submission. Ensure staff development of PMDS. Maintain staff discipline. Supervise and monitor visitor's register.
<u>ENQUIRIES</u>	:	X. Kwanini at 066 071 6200 (Chris Hani District) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 36/308</u>	:	<u>CULTURAL OFFICER REF NO: DSRAC 14/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07), (an all-inclusive remuneration) Or Tambo District (Port St John's Arts Center)
	:	A National Senior Certificate plus a National Diploma (NQF 6) as recognised by SAQA in Arts and Culture coupled with 1- 2 years relevant work experience in the field of Arts & Culture. Knowledge of Public Service Legislation/Policies/Prescripts and Procedures. Knowledge of Public Service Legislation/Policies/Prescripts and Procedures. Basic knowledge of Financial Administration. Computer Literacy. Sound Organisational Skills. Communication Skills. Report Writing. A valid code 08 driving licence.
<u>DUTIES</u>	:	Coordinate national art festivals. Organise logistics and attend meetings. Responsible for groups and designer artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft rooster for activities. Organise art centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submission. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administration support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.
<u>ENQUIRIES</u>	:	S. Stuma Tel No: 047 495 0853 (Or Tambo District) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 36/309</u>	:	<u>HERITAGE OFFICER REF NO: DSRAC 15/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07), (an all-inclusive remuneration) Head Office (Qonce)
	:	National Senior Certificate plus a Diploma (NQF Level 6) in Arts and Culture with 1 to 2 years relevant experience at production level. Extensive high-level knowledge of arts and culture and interpretation of policies. Excellent knowledge about museums and heritage. Programs. Financial management. People management and empowerment. Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public / community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts), Parks and tourism board. South African museums association. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid code 08 driving licence.

- DUTIES** : Coordinate and implement museums and heritage projects and events. Promote awareness campaign programmes. Coordinate the process of standardization of name change. Coordinate use of national symbols and orders. Organise preparatory meetings. Organise participation of the stakeholders. Provide secretarial support services to the committee. Provide operational support to the district museum. Maintain working relations with the stakeholders. Craft rooster for activities. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all museums and heritage activities. Provide administrative and technical support with regard to museums and heritage facilities. Coordinate financial resources. Coordinate approval of the submissions. Compile, consolidate and submit monthly and quarterly reports
- ENQUIRIES** : R. Swartbooi Tel No: 043 492 0949 (Head Office)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- POST 36/310** : **PROVISIONING ADMIN OFFICER: LOGISTICS SERVICES (X2 POSTS)**
- SALARY CENTRE** : R261 372 – R307 890 per annum (Level 07), (an all-inclusive remuneration)
Nelson Mandela District (Gqeberha) Ref No: DSRAC 16/10/2022
Chris Hani District (Komani) Ref No: DSRAC 17/10/2022
- REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) as recognised by SAQA) in Supply Chain or Administration Management with at least 1 - 2 years relevant experience in Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid code 08 Driving license.
- DUTIES** : Facilitate the record of purchases for goods and services. Check alignment of specification and quotation. Check validity of invoice (stamp, signature and banking details). Record invoice against goods delivered. Check the delivery note. Prepare the goods receipt voucher (GRV) for submissions. Facilitate capturing of submission on the system. Check the invoice against goods delivered. Verify the delivery note. Capture the goods receipt voucher on the system. Facilitate printing of receipt voucher and orders. Check submission for receipts and reprint. Reverse order and close the submission. Provide administration support. Compile and submit monthly and quarterly reports. Compile personal performance contract and assessment reviews. Coach and mentor experiential learners and interns. Assist in audit matters.
- ENQUIRIES** : S. Javu Tel No: 041 492 1230 / 1234 (Nelson Mandela District)
X. Kwanini Tel No: 045 492 0030 (Chris Hani District)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- POST 36/311** : **PROVISIONING ADMIN OFFICER – DEMAND & ACQUISITION REF NO: DSRAC 18/10/2022**
- SALARY CENTRE** : R261 372 – R307 890 per annum (Level 07), (an all-inclusive remuneration)
Sarah Baartman District (Makana)
- REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) as recognised by SAQA) in Supply Chain Management / Logistics / Public Administration with at least 1 - 2 years relevant experience in Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid code 08 Driving license.
- DUTIES** : Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of

		requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Facilitate use and rotation of suppliers. Check required information on the quotations. Register quotation on the system. Register suppliers with active numbers on both systems.
<u>ENQUIRIES</u>	:	V. Ketelo Tel No: 046 492 0225 (Sarah Baartman District) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 36/312</u>	:	<u>HUMAN RESOURCE OFFICER: RECRUITMENT & SELECTION REF NO: DSRAC 19/10/2022</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. Diploma/Degree (NQF level 6/7) in Human Resource Management will be an added advantage. Knowledge of the recruitment and selection policy will be an added advantage. Sound knowledge of other HR-related prescripts will be an added advantage. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid code 08 Driving license.
<u>DUTIES</u>	:	Assist in the implementation of recruitment and selection within the department. Render recruitment and selection process. Receive and record requests for filling of vacant posts. Compile and submit list of posts to be advertised. Facilitate approval of the developed annual recruitment plan. Facilitate approval of submission for advertisement. Facilitate availability of job profile for advertisement. Receive and record applications manually and electronically. Develop manual master-list. Facilitate approval of the appointment for the panel list. Facilitate invitations to panel members. Provide logistical arrangement for the interviews. Arrangement of venues and facilities. Arrange material and equipment to be used. Facilitation of agendas and attendance registers. Prepare refreshments. Procurement of goods and services. Facilitate specifications for quotations. Prepare submissions for approval. Send orders to the service providers. Facilitate payments for service providers. Render administration support. Record incoming and outgoing documents. Facilitate copies of outgoing documents. File documents in relevant files. Compile personal PMDS and assessment reviews. Mentor and coach experiential learners and interns. Provide good administration within the section i.e. payment submissions for adverts and other procurement submissions. Assist in the process of vetting employees. Provide secretarial functions on recruitment and selection panels. Assist in the drafting of HR policies. Provide information and reports (monthly and quarterly) to supervisors.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: 043 492 1400 (Head Office) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 36/313</u>	:	<u>HUMAN RESOURCE CLERK: HUMAN RESOURCE DEVELOPMENT REF NO: DSRAC 20/10/2022</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Chris Hani District (Komani)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Human Resource Management or Human Resource Development will be an added advantage. Sound Knowledge of Human Resource Development prescripts/ Policies/ Laws. Ability to operate on Persal and Sound knowledge of Performance Management and Development Systems (PMDS) will be an added advantage. Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid code 08 Driving license.
<u>DUTIES</u>	:	Assist in the implementation of HRD policies. Must be able to capture personnel information on Persal. Compilation of Workplace Skills PI: (WSP). Co-ordinate and implement PMDS. Coordinate and implement Skills Development Programme, Co-ordinate and implement Compulsory Induction Programme (CIP) for relevant personnel. Provide good administration. Ensure

- that personnel files meet the required standard. Provide information and reports to management.
- ENQUIRIES** : X. Kwanini at 062 071 6200 (Chris Hani District)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- POST 36/314** : **HUMAN RESOURCE OFFICER: HUMAN RESOURCE ADMINISTRATION**
REF: DSRAC 21/10/2022
- SALARY** : R176 310 – R207 681 per annum (Level 05), (an all-inclusive remuneration)
CENTRE : Chris Hani District (Komani)
REQUIREMENTS : National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Human Resource Management will be an added advantage. Knowledge of Persal and Pension Case Management (PCM) will be an added advantage. Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid code 08 Driving license.
- DUTIES** : Assist in the implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on Persal and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Control leave books and leave registers. Reconcile and capture all leaves. Provide information and reports to management.
- ENQUIRIES** : X. Kwanini Tel No: 045 492 0030 (Chris Hani District)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- POST 36/315** : **REGISTRY CLERK: ASSET MANAGEMENT (X3 POSTS)**
- SALARY** : R176 310 – R207 681 per annum (Level 05), (an all-inclusive remuneration)
CENTRE : Nelson Mandela District (Gqeberha) Ref No: DSRAC 22/10/2022
Chris Hani District (Komani) Ref No: DSRAC 23/10/2022
Office of the M.E.C – (Head Office – Qonce) Ref No: DSRAC 23/10/2022
- REQUIREMENTS** : National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Record Management will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid code 08 Driving licence.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. 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 number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES** : S. Javu Tel No: 041 492 1230 / 1234 (Nelson Mandela District)
X. Kwanini Tel No: 045 492 0030 (Chris Hani District)
M. Cezula Tel No: 043 492 1400 (Head Office)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

<u>POST 36/316</u>	:	<u>STORES CLERK: LOGISTICS SERVICES REF NO: DSRAC 24/10/2022</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	OR Tambo District (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Record Management will be an added advantage. Knowledge of stores duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid code 08 Driving licence.
<u>DUTIES</u>	:	Facilitate receipt of goods and services. Receive, check and record the goods and invoice received from supplier. Compare goods received with requisition forms. Endorse signature on receipt of goods. Record goods received. Keep goods in a correct and safe place. Facilitate storage, issuing and distributing stores item/inventory. Enter goods in a correct bin allocation. Update bin cards and item records. Liaise with the end user for collection of goods received. Issue and facilitate signing of goods receipt voucher by the end user. Facilitate capturing and submission of payment voucher documents. Compare and check invoice against the order and the goods received. Check validity of the invoice (stamp, signature and banking details). Receive and capture submission on the system. Record outgoing submission. Forward the submission to payments.
<u>ENQUIRIES</u>	:	S. Stuma Tel No: 047 495 0853 (OR tambo district) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 36/317</u>	:	<u>MPP SPORT ADMIN CLERK REF NO: DSRAC 26/10/2022</u> (Conditional Grant Contract Ending 31 March 2025) (Re-Advertisement)
<u>SALARY</u>	:	R176 310 per annum (Level 05), (37% in lieu of benefits), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science, understanding of MPP Conditional Grant Framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Ability to work independently. Good verbal and written communication skills. Computer skills. Working with the recognised Sport and Recreation Federations will be an added advantage. A valid code 08 driver's licence will be an added advantage.
<u>DUTIES</u>	:	Assist in the organisation of Sport and Recreation events. Assist in the procurement processes. Assist in the convening of meetings, workshops and Sport and Recreation indabas seminars. Assist in the execution of all Conditional Grant compliance matters. Performing all general admin support including filing, compilation of reports and capturing of data.
<u>ENQUIRIES</u>	:	M Cezula Tel No: (043) 492 1400, Head Office
<u>POST 36/318</u>	:	<u>SCHOOL SPORT COORDINATOR (X4 POSTS)</u> (Conditional Grant Contract Ending 31 March 2025) (Re-Advertisement)
<u>SALARY</u>	:	R110 193 per annum (5/8 TH), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Sarah Baartman District (Makana) Ref No: DSRAC 27/10/2022 (X2 Posts) O.R. Tambo District (Mtata) Ref No: DSRAC 28/10/2022 (X1 Post) Amathole District (East London) Ref No: DSRAC 29/10/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science and understanding of MPP Conditional Grant framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid code 08 driver's licence will be an added advantage.

- DUTIES** : Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compile need analysis and capture data.
- ENQUIRIES** : V. Ketelo Tel No: 046 492 0223 (Sarah Baartman District)
S. Stuma Tel No: 047 495 0853 (OR Tambo District)
B. MBangatha Tel No: 043 492 1838 (Amathole District)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- POST 36/319** : **GENERAL ASSISTANT REF NO: DSRAC 25/10/2022**
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum (Level 02), (an all-inclusive remuneration)
Chris Hani District (Great Fish River Museum - Cradock)
Grade 8 certificate or ABET qualification with no work experience. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated.
- DUTIES** : Collection and delivery of items and correspondence. Collect and deliver mail to various offices. Load and offload furniture, equipment and any other goods to relevant destinations. Assist in making photocopies. Paste notices on notice board. Provide cleaning services. Clean offices, boardroom and walkways. Clean relevant workstations (workshops and exhibition rooms). Clean general kitchen. Clean restrooms (check toilet paper). Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum) and equipment after use. Request cleaning material. Clean museum vehicles. Prepare venue for functions and meetings. Prepare all requirements for laying tables (tablecloths). Prepare and wash all utensils to be used (kettle, cups, saucers, glasses and jugs). Prepare tea during meetings. Assist during functions.
- ENQUIRIES** : X. Kwanini Tel No: 045 492 0030 (Chris Hani District)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY

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

- APPLICATIONS** : Applications are submitted via one of the options below: Applicants must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>, www.ecprov.gov.za or <https://ecprov.gov.za/>.
- CLOSING DATE** : 07 October 2022
- NOTE** : Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to

apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. To report technical glitches and/or for assistance regarding the system, send an email to: khaya.valashiya@ectransport.gov.za (NB: For Technical Glitches Only). Important to note: The system is available 24/7 and closes at 23:59 on the closing date. However, the technical support is given within working hours and weekdays only i.e. between 08:00-16:30 from Monday-Thursday and between 08:00-16:00 on Fridays. Should you submit your applications to: khaya.valashiya@ectransport.gov.za and not as specified above— your application will be regarded as lost and will not be considered. Applications received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed

OTHER POSTS

POST 36/320 : **ASSISTANT DIRECTOR: FLEET LOGISTICS MANAGEMENT (ENATIS)**
REF NO: DOT GFMS 01/09/2022

SALARY : R382 245 per annum (Level 09)
CENTRE : East London
REQUIREMENTS : National Senior Certificate (NQF Level 4) plus a 3 year Qualification as recognized by SAQA with at least 3 years' experience at supervisory level or salary level 7/8, of which 2 years must be in an eNatis environment. A valid code 08 Driving license is essential. Competencies: Good communication skills. Team player. Self-Management. Problem Solving. Creative Thinking. Decision Making. Diversity Citizenship. Effectiveness and Technical Proficiency.

DUTIES : Manage fleet item eNatis registration procedures. Manage fleet item registration & licensing of new vehicles in line with AARTO & NRTA requirements on eNatis system. Manage the license renewal services, Re & Deregistration, COFs, Police clearance services, Change of ownership, Auction support and all services related to functions of eNatis. Manage distribution of Face Value Documents to each user and to print Registration Certificates and License Discs and reconcile FVDs used and returned record that all transactions are accounted for. Manage the payment of eNatis related cost recovery processes including ensuring that all transactions are accounted for. Manage general office administration and projects support services and Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319
For e-Recruitment Technical Support eMail: khaya.valashiya@ectransport.gov.za

POST 36/321 : **ASSISTANT DIRECTOR: ACCOUNTING AND REPORTING REF NO: DOT**
GFMS 02/09/2022

SALARY : R382 245 per annum (Level 09)
CENTRE : East London
REQUIREMENTS : National Senior Certificate (NQF level 4) , B Degree/ B Tech (NQF Level 7) in Finance/ Auditing majoring in Accounting with at least 3 years' experience at supervisory level or salary level 7/8 in finance in an accrual environment, of which 1 year must be in preparation of GRAP compliant financial statements. A valid code 08 Driving license will be an added advantage. Applicants must attach transcripts. Competencies: Creative Thinking. Decision Making. Problem Solving. Team Player Technical Proficiency. Practical knowledge of Pastel or any similar accounting system is essential. Caseware knowledge will be an added advantage.

- DUTIES** : Provide input for the development and maintenance of the GFMS's financial management system in line with legislative Treasury and GRAP standards. Assist in the management of GFMS's general ledger. Maintain GFMS's bank and investment accounts. Assist in coordinating planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Preparation of Annual Financial Statements and Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
- ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319
For e-Recruitment Technical Support eMail:
khaya.valashiya@ectransport.gov.za
- POST 36/322** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DOT GFMS 03/09/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: East London
: National Senior Certificate (NQF level 4) , B Degree/ B Tech (NQF Level 7) in Finance/ Auditing majoring in Accounting with at least 3 years' experience at supervisory level or salary level 7/8 in finance in an accrual environment, of which 2 years must be in asset management in an accrual accounting environment. A valid code 08 driving license is essential. Applicants must attach transcripts. Competencies: Practical knowledge of Accounting Standards. Analytical thinking skills. Attention to Detail. Creative thinking. Decision Making. Problem Solving. Team Player and Technical Proficiency.
- DUTIES** : Manage the maintenance of registers for fixed assets, operating leases and vehicle inventories. Maintenance of finance lease registers and reconciliations. Coordinate logistics management relating to fixed assets and consumables for the Trading Entity. Review of all reconciliations for PPE, Operating leases and inventory. Promote correct implementation of sound assets management practices and Supervise employees to ensure an effective asset management services and undertake all administrative functions required.
- ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319
For e-Recruitment Technical Support eMail:
khaya.valashiya@ectransport.gov.za
- POST 36/323** : **ASSISTANT DIRECTOR: LOSS CONTROL REF NO: DOT GFMS 04/09/2022**
(One Year Contract)
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: East London
: National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6) in Forensic Investigations / Policing / Legal with at least 3 years' experience at supervisory level or salary level 7/8, of which 1 year must be in a Loss control environment / Commercial Crimes / Motor Vehicle Accident related investigations. A valid code 08 Driving license is essential. Competencies: Creative Thinking. Decision Making. Diversity Citizenship. Organisational Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership and Technical Proficiency.
- DUTIES** : Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorised, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Support GFMS planning processes and Manage the allocated resources of the subunit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
- ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319
For e-Recruitment Technical Support eMail:
khaya.valashiya@ectransport.gov.za
- POST 36/324** : **SYSTEMS CONTROLLER: ICT REF NO: DOT GFMS 05/09/2022**
- SALARY CENTRE** : R382 245 per annum (Level 09)
: East London

- REQUIREMENTS** : National Senior Certificate (NQF Level 4), National Diploma (NQF Level 6) or B Degree (NQF 7) in Information Technology (IT)/ Computer Science with 3 years' relevant working experience at a supervisory level or Salary Level 7/8 in an IT environment. International recognized certificate such as A+, N+, CCNA, CCNP, ITIL V3/4 and MCSA will be an added advantage. A valid code 08 driving license is essential. Competencies: Ability to work under pressure. Creative Thinking. Decision Making. Communication. Problem Analysis. Self-Management. Team Membership and Technical Proficiency.
- DUTIES** : Extensive and expert knowledge in administer Active Directory services. Create User accounts, groups, administer group policies, manage DNS; Administer Azure Active Directory. Synchronize on premise accounts to the cloud. Manage Multifactor authentication. Single Sign on, Self-Password service help. Manage O365 services (SharePoint, Microsoft Teams, One Drive, and Exchange Online). Extensive Knowledge and expertise to administer Servers Infrastructure. Knowledge of Virtualization (Hyper-V & VMWare). Configure and setup server including reloading & upgrading of operating systems (Windows Server 2012 & latest). Technical knowledge to Administer Storage Area Network (SAN). Expertise to Manage Exchange Server 2019 (on premise) & manage mail flow. Migration of mailboxes to Exchange online (Hybrid). Administer SQL (2012 & latest). Print server, System Center, and File server. Manage hosting of Virtual machines on Azure and migration of existing on-premise system servers. Regularly conduct patch management (Windows Updates, Firmware and Antivirus updates) on servers, computers and switches. Perform regular security monitoring to identify and any possible intrusion and mitigate. Manage Backup of servers, replication to offsite and Disaster Recovery Site using VEEAM Backup software (or equivalent). Ensure that all computers are configured with One Drive for Business and working. Configure switches, Wireless AP's and routers, monitor local area network (LAN) and Wireless LAN. Manage installation, upgrade of all the departmental network switches and Wireless Access Points and (Integrate with Active Directory) for authentication. Segregate network traffic by ensuring that proper VLANs are configured and managed. Develop and update network diagrams for all departmental sites. Manage, troubleshoot performance of network infrastructure. Repair network points and perform network audit Manage Implementation Voice over IP telephony and Call Manager (or similar technology). Administer the ICT asset verification with Supply Chain Management Unit to update the asset register. Ensure the development/ review and implementation of ICT policies, plans, process flows and procedures. Maintain adherence to the approved provincial ICT Infrastructure standards. Oversea ICT Service Desk. Supervise subordinates and ensure provision of user support services 1st & 2nd line desk services while providing 3rd line support services (escalations). Monthly and quarterly Infrastructure and operations performance and status reporting. Monthly ICT user account management reporting as per user account management procedure.
- ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319
For e-Recruitment Technical Support eMail:
khaya.valashiya@ectransport.gov.za
- POST 36/325** : **WAREHOUSE CONTROLLER: FLEET RISK & LOGISTICS MANAGEMENT**
REF NO: DOT GFMS 06/09/2022
(One Year Contract)
- SALARY** : R382 245 per annum (Level 09), plus 37% in lieu of benefits
CENTRE : Gqeberha Government Garage
REQUIREMENTS : National Senior Certificate (NQF Level 4) and National Diploma (NQF level 6) in Logistics / Public Administration/ Public Management / Engineering with 3 years' relevant working experience in a Warehouse/ Depot at supervisory level or SL 7/8, of which 1 year must be in a fleet environment. Logistics experience will be an added advantage. A valid code 08 driving license is essential. Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making and Computer Literacy.
- DUTIES** : Responsible for overall running of the Depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and

reporting. Manage the vehicle post delivery services and key management of all vehicles. Manage the allocated resources. Manage provisioning of facilities and Security Services. Liaise with service providers.

ENQUIRIES : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319
For e-Recruitment Technical Support eMail:
khaya.valashiya@ectransport.gov.za

POST 36/326 : **ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DOT GFMS 07/09/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate (NQF Level 4), National Diploma (NQF 6) in Supply Chain Management/ Logistics Management/ Public Administration/ Finance with 2 years' relevant experience in Supply Chain Management. Knowledge of Supply Chain functions and legislation governing the sector is essential. A valid code 08 Driving license is essential. Knowledge and understanding of PASTEL system will be an added advantage. Competencies: Communication. Internal relations, Attention to detail. Problem solving and decision making skills. Client Orientation and Customer care. Good Communication skills both verbal and written. Accountability and Ethical Conduct. Flexibility and ability to work under pressure and as a team.

DUTIES : Compliance with all Supply Chain Management legislation, policies and procedures. Perform Demand Management Functions: Co-ordinate development of procurement plans by end users, monitor implementation and report. Facilitate Bid Specification meetings, and perform bid administration duties, implement supplier rotation, source suppliers from the Central Supplier Database, publish bid adverts on the tender bulletin and tender ePortal. Perform contract Management: Monitor supplier performance through site visits. Maintain all SCM lease and related registers. Keep record of all signed contracts. Monitor contract expiry. Perform Acquisition Management Functions: perform bid administration duties, perform quality assurance on requisitions before generating orders. Generate purchase orders. Reconcile purchase orders issued with invoices received. Submit invoices and purchase orders to finance for payment. People Management: Service internal and external stakeholders. Supervise Staff key performance standards and develop actions to improve and achieve section objectives. Reporting: Submit monthly reports to management. Compile and maintain commitment register, Implement SCM audit plan, prepare submission of audit information requested and ensure deadlines are met.

ENQUIRIES : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319
For e-Recruitment Technical Support eMail:
khaya.valashiya@ectransport.gov.za

POST 36/327 : **DRIVER/ MESSENGER: SHORT TERM RENTALS REF NO: DOT GFMS 08/09/2022**

SALARY : R124 434 per annum (Level 03)
CENTRE : East London
REQUIREMENTS : ABET level 4 or NQF level 1 to 3. A valid code 10 Driving license with valid PDP. 2 years driving experience of which one year should be of administration experience. Competencies: Good verbal skills. Basic reading and written skills. Conflict resolution. Self-Management. Interpersonal Relations and Multi-tasking and time management skills with the ability of prioritising tasks.

DUTIES : Providing driving services for the entire organization and Provide general administrative support services.

ENQUIRIES : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319

INTERNSHIP PROGRAMME (NOVEMBER 2022 - OCTOBER 2024)

This advertisement is issued to all unemployed applicants younger than the age of 35 including persons with disabilities in the EC Province, who are in possession of a 3- year qualification Degree or National Diploma from an accredited Tertiary Institution. Applicants who have already participated in any Government Internship Programme will not be considered and if it is found that this was the case after verification, the application will not be considered. The primary purpose of internship program in government is acquisition of skill, knowledge and experience in order to compete in the open market and Public Service.

OTHER POST

- POST 36/328** : **INTERNS: INTERNAL AUDIT REF NO: DOT GFMS 09/09/2022 (X2 POSTS)**
Duration 24 Months
- STIPEND** : R6 083.75 per month
- CENTRE** : East London
- REQUIREMENTS** : 3 year Degree/ National Diploma with no work experience. Applicants must be less than 35 years of age. Candidate must be a resident in the Eastern Cape Province. Good communication skills (Verbal and Written). Fully completed New Z83 form obtainable from all Government Departments/DPSA website. Curriculum Vitae (CV) not more than 3 pages.
- ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319
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