



Province of the
EASTERN CAPE
HEALTH

CLOSING DATE: 1 September 2023

NOTE: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, a relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

ADDITIONAL NOTE: Applicants must make use of the e-Recruitment system when applying for Head Office posts only

Link: <https://erecruitment.ecotp.gov.za/>

The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: RecruitmentHeadOffice.gov.za (**NB: FOR TECHNICAL GLITCHES ONLY – NO CVs**). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms. S Ndlabhu Tel no: 040 608 1602/5/6/7

Applications directed to the addresses as indicated below or Hand Delivery as indicated below:

Fort England Psychiatric Hospital - Post to: HD Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown, 6139 or Hand delivery to: HR Office Fort England Psychiatric Hospital, York Road, Grahamstown, 6139. Enquiries: Ms Nazo Tel: 046 602 2300.

Lilitha Nursing College - Post to: Human Resource Section, Lilitha College of Nursing, Private Bag X0028, Bisho 5605 or Hand Deliver to: Lilitha College of Nursing, Human Resource Office East London Room 41/42. Enquiries: Ms P Mene 043 700 9717/26.

Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro District Office, Private Bag X9015, East London, 5200 or hand Deliver to: HR Office, Buffalo City Metro District Office, 64 Terminus Street, Old Standard Bank Building, East London 5200 Tel.No: 043 7433 006/057

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

Ngcobo Sub District - post to: Human Resource Office, Ngcobo Sub District P. O Box X 215 Ngcobo 5050 or hand delivered to All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N Matala Tel no : 047 5480022/34

Umzimvubu Sub District-Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 3515, Kokstad 4800 Enquiries Mr Magadla Tel No: 039 727 2090

Aberdeen Hospital - Post to: The Human Resource Office, Aberdeen Hospital, P.O. Box 172, Aberdeen, 6270. Or Hand deliver to: Human Resource Office, Aberdeen Hospital, Aberdeen. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

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.

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043708 2121.

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 Makala 043 761 2131.

Grey Hospital - Post to: HR Office, Private Bag X0043, King William's Town, 5600 or hand deliver to: HR Office, Grey Hospital, Eales Street, King Williams Town, 5600. Enquiries: Ms Phillips Tel no 043 643 3300

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

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

Chris Hani District Office - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel no 045 8071110/1101.

Dordrecht Hospital - Post to: Human Resource Office, Dordrecht Hospital PO Box 80 Dordrecht 5435 or hand deliver to: HR Office, 1 Grey Street, Dordrecht Hospital, Dordrecht 5435. Enquiries Ms Tshiwula Tel no. 045 943 1195.

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

Frontier Regional Hospital - Post to: HR Office, Private Bag X7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, Enquiries: Ms P Marongo Tel No. 045 808 4272.

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

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 U Malawana Tel no 040 841 0133

Sipetu Hospital - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Mount Frere, 5090 or Hand Deliver Silindi Location, Ntabankulu 5130. Enquiries: Ms L Mahlati Tel No: 039 255 0077

Indwe Hospital - Post to: Human Resource Office, Indwe Hospital P.O. Box 5 Indwe 5445: Enquiries: Chris Gouws Tel no. 045 952 1030

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

Wilhelm Stahl Hospital - Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr. B Mbalula Tel: 049 842 1111.

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

All Saints Hospital - Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel no: 047 548 4104

Intsika Yethu Sub-District Office: Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District Office, Private bag X1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela – Tel No: 047 874 0079.

St Elizabeth Regional Hospital- Post: Human Resource Office, St Elizabeth Regional Hospital, Private Bag X 1007, Lusikisiki, 4820. Enquiries: Mrs T Duntsula – Tel no: 039 253 5012.

Elundini Sub-District - Post to: Human Resource Office, P Bag X1129, Mount Fletcher, 4770 or Hand delivery: HR Office, Elundini Sub-District Office, Police street, Enquiries: Mrs. Du Plessis – Tel no: 039 257 2400.

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

Empilisweni Hospital - Post to: Human Resource Office, Empilisweni Hospital, P/bag X5029, Sterkspruit, 9762 or Hand delivery: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr. S.L Bosholo – Tel no: 051 611 0259/078 530 7136.

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.

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

Nelson Mandela Metro Office - Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.

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.

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.

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.

Livingstone Tertiary Hospital - Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348

Alfred Nzo District Office - Post to Human Resource Office, Alfred Nzo District Office, Private Bag X3515, Kokstad,4700: Enquiries Mr. Praitel Tel no 0397976070

Stutterheim Hospital - Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital No 1 Hospital Street Stutterheim 4930 Enquiries: Ms P Booij Tel no 043 683 1313.

Amathole District Office - Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748

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

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.

Cathcart Hospital - Post to: Human Resource Section, Cathcart Hospital, Private Bag X10, Cathcart, 5310 or hand delivery to: 10 Hankop Street, Cathcart, 5210, Enquiries: Ms Velaphi- Tel no: 045 843 102

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

Madwaleni Hospital - Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr. Fenguza Tel no: 047 573 8900/1/2.

Nompumelelo Hospital - Post to Nompumelelo Hospital Private Bag x13 Peddie 5640 or hand deliver: Grahamstown Road, Peddie 5640, Enquiries: Ms Mlotana Tel no: 040 673 3321

Gida Hospital - Post to; HR Office, SS Gida Hospital, Private Bag X012, Keiskammahoek, 5670 or hand deliver to: HR Office, SS Gida Hospital, Keiskammahoek, 5670. Enquiries: Tel no 040 658 0043.

Winterberg Hospital - Post to: HR Office, Winterberg Hospital, Alice Road, Fort Beaufort, 5720. Enquires: Ms Z Maneli Tel no 046 645 1142

Adelaide Hospital - Post to Adelaide Hospital, Piet Retief Drive, PO Box 128, Adelaide, 5760, Enquiries: Ms K Marques Tel 046 684 0066.

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 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.

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

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

Marjorie Parrish TB Hospital - Post to: The Human Resource Office, Marjorie Parrish Hospital, P/ Bag X154, Port Alfred, 6170. Or Hand deliver at: Human Resource Office, Marjorie Parrish Hospital, Port Alfred. Enquiries: Mr. X Ndlebe Tel: 046 624 5306

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

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

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms X Mtimba Tel 047 502 9000

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

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

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: 047 568 8291/2/3

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel no 047 542 6300

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.

POST: DIRECTOR: INTERNAL AUDIT REF NO. ECHEALTH/DIR-ID/HO/APL/01/08/2023

SALARY: R1 16 200 – R1 365 411 per annum (Level 13) An all-Inclusive package

CENTRE: Head Office, Bhisho

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again. Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, Bachelor of Commerce Degree or B Tech in Internal Auditing or Auditing or related qualification (NQF Level 7) with Internal Auditing or Auditing and Accounting as major subjects coupled with 5(Five) years must have been at middle management(MMS)level in the auditing environment. A CA (SA), CIA, CCSA coupled with a qualification in health economics will provide an added advantage. In-depth understanding of legislative framework that governs the Public Service; Sound knowledge and application of standards governing Internal Auditors – IIA standards and methodology; Internal Audit regulatory frameworks and policies; Practice of Internal Auditing; Risk Management Strategy, Combined Assurance Frameworks and Plans, Enterprise Risk Management (ERM) Concepts, framework and methodologies. Strategic Capability and Leadership, Programme and Project Management, 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, Extensive strategic planning, Programme management, Financial management skills, presentation skills. Maintain Confidentiality. Ability to work under pressure. Impact and Influence, Managing Interpersonal Conflict and Resolving Problems. A valid Driver's License

DUTIES: **Manage The Provision Of Internal Audit Services In The Department; Develop** the 3 year rolling audit plan, Ensure availability of appropriate resources for completion of the audit plan, Institute audits as requested or as deemed appropriate, Ensure the development / refinement and approval of audit programmes, Monitor progress and execution of the audit plan, Ensure provision of reports to relevant Management , Follow-up to ensure that appropriate action is taken by relevant Departmental Managers. Develop and maintain a Quality Assurance and Improvement Programme for the Internal Audit unit. **Manage The Provision Of Administrative And Technical Support To Audit Committee;** Execute duties as assigned by the CAE, support the CAE in providing timely reports to the Audit Committee; Ensure annual approval of the Internal Audit Plans & Charters by the Audit Committee; Provide support in planning for Audit Committee meetings and ensure that the meetings take place as scheduled, Ensure the secretariat duties are performed for Audit Committee sittings, Ensure Technical support assistance to the Audit Committee is provided, Assist Audit Committee to develop Audit Committee reports annually **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 staff development plans are created and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed daily 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 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
Enquiries: Ms K Livi 0406081210

For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST: DIRECTOR: HUMAN RESOURCE UTILIZATION & CAPACITATION REF NO. ECHEALTH/DIR-HR-UC/HO/APL/02/08/2023

SALARY: R1 16 200 – R1 365 411 per annum (Level 13) An all-Inclusive package

CENTRE: Head Office, Bhishe

Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Public Management/Public Administration/Human Resource Management or relevant qualification coupled with 5(Five) years must have been at middle management(MMS)level. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA. Governance planning framework. Health Act.Public Service Act. Public Service Regulation; and Other

relevant acts, policies and regulations. Skills and competencies: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organizing, Team Leadership, Problem Solving and Decision Making, Continuous Improvement. Good communication skills (written and verbal skills) and a good command of English language. A valid driver license

DUTIES: Manage development and training programme: Guide on development of training strategy. Monitor facilitation of skills development and talent management. Ensure identification of training programmes. Assess, monitor and evaluate impact of training programmes. **Manage implementation of career, learnership and internship management services:** Guide on development, monitoring and evaluation of career programmes. Monitor facilitation on implementation of learnership and internship programmes. **Monitor implementation of induction programmes.** **Manage administration of bursaries:** Guide on development of policies and strategies i.r.o bursaries. Monitor management of foreign, external & internal bursaries. **Manage provision and co-ordination on implementation of PMDS:** Guide on development of policies and strategies i.r.o PMDS. Co-ordinate, monitor and evaluate the implementation of PMDS in the Department. Guide and lead on capacitation and supporting of managers on PMDS. **Manage performance and all the allocated resources:** 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 timeous 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 management, maintenance and safekeeping of assets

Enquiries: Ms K Livi 0406081210

For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO. ECHEALTH/DD-HRM/CDDO/APL/03/08/2023

SALARY: R 811 560 – R 952 485 (Level 11) (An All Inclusive Package)

CENTRE: Chris Hani, District Office

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resources Management/Public Administration or relevant qualification with Five (5) years' experience in the field of which three (3) years at Assistant Director level. Broad knowledge and understanding of Human Resource Management. In-depth knowledge of all relevant Acts, Policies, Regulations and White paper in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedures) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision-making, communication, planning and leadership skills. Conflict management. Computer literacy. A valid driver's license.

DUTIES: Guide and supervise the implementation of human resource related policies and programmes. Planning and compilation of operations' baseline plans such as: sub - directorate operational plan HR Administration activities for the financial year, budget plan for the year and adjustments, workforce planning & utilization plans – check supply and demand and draw allocation schedules. Compile selection and recruitment plan. Co-ordination of unit operations or programmes. Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustments. Consolidate unit operations/programme reports. Guide execution & maintenance of the following activities: Selection and recruitment process, Workforce planning (HR Plan & EE Plan), Leave administration, Remuneration & service benefits, Staff establishment. Monitor and administer staff establishment. Monitor general performance of the unit and make relevant changes or reviews. Responsible for the development of personnel job profiles, work plans and conducting of personnel performance reviews. Responsible for coaching and mentoring of personnel. Institute disciplinary actions where necessary to correct unwarranted behavior /conduct in the work place. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turnaround times. Facilitate engagement sessions of marketing related policies and procedures to the entire workforce. Enquiries: Ms Nyoka Tel No:045 8071110/1101.

POST: DEPUTY DIRECTOR: INFORMATION MANAGEMENT REF NO. ECHEALTH/DDHIS/DO/APL/04/08/2023

SALARY: R 811 560 – R 952 485 (Level 11) (An All Inclusive Package)
CENTRE: Alfred Nzo, District Office

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

DUTIES: responsible for developing a shared vision and effective strategies to implement the vision. Leadership is a collective responsibility between administrative and clinical management at all levels. Ensure compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the district. Responsible for ensuring efficient and effective use of resources in the provision of good quality health care. Forging strong strategic relationships with strategic partners and local communities. In collaboration with the Manager: Administration, drive the implementation of the DHIS Standing Operational Procedures, in an iterative manner, to progressively improve the quality and timely availability of DHIS data. Ensure that data from District hospitals is captured on DHIS in timely manner. Train data capture personnel and facility operational managers on correct application of DHIS SOPs. Coordinate data collection efforts of partner organisations, such that all data is centrally available to the District and beyond. Ensure full access to data stored on third-party systems, until they are phased out. In collaboration with the Clinical Services Manager and DCST lead, establish protocols for the use of information for decision-making at facility level. Establish protocols for the production of reports at, or dissemination of reports to, facility level. Train facility operational managers on the interpretation and use of reports. Visit facilities on rotational basis to monitor data quality and use of information for decision-making. Collate requirements for additional/modified reports, and forward to Provincial/National Department. Represent the District at all fora dealing with data gathering or information use. Produce monthly and quarterly reports of strategic information for DHMT. Directly, or through the Manager: M&E (as applicable), plan and execute regular and ad hoc M&E activities. Prepare annual budget for activities not funded via normal channels, and additional equipment, if required. Responsible for allocated fixed assets.
Enquiries Mr K Praim Tel no 039 797 6070.

POST: ADMINISTRATION REGISTRAR REF NO: ECHEALTH/AR/LILIT/APL /05/08/2023
SALARY: R811 560- R952 485 per annum (Level 11)
CENTRE: Lilitha Nursing College, East London (Central Office)

REQUIREMENTS: A Bachelor's Degree in Public Administration or a related field. A sound understanding of legal matters will be a strong added advantage. A minimum of 8 years' management experience in the Public Sector. Understanding of the Higher Education sector. Experience in maintaining systems and records in a governance environment. Diplomacy and understanding of sensibilities related to confidential or privileged information. Excellent verbal and written reporting skills with strong attention to detail. Ability to interpret policies and legislation. Proficient computer skills (Microsoft office). Working knowledge of transversal systems (BAS or PERSAL, LOGIS). Good understanding of the PFMA and other related prescripts. A valid driver's licence is a pre-requisite. Ability to work under pressure and with little or no supervision. Ability to manage, delegate, motivate and control teams. Good communication skills at all levels.

DUTIES: Provide Administrative support services to the college. Oversee the overall provision of HR services, including appointments, service benefits, training, staff development and policy implementation. Manage and monitor the payment of benefits to the college students. Direct the provision and maintenance of the college infrastructure, including buildings, maintenance of grounds, fleet, ICT and network infrastructure and office equipment. Provide Secretarial services to Governance structures. Convene Council and sub-committee meetings. Keep minutes of all meetings and ensure that decisions taken at meetings are implemented. Develop and maintain the annual Council Calendar. Recommend and participate in the development and review of college policies and procedures regarding students and

governance. Communicate with external stakeholders on all issues of governance. Liaise with the SRC on all matters affecting the students.

Enquiries: Ms PN Mene Tel No: 043 700 9717

POST: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/ADHRM/ORDO/APL/06/08/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: OR Tambo, District Office

REQUIREMENTS: National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management or Public Administration/Management or equivalent qualification coupled with 5(five) years' experience in Human Resource management /Administration of which 3 years must be at supervisory level(SL7/8). Competencies: In-depth knowledge of PERSAL, public service human resource practices. In-depth knowledge of Human Resource policies and regulations i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, White Paper on Transformation of the Public Service, Employment Equity Act, Skills Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer skills. A valid driver's license.

DUTIES: Overall management of Human Resources general administration. Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section. Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS). Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

Enquiries: Ms X Mtimba Tel 047 502 9000

POST: ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/AD-GA/HUMNS/APL/07/08/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: Sarah Baartman Humansdorp Hospital

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Administration /National Diploma (NQF Level 6) in Public Administration /Business Management coupled with Five (5) years' experience in Patient Administration of which Three (3) years is at a supervisory level (SL 7/8). Understanding of Current Patient Affairs / Administration with specific reference to both Out Patients and in – Patient Management, Registry, Mortuary, Messengers and Pottering Services and other areas of importance within Patient Administration. Be computer literate, good report writing skills and ability to make decisions and act on them. Ability to work independently in a multidisciplinary team. Work optimally as part of a dynamic team. Ability to develop and implement monitoring and evaluation tool. Good interpersonal relation, honest and reliable and be able to uphold high ethical conduct. Good understanding of Public Service Legislation and Prescripts applicable to government including systems and procedures.

DUTIES: Provide both Out Patients and In-patients management systems. Ensure efficient and effective Booking system throughout the Clinical Business Unit. Ensure compliance to downtime management systems. Ensure that Mortuary Service is user friendly for all the clients. Ensure the effective, efficient and economic utilization to the resources allocated to the institution including development of staff. Effective performance management of employees according to PMDS. Effective management of conflicts and grievances and maintain discipline in all components. Apply good governance with the components including National Health Priorities. Take responsibility in ensuring effective and efficient Booking System. Taking part in the Operational plans and forming part of Management Committees. Ensuring

compliance to all Audits Findings, National Core Standards (NCR) quality assurance meeting etc. effective management of downtimes and Risk. Ability to formulate SOP's (Standard Operating Procedures in line with the Procedure Manual within your span of control. Take leadership as Functional Manager in all aspects pertaining not limited to efficient running of Patient affairs especially in ensuring that all staff under your leadership daily comply to SOP's, Circulars and Memos. Attend all meetings within your directorate and deputize the Deputy Director Patient Administration during his/her absence.

Enquiries: Ms G Kivedo Tel no 042 200 4279/236.

POST: ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO. ECHEALTH/AD-GA/DMMH/APL/08/08/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: OR Tambo Dr Malizo Mpehle hospital

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Administration /National Diploma (NQF Level 6) in Public Administration /Business Management coupled with Five (5) years' experience in Patient Administration of which Three (3) years is at a supervisory level (SL 7/8). Understanding of Current Patient Affairs / Administration with specific reference to both Out Patients and in – Patient Management, Registry, Mortuary, Messengers and Potting Services and other areas of importance within Patient Administration. Be computer literate, good report writing skills and ability to make decisions and act on them. Ability to work independently in a multidisciplinary team. Work optimally as part of a dynamic team. Ability to develop and implement monitoring and evaluation tool. Good interpersonal relation, honest and reliable and be able to uphold high ethical conduct. Good understanding of Public Service Legislation and Prescripts applicable to government including systems and procedures.

DUTIES: Provide both Out Patients and In-patients management systems. Ensure efficient and effective Booking system throughout the Clinical Business Unit. Ensure compliance to downtime management systems. Ensure that Mortuary Service is user friendly for all the clients. Ensure the effective, efficient and economic utilization to the resources allocated to the institution including development of staff. Effective performance management of employees according to PMDS. Effective management of conflicts and grievances and maintain discipline in all components. Apply good governance with the components including National Health Priorities. Take responsibility in ensuring effective and efficient Booking System. Taking part in the Operational plans and forming part of Management Committees. Ensuring compliance to all Audits Findings, National Core Standards (NCR) quality assurance meeting etc. effective management of downtimes and Risk. Ability to formulate SOP's (Standard Operating Procedures in line with the Procedure Manual within your span of control. Take leadership as Functional Manager in all aspects pertaining not limited to efficient running of Patient affairs especially in ensuring that all staff under your leadership daily comply to SOP's, Circulars and Memos. Attend all meetings within your directorate and deputize the Deputy Director Patient Administration during his/her absence.

Enquiries: Ms Makalima Tel no 047 542 6300

POST: ASSISTANT DIRECTOR: SALARIES & SUPPLIER PAYMENTS REF NO. ECHEALTH/AD-SSP/MRH/APL/09/08/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: OR Tambo Mthatha Regional Hospital

REQUIREMENTS: National Senior Certificate, an appropriate undergraduate qualification (NQF Level 6) in Finance Management or any relevant qualification, coupled with 5 years' experience with 3 years at supervisory level 7&8. Experience in salaries administration. Must be in possession of PERSAL Introduction, BAS & LOGIS certificates. Advanced Computer Skills, PERSAL, knowledge of PFMA, Treasury regulations, HR prescripts. Applicants should possess the following management competencies: Strategic capability and Leadership, Financial Management, Change Management, Problem Solving and analysis, People Management and empowerment Client Orientation and Customer Focus. A Financial Information System qualification will be an added advantage.

DUTIES: Verification of all transactions. Authorize payments on both BAS and PERSAL i.e. salaries & suppliers. Handle salary enquiries, supervise & manage both salaries and supplier's payment section. This will include PMDS

(Performance Management Development System) contracting and reviews of your staff / subordinates. Compile monthly, quarterly reports.

Enquiries: Ms. ZI Mkosi Tel 047 502 4143

POST: ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: ECHEALTH/AD/FTH/APL/10/08/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Senior Certificate, an appropriate undergraduate qualification (NQF Level 6) as recognised by SAQA in Financial Management/Accounting, Cost and Management or relevant qualification coupled with 5 years' experience of which 3 years' experience at supervisory level (SL7/8). In depth knowledge of government financial systems especially PERSAL and BAS. Good understanding of Public Financial Management Act, Treasury Regulations and any other relevant prescripts. Knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Promotion of Access to Information Act (PAIA), Public Service Act, Public Service Regulations, and Treasury Regulations. Attributes: The incumbent must be able to demonstrate competency in acting independently, professionally and be solution driven. A valid driver's licence.

DUTIES: Manage payroll and electronic payslips/ salaries and suspense accounts. Manage the BAS/PERSAL reconciliation. Provide monthly information for management report. Provide support to auditors and implement audit recommendations. Conduct awareness sessions with different sections and new staff coming to the hospital. Manage staff and other resources within the sub-directorate. Approval of Allowances and Deductions on PERSAL. Freezing of Salary and Reversal of Salary. Salary Recalls. Monitoring of Certified Payroll Certificates. Clearance of Suspense Accounts. Tax Reconciliation, declaration and payments to SARS. Accumulating the Payments made outside PERSAL. Reprinting of Duplicate IRP5's. Issuing the Last Pay Certificate of Employees transferred to other departments. Interdepartmental claims. Employee's debt management. Supervision of office staff, state accountants and clerks. Management Suspense Accounts and debtors relating to employees, ex-employees and creditors, payments updating of accounts. Manage and limit Human resource accruals. Manage Norms and Standards. Assist the Deputy Director in responding to audit enquiries, ensure that quarterly appraisals and monthly reports are done and submitted to the Deputy Director.

Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

POST: EXAMINATION OFFICER REF NO: ECHEALTH/ EO/ LILIT/APL /11/08/2023

SALARY: R424 104 -R508 692 per annum (Level 9)

CENTRE: Lilitha Nursing College, East London (Central Office)

REQUIREMENTS: National Senior Certificate, an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management/Human Resource coupled with 5 years' relevant experience in examination issues, (a Nursing Qualification will be added advantage). Experience in the management control of conducting examination. of which 3 years must be at supervisory SL7/8. Good understanding of administrative systems applicable to the Public Service and good analytical and problem-solving skills are essential. Diplomacy and understanding of sensibilities related to confidential or privileged information. Excellent verbal and written reporting skills with strong attention to detail. Ability to interpret relevant academic policies and legislation. Proficient computer skills (Microsoft office). Working knowledge of transversal system. A valid driver's license is a pre-requisite. Ability to work under pressure and with little or no supervision. Ability to manage, delegate, motivate and control teams. Good communication skills at all levels.

DUTIES: The incumbent will be responsible to manage the provision of examination services, typing pool, printing, packaging and dispatching of question papers for student nurses' examinations and safe keeping. Manage the control of issuing of the certificates, issuing of the certificate's application form and quality assurance on submitted data. Manage the processing and submitting of all Diploma applications, keep record and handle enquiries. Manage the tracking of outstanding certificates' application (statement of result Diploma). Coordinate and manage proper administration system for the planning and control of all functions in this component and communication of exam, timetables to the students and compile marking centres. Manage the setting of question papers per annum which includes appointing examiners, moderators and preparation of all these papers in collaboration with the language editors. Distribution of examination results, year mark to the Campus Managers. Manage compliance of examination

policy and regulations. Ensure the overall supervision and coordinate effective, efficient internal and external examination.

Enquiries: Ms P.N Mene 043 700 9717

POST: ASSISTANT DIRECTOR: FINANCE & SCM REF NO. ECHEALTH/ASD-FIN/FEPH/APL/12/08/2023

SALARY: R424 104– R508 692 per annum (Level 9)

CENTRE: Sarah Baartman, Fort England Psychiatric Hospital

NOTE: This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with a minimum of 5 years' experience in which 3 years must be in a supervisory level (level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report writing. Ability to work under pressure. Valid 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. Analyze, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions within the component.

Enquiries: Ms Nazo Tel No: 046 602 2308

POST: ASSISTANT DIRECTOR: OPERATIONS REF NO. ECHEALTH/AD-OP/FEPH/APL/13/08/2023

SALARY: R424 104 – R508 692 per annum (Level 9)

CENTRE: Sarah Baartman, Fort England Psychiatric Hospital

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management/Administration/ Business Management/Hospitality/Management or equivalent coupled with 5(Five) years of which 3(Three) years at supervisory level(SL7/8) combined experience in any of the two (2) soft services units (laundry, cleaning/ housekeeping, waste management and catering) in a Public/Private Hospitality environment. Computer literate in MS package (Word, Excel, Power-point). A valid driver's license. Competencies: knowledge, understanding and implementation of methods, practices, policies, regulations and acts that governs soft services and laundry services. Ability to develop policies and internal Standard Operating Procedure. Strong leadership skills, teambuilding and sound interpersonal skills. Excellent verbal and written communication skills and report- writing skills. Client and customer Orientation, Strategic leadership, Project Management, Human Resources Management and Finance Management skills. Ability to multi – task and prioritize and ability to work in high volume and highly pressurized environment. Knowledge to the public service legislations, policies and procedures such as PFMA, PPPFA.

DUTIES: Responsible for the overall day – to – day soft services sub-directorate, which includes security, laundry, catering, cleaning and housekeeping, gardens and grounds. Control and monitor human, financial and other resources. Develop strategies, programmes and projects to improve service provision. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Participate in Budget Advisory, Procurement and Bid Committees. Ensure that the Soft Services sub-directorate is compliant to National Core standards, Occupational Health and Safety and Machinery Acts, regulations and Policies. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turnaround plans.

Enquiries: Ms Nazo Tel: 046 602 2300

POST: ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: ECHEALTH/AD
HRM/HO/APL/14/08/2023
SALARY: R424 104 – R508 692 per annum (Level 9)
CENTRE: Head Office, Bhisho

Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: Grade 12 (NQF L4) or equivalent with recognized three years National Diploma (NQF Level 6) in Management Services/Human Resource Management/Operations Management or related qualification coupled with five (5) years' experience in Organizational Design and Job Evaluation environment of which Three(3) years is at supervisory SL7/8. Exposure on Post Provisioning Norms (PPN) will be an added advantage. Special Requirement (skills needed): Good Knowledge of relevant Public Service Policies, Legislation, Regulations and Acts. Computer literacy (MS Excel, MS PowerPoint and MS Word). Ability to communicate effectively (written and verbal), listening and interpreting skills. Analytical and innovative thinking ability as well as problem solving skills, decision –making, Coordination, Planning and Organizing skills. Good interpersonal skills and high level of professionalism. Numerical literacy and accuracy working with data. Facilitation and Presentation skills. Highly reliable, willing to travel and work extra hours. Report writing. Project management. Economic and Financial Management. A valid driver's license

DUTIES: Conducting of Organization Structure Design/Workstudy investigations and assist with the conducting of quality assurance on Organization Structure Design/Workstudy reports. Assist with the development/institutionalization of DOD Management and Renewal Services (Workstudy) Policy, Guidelines, Instructions, Directives, Norms and Standards. Assist with the compilation of the Annual Performance Plan. Conduct Organizational Analysis and Design processes. Conduct Job Evaluation (JE) for all posts in the Department and inform Program Managers Organization Structure Design (OSD) if the outcome has a structural implication. Prepare Job Evaluation submissions. Facilitate the development of Job Descriptions and assist with the formulation of the job descriptions. Partake in quality assurance in order to ensure standardized job evaluation practices. Establish benchmarking parameter. Plan moderation activities and participate in the Job Evaluation Moderation process. Participate in the development of job analysis and design governance. Facilitate the implementation of posts providing norms. Provide assistance to Program Manager Job Evaluation, requesting Structure Management Control System (SMCS)/ Management Information data. Provide advisory, support and information services on the organizational structure and job evaluation.

Enquiries: Ms Sikuza 0406081210

For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/BCMHD/APL/15/08/2023
SALARY: R294 321 – R345 815 per annum (Level 7)
CENTRE: Buffalo City Metro, District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 and implementation of confirmed 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 Jaceni: Tel No. 043 7433 006/057

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/HO/APL/16/08/2023

SALARY: R294 321 – R345 815 per annum (Level 7)
CENTRE: Bhisho, Head Office

NOTE: Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 license.

DUTIES: Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning: 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 T Nqumashe Tel No: 0406081613

For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/HO/APL/17/08/2023

SALARY: R294 321 – R345 815 per annum (Level 7)

CENTRE: Bhisho, Head Office

NOTE: Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 license.

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 and implementation of confirmed 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 K Livi 040 608 1210

For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/ISH/APL/18/08/2023

SALARY: R294 321 – R345 815 per annum (Level 7)

CENTRE: OR Tambo Isilimela Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 and implementation of confirmed 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 Gwiji – Tel no 047 564 2805/2/3

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/NMAH/APL/19/08/2023

SALARY: R294 321 – R345 815 per annum (Level 7)

CENTRE: OR Tambo, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 and implementation of confirmed 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

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/NTBH/APL/20/08/2023

SALARY: R294 321 – R345 815 per annum (Level 7)

CENTRE: Buffalo City Metro, Nkqubela TB Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 and implementation of confirmed 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 Makala Tel No: 043 761 2131.

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/ADO/AD/APL/21/08/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: Amathole, District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills and problem solving. A valid driver's licence.

DUTIES: To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

Enquiries: Ms N Nene Tel no: 043 707 6748.

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/ADO/AD/AH/APL/22/08/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: Sarah Baartman, Aberdeen hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills and problem solving. A valid driver's licence.

DUTIES: To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/ADO/ISH/APL/23/08/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: OR Tambo Islimela Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills and problem solving. A valid driver's licence.

DUTIES: To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration.

Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.
Enquiries: Ms N Gwiji – Tel no 047 564 2805/2/3

POST: ADMINISTRATION OFFICER REF NO. ECHEALTH/ADO/PECC/APL/24/08/2023
SALARY: R294 321 – R343 815 per annum (Level 7)
CENTRE: Nelson Mandela Metro, PE Central Clinic

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills and problem solving. A valid driver's licence.

DUTIES: To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.
Enquiries: Ms P Makuluma Tel No: 041 391 8164

POST: FINANCIAL PRACTITIONER: SALARIES REF NO. ECHEALTH/FP/ADO/APL/25/08/2023
SALARY: R294 321- R343 815 per annum (Level 7)
CENTRE: Amathole, District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management coupled with 1-2 years' experience in the field of finance or salaries. Basic knowledge of public Service Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration, Knowledge of PERSAL and BAS system. Knowledge of Batho –Pele Principles Computer literacy. Knowledge of procedures relating specific working environment including norms and standards. Good Communication (verbal and written) and report writing skills. Interpersonal relationship. A valid driver's license will serve as an added advantage

DUTIES: To verify, capture, update and resolve Salary transactions accurately and timeously. To deal with Salary enquiries. To provide information to employees. Authorize all Salary related transaction on BAS and PERSAL. Ensure that claims and allowances are paid within the prescribed period. Verification and authorization of benefit to be paid to officials and beneficiaries of deceased. Provide support to management by assisting with audit queries. Manage PMDS and ensure staff development training needs. Payroll Management. Preparation of monthly reports. Supervise of section Check and accurately of documents from HR Section.
Enquiries: Ms N Nene Tel no: 043 707 6748

POST: FINANCIAL PRACTITIONER: BUDGET PLANNING REF NO. ECHEALTH/FP-BP/ADO/APL/26/08/2023
SALARY: R294 321 – R343 815 per annum (Level 7)
CENTRE: Amathole, District Office

REQUIREMENTS: National Diploma (NQF 6)/Bachelor's Degree (NQF 7) or equivalent appropriate qualification as recognized by SAQA in Financial Management/Accounting/Commerce and Auditing coupled 1 – 2 years' experience in a Financial environment. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Public Financial Management Act, Treasury Regulations and prescripts. Problem solving skills and analysis, listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel, Word and PowerPoint) Understand the PFMA and Treasury Regulations. Understanding of all relevant safety requirements for staff in a manufacturing environment. Ability to communicate with all levels of management.

DUTIES: Undertake the initial planning of budget information as well as the preparation of budget working documents. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS, based on the appropriate letter and Treasury instructions. Compile standard Medium Term Expenditure projections as and when required. Administer timeous resolution of audit queries. Assist with the effective administration of financial administration functions, amongst others, Budget Planning and Administration. Compile standard reports on the state of expenditure, and revenue. Confirm availability of funds before expenditure is incurred. Capture Budget and related transactions on BAS. Provide and produce quality reports regarding turnaround times and documents processed. Administer timeous resolution of audit queries. Monitors expenditure and advice on discrepancies. Analyse expenditure patterns and generate reports. Provide advice via the manager on programs to spend according to plans or adjust. Track expenditure trends and reconciliation thereof against the budget and cash flow projections. Track budget expenditure against the allocated project budget.

Enquiries: Ms N Nene Tel no: 043 707 6748.

POST: FINANCIAL PRACTITIONER: PRE-AUDIT REF NO. ECHEALTH/FP/NMAH/APL/27/08/2023

SALARY: R294 321- R343 815 per annum (Level 7)

CENTRE: OR Tambo, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized in Commerce or Internal Audit or Accounting or Cost & Management Accountant or Financial Management or SCM or other relevant qualifications coupled with 1 - 2 years' experience within the public sector internal control / pre-audit unit. Knowledge of financial systems (PERSAL & LOGIS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA), Tender Board Regulation, Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy. Good communication skills. Sound organizational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. Finance, HR and SCM prescripts. A valid driver's license.

DUTIES: Check compliance of goods and services in line with procurement procedures and financial delegations. Check compliance with prescripts and pre-audit checklist. Pre-audit the authenticity of commitments & ensure completeness and accuracy. Receiving and checking of salary related payments. Pre-audit the validity, accuracy & completeness of S&T claims. Check correctness and the authenticity of payment batches to ensure their validity, completeness, accuracy & ensure that they have been authorized by appropriate officials as per the delegations. Analyze batches submitted to check adherence with PFMA, treasury regulations, HR Policies and other prescripts. Verify correctness and compliance of calculations of commitments and payments and issue payment certificates. Reporting on unauthorized, irregular and fruitless expenditure. Perform administrative duties for the unit.

Enquiries: Ms Calaza Tel no: 047 502 4469

POST: FINANCIAL PRACTITIONER: BUDGET PLANNING REF NO. ECHEALTH/FP-BP/NMCH/APL/28/08/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: OR Tambo, Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma (NQF 6)/Bachelor's Degree (NQF 7) or equivalent appropriate qualification as recognized by SAQA in Financial Management/Accounting/Commerce and Auditing coupled 1 – 2 years' experience in a Financial environment. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Public Financial Management Act, Treasury Regulations and prescripts. Problem solving skills and analysis, listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel, Word and PowerPoint)

Understand the PFMA and Treasury Regulations. Understanding of all relevant safety requirements for staff in a manufacturing environment. Ability to communicate with all levels of management.

DUTIES: Undertake the initial planning of budget information as well as the preparation of budget working documents. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS, based on the appropriate letter and Treasury instructions. Compile standard Medium Term Expenditure projections as and when required. Administer timeous resolution of audit queries. Assist with the effective administration of financial administration functions, amongst others, Budget Planning and Administration. Compile standard reports on the state of expenditure, and revenue. Confirm availability of funds before expenditure is incurred. Capture Budget and related transactions on BAS. Provide and produce quality reports regarding turnaround times and documents processed. Administer timeous resolution of audit queries. Monitor expenditure and advice on discrepancies. Analyse expenditure patterns and generate reports. Provide advice via the manager on programs to spend according to plans or adjust. Track expenditure trends and reconciliation thereof against the budget and cash flow projections. Track budget expenditure against the allocated project budget.

Enquiries: Ms Calaza Tel no: 047 502 4469

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/FTH/APL/29/08/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 license.

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

Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/DRH/APL/30/08/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 license.

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 reports. 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 network 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

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/JDO/APL/31/08/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: Joe Gqabi, District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 license.

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 reports. 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 network 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: Mr. JS Ndzinde – Tel no: 051 633 9631.

POST: INFORMATION OFFICER REF NO. ECHEALTH/I-O/CZHAPL/32/08/2023

SALARY: R294 321 R343 815 per annum (Level 7)

CENTRE: OR Tambo, Canzibe Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7) as recognized by SAQA in Information Management coupled with 1-2 years' experience 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 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 Solwandle – Tel No: 047 568 8291/2/3

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITO/SBDO/APL/33/08/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: Sarah Baartman, District Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 license.

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 T. Mpitimpiti Tel no: 041 408 8509

POST: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/FEPH/APL/34/08/2023

SALARY: R294 321 – R345 815 per annum (Level 7)

CENTRE: Sarah Baartman, Fort England Psychiatric Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 license.

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 and implementation of confirmed 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 Nazo Tel: 046 602 2300

POST: HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO. ECHEALTH/HRDP/FEH/ARP/35/08/2023

SALARY: R294 321 – R343 815 per annum (Level 7)
CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management / Development / Public Administration or relevant qualification coupled with 1-2 years' experience in the field. Knowledge of relevant Human Resource Development Prescripts (Public Service Act and regulations, Skills Development Act, Skills Levy Act, PFMA. Knowledge and understanding of HRD practices and procedures. Competencies: Good communication skills, interpersonal skills, problem solving, project management, presentation skills, planning, organising and facilitation skills. Computer literate. A Valid driver's license.

DUTIES: Coordinate and implement training and development in the institution. Coordinate training of employees in line with skills development plan in the addressing of employee needs. Coordinate costing of identified training programmes against allocated budget. Monitor and evaluate the impact of training provided by obtaining feedback from trainees and immediate supervisors. Facilitate the implementation of learnership / internship / work integrated learning programmes aimed at assisting unemployed youth to gain work experience. Facilitate the orientation and induction programmes for new learners and interns. Facilitate the exit strategy of interns. Provide administrative support services. Draft Memos inviting / requesting participants to attend training. Coordinate and implement staff induction and orientation.

Enquiries: Ms Nazo Tel no 046 602 2300.

HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/NMAH/APL/36/08/2023

SALARY: R294 321 – R345 815 per annum (Level 7)
CENTRE: OR Tambo, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 and implementation of confirmed 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

POST: FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/FEPH/APL/37/08/2023

SALARY: R294 321- R343 815 per annum (Level 7)
CENTRE: Sarah Baartman, Fort England Psychiatric Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management/ Accounting/ Cost and Management Accounting or equivalent relevant qualification coupled with 1-2 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS/LOGIS. A valid driver's license

DUTIES: Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on LOGIS/ BAS. Record unauthorized, wasteful and

irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms. Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District Hospital. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Responsible for Revenue collections and reports. Maintain budget analyses, reports and related duties.

Enquiries: Ms Nazo Tel: 046 602 2300

POST: FINANCIAL PRACTITIONER: SALARIES REF NO. ECHEALTH/FP/NMAH/APL/38/08/2023

SALARY: R294 321- R343 815 per annum (Level 7)

CENTRE: OR Tambo, Nelson Mandela Academic Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management coupled with 1-2 years' experience in the field of finance or salaries. Basic knowledge of public Service Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration, Knowledge of PERSAL and BAS system. Knowledge of Batho –Pele Principles Computer literacy. Knowledge of procedures relating specific working environment including norms and standards. Good Communication (verbal and written) and report writing skills. Interpersonal relationship. A valid driver's license will serve as an added advantage

DUTIES: To verify, capture, update and resolve Salary transactions accurately and timeously. To deal with Salary enquiries. To provide information to employees. Authorize all Salary related transaction on BAS and PERSAL. Ensure that claims and allowances are paid within the prescribed period. Verification and authorization of benefit to be paid to officials and beneficiaries of deceased. Provide support to management by assisting with audit queries. Manage PMDS and ensure staff development training needs. Payroll Management. Preparation of monthly reports. Supervise of section Check and accurately of documents from HR Section.

Enquiries: Ms Calaza Tel no: 047 502 4469

POST: ADMINISTRATION OFFICER: PATIENT ADMINISTRATION REF NO
ECHEALTH/AOPAT/FEPH/APL/39/08/2023

SALARY: R 294 321 – R343 815 per annum (Level 7)

CENTRE: Sarah Baartman, Fort England Psychiatric Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills and problem solving. A valid License.

DUTIES: To provide an effective, efficient and comprehensive patient registration inclusive of HMS2. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff, client information clerks and messengers. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analyzing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

Enquiries: Ms Nazo Tel No: 046 602 2300

POST: LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSC/FEPH/APL/40/08/2023

SALARY: R 294 321 – R343 815 per annum (Level 7)

CENTRE: Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 license.

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

Enquiries: Mr. E Felkers Tel no 041 585 2323.

POST: LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSC/LTH/APL/41/08/2023

SALARY: R 294 321 – R343 815 per annum (Level 7)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized 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 license.

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

Enquiries: Ms L Mabanga Tel no 041 405 2348

POST: FOOD SERVICE MANAGER REF NO. ECHEALTH/FSM/GH/APL/42/08/2023

SALARY: R294 321 – R343 815 per annum (Level 7)

CENTRE: Buffalo City Metro, Grey Hospital

REQUIREMENTS: National Senior Certificate, an appropriate qualification (NQF Level 6) as recognized by SAQA in Hospitality Management/Consumer Studies or related or relevant qualification with 1-2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

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

Enquiries: Ms Phillips Tel No: 043 643 3300

POST: COMMUNITY LIASON OFFICER (HEALTH PROMOTION) REF NO. ECHEALTH/CLO/NMDO/APL/43/08/2023

SALARY: R241 485 – R255 306 per annum (Level 6)

CENTRE: Nelson Mandela Metro, District Office

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Dietetics, Nutrition or Health Promotion Relevant qualification coupled with 1-2 years' experience in the

field of Health Promotion. In-depth knowledge of all relevant Acts, Policies and Regulations relating to community nutrition. Decision-making, communication, planning and leadership skills. Computer literacy. A valid driver's license. Good report writing skills as well as the ability to communicate departmental nutrition policies to communities. Should be a good team player but should be able to work on his/her loan. Ability to communicate in IsiXhosa OR Afrikaans will be an added advantage.

DUTIES: Establish, analyze and communicate the community perspective of the health levels of service delivery. Assess what information and communication mediums are required to influence perceptions. Establish and monitor the levels of access to health information in the community. Promoting and campaign health promotions. Distribute departmental publications. Make presentations to community services organisations to enhance the public image and goals of the health district. Manage the Community Liaison Component.

Enquiries: Ms P Makuluma Tel No: 041 391 8164.

POST: COMMUNITY LIASON OFFICER(NUTRITION) REF NO. ECHEALTH/CLO/NMDO/APL/44/08/2023

SALARY: R241 485 – R255 306 per annum (Level 6)

CENTRE: Nelson Mandela Metro, District Office

REQUIREMENTS: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Dietetics, Nutrition or Health Promotion Relevant qualification coupled with 1-2 years' experience in the field of community nutrition. In-depth knowledge of all relevant Acts, Policies and Regulations relating to community nutrition. Decision-making, communication, planning and leadership skills. Computer literacy. A valid driver's license. Good report writing skills as well as the ability to communicate departmental nutrition policies to communities. Should be a good team player but should be able to work on his/her loan. Ability to communicate in IsiXhosa OR Afrikaans will be an added advantage.

DUTIES: Guide and supervise the implementation of nutrition activities within communities. Plan nutrition education activities within communities. Work with the outreach team to improve the nutrition knowledge of communities. Liaise between communities and health facilities to improve the nutritional status of the citizens of Nelson Mandela Bay. Mobilise communities to promote good nutrition and prevent non-communicable diseases

Enquiries: Ms P Makuluma Tel No: 041 391 8164.

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/UH/APL/45/06/2023

SALARY: R202 233- R235 611 per annum (level 5)

CENTRE: Joe Gqabi, Umlamli 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.

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 Mpithimpithi - Tel no: 051 611 0079/90.

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/UPH/APL/46/08/2023(2 POSTS)

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Uitenhage Provincial 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.

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. P Oosthuizen Tel no: 041 995 1129.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/LTH/APL/47/08/2023
SALARY: R202 233- R235 611 per annum (Level 5)
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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 L Mabanga Tel no 041 405 2348

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/FTH/APL/48/08/2023
SALARY: R202 233- R235 611 per annum (Level 5)
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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 L Mabanga Tel no 041 405 2348

POST: HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/CHDO/APL/49/08/2023
SALARY: R202 233 – R235 611 per annum (Level 5)
CENTRE: Chris Hani, 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..

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 Nyoka 045 8071110/1101.

HUMAN RESOURCE CLERK REF NO. ECHEALTH/HRC/MPH/APL/50/08/2023

SALARY: R202 233 – R235 611 per annum (Level 5)
CENTRE: Sarah Baartman, Margery Parks TB 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.

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. MT Buyelo Tel: 049 893 0031.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MC/APL/51/08/2023

SALARY: R202 233- R235 611 per annum (Level 5)
CENTRE: Alfred Nzo, Khotsong TB Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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. A Lebata Tel No: 039 737 3801.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/CC/APL/52/08/2023

SALARY: R202 233- R235 611 per annum (Level 5)
CENTRE: Buffalo City Metro, Central Clinic

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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 Jaceni Tel No: 043 7433 006/057

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/DCHC/APL/53/08/2023

SALARY: R202 233- R235 611 per annum (Level 5)
CENTRE: Buffalo City Metro, Dimbaza CHC

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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 Jaceni Tel No: 043 7433 006/057

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/BCMDO/APL/54/08/2023 (2 POSTS)

SALARY: R202 233- R235 611 per annum (Level 5)

CENTRE: Buffalo City Metro, District Office

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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 Jaceni Tel No 043 7433 006/057

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/GH/APL/55/08/2023 (2 POSTS)

SALARY: R202 233- R235 611 per annum (Level 5)

CENTRE: Buffalo City Metro, Grey Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

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

Enquiries: Ms Phillips Tel No: 043 643 3300

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/NTBH/APL/56/08/2023

SALARY: R202 233- R235 611 per annum (Level 5)

CENTRE: Buffalo City Metro, Nkqubela TB Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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 Makala Tel No: 043 761 2131.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/NONTYA/APL/57/08/2023

SALARY: R202 233- R235 611 per annum (Level 5)

CENTRE: Buffalo City Metro, Nontyatymbo Clinic

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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 Jaceni Tel.No: 043 7433 006/057

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/CH/APL/58/08/2023

SALARY: R202 233- R235 611 per annum (Level 5)

CENTRE: Chris Hani, Cofimvaba Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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 Somlota–Tel no 047 874 0111.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MRH/APL/59/08/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: OR Tambo, Mthatha Regional Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/CZH/APL/60/08/2023

SALARY: R202 233 – R235 611 per annum (Level 5)
CENTRE: OR Tambo, Canzibe Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
Enquiries: Ms Solwandle – Tel: 047 568 8291/2/3

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/AVH/APL/61/08/2023
SALARY: R202 233 – R235 611 per annum (Level 5)
CENTRE: Sarah Baartman, Andries Vosloo Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
Enquiries: Ms CZ Zozo – Tel no: 042 243 1313

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MPTH/APL/63/08/2023
SALARY: R202 233 – R235 611 per annum (Level 5)
CENTRE: Sarah Baartman, Margery Parks TB Hospital

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
Enquiries: Mr. MT Buyelo Tel: 049 893 0031

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/NBC/APL/64/08/2023
SALARY: R202 233 – R235 611 per annum (Level 5)
CENTRE: Nelson Mandela Metro, New Brighton Clinic

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

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 P Makuluma Tel No: 041 391 8164.

POST: FINANCE CLERK REF NO. ECHEALTH/FC/GH/APL/65/08/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Buffalo City Metro, Grey Hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. 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 Phillips Tel No: 043 643 3300

POST: FINANCE CLERK REF NO. ECHEALTH/FC/FH/APL/66/08/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Chris Hani, Frontier Hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. 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.

POST: FINANCE CLERK REF NO. ECHEALTH/FC/DO/APL/67/08/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Amathole, District Office

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. 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 N Nene Tel no: 043 707 6748

POST: FINANCE CLERK REF NO. ECHEALTH/FC/TBH/APL/68/08/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Alfred Nzo, Tayler Bequest Hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. 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: Mr. Kholiso Tel no 039 737 3107

POST: FINANCE CLERK REF NO. ECHEALTH/FC/CH/APL/69/08/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Amathole, Cathcart Hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. 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 Velaphi- Tel No: 045 843 1029.

POST: FINANCE CLERK REF NO. ECHEALTH/FC/DMM/APL/70/08/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: OR Tambo Dr Malizo Mpehle Hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. 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 Makalima Tel no 047 542 6300

POST: FINANCE CLERK REF NO. ECHEALTH/FC/MPH/APL/71/08/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Sarah Baartman, Margery Parks TB Hospital

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. 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: Mr. MT Buyelo Tel No: 049 893 0031.

REGISTRY CLERK REF NO. ECHEALTH/RC/AD/APL/72/08/2023 (2 POSTS)

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Buffalo City Metro, Grey 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.

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 Phillips 043 643 3300

REGISTRY CLERK REF NO. ECHEALTH/RC/MH/APL/74/08/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Chris Hani, Mjanyana 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.

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 SS Naku 047 874 8000.

POST: ADMINISTRATION CLERK REF NO. ECHEALTH/AC/MC/APL/72/08/2023

SALARY: R202 233- R235 611 per annum (Level 5)

CENTRE: Umzimvimbu Sub-District, Mpindweni Clinic

REQUIREMENTS: National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) 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 Magadla Tel No: 039 727 2090

REGISTRY CLERK REF NO. ECHEALTH/RC/MH/APL/73/08/2023

SALARY: R202 233 – R235 611 per annum (Level 5)

CENTRE: Joe Gqabi, Maclear 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

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 N Zuza - Tel no: 045 932 1028.

POST: CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/NMMDG/APL/74/08/2023
SALARY: R171 537 – R199 461 per annum (Level 4)
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

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

DUTIES: Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.
Enquiries: Ms B Bomela Tel no 041 406 4421.

POST: CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/NH/APL/75/08/2023
SALARY: R171 537 – R199 461 per annum (Level 4)
CENTRE: Amathole, Nompumelelo Hospital

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

DUTIES: Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.
Enquiries: Ms Mlotana Tel no: 040 673 3321

POST: CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/FEPH/APL/76/08/2023
SALARY: R171 537 – R199 461 per annum (Level 4)
CENTRE: Sarah Baartman, Fort England Psychiatric Hospital

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

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

Enquiries: Ms Nazo Tel: 046 602 2300

POST: FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/FSS/FEPH/APL/77/08/2023 (3 POSTS)

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: Sarah Baartman, Fort England Psychiatric Hospital

REQUIREMENTS: NQF Level 3(Grade 10)/ABET level 4 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 Nazo Tel No: 046 602 2300

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/FEPH/APL/78/08/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: Sarah Baartman, Fort England Psychiatric Hospital

REQUIREMENTS: NQF Level 3(Grade 10)/ABET level 4 with 3-5 year years' experience. Knowledge of general work, housekeeping and cleaning services. Good communication and report writing skills. Problem solving skills. Flexibility and team work. Ability to manage interpersonal conflicts, resolve problem. Planning, organizing and team leadership skills. Client orientation and customer focus. Knowledge of occupational Health and safety policies.

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

Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguard of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.
Enquiries: Ms Nazo Tel No: 046 602 2300

POST: CLIENT INFORMATION CLERK REF NO. ECHEALTH/CIC/CZH/APL/79/08/2023
SALARY: R171 537 – R199 461 per annum (Level 4)
CENTRE: OR Tambo, Canzibe Hospital

REQUIREMENTS: National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organizing. 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 Solwandle – Tel: 047 568 8291/2/3

POST: DATA CAPTURER REF NO. ECHEALTH/DC/CHDO/APL/80/08/2023 (4 POSTS)
SALARY: R171 537 – R199 461 per annum (Level 4)
CENTRE: Chris Hani, District Office

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

DUTIES Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
Enquiries: Ms Nyoka Tel No: 045 8071110/1101.

POST: DATA CAPTURER REF NO. ECHEALTH/DC/RDC/APL/81/08/2023
SALARY: R171 537 – R199 461 per annum (Level 4)
CENTRE: Nelson Mandela Metro, Rosedale Clinic

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 P Makuluma Tel No: 041 391 8164.

POST: DATA CAPTURER REF NO. ECHEALTH/DC/JPTBH/APL/82/08/2023
SALARY: R171 537 – R199 461 per annum (Level 4)
CENTRE: Nelson Mandela Metro, Jose Pearson TB 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 N Klassen Tel no: 041 372 8000.

POST: DATA CAPTURER REF NO. ECHEALTH/DC/JPTBH/APL/83/08/2023
SALARY: R171 537 – R199 461 per annum (Level 4)
CENTRE: Nelson Mandela Metro, Wells Estate Clinic

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 P Makuluma Tel No: 041 391 8164.

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/FTH/APL/84/08/2023(2 POSTS)
SALARY: R171 537 – R199 461 per annum (Level 4)
CENTRE: Buffalo City Metro, Frere Tertiary Hospital

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

DUTIES: Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services.

Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.
Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

POST: HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/FTH/APL/85/08/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: Joe Gqabi, Maclear hospital

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

DUTIES: Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.
Enquiries: Ms N Zuza - Tel no: 045 932 1028.

POST: FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/FSS/AVH/APL/86/08/2023

SALARY: R171 537 – R199 461 per annum (Level 4)

CENTRE: Sarah Baartman, Andries Vosloo Hospital

REQUIREMENTS: NQF Level 3(Grade 10)/ABET level 4 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 CZ Zozo – Tel no: 042 243 1313

POST: FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/CZH/ETBH/APL/87/08/2023
SALARY: R171 537 – R199 461 per annum (Level 4)
CENTRE: OR Tambo, Canzibe Hospital

REQUIREMENTS: NQF Level 3(Grade 10)/ABET level 4 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 Solwandle – Tel: 047 568 8291/2/3

POST: FOOD SERVICE SUPERVISOR REF NO. ECHEALTH/FSS/MH/APL/88/08/2023
SALARY: R171 537 – R199 461 per annum (Level 4)
CENTRE: Amathole, Madwaleni Hospital

REQUIREMENTS: NQF Level 3(Grade 10)/ABET level 4 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: Mr. Fenguza Tel no: 047 573 8900/1/2.

POST: DRIVER REF NO. ECHEALTH/DRV/UPH/APL/89/08/2023
SALARY: R147 036 – R170 598 per annum (Level 3)
CENTRE: Nelson Mandela Metro, Uitenhage Provincial Hospital

REQUIREMENTS: National Senior Certificate/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's license 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 P Oosthuizen Tel No: 041 995 1123

POST: SENIOR PORTER REF NO: ECHEALTH/SPOR/FTH/APL/90/08/2023

SALARY: R147 036 – R170 598 per annum (Level 3)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: ABET/ Grade 10, plus 2-3 years' relevant experience. Good communication skills and good Interpersonal relations. Must be committed and hard working person. Ability to work under pressure.

DUTIES: Supervising of Porters. Wheel patients to and from the wards. Transport patients to various service areas i.e. Operating theatre, Pharmacy, X-Ray and Physiotherapy units. Transport patients to vehicles or other transportation. Transfer of corpses to the mortuary. Deliver equipment or documentation to wards and other departments. Required to assist at the information desk, responsible for delivery and distribution of documentation / equipment to various wards. Responsible for supervision of subordinates. Collect and transport corpses to the mortuary. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

POST: TRADE LABOURER REF NO. ECHEALTH/TRL/FTH/APL/91/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

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 2487/2532.

POST: TRADE LABOURER REF NO. ECHEALTH/TRL/RC/APL/92/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro Rosedale Clinic

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES: Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair

doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms. Enquiries: Ms P Makuluma Tel No: 041 391 8164.

POST: TRADE LABOURER REF NO. ECHEALTH/TRL/LTH/APL/93/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro Livingstone 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 L Mabanga Tel no 041 405 2348

POST: HOUSEHOLD WORKER REF NO. ECHEALTH/HHW/LTH/APL/94/08/2023

SALARY: R125 373 – 145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro Livingstone Tertiary 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 are as 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 L Mabanga Tel no 041 405 2348

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/GGH/APL/95/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, Glen Grey 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 Ralushe Tel No:047 878 2800.

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/IH/APL/96/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani District, Indwe 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 C Gouws 045 952 1030

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/NTH/APL/97/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Buffalo City Metro, Nkqubela 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 to the supervisor.

Enquiries: Ms Makala Tel No: 043 761 2131

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/ISM/APL/98/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: OR Tambo Isilimela 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 Gwiji – Tel no 047 564 2805/2/3

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/STL/APL/99/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: OR Tambo, 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

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/HC/APL/100/08/2023(2 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, Hewu 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 U Malawana Tel no 040 841 0133

POST: PROPERTY CARE TAKER REF NO. ECHEALTH/PTC/AH/APL/101/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Amathole, Adelaide Hospital

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

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

Enquiries: Ms K Marques Tel 046 684 0066.

POST: CLEANER REF NO. ECHEALTH/CL/NC/APL/102/08/2023(2 POSTS)

SALARY: R125 373 – R145 077per annum (Level 2)

CENTRE: Emalaheni Sub-District, Nompumelelo Clinic

REQUIREMENTS: ABET or Grade 10. Grade 12 will be advantageous. Poses good communication skills, be able to work shift including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, bins, sinks, lockers and pans. Sweep, op and polish all floors of the designated areas in the Institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution Periodically assess and update toilet cleaning check list in the line with set hygienic standards. Request and replace toilets papers/towels and hazardous threats in the cleaning environment. Provide routine maintenance services: Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

Enquiries: Ms NP Mtshabe 047 878 4300

POST: CLEANER REF NO. ECHEALTH/UPH/APL/103/08/2023 (3 POSTS)

SALARY: R125 373 – R145 077per annum (Level 2)

CENTRE: Nelson Mandela Metro, Uitenhage Provincial Hospital

REQUIREMENTS: ABET or Grade 10. Grade 12 will be advantageous. Poses good communication skills, be able to work shift including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, bins, sinks, lockers and pans. Sweep, op and polish all floors of the designated areas in the Institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution periodically assess and update toilet cleaning check list in the line with set hygienic standards. Request and replace toilets papers/towels and hazardous threats in the cleaning environment. Provide routine maintenance services: Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment.

Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
Enquiries: Mr. P Oosthuizen Tel no: 041 995 1129.

POST: CLEANER REF NO. ECHEALTH/CL/APL/MACH/104/08/2023 (2 POSTS)
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: Joe Gqabi, Maclear hospital

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

DUTIES: Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, bins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the Institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution periodically assess and update toilet cleaning check list in the line with set hygienic standards. Request and replace toilets papers/towels and hazardous threats in the cleaning environment. Provide routine maintenance services: Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
Enquiries: Ms N Zuza - Tel no: 045 932 1028.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FH/APL/105/08/2023 (2 POSTS)
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: Chris Hani, Frontier Hospital

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
Enquiries: Ms P Marongo 045 808 4272.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/FH/APL/106/08/2023 (2 POSTS)
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: OR Tambo, St Elizabeth Regional Hospital

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

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

Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
Enquiries: Mrs T Duntsula – Tel no: 039 253 5012.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/WSH/APL/107/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, Wilhelm Stahl 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. B Mbalula 049 842 1111.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NGC/APL/108/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Ngcobo Sub District, Ngcobo CHC

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
Enquiries: Ms N Matala Tel no :047 5480022/34

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NGC/APL/109/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Umzimvimbu 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.

Enquires: Mr Magadla Tel No: 039 727 2090

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MJH/APL/110/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, Mjanyana Hospital

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

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

Enquiries: Ms SS Naku 047 874 8000.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ASH/APL/111/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, All Saints Hospital

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

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

Enquiries: Ms NP Gcaza – Tel no: 047 548 4104

POST: GENERAL WORKER REF NO. ECHEALTH/GW/CMH/APL/112/08/2023 (2 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

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

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

Enquiries: Ms N. Matshaya Tel no 043708 2121.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/LTH/APL/113/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

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

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

Enquiries: Ms L Mabanga Tel no 041 405 2348

POST: GENERAL WORKER REF NO. ECHEALTH/GW/TBH/APL/114/08/2023 (8 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Joe Gqabi, Taylor Bequest 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 Nzinde Tel no: 039 257 0099

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NMDO/APL/115/08/2023 (2 POSTS)
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: Nelson Mandela Metro, 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: Ms P Makuluma Tel No: 041 391 8164.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/KWAZ/APL/116/08/2023
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: Nelson Mandela Metro, Kwazakhele 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 P Makuluma Tel No: 041 391 8164.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/ESTC/APL/117/08/2023
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: Nelson Mandela Metro, West End CHC

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
Enquiries: Ms P Makuluma Tel No: 041 391 8164.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MTCHC/APL/118/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Motherwell CHC

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
Enquiries: Ms P Makuluma Tel No: 041 391 8164.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NBC/APL/119/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro, New Brighton 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 P Makuluma Tel No: 041 391 8164.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SWC/APL/120/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Soweto 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 P Makuluma Tel No: 041 391 8164.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/EH/APL/121/08/2023(5 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Joe Gqabi, Empilisweni Hospital

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
Enquiries: Mr. S.L Bosholo – Tel no: 051 611 0259/078 530 7136.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MH/APL/122/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Joe Gqabi, Maclear hospital

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

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

Enquiries: Ms N Zuza - Tel no: 045 932 1028.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MH/APL/123/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Amathole, Madwaleni Hospital

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

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

Enquiries: Mr. Fenguza Tel no: 047 573 8900/1/2

POST: GENERAL WORKER REF NO. ECHEALTH/GW/NH/APL/124/08/2023 (8 POST)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Amathole, Nompumelelo 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 Mlotana Tel no: 040 673 3321

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SSGH/APL/125/08/2023 (8 POST)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Amathole, 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: Tel no 040 658 0043.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/TBH/APL/126/08/2023 (2 POST)
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: Alfred Nzo, Tayler Bequest 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. Kholiso Tel no 039 737 3107

POST: GENERAL WORKER REF NO. ECHEALTH/GW/SH/APL/127/08/2023 (2 POSTS)
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: Alfred Nzo, 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: Ms L Mahlati Tel No: 039 255 0077

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MRH/APL/128/08/2023 (4 POST)
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: OR Tambo, Mthatha Regional Hospital

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/STL/APL/129/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: OR Tambo, 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

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MPTH/APL/130/08/2023 (2 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Sarah Baartman, Marjorie Parrish TB Hospital

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

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
Enquiries: Mr. X Ndlebe Tel: 046 624 5306.

POST: GENERAL WORKER REF NO. ECHEALTH/GW/MP/APL/131/08/2023 (3 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Sarah Baartman, Margery Parks 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: 049 893 0031.

POST: GENERAL WORKER REF NO. ECHEALTH/PECC/132/08/2023 (2 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro, PE Central 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 P Makuluma Tel No: 041 391 8164

POST: PORTER REF NO: ECHEALTH/POR/NMAH/ARP/133/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: OR Tambo, Nelson Mandela Academic Hospital

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

DUTIES: Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
Enquiries: Ms Calaza Tel no: 047 502 4469

POST: PORTER REF NO: ECHEALTH/POR/SH/ARP/134/08/2023
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: Alfred Nzo, Sipepetu 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 L Mahlati Tel No: 039 255 0077

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/NMAHAPL/135/08/2023 (2 POSTS)
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: OR Tambo, Nelson Mandela Academic Hospital

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

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

Enquiries: Ms Calaza Tel no: 047 502 4469

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/CMH/APL/136/2023
SALARY: R125 373 – R145 077 per annum (Level 2)
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.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/CH/APL/137/08/2023 (3 POSTS)
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: Chris Hani, Cradock 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 Danster 048 881 2123.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/DH/APL/138/08/2023(2 POSTS)
SALARY: R125 373 – R145 077 per annum (Level 2)
CENTRE: Chris Hani, Dordrecht 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 Tshiwula 045 943 1195.

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/LTH/APL/139/08/2023
SALARY: R125 373 – R145 077 per annum (Level 2)
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

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUWPEC/APL/140/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro, PE Central Clinic

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 P Makuluma Tel No: 041 391 8164

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/NKH/APL/141/08/2023 (2 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: OR Tambo, Nessie Knight 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 O.N Sotsako- Tel No: 047 553 6007/8/9

POST: OPERATOR REF NO. ECHEALTH/OP/EH/APL/142/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, Elliot Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. Must have completed Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended

or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.

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

Enquiries: Ms NB Puza Tel No: 045-9311321

POST: OPERATOR REF NO. ECHEALTH/OP/UTH/APL/143/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro, Uitenhage Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. Must have completed Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.

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

Enquiries: Mr. P Oosthuizen Tel no: 041 995 1129.

POST: OPERATOR REF NO. ECHEALTH/OP/CH/APL/144/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Chris Hani, Cofimvaba Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. Must have completed Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.

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

Enquiries: Ms N Somlota–Tel no 047 874 011

POST: PORTER REF NO. ECHEALTH/POR/NBC/APL/145/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro, New Brighton Clinic

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

DUTIES: Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of

stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

Enquiries: Ms P Makuluma Tel No: 041 391 8164.

POST: PORTER REF NO. ECHEALTH/POR/NMMPEC/146/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro PE Central

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

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

Enquiries: Ms P Makuluma Tel No: 041 391 8164

POST: PORTER REF NO: ECHEALTH/POR/LTH/APL/147/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Nelson Mandela Metro Livingstone Tertiary 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 L Mabanga Tel no 041 405 2348

POST: PORTER REF NO: ECHEALTH/POR/TBH/APL//148/08/2023 (9 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Alfred Nzo, Tayler Bequest 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. Kholiso Tel no 039 737 3107

POST: PORTER REF NO: ECHEALTH/POR/WTBH/APL/149/08/2023 (2 POSTS)

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Amathole, Winterberg TB 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.

Enquires: Ms Z Maneli Tel no 046 645 1142.

POST: MORTUARY ATTENDANT REF NO: ECHEALTH/MRT/GN/APL/150/08/2023

SALARY: R125 373 – R145 077 per annum (Level 2)

CENTRE: Alfred Nzo, Greenville Hospital

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

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

Enquiries: Mr. Bango Tel no: 039 251 3009

