

- POST 14/110** : **HR CLERKS REF NO: DOE-HRC51/04/2024 (X2 POSTS)**
 Directorate: HRA Conditions of Service
- SALARY CENTRE REQUIREMENTS** : R216 417 – R242 928 per annum (Level 05)
 : Head Office – Zwelitsha
 : A grade 12 certificate with no experience required. Must be computer literate. Knowledge and understanding of records management and archives policies, procedures, and regulations. Knowledge and understanding of leave management. Skills and competencies: excellent communication (verbal and written), interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy, and attention to detail.
- DUTIES** : Facilitation and capturing of documents. Dealing with resignations, terminations and retirement files. Safe keeping of documents and correspondence. Monitoring and support visit to districts. Identification of problem cases and escalation to relevant officials; Maintaining personnel records in terms of the National Minimum Information Requirements (NMIR); Retrieval and evaluation of electronic personnel records.
- ENQUIRIES** : Ms. Pendrigh Tel No: (040) 608 4200
 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za
[/anele.rululu@ecdoe.gov](mailto:anele.rululu@ecdoe.gov).

DEPARTMENT OF HEALTH

- APPLICATIONS** : Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the DOH EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications)
Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
- Mnquma Sub-district** - Post to: HR Office, Mnquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa –Tel no: 047 491 0740.
- Sunday's Valley Hospital** - Post to: Human Resource Office, Sunday's Valley Hospital, P.O. Box 68. Kirkwood. 6120 or Hand deliver at Sunday's Valley Hospital, Kirkwood. Enquiries: Ms T. Fekema Tel: 042 2300 406/432/567.
- Oliver & Adeliade Tambo Hospital** - Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Gxaweni; Tel No. 039 251 0236
- 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.
- Livingstone Tertiary Hospital** - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348
- 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
- Buffalo City Metro** - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: RecruitmentHeadOffice@echealth.gov.zaPZ Meyer TB Hospital - Post to; HR Office, PO Box 1154, Humansdorp, 6300 or hand deliver to: HR

Office, Humansdorp Hospital, Johnston Street, Humansdorp, 6300. Enquiries: Dr Mboya Majola Tel no – 042 291 2072.

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. ZP Tyalana – Tel no: 051 633 9631.

Victoria Hospital - Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital Private Bag X 3024, Butterworth, 4960 or hand deliver to: HR Office, Tafalofefe Hospital, Kabakazi A/A Centane 4960. Enquiries: Enquiries: Ms V. Motebele Tel no 047 498 0026.

SS 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

Fort Beaufort Hospital - Post to Fort Beaufort Hospital. No 5 Bell Street, Fort Beaufort, 5720, Enquiries: Mr. Zethu Tel: 046 645 1111 or hand delivery: No 6 Bell Street, Fort Beaufort 5720, Enquiries: Tel no: 046 645 1111/12/13/14

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

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

Sipetu Hospital - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr. EF Madaka Tel: 039 255 0077

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

Madzikane Ka Zulu Hospital - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr. Sigola Tel no 039 255 8200/11/12.

Bedford Hospital – Post to: HR Office, Bedford Hospital, PO Box 111, Bedford, 5780 or hand delivery to: HR Office, Bedford Hospital, 4 Maitland Street, Bedford, 5780. Enquiries: Mr S Matandela Tel no 046 685 0043/0361

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

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

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.

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

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

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.

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

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 Booi 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.

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

Raymond Mhlaba Sub District - Post to: P.O. Box 967, Fort Beaufort, 5720 or Hand Delivery Human Resource Office, Raymond Mhlaba Sub District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720: Enquiries: Ms NA Mcetywa Tel no 046 645 2695

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

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

Jansenville Hospital - Post to: HR Office, PO Box 156, Jansenville, 6265 or hand deliver to: Janseville, Hospital, College Street, Jansenville, Enquiries: Mr T Marenene Tel No: 049 836 0086

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.

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

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

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

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

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

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

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

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. J. Fonya – Tel no: 051 611 0259/078 530 7136.

Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

Dora Nginza Hospital: 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

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

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.

Tower Psychiatric Hospital - Post to: HR Office, Private Bag X228, Fort Beaufort, 5720 or hand deliver to: HR Office, Tower Psychiatric Hospital, Street, Fort Beaufort, Eastern Cape, 5720. Enquiries: Mrs. V Whitecross Tel no 046 645 5008

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

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

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.

Livingstone Tertiary Hospital - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348

Mthatha Pharmaceutical Depot: Postal Address: P.O Box 52899 Mthatha 5099 or hand deliver to Human Resource Office, Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital Mthatha. Enquiries: Mr M Diko Tel No: 047 532 5536.

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.

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

CLOSING DATE
NOTE

: 13 May 2024
: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected

to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department of Health reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

<u>POST 14/111</u>	:	<u>DIRECTOR: EPIDEMIOLOGY, RESEARCH & SURVEILLANCE REF NO: ECHEALTH/DIR-ERS/HO/ARP/01/04/2024</u>
<u>SALARY</u>	:	R1 162 200 - R1 365 411 per annum (Level 13), an all -inclusive package
<u>CENTRE</u>	:	Head Office, Bhisho
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognised by SAQA in health or medical sciences with specialisation in Epidemiology and Biostatistics/Statistics, Health Research (NQF 7). Post basic qualification in Master of Science (MSc) or Master of Public Health (MPH), in both specialising in Epidemiology and Biostatistics will serve as an added advantage. A record of training from the institution the degree was obtained will be required to ascertain the areas of specialisation and the degree level 5 years' experience at a middle managerial level experience in the areas of epidemiology, health research, public health surveillance and communicable diseases outbreak response teams. Extensive experience in the use computer packages software's like SPSS, Stata, Epi6, Epi2000/2, Map Info & others. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to health regulations and health diplomacy. Must be able to contribute to the paradigm shift in public health for health service delivery and universal access. Must be proficient in the following competencies and skills sets: Analytical assessment and evaluation; Computer and Writing; Strategic Capability and Leadership; Programme and Project Management; Human Resource Management and Planning; Financial Management and Budget Planning and Forecasting; Change Management, Communications and Stakeholder Management; Research, Policy Development and Quality Assurance. Good interpersonal skills and diversity management. Commitment to epidemiology and research training and practice. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A valid South African driver's license. Computer literacy certificate.
<u>DUTIES</u>	:	To manage and coordinate implementation of a range of epidemiology, disease surveillance and research programmes in the province. Manage and coordinate the epidemiological Surveillance of Notifiable Medical Conditions.

Conduct Communicable Disease Control functions in the province. Develop policies, protocols and guidelines for public health. Monitor diseases trends for rapid response and containment. Facilitate and undertake research and epidemiology projects within the department. Implement Integrated Disease surveillance and Response (IDSR) in the province. Manage and coordinate the activities of Provincial Health Research Committee (PHRC). Ensure research is conducted within the National Health Act (2003) framework and complies with ethical conduct. Assist the department in conducting programmes evaluations. Lead epidemiology and research partnerships and collaborations with developmental partners, health public entities local and international universities. Facilitate the establishment of the departmental Epidemiology Bulletin quarterly. Manage and coordinate financial management, human resources management and human resource development, supply chain and asset management. Coordinate strategic and operational planning of the directorate and monitor operational planning at the campuses/learning centres. Monitor and evaluate quality management. Manage and utilise human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of staff.

ENQUIRIES : Prof S Moko Tel No: (040) 608 1289
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/112 : **DISTRICT MANAGER REF NO: ECHEALTH/DM/JGDO/ARP/02/04/2024**

SALARY : R1 162 200 - R1 365 411 per annum (Level 13), an all -inclusive package
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in a health-related field or an equivalent qualification coupled with 5 years' experience at a middle managerial level experience in District Health Services. A sound understanding of the functioning of the Public Services Health System is required. Knowledge of the service delivery turn around and change management strategies will be an added advantage. Computer literacy and valid drives licence .Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A valid driver's licence.

DUTIES : Strategic planning and coordination of health services in institutions falling under the district. Provide leadership and support to institutions within the district. The candidate will be responsible for monitoring the implementation of health services policies, standard operating procedures and protocols within the district. Liaise with Sub-District Managers and hospitals in managing institutions in the district. Participate in the integrated and development planning for the effective District Health Plans. Coordinate, analyse and improve the reporting system of the district. Ensure efficient financial management in compliance with PFMA and efficient Human Resource Management within the District.

ENQUIRIES : Mr PZ Tyalana Tel No: (051) 633 9631
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/113 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/DIR-HRM/JGDO/ARP/03/04/2024**

SALARY : R1 162 200 - R1 365 411 per annum (Level 13), an all -inclusive package
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resources/Public Administration coupled with 5 years' experience at a

middle managerial level. Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES : Guide and direct rendering of human resource administration services: Provision of HR Planning and HR Information systems. Provision of HR Administration services. Guide and direct rendering of HRD and Employee Wellness services: Provision of HR Development services. Manage and monitor coordination of training of health workers. Provision of Employee Wellness services. Guide and direct rendering of Employee Relations services: Monitor administration of grievances and disciplinary processes. Monitor the rendering of technical advisory services i.r.o employee relations. Guide and direct rendering of general administration and security services: Provision of office administration services. Coordination and monitoring of security services. 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 timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr PZ Tyalana Tel No: (051) 633 9631
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

OTHER POSTS

POST 14/114 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/DDHR/ORTDM/ARP/04/04/2024**

SALARY : R849 702 – R1 000 908 per annum (Level 11)
CENTRE : OR Tambo, District Office
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resource Management /Public Administration or relevant qualification with 5 years' experience in the field of which three years is at Assistant Director level. Broad knowledge and understanding of Human Resource Management. In dept. knowledge of all relevant Acts, Policies, Regulations and White paper in Humana Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedure) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision making, communication, planning and leadership skills. Conflict management Computer literacy. A valid driver's licence Records management, Budgeting and Financial management, Communication and information, People management, project management, managing interpersonal conflict and resolving problems, Diversity management, planning and organizing, impact and influence, team leadership, applied Strategic thinking. Skills Managerial skill, Leadership skills, Communication skills, Sense of responsibility decision making skills, Computer literacy functioning in a multi-disciplinary team.

DUTIES : Develop and implement HR Plans Manage recruitment and selection services Manage HR Records management and reporting, manage leave and related matters, Manage resource 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 supply and demand and draw allocation schedules. Compile selection and recruitment plan .Coordination of unit operations or programmes .Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustment. 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 unwanted behavior/conduct in the workplace. 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 workforce.

ENQUIRIES : Ms T Nqumashe Tel No: (047) 502 9000

POST 14/115 : **DEPUTY DIRECTOR: FINANCE REF NO: ECHEALTH/DD-FIN/JGDOO/ARP/05/04/2024**

SALARY : R849 702 – R1 000 908 per annum (Level 11)
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in the field of Finance/Accounting as recognized by SAQA. A postgraduate qualification (NQF Level 8) will serve as an added advantage coupled with 5 years' experience in a financial environment of which Three (3) years must be at Assistant Director's level in Public Sector (Finance). Knowledge and understanding of financial management as implemented in the Public Sector and within the context of budgeting and spending. Knowledge and understanding of PFMA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership program and project management. People management and empowerment. Service delivery innovation. Client orientation and customer focus. A valid driver's license.

DUTIES : Manage provision of budget planning and expenditure management services inclusive of budget compilation, spending, budget reviews, revenue and debt management. Support and co-ordinate provision of financial accounting services inclusive of supplier, creditor, staff salary payments and payroll management. Manage provision of internal control services. Manage supplier payments and ensure timeous processing of payment to creditors within supply chain guidelines and legislative prescripts. Manage the collection of revenue and management of debtors. Manage the allocated resources of the Sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Attend to Audit queries (Internal and External) and develop an Audit Improvement Plan for the District. Provide support and guidance on financial matters within the district. Render advocacy on financial issues through outreach within the district services. Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital business plan. Monitor and interpret cash flows and report on financial projections to District management and other relevant management officials within the Department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for a District. Take effective and appropriate steps to ensure maximum collection of revenue due to District. Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the District. Perform Employee Performance Management and Development (EPMDS) of staff as required. Ensure that reasonable high discipline, and staff morale is maintained. Ensure that regulations /procedures

and proper internal control / SOP's are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits.

- ENQUIRIES** : Mr. PZ Tyalana Tel No: (051) 633 9631
- POST 14/116** : **DEPUTY DIRECTOR: FRAUD MANAGEMENT REF NO: ECHEALTH/DD-FRD/HO/ARP/06/04/2024**
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive package)
- CENTRE** : Head Office, Bhisho
- REQUIREMENTS** : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Legal Studies/Forensic Auditing/Fraud and anti-corruption or relevant qualification with 5 years' experience in the anti-corruption field or Senior certificate with ten years working experience in anti-corruption field. A certified Fraud Examiner with 3 years at Assistant Directors level in the anti-corruption field. Experience in developing and implementing training programmes on fraud and corruption. Knowledge of the applicable legislation and prescripts. Capacity to work innovatively, under pressure and independently. Computer literacy. Good facilitation, report writing, research, presentation, and motivational skills. Must possess a valid driver's licence and willing to travel. Skills and competencies: Strategies capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management, interpersonal loyalty and courteous.
- DUTIES** : Monitor, analyse and report on business processes. Monitor operational and annual performances plans of the unit. Act on allegations of fraud and corruption within the department. Develop and oversee implementation of anti-corruption measures. Conduct awareness campaigns. Implement anti-corruption policies. Conduct and co-ordinate special investigations in cases of alleged fraud, corruption, and mal administration. Facilitate co-ordination of fraud risk assessment and report. Provide comprehensive and formalised training to assist in highlighting the risk of fraud. Liaise with all law enforcement agencies on corruption and fraud cases. Receive cases, verify, and allocate them to practitioners for further investigation. Facilitate co-ordination of integrity management, ethics risk assessment and report. provide comprehensive and formalised training to assist in highlighting the ethics. Develop and oversee the implementation of integrity management strategy, policy, and implementation plan. Coordinate MPAT submissions and compliance. Supervision and management of staff.
- ENQUIRIES** : Ms K. Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/117** : **DEPUTY DIRECTOR: DISTRICT DEVELOPMENT (PRIMARY HEALTH CARE) REF NO: ECHEALTH/DD-PHC/HO/ARP/7/04/2024**
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive package)
- CENTRE** : Head Office, Bhisho
- REQUIREMENTS** : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in Health Sciences (NQF Level 7) as recognized by SAQA coupled 5 years' experience in the District Health System Platform management of which 3 years is at Assistant Director Level. A Post Graduate qualification in Health Management will serve as an added advantage. The candidate should be computer literate and in possession of a valid driver's license. Strong communication, coordination, leadership, and team building skills. Knowledge of DHS policy implementation issues – Primary Health Care Service Delivery Platform planning, development, and monitoring. District Health Planning, District Health Expenditure District health information systems, Integrated Development Planning, Inter-Governmental Relations, financial management, problem solving, National Health Act of 2003, National Development Plan and Public Finance Management Act of 1999. The candidate must be willing to work

- long and abnormal hours and travel extensively across the province and the country.
- DUTIES** : Coordinate, facilitate and monitor functioning of Primary Healthcare Service Delivery Platform fixed and non-fixed facilities (Clinics and community health Centres) for the delivery of a full Primary Health Care package. Coordinate integrated planning, implementation, monitoring and evaluation of Primary Health Care System Strengthening and Quality Improvement Modalities including the Ideal Health Facility Realization and Maintenance Program, to ensure compliance with the office of Health Standards (OHSC) towards NHI. Coordinate and facilitate efficient Mobile Clinic Service to improve access to health service by communities with poor access towards Universal HealthCare (UHC). Coordinate, facilitate and monitor implementation of an integrated comprehensive Primary Health Care Service Package through integrated Primary Health Care Supervision program. Facilitate coordination of input from the Development Partners, NGOs and Private Partnerships that are supporting District Health System Strengthening, to maximise output and collaboration.
- ENQUIRIES** : Ms K. Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/118** : **DEPUTY DIRECTOR: HIV/AIDS & STI REF NO: ECHEALTH/DDHAS/DO/ARP/8/04/2024**
- SALARY CENTRE REQUIREMENTS** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive package)
: Sarah Baartman, District Office
: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in Health Sciences as recognized by SAQA in Nursing or Public health that allows registration with South African Nursing Council (SANC) coupled with 5 years of work experience, of which 3 must have been at an Assistant Director level in HIV treatment management. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have functional knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Having a track record of supporting the development of innovative HIV service delivery strategies targeting hard-to-reach Key and priority populations. Competencies; Thinking analytically and strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's license.
- DUTIES** : Manage the provision of the HIV Prevention Strategies. Develop, disseminate, facilitate and monitor implementation of the Condom Distribution Policies and ensure availability of condoms. Develop, disseminate, facilitate and monitor implementation of the HIV High Transmission Policies and ensure availability of the service for Key Population. Develop, disseminate, facilitate and monitor implementation of the Prevention of Mother to Child HIV Transmission (PMTCT) Policies and ensure availability of the service for pregnant mothers. Develop, disseminate, facilitate and monitor implementation of the Post Exposure Prophylaxis (PEP) Policies and ensure availability of the service. Develop, disseminate, facilitate and monitor implementation of the Sexual Transmitted Diseases (STIs) Policies and ensure availability of the services. Develop, disseminate, facilitate and monitor implementation of the HIV Testing Services (HTS) Policies and ensure availability of the HIV testing commodities. Manage the provision of the ARVs Treatment Strategies. Develop, disseminate, facilitate and monitor implementation of the ARV treatment

initiation Policies and ensure access to ARV services. Develop, disseminate, facilitate and monitor implementation of the ART Retention Strategy Policies and to ensure sustained retention of patients on treatment. Develop, disseminate, facilitate and monitor implementation of the Treatment Outcome Monitoring Policies and Strategies. Manage the provision of the Care and Support Strategies. Develop, disseminate, facilitate and monitor implementation of the Differentiated Care Strategies. Develop, disseminate, facilitate and monitor implementation of the Home and Community Based Care and Support Strategies. Manage the provision of the Advocacy, Communication Social Mobilisation strategies for HIV/AIDS and STIs. Develop Analyse and disseminate new policies related to advocacy and social mobilisation strategies. Monitor implementation of the policies related to HIV. Manage stake holder engagement to forge partnership for the program. Manage all the allocated resources. Facilitated development and submission of the HIV/AIDS Conditional Grant Business Plan. Ensure procurement and supply of HIV/AIDS and STI commodities and supplies, including ensuring drug availability at facility level. Quarterly and annual Financial and Non-financial reports preparation and submission. Program performance monitoring and quarterly reviews. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities. Ensure social dialogue for proper policy implementation. Drive reasonable accommodation for HIV and COVID-19. Manage Human and Legal Rights; and Access to Justice.

ENQUIRIES : Mr MC Mjindi Tel No: (041) 408 5823
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/119 : **ASSISTANT DIRECTOR: ACQUISITION REF NO: ECHEALTH/ASD-SCM/ORTDO/ARP/09/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : OR Tambo, District Office
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in field of Logistics, Supply Chain Management or equivalent qualification in the related field coupled with 5 years' experience in supply chain management of which 3 years is at Supervisory level (SL7/8). Computer skills, strong communication skills at all levels, both oral and writing; excellent report writing skills, strong managerial skills, client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of Supply Chain Management procedures, and Logistical Information System (LOGIS), Treasury Regulations. Central Supplier Database, The Constitution of the Republic of South Africa, Public Financial Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations. Knowledge of procurement and business practices. Ability to develop, interpret and apply policies, strategies and legislation. Service delivery innovation. Client orientation and customer focus. A valid driver's license.

DUTIES : Liaise with ASD: Demand Management and end-users in coordinating the district's Demand and Procurement Plan. Ensure that the district procure needs in line with Demand and procurement plan. Liaise with end-users and supplier's/service providers on request for goods and services. Ensure administration of procurement (from specification/terms of reference approval to publication of awards) is in line with applicable legislations. Provide secretariat services to Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Prepare bid documents in terms of approved specifications/terms of references; publish invitations to bids; receiving and opening of bid documents; coordinate bid committee meetings; and preparing and publishing awards. Liaise all stakeholders regarding procurement requirements (i.e. end-users, supplier's/service providers, other government institutions). Ensure adherence to the timeframes as indicated in the process flow by divisions. Ensure a proper record management for both

- quotes and bids proceedings. Advise the on different method of procurement and any other procurement related query. Prepare and submit weekly, monthly and quarterly reports to relevant stakeholders. Supervision of subordinates.
- ENQUIRIES** : Ms T Nqumashe Tel No: (047) 502 9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 14/120** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-A/MH/ARP/10/04/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Amathole, Madwaleni Hospital
: National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Public Management /Administration coupled with 5 years' experience of which 3 years is at Supervisory level (SL7/8). Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.
- 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 sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. 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** : Mr Fenguza Tel No: (047) 573 8900/1/2
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 14/121** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-AD./MEMS/ARP/11/04/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Mount Ayliff EMS
: National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Public Management /Administration /Human Resource Management /Finance /Supply Chain Management coupled with 5 years' experience of which 3 years is at Supervisory level (SL7/8). Must have a working knowledge of PERSAL, BAS and LOGIS. Knowledge of Public Services Act, Labour Relations Act and the Public Finance Management Act (PFMA). Must have a good knowledge of the OSD policy relating to emergency care personnel. Must have a good knowledge of Supply Chain Management processes, policies and procedures. Good communication and interpersonal skills. Knowledge of all prescripts and/or policies relevant to the administration of EMS. Must be computer literate, especially in the use of Microsoft Office. A valid driver's License.
- DUTIES** : Manage and administer staff records pertaining to attendances, leave, salaries, overtime and related PERSAL issues. Prepare annual budget and procurement plan in line with policies, i.e. EC 4.1, EC 5.1 and Procurement Plan. Monitor management of staff records, especially relating to PILLIR, Leave Gratuities, Pensions, Accruals, PMDS, Overtime And other salary related issues. Manage and maintain a database of disciplinary matters and the outcomes thereof.

Report on a monthly basis expenditure trend within the allocated budget. Manage the asset register of the institution and report timeously to the EMS District manager for submission to the Directorate: EMS. Ensure that stock taking reports are generated and forwarded to the District Manager for timeous submission to the Directorate: EMS. Management of the District Stores and SCM Unit in line with policy and procedures. Assist with the enforcement of a fair labour environment. Management of district logistics and provide fleet support. Provide support for the procurement of good and services related to the EMS day to day activities. Support the EMS District Manager with implementation of the EMS Regulations.

ENQUIRIES : Mr. Praim Tel No: (039) 797 6070
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/122 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-A/NH/ARP/12/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Amathole, Nompumelelo Hospital
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Public Management/Administration coupled with 5 years' experience at which 3 years is at Supervisory level (SL7/8). Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

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 sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. 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. NG Tsako Tel No: (040) 673 3321
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/123 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-A/SH/ARP/ 13/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Amathole, Stutterheim Hospital
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Public Management/Administration coupled with 5 years' experience of which 3 years is at supervisory level (SL7/8). Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

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 sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. 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 P Booï Tel No: (043) 683 1313
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/124 : **ASSISTANT DIRECTOR: INFORMATION REF NO:**
ECHEALTH/ASDI/ASD/ARP/14/04/2024

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Amahlathi Sub District Office
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA as recognized by SAQA in Information Science/ Information studies, Health Informatics or relevant qualification coupled with 5 years' experience of which 3 years is at supervisory level (SL7/8) in the collection, preparation, analysis, interpretation, utilization of data and management of information. Competencies. Have an insight of the District Health Information System. 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 license.

DUTIES : Responsible for developing a shared vision and effective strategy 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 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 available of DHIS in timely manner. Train data capture personnel and facility operational managers on correct application of DHIS SOPs. Co-ordinate data collection efforts of partner organisations, such that all is centrally available to the district and beyond. Ensure full access to data stored on third- party system, until they are phased out. In collaboration with the Clinical Services Manager and DCST lead, establish protocols for the production of report 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 for a dealing with data gathering or information use. Produce monthly and quarterly report 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.

ENQUIRES : Ms B Mngxe Tel No: (043) 643 4775/6

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

POST 14/125 : **ASSISTANT DIRECTOR: FRAUD MANAGEMENT REF NO: ECHEALTH/AD-FR/HO/ARP/15/04/2024 (X2 POSTS)**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office, Bhisho
REQUIREMENTS : Bachelor's Degree or National Diploma with Accounting/Forensic investigations/Auditing/Police administration/Law coupled with 5 years' experience in the forensic investigation field of which 3 years is at supervisory level (SL7/8). Certified Fraud Examiners will be an added advantage. Project Management or supervisory experience. Job related knowledge: Forensic investigations methodologies and legislative requirements in the Public Service, understanding of forensic investigation techniques, tools and processes, Job related skills: Communication (written and verbal). Interviewing Analytical and problem-solving ability, staff and interpersonal relations, project management, computer literacy, investigation. A valid driver's licence.

DUTIES : Perform preliminary investigations of the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile all the preliminary investigation planning, execution the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile all the investigation planning deliverables of all the allocated projects within approved timelines. Compile all the investigation execution/fieldwork deliverables of all the allocated project within approved timelines. report on the allocated Annual Forensic Investigation case register projects within the approved timelines. Compile report to the Deputy Director on status of the allocated projects on a weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the Directorate's status of the Annual Forensic investigation case register projects on a bi-weekly basis. Perform the allocated Annual Forensic investigation case register projects closure and post investigation tasks within approved timelines. Compile the project closure deliveries of all the allocated projects within approved timelines. Testify in disciplinary/civil/criminal proceedings and provide technical support in this regard when required.

ENQUIRIES : Ms K. Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/126 : **ASSISTANT DIRECTOR: MEDIA LAISON REF NO: ECHEALTH/AD-ML/BHO/ARP/16/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate. An appropriate National Diploma (NQF Level 6) as recognized in Communication/ Public Relations/Journalism or equivalent qualification. Five (5) work experience in media or communications environment of which Three (3) must be at supervisory level (SL7/8). Knowledge of government communications. Knowledge of legislation and prescripts relevant to communications. Good interpersonal skills. Strong organizational planning, good writing skills, knowledge of social media, strong organizational and problem-solving skills. Language proficiency. Excellent computer literary and use of standard software packages. Ability to work under pressure. Irregular hours, travel and work outside office. A valid driver's license.

DUTIES : Implementing media engagement plans, identifying relevant media platforms to profile the department. Drafting of newspaper articles, media alerts, compiling of media clipping packs (printed and preparing it for approval) assist in facilitating media briefings, procurement of media advertising. Successful candidate will work and report directly to the official Provincial Spokesperson of the department.

ENQUIRIES : Ms K.Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/127 : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: ECHEALTH/AD-EW/NMAH/ARP/17/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : OR Tambo, Nelson Mandela Academic Hospital
REQUIREMENTS : National Senior Certificate. An appropriate National Diploma (NQF Level 6) as recognized by SAQA in Social work, Psychology or relevant qualification coupled with 5 years' experience in Employee Wellness of which at least must be at supervisory level (SL7/8). Communication Skills, Computer Skills, presentation and report writing skills. Computer literacy A Valid Driver's License.

DUTIES : Facilitate, coordinate and support implementation of EWP policies, plans and programs. To Facilitate the provision of professional assistance to employees whose Personal, work related challenges may have potential of provision of affecting their job performance. Facilitate, coordinate and support the provision of interventions through presentation of life skills programs and awareness as means of prevention. Assist in Conducting research in hazards that may have a potential of causing risks in the workplace and interventions thereof. Assist in the establishment of District Disability structure and its activities. Assist in Management of HIV/AIDS & TB in the workplace. Coordinate Wellness activities. Coordinate Disability Activities. Assist in Coordinating Occupational health and Safety. Coordinate Health Calendar Events. Information Management. Assist in Coordination of Incapacity and IOD (Injury on Duty).

ENQUIRIES : Ms N Calaza Tel No: (047) 502 4469
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/128 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/ASD-QA/MH/ARP/18/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Sarah Baartman, Midland Hospital
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Health Sciences coupled with 5 years' post-basic experience in Quality Assurance of which 3 years must be at supervisory level (SL 7/8). Accredited course in quality assurance would be advantageous. Knowledge of Public Service Act, DHS, Health Act and PFMA. Skills and competencies: Strategic thinking, Planning and organising, Problem-solving and analytical skills, writing skills, Presentation skills, Effective time management, Conflict management, Professional ethics, Listening skills, Interpersonal skills, Teamwork, Mentoring and coaching skills.

DUTIES : Develop a shared vision and effective strategies to implement the vision. Responsible for providing technical and administrative leadership in quality assurance at all levels. Provide guidance on issues of governance including ensuring compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the hospital. Responsible for ensuring efficient and effective use of resources in the provision of good quality health care. Respond to the burden of disease within the hospital by providing holistic comprehensive, preventive, promotive, curative, rehabilitative services through an integrated clinical services management approach (ICSM). This includes promoting inter-sectoral coordination and collaboration with other stakeholders within the district in order to address the upstream social determinants of health. Improve quality of services through ensuring compliance with all domains of the National Core Standards in the hospital. This includes monitoring and evaluation of services and use of health information for effective planning. Key functions include: Coordinating activities of PPTICRM, Monitoring dashboard indicators, Use of health information for planning. Management of relevant staff. Prepare annual budget for quality assurance activities within the hospital. Manage allocated budget. Administration function directed towards the identification, evaluation, and

correction of potential risks that could lead to loss or damage of human (patients, staff), assets and financial loss within the hospital.

ENQUIRIES : Ms M. Human Tel No: (049) 807 7739
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/129 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/ASD-QA/MH/ARP/19/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Alfred, Madzikane Ka Zulu Hospital
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Health Sciences coupled with 5 years' post-basic experience in Quality Assurance of which 3 years must be at supervisory level (SL 7/8). Accredited course in quality assurance would be advantageous. Knowledge of Public Service Act, DHS, Health Act and PFMA. Skills and competencies: Strategic thinking, Planning and organising, Problem-solving and analytical skills, writing skills, Presentation skills, Effective time management, Conflict management, Professional ethics, Listening skills, Interpersonal skills, Teamwork, Mentoring and coaching skills.

DUTIES : Develop a shared vision and effective strategies to implement the vision. Responsible for providing technical and administrative leadership in quality assurance at all levels. Provide guidance on issues of governance including ensuring compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the hospital. Responsible for ensuring efficient and effective use of resources in the provision of good quality health care. Respond to the burden of disease within the hospital by providing holistic comprehensive, preventive, promotive, curative, rehabilitative services through an integrated clinical services management approach (ICSM). This includes promoting inter-sectoral coordination and collaboration with other stakeholders within the district in order to address the upstream social determinants of health. Improve quality of services through ensuring compliance with all domains of the National Core Standards in the hospital. This includes monitoring and evaluation of services and use of health information for effective planning. Key functions include: Coordinating activities of PPTICRM, Monitoring dashboard indicators, Use of health information for planning. Management of relevant staff. Prepare annual budget for quality assurance activities within the hospital. Manage allocated budget. Administration function directed towards the identification, evaluation, and correction of potential risks that could lead to loss or damage of human (patients, staff), assets and financial loss within the hospital.

ENQUIRIES : Mr. Sigola Tel No: (039) 255 8200/11/12
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/130 : **OFFICE MANAGER: CHIEF DIRECTOR: STRATEGIC PLANNING UNIT REF NO: ECHEALTH/OM SPU/HO/ARP/20/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management/Administration/Office Management/Social Sciences qualification with 5 years' relevant experience in planning, monitoring & evaluation, health information, research & epidemiology environment. The candidate must also have practical exposure and experience in working as a senior administration officer or Personal Assistant at a directorate/cluster level (SL7/8). Excellent understanding of records management. Knowledge of interpreting and implementing of Government Prescripts, Legislative Framework, Policies and Public Service Regulations. Ability of practical approach and of working independently. Understanding of the mandate of the Cluster: Strategy and Organizational Performance (SOP). Coordination, organising and project

- management skills. Good people or public relations skills. Ability to write reports and keep records, computer (word, PowerPoint & excel) skills. Valid driver's license.
- DUTIES** : Provide strategic leadership and plays an oversight role in the activities of the Chief Directors' office (CD). Manage and coordinate administrative activities or tasks. Provide guidance and ensure uniform application of all regulations and delegations relating to submissions to the CD's office. Manage and coordinate cluster diary and the year planner. Manage, organise, distribute, and track correspondence of the CD's office. Organise the CD's office environment and maintain the filing system. Coordinate annual stakeholder meeting for the office of the CD. Ensure safety and security of confidential documentation of the department. Respond and manage correspondence / invitations on behalf of the CD. Monitor effective utilisation of human, financial and physical resource in the office. Manage and coordinate procurement, tracking of payments, budgetary processes, and consolidation of the IYM variance reporting of the cluster. Coordinate planning, leave management and general office administration of the CD's office. Coordinate and consolidate all reporting requirements of the cluster. Take lead in the organisation of the cluster events, meetings and other statutory bodies gatherings and any other duties as may be assigned from time to time by CD.
- ENQUIRIES** : Ms K. Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 14/131** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-AD/JG-EH/ARP/21/04/2024**
- SALARY** : R444 036 – R532 602 per annum (Level 09)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Public Management /Administration coupled with 5 years' experience of which 3 years is at Supervisory level (SL7/8). Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.
- 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 sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. 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** : Tyalana Tel No: (051) 633 9631
- POST 14/132** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: ECHEALTH/ASD-FIN/JG/EH/ARP/22/04/2024**
- SALARY** : R444 036 – R532 602 per annum (Level 09)
CENTRE : Joe Gqabi District, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate, A National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with Five (5) years' of which Three (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. Analyse, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions within the component.

ENQUIRIES : Enquiries: Mr J Fonya Tel No: (051) 611 0259/078 530 7136.

POST 14/133 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/AD-HRM/JG/EH/ARP/23/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Joe Gqabi, Empilisweni Hospital
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 : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/134 : **HUMAN RESOURCE DEVELOPMENT PRACTITONER REF NO: ECHEALTH/HRDP/CMH/ARP/24/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/Human Resource 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, organizing and facilitation skills. Computer literate. A valid driver's license.

DUTIES : Coordinate and implement training and development in the hospital. Coordinate training of employees in line with skills development plan in addressing employee training 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 N. Matshaya Tel No: (043) 708 2121
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/135 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/ARP/SS//25/04/2024 (X1 POST)**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, SS Gida 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 processes. 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 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 Malimani Tel No: (040) 658 0043
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/136 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/MH/ARP/26/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Madwalweni 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, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. Fenguzo Tel No: (047) 573 8900/1/2
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/137 : **COMMUNITY LIAISON OFFICER REF NO: ECHEALTH/CLO/HUMS/ARP/27/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Sarah Baartman, Humansdorp Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Health Promotion or equivalent qualification with 1-2 years' experience in health promotion. A Valid Driver's License. Experience working with communities and/or local organizations/forums on awareness raising, prevention programmes, mobilisation and/or community strengthening and familiar with a community-based approach. Fluency in local language. Adaptable and able to work in a multicultural/disciplinary team.

DUTIES : Coordinate activities on different topics in support of the Community Health Services activities; including Health Promotion on Maternal Neonatal and Child Health, Communicable Diseases – TB/HIV/STI's/Covid 19, Non-Communicable Diseases – Hypertension, Diabetes, Asthma and Mental Health and WBPHCOT. Participate in intersectoral collaboration committees, stakeholder engagement and Ward Base Outbreak Response Teams. Align Health Promotion plans and related activities through an annual project and budget plan (objectives, target population, campaigns, messages, activities, etc.) Analyse and understand local behavior and/or practices to adapt health activities to the target group (support social mapping, use of specific tools to measure and follow up activities). Adapt IEC materials according to the needs of the community. Liaise with other relevant stakeholders to enhance HP interventions in the sub district. Compile and submit all expected reports on due time and any other lawful report which may be requested from time to time.

ENQUIRIES : Ms G Kivedo Tel No: (042) 200 4279/236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/138 : **INFORMATION OFFICER REF NO: ECHEALTH/I-O/SH/ARP/28\04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)

CENTRE REQUIREMENTS : Amathole, Stutterheim Hospital
: National Senior Certificate, National Diploma (NQF Level 6) 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 license.

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 P Booie Tel No: (043) 683 1313
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/139 : **INFORMATION OFFICER REF NO: ECHEALTH/I-O/TF/ARP/29/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Tafalofefe Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) 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 license.

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 V. Motebele Tel No: (047) 498 0026.
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/140 : **INFORMATION OFFICER REF NO: ECHEALTH/I-O/BH/ARP30/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Bedford hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) 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 license.

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 : Mr S Matandela Tel No: (046) 685 0043/0361
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/141 : **FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/SH/ARP/31/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Stutterheim 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 P Booi Tel No: (043) 683 1313
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/142 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/SSH/LSO/ARP/32/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, SS Gida Hospital
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF level 6 as recognized by SAQA in Commerce/Supply Chain Management /Procurement/Logistics or any other related field/ Public Administration/Public Management / Business Management/ with at least 1-2 years' experience in a procurement, asset management or logistics environment. Knowledge and

		skills: Knowledge of Asset management and Logistics, Provisioning administration, Procurement directives and procedures, Financial Accounting and LOGIS System. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of Public Financial Management Act and Supply Chain Management Policies and Practices Skills: Good Interpersonal Relations skills, Planning and organising skills, Decision Making skills and Problem-Solving skills. People Management skills, good verbal and written communication skills, Computer Literate, Customer orientation and customer focus and High attention to detail. Responsibilities. Valid Driver's License.
<u>DUTIES</u>	:	Requisitioning, receipting, and issuing of stores items - Receive requests from departmental staff and order items requisitioned. Draft memorandum requesting replenished and submit to Director: Supply Chain & Asset Management for approval. Assist in drafting of a budget memorandum for approval by Chief Director: Financial Management and ensure the alignment with sectional budget. Assist with maintaining inventory stock levels: Analyse inventory levels and ensure that request to replenish is initiated. Adjust re-order levels when placing the order for all inventory items. Assist with stock takes and updating of bin cards: Update bin cards for all items that are procured. Populate inventory reports on a monthly basis. Perform physical count of stock during the stocktaking process. Perform regular spot checks on all items that are on issue voucher. Prepare a report for obsolete items identified during stock counts. Manage area of responsibility: Review work area's performance and make recommendations to improve the efficiency and effectiveness. Report on the work area's information as required by internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms N Malimani Tel No: (040) 658 0043 For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
<u>POST 14/143</u>	:	<u>LOGISTIC SUPPORT OFFICER REF NO:</u> <u>ECHEALTH/LSO/MH/ARP/33/04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole, Madwalweni Hospital 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Fenguza Tel No: (047) 573 8900/1/2 For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
<u>POST 14/144</u>	:	<u>LOGISTIC SUPPORT OFFICER REF NO:</u> <u>ECHEALTH/LSC/VH/ARP/34/04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole, Victoria Hospital 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 Mangesi Tel No: (040) 653 1141
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/145** : **ADMINISTRATION OFFICER: PATIENT ADMINISTRATION REF NO: ECHEALTH/AOPAT/MH/ARP/35/04/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Madwaleni 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 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** : Mr. Fenguza Tel No: (047) 573 8900/1/2
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/146** : **EMPLOYEE WELLNESS PRACTITIONER REF NO: ECHEALTH/WELLNESS PRACT/JG/ARP/36/04/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : District Office – Joe Gqabi
REQUIREMENTS : Grade 12/ Senior Certificate, Degree/Diploma in Social Sciences/Social Work or National Diploma in Employee Wellness. A minimum of 3-5 years' experience in relevant field. NB: All shortlisted candidates will be required to submit proof of work experience signed and stamped by their employers prior to or on the date of interviews, those currently not in-service will be required to submit a certificate of service from their previous employer/s endorsed by HR. Knowledge of Public Sector, Sound knowledge in Employee Wellness, Knowledge in developing guidelines and standards, Sound knowledge of the Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILIR, Stress Management. Knowledge of National, Provincial and Departmental policies, prescripts and legislation. Good communication skills (Internal and External) and conflict management skills, Good interpersonal relations and ability to deal with all levels of management. Problem solving, presentation skills, time

- management. Computer Literacy and policy development skills, Report writing skills and facilitation skills. Be able to maintain high level of confidentiality.
- DUTIES** : To ensure implementation and maintenance of policies and procedures that will address Employee Wellness Programme at Institutional level. Establish and facilitate Employee Wellness Programmes. Monitor and evaluate the Employee Wellness Programme, provide an assessment, referral, intervention and appropriate, counselling and aftercare services to employees at the institutions based on relevant qualifications and experience. Marketing and promotion of Employee Wellness Programme within institution. Ensure implementation of special programmes such as HCT, Financial wellness that is retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management. Co-ordinate sport activities for staff at the facility.
- ENQUIRIES** : Mr Tyalana at 083 378 1182
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/147** : **HUMAN RESOURCE PRACTIONER (SERVICE BENEFITS) REF NO: ECHEALTH/HRPS/ARP /37/04/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi 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 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** : Mr Tyalana at 083 378 1182
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/148** : **HR PRACTITIONER: RECRUITMENT SELECTION REF NO: ECHEALTH/HRP/JG/ARP/38/04/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi, 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 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 : Mr. ZP Tyalana Tel No: (051) 633 9631
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/149 : **ADMINISTRATION OFFICER REF NO: ECHEALTH/ADO/JG-EH/ARP/39/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi District, Empilisweni 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 license.

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 : Enquiries: Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/150 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/JG/EH/ARP/40/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi, Empilisweni 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 processes. 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 probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and

ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/151 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/HUMSH/ARP/41/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Sarah Baartman, Humansdorp 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 T. Mpitimpiti Tel No: (041) 408 8509
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/152 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/ANTBH/ARP/42/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Alfred Nzo, Taylor Bequest 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. 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 : Mr. EF Madaka Tel No: (039) 255 0077
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/153 : **REGISTRY CLERK REF NO: ECHEALTH/RC/JG/EH/ARP/43/04/2024 (X2 POSTS)**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes.

DUTIES : Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship.
 : 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 : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/154 : **SWITCHBOARD OPERATOR: REF NO:**
ECHEALTH/SB/SH/ARP/44/04/2024

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Amathole, Stutterheim Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

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

ENQUIRIES : Ms P Booi Tel No: (043) 683 1313/9000
 For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/155 : **ADMINISTRATION CLERK REF NO:**
ECHEALTH/AC/MCHC/ARP/45/04/2023 (X4 POSTS)

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Alfred Nzo, Meje 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 : Mr. Praim Tel No: (039) 797 6070/9000
 For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/156 : **ADMINISTRATION CLERK (PATIENT ADMIN) REF NO: ECHEALTH/AC/MID/ARP/46/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Sarah Baartman, Midlands Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy.

DUTIES : Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filing of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Ms M. Human Tel No: (049) 807 7739/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/157 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/JG/ARP/47/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Joe Gqabi 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 : Enquiries: Mr Tyalana at 083 378 1182

POST 14/158 : **REGISTRY CLERK REF NO: ECHEALTH/RC/JG/ARP/48/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Joe Gqabi District Office
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.
Mr Tyalana at 083 378 1182

ENQUIRIES

POST 14/159

HUMAN RESOURCE CLERK (BENEFITS) REF NO: ECHEALTH/HRC/JG/EH/ARP/50/04/2024

SALARY CENTRE REQUIREMENTS

R216 417 - R254 928 per annum (Level 05)
Joe Gqabi, Empilisweni Hospital
National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES

Preform various duties related to Human Resource Administration. Leave, Housing, Medical Aid, Service Terminations, Long Service recognition, Transfers, Pension and other allowance. Capturing leaves and do leave audits. Capturing overtime, leave forms etc. Knowledge of grievance and disciplinary procedures. Coordination of various HR meetings. Basic knowledge of skills development and coordination of training matters. Basic knowledge and Procedure on incapacity Leave and ill-health retirement (PILIR). Coordinate PMDS matters including monitoring compliance. Control attendance registers of all staff in the Institution. Operate office machines in relation to the registry functions. Perform retrieval and disposal of records accordingly. Handle postage (incoming and outgoing). Relieve in other sections within registry Conduct physical verification of staff. Manage all AG matters. Perform other lawful duties as delegated by supervisor.

ENQUIRIES

Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/160

HUMAN RESOURCE CLERK (RECRUITMENT) REF NO: ECHEALTH/HRC/JG/EH/ARP/51/04/2024

SALARY CENTRE REQUIREMENTS

R216 417 - R254 928 per annum (Level 05)
Joe Gqabi, Empilisweni Hospital
National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES

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

ENQUIRIES

Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/161

ACCOUNTING CLERK REF NO: ECHEALTH/AC/JG/EH/ARP/52/04/2024

SALARY CENTRE REQUIREMENTS

R216 417 - R254 928 per annum (Level 05)
Joe Gqabi District, Empilisweni Hospital
National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

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

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/162 : **FINANCE CLERK (REVENUE) REF NO: ECHEALTH/FC/JG/ARP/53/04/2024**

SALARY CENTRE REQUIREMENTS : R216 417 - R254 928 per annum (Level 05)
: Joe Ggabi, District Office
: 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. ZP Tyalana Tel No: (051) 633 9631

POST 14/163 : **ADMINISTRATION CLERK (PROCUREMENT) REF NO: ECHEALTH/AC/JG/ARP/54/04/2024**

SALARY CENTRE REQUIREMENTS : R216 417 - R254 928 per annum (Level 05)
: Joe Ggabi, District Office
: 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 relationships. Sound knowledge of government prescripts e.g Constitution, Labour relations, Promotion of access of information, Public Service Act. Problem- solving skills and good analytic skills. General computer skills such as MS word, Excel.MS office suite and outlook. Demonstrate competency, professionally. Accountable and with credibility ability to work independently. One (1) year Public Service internship program experience will be given preference.

DUTIES : Obtain written quotes from suppliers. Complete the requisition form (VA2) sign it and have it approved by an authorized signatory in terms of departmental delegations. Commit the expenditure on BECS. Submit all documents to budget system to confirm availability of funds and have expenditure approved on-line. BECS by the relevant person. Record documents in the VA register. (Req date, demand number, supplier, amount date of submission to stores, order number). Submit documents to stores to generate an order NB Copies of the VA2 and quote must be retained. On receipt of the order, fax a copy to the supplier.

ENQUIRIES : Mr. ZP Tyalana Tel No: (051) 633 9631

POST 14/164 : **CLIENT INFORMATION CLERK REF NO:**
ECHEALTH/CIC/JG/EH/ARP/55/04/2024 (X2 POSTS)

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Joe Gqabi District Office, Empilisweni 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 : Enquiries: Mr J Fonya Tel No: (051) 611 0259/078 530 7136.

POST 14/165 : **DATA CAPTURER REF NO: ECHEALTH/DC/VH/ARP/56/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Amathole, Victoria Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES : Ms B Mbekeni Tel No: (040) 653 1141/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/166 : **DATA CAPTURER REF NO: ECHEALTH/DC/VH/ARP/57/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Amathole, Victoria Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register

and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms B Mbekeni Tel No: (040) 653 1141/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/167 : **LAUNDRY SUPERVISOR REF NO: ECHEALTH/LS/ VH/ARP/58/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Amathole, Victoria Hospital
REQUIREMENTS : National Senior Certificate with 3 -5 years. Computer literate. Ability to communicate and interpret policies to staff members and clients.

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

ENQUIRIES : Ms B Mbekeni Tel No: (040) 653 1141/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/168 : **HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HS/SH/ARP/59/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Alfred Nzo, Sipepetu Hospital
REQUIREMENTS : NQF Level 3(Grade 10)/ABET level 4 with 3–5 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.

ENQUIRIES : Ms B Mbekeni Tel No: (040) 653 1141/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/169 : **CLEARNER SUPERVISOR REF NO: ECHEALTH/CS/JG/EH/ARP/61/04/2024 (X4 POSTS)**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Joe Gqabi District Office, Empiliseni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision-making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

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

ENQUIRIES : Mr T Marenene Tel No: 049 836 0086

POST 14/170 : **FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/JG/EH/ARP/62/04/2024 (X4 POSTS)**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Joe Gqabi District, Emphilisweni Hospital
REQUIREMENTS : National Senior Certificate with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

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

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/171 : **CLEANER SUPERVISOR REF NO: ECHEALTH/CS/JG/EH/ARP/70/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Joe Gqabi District Office, Emphilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision-making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES : Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet.

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

- ENQUIRIES** : Mr T Marenene Tel No: 049 836 0086
- POST 14/172** : **DRIVER REF NO: ECHEALTH/DRV/VH/ARP/60/04/2024**
- SALARY** : R155 148 – R182 757 per annum (Level 03)
CENTRE : Amathole, Victoria 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** : Ms B Mbekeni Tel no: 040 653 1141. RecruitmentHeadOffice@ehealth.gov.za
- POST 14/173** : **PORTER REF NO: ECHEALTH/POR/MCHC/ARP/63/04/20**
- SALARY** : R131 265 – R154 626 per annum (Level 02)
CENTRE : Alfred Nzo, Meje CHC
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 wheelchairs 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. Praim Tel No: (039) 797 6070

<u>POST 14/174</u>	:	<u>CLEANER REF NO: ECHEALTH/CL/MECHC/ARP/64/04/2024 (X6 POSTS)</u>
<u>SALARY</u>	:	R131 265 – R154 626 per annum (Level 02)
<u>CENTRE</u>	:	Alfred Nzo, Meje CHC
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Praim Tel No: (039) 797 6070
<u>POST 14/175</u>	:	<u>MESSANGER REF NO: ECHEALTH/MES/MECHC/ARP/65/04/2024</u>
<u>SALARY</u>	:	R131 265 – R154 626 per annum (Level 02)
<u>CENTRE</u>	:	Alfred Nzo, Meje CHC
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation, Quality management. Team worker, Proactive and resourceful. Flexible/change oriented, Responsive, Customer focused, Organizing.
<u>DUTIES</u>	:	Report on operations. Daily collection and delivery of the post. Collect and deliver post. Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed.
<u>ENQUIRIES</u>	:	Mr. Praim Tel No: (039) 797 6070
<u>POST 14/176</u>	:	<u>PORTER REF NO: ECHEALTH/POR/JG/ARP/66/04/2024</u>
<u>SALARY</u>	:	R131 265 – R154 626 per annum (Level 02)
<u>CENTRE</u>	:	Joe Gqabi, Empilisweni Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs 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. Safekeeping of equipment.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/177 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/JG/ARP/67/04/2024 (X4 POSTS)**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni 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 J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/178 : **OPERATOR REF NO: ECHEALTH/OP/EH/ARP/68/04/2024**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni 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, weekends 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 J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/179 : **MORTUARY ATTENDANT REF NO: ECHEALTH/MA/JG/EH/ARP/69/04/2024**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni 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 wheelchairs 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 J Fonya Tel no: 051 611 0259/078 530 7136

POST 14/180 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/JG/EH/ARP/71/04/2024 (X5 POSTS)**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi District Office, Empilisweni 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 J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/181 : **LAUNDRY WORKER REF NO: ECHEALTH/LW/JG/EH/ARP/72/04/2024 (X5 POSTS)**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/182 : **MESSENGER REF NO: ECHEALTH/MES/JG/EH/ARP/73/04/2024 (X2 POSTS)**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation,

- Quality management. Team worker, Proactive and resourceful. Flexible/change oriented, Responsive, Customer focused, Organizing.
- DUTIES** : Report on operations. Daily collection and delivery of the post. Collect and deliver post. Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed.
- ENQUIRIES** : Mr J Fonya Tel No: (051) 611 0259/078
- POST 14/183** : **PORTER REF NO: ECHEALTH/POR/JG/ARP/74/04/2024**
- SALARY** : R131 265 – R154 626 per annum (Level 02)
- CENTRE** : Joe Gqabi, Empilisweni 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. Safekeeping of equipment.
- ENQUIRIES** : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

PROVINCIAL TREASURY

- APPLICATIONS** : Applicants must strictly apply using only the provincial eRecruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <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 with your ID Number, your profile email address, details of the issue to: Theliswa.nkonyile@ectreasury.gov.za/ OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: Theliswa.nkonyile@ectreasury.gov.za/ OR Olwethu.mjali@ectreasury.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.
- FOR ATTENTION** : Ms T. Nkonyile OR Ms. O. Mjali
- CLOSING DATE** : 13 May 2024
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested

documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

ENQUIRIES : Theliswa Nkonyile Tel No: 083 8755 707/ / Ms. O Mjali 060 5808 917. E-Recruitment Enquiries: Theliswa.nkonyile@ectreasury.gov.za or Olwethu.mjali@ectreasury.gov.za

MANAGEMENT ECHELON

POST 14/184 : **CHIEF DIRECTOR: STRATEGY & PLANNING REF NO: PT 01/04/2024**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive)

CENTRE : Bhisho

REQUIREMENTS : A Three-year Degree (NQF level 7 as recognised by SAQA) in Commerce/ Business Management/ Public Administration/ Public Management or any other related qualification coupled with Minimum of 7-8 years of experience of which 5 years should be at Senior Management (Director level) in Strategic Management environment. Master's in Business Administration MBA / MPA will be an added advantage.

DUTIES : Oversee the Management Coordination and the Implementation of Strategic Management Services: Oversee the development, management and coordination of Strategic Planning, monitoring, evaluation& reporting and ensure the provision of policy coordination services for the department. Oversee The Management, Coordination and Provision of Legal Services: Ensure the provision of sound legal advice and litigation support to Provincial Treasury and External Departments. Oversee the management of risk and ensure compliance with the mandate of the department. Oversee the preparation and drafting of legal documents for the department. Oversee The Management, Facilitation and the provision of ICT Management Services that will enable the Department to achieve its Strategic Objectives: Ensure the development, monitoring and implementation of ICT policies, processes and procedures. Oversee the provision and facilitate on of ICT infrastructure and operational support services. Oversee the provision and maintenance of ICT

systems and ensure data integrity. Advise department on ICT needs and requirements. Oversee the development and maintenance of the departmental website. Manage the Implementation of Change Processes that Strengthen the Strategic, Organizational, Cultural and Environmental Domains of the Department: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage Coordination, Monitoring & Reporting on the Implementation of Organisational Development & Change Management Programmes: Ensure the management, development, facilitation and implementation of OD & Change Management Interventions. Monitor And Implement Records and Facilities Management: Ensure development, monitor and implementation of departmental policies, procedures and processes with regards to the planning and provisioning of office support registry requirements. Manage And Coordinate the Implementation of Transformation Programmes: Oversee coordination and provide guidance & support on the implementation of transformation programmes and activities. Manage and Coordinate the Implementation of Departmental Special Programmes: ensure monitoring and reporting on attainment programmes objectives on respect of special programmes. Manage The Provision of Communication and Events Management Services: Oversee process of publication, photo journalism, multi media services, marketing and branding services. Ensure The Implementation and Management of Risk, Finance & Supply Chain Management Protocols and Prescripts in Area of Responsibility: Identify and Manage Risks in Area Responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning take place, that specification 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. Manage Area of Responsibility: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are manage, maintained and kept safely by subordinates. Monitor and report on departmental programmes and activities against government programme of action (POA).

- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574
 For technical glitches send an email to: Thelisiwa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
- NOTE** : EE Target: Colored / Black Female

OTHER POSTS

- POST 14/185** : **DEPUTY DIRECTOR: MUNICIPAL SCM AND ASSET MANAGEMENT REF NO: PT 02/04/2024**
 Purpose: To enhance, monitor and enforce transparent and effective Municipal Supply Chain Management and Asset Management.
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive)
 : Bhisho
 : A Three-year Degree (NQF level 7 as recognised by SAQA) in SCM/ Commerce/ Financial Management, coupled with a minimum 5 years' experience in Supply Chain Management/Asset Management of which 3 years

must have been at Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential. Driver's license is essential. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Risk Management policies and practices. Supply chain management policies and practices. Asset Management policies and practices. Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Budget submission. Accounting Principles. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Planning and organising, technical report writing, Negotiation and facilitation. Numeracy. Change Management. Knowledge Management. Information Management. Service Delivery Innovation, Creative thinking. Problem Solving and Analysis. Interpretation of legislation. Project planning and management. Financial Management, Policy analysis and development. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning.

DUTIES

: Monitor, Evaluate and Report on Compliance With Supply Chain Management and Asset Management Regulatory Framework: Review Municipal Supply Chain Management and Asset Management policies and report on compliance to regulations. Ensure compliance with the, MFMA and all related SCM frameworks by municipalities. Monitor and evaluate supply management and asset management processes and report on compliance with the supply chain management and asset management guidelines, framework, and accounting standards. Provide support and advice on supply chain management and asset management processes, policies and compliance to regulations. Review and Report on Contract Management; Long and Short term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Support, review and Monitor SCM Procurement plans. Monitor; Review Reports on functionality and quality SCM systems and Processes. Provide Advice, Guidance, And Remedial Actions on SCM And Asset Management Issues and Monitor Remedial Actions: Review, provide advice and guidance on the Structuring and functionality of SCM committees. Implement Supply chain management reforms in all the delegated municipalities and to play an oversight role in local government. Set complimentary standards within the parameters as set by National/ Provincial Treasury and the relevant SCM and Asset Management frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to SCM and Asset Management in all delegated municipalities. Provide assistance and advice on improving the supply chain management and asset management function within municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management and asset management. Provide inputs and advice into other reports related to supply chain management and asset management. Oversee the implementation and maintenance of all transversal SCM and Asset Management policies and procedure manuals in all Municipalities. Participate in the development of all transversal SCM and Asset Management policies, procedure manuals and guidelines. Ensure Compliance with The MFMA and all related SCM and Asset Management Frameworks by Municipalities: Ensure the implementation and compliance with the operational plan. Ensure the undertaking of site visits in order to assess compliance with SCM Regulations, Policies, etc. Conduct assessment of contractor/supplier performance. Conduct investigation on complaints received from relevant stakeholders. Follow-up on complaints relating to non-compliance and implementation of recommendations arising from assessment report. Provide Technical Assistance and Training with Regard to SCM and Asset Management in all delegated Municipalities: Report non-compliance with relevant legislations, regulations and other initiatives by designated municipalities to the relevant supervisor. Develop an implementation plan for transversal SCM and Asset Management policies,

procedure manuals and guidelines to be implemented at various institutions. Provide advice and guidance regarding the implementation and maintenance of transversal SCM and Asset Management policies, procedure manuals and guidelines. Ensure that transversal SCM and Asset Management Queries or enquiries (ad hoc) are dealt with timeously. Manage Area of Responsibility: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions. Monitor & Support municipalities on the FCMMS & MSCOA implementation.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Thelisiwa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: White Female

POST 14/186 : **ASSISTANT DIRECTOR: MUNICIPAL BUDGET: CHRIS HANI DISTRICT REF NO: PT 03/04/2024**
Purpose: To ensure optimal and sustainable budget management

SALARY : R444 036 per annum (Level 09)
CENTRE : Queenstown
REQUIREMENTS : Degree (NQF level 7 as recognized by SAQA) in Financial Management / Financial Accounting / Management Accounting Coupled with a minimum of 3 years' in accounting environment experience at an officer level (level 7 or higher). Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Risk Management policies and practices. Asset Management policies and practices. Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Accounting Principles. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Planning and organising. Technical report writing. Negotiation and facilitation. Numeracy, Change Management. Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning.

DUTIES : Provide Assistance in Monitoring the Implementation of the Budgeting Framework by Municipalities and Provide Technical Support to Delegated Municipalities: Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process). Coordinate the Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Provide Assistance and Support on the Provision of Guidance on Budget Planning: Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Provide assistance in the budget verification process to validate budgets on the NT database. Provide assistance in monitor the submission and publication (municipal website) of municipalities' budget and other relevant documents. Provide Assistance and Support in Monitoring, Evaluating & Reporting on In-Year Budget Performance: Provide assistance to monitor and ensure the submission MFMA returns and MSCOA data-strings to National Treasury (report from NT confirming the receipt of all returns and data-strings). Provide assistance in the analysis of the monthly outcome of municipalities' budgets

and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Provide assistance in the analysis the quarterly outcome of municipalities' budgets and financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Assist with the monitoring of grants spending of designated municipalities and submit report to the relevant supervisor. Provide assistance in the preparation of ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. Provide Assistance and Support in Monitoring Compliance by Delegated Municipalities with respect to MFMA, Dora and other applicable Legislations and Regulations: Coordinate reports on non-compliance with relevant legislations, regulations, and other initiatives by designated municipalities to the relevant supervisor. Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/report to the relevant supervisor on steps taken by the municipality to address non-compliance. Manage Area of Responsibility: Prepare progress reports on compliance matters and submit to PT. Delegate functions to subordinate, provide the necessary guidance and support. Manage employee performance daily and ensure timely submission of performance assessments. Manage the budget, financial resources and physical assets.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574
For technical glitches send an email to: Thelisiwa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: African Male

POST 14/187 : **ASSISTANT DIRECTOR: NETWORK CONTROLLER REF NO: PT 04/04/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : Degree (NQF level 7 as recognized by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Computer Science/ Information Technology/ Information Systems coupled with Minimum of 3 years of experience in Network Administration at an officer level (Level 7 or higher). N+ or CCNA or Microsoft Azure certificates will be an added advantage.

DUTIES : Provide Support on ICT Infrastructure to all network on Local Area Network and attached User Devices: Provide support in design, installation and maintenance of network infrastructure equipment and software. Assist in the analysis of technical problems for established networks. Test network, file server and workstation hardware and software. Regulate test backup generator. Coordinate day to day activities and operations of the Local Area Network. Document network infrastructure and critical component information. Install, configure and assist in the maintain of network components. Install, configure network printing, directory structures, user access, security, software and file services. Install and configure CISCO phones, ATA's and faxes. Liaise with SITA and other departments to solve network problems. Provide initial training in existing and new technologies. Perform onsite & desktop support. Facilitate the development of topology & network standards. Diagnose software related problems. Troubleshoot network system when necessary. Facilitate The Development of Network Business & ICT Strategic Alignment: Assist in the development ICT Network Plan (ICT Strategic Plan< Master systems Plan and Information Systems Plan). Provide assistance in the review of departmental ICT Network Security. Provide input in the development of other ICT Policies. Implementation of ICT operational plan. Coordinate User Information and User Account Management on Departmental Services: Assist

in the establishment of user profiles, user environments, directories and security for networks and networks being installed. Provide support to users on network operation. Record and attend all network related queried. Continuously update departmental systems. Create and reset user profiles on CISCO Call-Manager of registration forms. Perform and restore users data. Configuration of backup jobs. Daily monitoring of backup jobs (onsite and offsite). Test disaster recovery plan. Provide Support To SLA, EA, LAR & contracts: Provide input to Terms of references for contracts/ tenders to be advertised. Attend service meetings with network service providers to monitor SLA and contracts breaches. Monitor the activities of the Service Provider to ensure that they comply with the SLA. Log and follow up calls with Service providers. Manage Area of Responsibility: Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Thelisiwa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: Colored Male

POST 14/188 : **ASSISTANT DIRECTOR: FISCAL POLICY REF NO: PT 05/04/2024**

SALARY : R444 036 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : A Degree (NQF level 7 as recognized by SAQA) in Economics/ Financial Accounting coupled with 3 years' experience in Economics field at an officer level (level 7 or higher).

DUTIES : Render Assistance in Ensuring Sustainable Fiscal Policy Framework in the Province: Render support in the implementation of Fiscal Framework inputs into Medium Term Budget Statement. Assist in Revenue situational analysis inputs into OPRE, EPRE and Adjusted budget. Provide revenue inputs into BGW, Achievability and MTEC. Collate information regarding the FFC submission and interact on FFC policy processes. Interact at revenue forums on Fiscal Framework related matters. Provide input into MEC and HOD (Lekgotla's, PTM etc) presentation. Provide input to Cabinet Committees and Cabinet Clusters. Render Assistance in the Implementation of Revenue Enhancement Strategy: Coordinate information on efficient development and expansion of Eastern Cape's provincial own revenue base in line with the National Road Traffic Act, EC Gambling Act, EC Liquor Act and new Provincial Tax Regulation Process Act. Collate information on research and assist in conducting analysis of variables informing the determination of nationally raised revenue (i.e equitable share and conditional grants). Monitor revenue mobilisation for the province including providing inputs towards the division of nationally raised revenue with intergovernmental Fiscal System and related regulatory framework. Assess and ease the risk of loss of revenue with particular emphasis on spending trends for conditional grants. Manage and ensure that advice and assistance is provided to ensure implementation and review of revenue enhancement strategy / revenue study. Conduct monthly meetings with departments on new revenue sources and provide minutes with attendance registers of revenue improvement. Render Assistance on Effective Revenue Management: Input on a sustainable fiscal policy framework in the province. Render support and input on effective revenue management. Input and coordinate information regarding own revenue estimates for the MTEF. Provide assistance in ensuring an effective implementation and review of revenue enhancement strategy. Monitor revenue performance in the IYM to

		ensure revenue performance in respect of the departments' monthly submission of own revenue.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theleiswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – NO CVs).
<u>NOTE</u>	:	EE Target: African Male
<u>POST 14/189</u>	:	<u>SENIOR STATE ACCOUNTANT: SALARIES ADMINISTRATION REF NO: PT 06/04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Bhisho A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) recognised by SAQA) in Financial Accounting / Financial Management/ Public Finance coupled with Minimum of 2 years' experience in Salary Administration environment at the minimum of salary level 6 or higher. Extensive understanding with Certificates of BAS and PERSAL systems. Skills And Competencies: Knowledge of government prescripts and financial administration process. Knowledge and understanding legislative framework e.g. DORA, PFMA. Project Management, Interpersonal Relations, Planning and Execution, Decision Making, Analytical Thinking, People Management, Communication (verbal & written).
<u>DUTIES</u>	:	Facilitate Payment of Salaries and Deductions of Payments to Third Parties: Recall salaries to avoid salary overpayment and to avoid unnecessary debt. Ensure that bond instalments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month. Investigate unidentified debt deductions. Facilitate Clearance and Reconciliation of Suspense Accounts: Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled, and the balances are monitored to ensure that they become zero at month end and year-end. File records of signed suspense accounts. Perform tax reconciliation returns. Facilitate Compilation of Journals, Preparing Bas Payment Advice Journals and Payment of Travel allowance: Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards / legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance to the legislative requirements or departmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theleiswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<u>NOTE</u>	:	EE Target: Coloured / Black Female
<u>POST 14/190</u>	:	<u>ADMIN OFFICER: BUDGET MANAGEMENT, PLANNING, MONITORING & PUBLIC FINANCE REF NO: PT 07/04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 7) Bhisho A Three-Year Degree (NQF level 7) National Diploma (NQF Level 6 as recognised by SAQA) in Office Administration coupled with Minimum of 2 years' experience in Administration under Budget environment.
<u>DUTIES</u>	:	Provide Secretarial / Receptionist Support Service To The Directorate; Render secretarial services and management of diary for the Chief Directorate Perform advanced typing. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements. Compile

Schedules of all appointments. Coordinate And Render Administrative Support Services To The Directorate: Ensure effective flow of information and documents from and to the Directorate. Ensure safe keeping of all documentation within the Chief Directorate. Scrutinise routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft document as and when required. File documents for the Chief Directorate as and when required. Collects, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate. Manage leave register and telephone Accounts. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide Support to the Director Regarding Meetings and Directorate Meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. Coordinates logistical arrangement for the meetings when required. Render Support in The Administration of the Directorate's Budget: Collects and coordinate all documents related to the Chief Directorate budget - Assist in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and indicate if there are possible over and under spending Check against BAS reports to ensure that expenditure is allocated correctly. Identify and consult of possible need to move funds between items, and draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose. Coordinate reports within the Directorate: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Chief Directorate - Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports - Compile and integrate the budget - Validate the PMDS Submissions for the Chief Directorate - The Chief Director may direct you to coordinate the work of the directorate/s.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / Or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: White Female

DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

It is the intention to promote representivity in the Department through the filling of this position. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

APPLICATIONS : Applications must be submitted only via the provincial e-recruitment system, which is available on <https://erecruitment.ecotp.gov.za>. The Provincial E-Recruitment System 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 with your ID Number, your profile email address, details of the issue to: erecruitment@drdar.gov.za. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Applicants are encouraged to apply via the e-recruitment system. Should you submit your applications/CVs to: erecruitment@drdar.gov.za and not as specified above – your application will be regarded as lost and will not be considered.

CLOSING DATE : 13 May 2024. Applications received after the closing date will not be considered.

NOTE : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must

submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Employment Equity Targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> which must be submitted on the day of the interview. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

<u>POST 14/191</u>	:	<u>CHIEF DIRECTOR: STRATEGY DEVELOPMENT & MANAGEMENT REF NO: DRDAR: 01/04/2024</u>
<u>SALARY</u>	:	R1 371 558 – R1 635 897per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. A bachelor's degree in public administration/ management sciences at NQF level 7 as recognized by SAQA. At least five (5) years of relevant experience at the Senior Management Level in Strategic Planning. Proficiency in the application of the MS Office Package (Word, PowerPoint and Excel). Project Management Methodologies (Prince 2 or others). Thorough understanding of the National Development Plan (2030), MTSF Priorities, PGDP, goals and other priorities of the Government. Extensive experience in public sector strategy, planning, performance monitoring and evaluation, research, data collection, and reporting. Strong leadership, planning, organizing, coordinating and management skills. Advanced writing, verbal communication and presentation skills. Extensive understanding of the legislative and policy framework of Government. Broad experience in stakeholder engagement. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) before appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by

following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>. Candidates will be subjected to a competency-based assessment, which will test generic senior management competencies using the mandatory DPSA SMS competency assessment tools. A valid driver's license.

DUTIES

: Strategically manage departmental development, annual performance planning, and work planning policies and instruments. Facilitate and manage the process of creating, implementing and releasing the Strategic Plan of the department. Direct and oversee the development and upkeep of the departmental planning agenda. Facilitate the development and maintenance of quantifiable performance indicators for all departmental planning instruments. Monitor and evaluate the performance of Department programmes and report thereon. Monitor and evaluate the performance of the Department's programmes and provide comprehensive reports that contain key findings and recommendations. Assist departmental programmes in developing Annual Performance Plans and Operational Work Plans with technical support. Coordinate and initiate research and data collection to support departmental planning processes. Manage and coordinate the process of gathering input from stakeholders for departmental planning purposes. Strategically direct the development and maintenance of departmental performance monitoring, evaluation, and reporting regimes and protocols. Manage the development of effective communication strategies to convey planning objectives, developmental performance indicators, and outcomes to internal and external stakeholders.

ENQUIRIES

: Mr. N. Mabanga Tel No: (040) 602 5062 / Ms. M. Ngqwazi Tel No: (040) 602 5065
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za