



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : STORES ASSISTANT (RE-ADVERTISEMENT)

DIRECTORATE : LOGISTICS

REFERENCE NUMBER : EHD2023/05/01

CENTRE : EKURHULENI HEALTH DISTRICT (SSDR)

SALARY : R 125 373 PA (PLUS BENEFITS)

ADVERT OPEN : 08 MAY – 12 MAY AT 15:00

REQUIREMENTS: AET Level 4 (standard 7 or Grade 9 report) or grade 12 with six months experience in stores. Good organising and planning skills. Good interpersonal and communication skills. A valid driver's license, professional driving permits (PDP) and computer literacy will be an added advantage. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.


DUTIES: Issue stock from the shelves by means of VA2 forms, pack stock according to FIFO (first in first out) rule. Receive stock from transit and record using VA7 forms. Record all issued transaction on the VA11 forms. Update VA11 forms during receipts. Offload bulk stock from delivery vehicles, sweep and ensure cleanliness of stores, corridors, and surrounding areas of stores. Conduct stock taking as part of the district team. Ensure that issued stock is delivered to end-users. Assist with compilation of reports on issued stock and outstanding requisitions. Assist with the collecting & delivery of bulk stock either from government printing works or any driving within the unit. Perform any other duties as delegated by the supervisor.


ENQUIRIES: Ms G.N Motlounge

Tel No: (011) 878 - 8559

NOTES:

This post is a re-advertisement, applicants who applied previously are encouraged to re-apply. Applications must be hand delivered at Ekurhuleni Health District, 40 Catlin Street Germiston with a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.


CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR: HRM
DATE: 8/5/2023


APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : DATA CAPTURER (RE-ADVERTISEMENT)
REF NO : EHD2023/05/02
DIRECTORATE : PHC
CENTRE : EKURHULENI HEALTH DISTRICT (ESDR)
NOTCH : R 171 537.00 PER ANNUM (PLUS BENEFITS)
ADVERT OPEN : 08 MAY – 12 MAY AT 15:00

REQUIREMENTS: Grade 12 Certificate or equivalent with minimum of six months experience in data capturing. Computer literacy and driver's license is essential. Ability to work independently and in a team. Ability to capture and interpret data. Above average analytical and numerical skills. Good planning, organization, communication, reporting skills and record keeping skills. A qualification or certificate in DHMIS or Data Science will be an added advantage. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.

DUTIES: Ability to work on data and figures accurately. Collect/receive data from Clinicians/health workers and private providers at facility level. Capture, verify, collate, analyses data and give feedback to the facility regarding the completeness, timeliness and accuracy of data. Produce facility based report on reported data. Submit reports to the Sub-district. Ensure effective and efficient flow of data and timeous reporting. Register patients and complete patients records when required. Attend trainings and meetings to identify and address data quality issues. Provide feedback and implement improvement plans to the facility. Adhere to strict deadlines and reporting timelines. Function as part of facility HIS committee member and perform any other duties as delegated by the supervisor.


ENQUIRIES: Ms M. Semanya

Tel No: 0716732632

NOTES:

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CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR: HRM
DATE: 5/5/2023


APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : ADMINISTRATION CLERK (RE-ADVERTISEMENT)
REF NO : EHD2023/05/03
DIRECTORATE : PHC
CENTRE : EKURHULENI HEALTH DISTRICT (PHILLIP MOYO CHC)
NOTCH : R 202 233.00 PER ANNUM (PLUS BENEFITS)
ADVERT OPEN : 08 MAY – 12 MAY AT 15:00

REQUIREMENTS: Grade 12 Certificate or equivalent with 6 months appropriate experience in patient administration. Diploma/degree in Public Administration or Public management will be an added advantage. Willingness to work weekends and night shifts. Computer literacy is essential. Competency in Microsoft Excel and Word. Ability to work under pressure. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.

Skills: Good planning, organising, record keeping and communication skills (verbal and written). Ability to work under pressure, independently and in a team. Good interpersonal relations.


DUTIES: Open patient files, maintain the records management system, file and retrieve folders. Direct patients to different service points. Register patients. Record admission data. Capture data accurately. Assist with administration duties. Sort patient records. Book patients for clinic appointments. Record patient waiting times. File patients results in patient folders. Support data capturers to collect and capture data daily. Maintain data timeliness, completeness and correctness. Perform all other duties delegated by Supervisor/Manager.


ENQUIRIES: Ms N.M Xaba

Tel No: (011) 422 – 5764

NOTES:

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CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR: HRM
DATE: 08/05/2023


APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : ADMINISTRATION CLERK (RE-ADVERTISEMENT)
REF NO : EHD2023/05/04
DIRECTORATE : PHC
CENTRE : EKURHULENI HEALTH DISTRICT (ESANGWENI CHC)
NOTCH : R 202 233.00 PER ANNUM (PLUS BENEFITS)
ADVERT OPEN : 08 MAY – 12 MAY AT 15:00

REQUIREMENTS: Grade 12 Certificate or equivalent with 6 months appropriate experience in patient administration. Diploma/degree in Public Administration or Public management will be an added advantage. Willingness to work weekends and night shifts. Computer literacy is essential. Competent in Microsoft Excel and Word. Ability to work under pressure. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.

Skills: Good planning, organizing, record keeping and communication skills (verbal and written). Ability to work under pressure, independently and in a team. Good interpersonal relations.

DUTIES: Open patient files, maintain the records management system, file and retrieve folders. Direct patients to different service points. Register patients. Record admission data. Capture data accurately. Assist with administration duties. Sort patient records. Book patients for clinic appointments. Record patient waiting times. File patients results in patient folders. Support data capturers to collect and capture data daily. Maintain data timeliness, completeness and correctness. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES: Ms T.T Zamisa

Tel No: 079 886 0429

NOTES:

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CHECKED BY

MR A.A MDUNYELWA

DEPUTY DIRECTOR: HRM

DATE: 08/05/2023


APPROVED BY

MR M.T MAGORO

CHIEF DIRECTOR

DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : GENERAL WORKER (RE-ADVERTISEMENT)
REF NO : EHD2023/05/05
DIRECTORATE : LOGISTICS
CENTRE : EKURHULENI HEALTH DISTRICT OFFICE
NOTCH : R 125 373.00 PER ANNUM (PLUS BENEFITS)
ADVERT OPEN : 08 MAY – 12 MAY 2023 AT 15:00

REQUIREMENTS: AET Level 4 or Standard 7 or Grade 9 report or Grade 12 with six months experience.

Skills: Initiative, problem solving skills, good interpersonal relations, sound communication skills, ability to communicate in at least two languages. Driver's license is essential, PDP will be an added advantage. Good Interpersonal Relations and must be customer focused. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.

DUTIES: Cleaning of Government vehicles and parking area. Assist with the loading and of loading of stock or furniture. Applicants must prepared to be on standby when needed. Must have basic knowledge of transport operations. Be prepared to work after hours and on weekends when required. Assist in the Transport Office when necessary. Deliver and collect vehicles to and from workshops for services. Assist the transport Officer in the office when requested. Assist with driving duties when requested to do so. Perform all other duties as delegated by the Supervisor.


ENQUIRIES: Mr W. Swanepoel

Tel No: (011) 876 – 1796

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CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR: HRM
DATE: 08/05/2023


APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : CLEANER (RE-ADVERTISEMENT)
REF NO : EHD2023/05/06
DIRECTORATE : PHARMACY
CENTRE : GERMISTON CHRONIC DISPENSING UNIT
NOTCH : R 125 373. 00 PER ANNUM (PLUS BENEFITS)
ADVERT OPEN : 08 MAY – 12 MAY 2023 AT 15:00

REQUIREMENTS:

REQUIREMENTS: AET Level 4 (standard 7 or Grade 9 to Grade 12) with a minimum of six months appropriate cleaning experience. The candidate must be initiative, have problem solving skills, good interpersonal relations, with sound communication skills; be able to rotate when required; must be honest and reliable, can cope with the physical demands of the position; must be able to work in a team and individually. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.

DUTIES: Cleaning of exterior and interior areas such a cleaning of all areas including bathrooms, showers, toilets, offices, consulting rooms, passages and waiting areas. Dust, mop, scrub, vacuum and polish floors. Dust walls and surfaces. Wash windows, stairs, lifts, fire escapes, medical equipment, dustbins, cupboards, micro-oven, fridges and other apparatus. Assist with laundry duties. Clean all spillages. Assist in decontamination and disinfecting areas and surfaces. Remove general and medical waste, adhering to Health Care Waste and Infection Prevention and control guidelines. Prevent injuries. Serve meals, and wash utensils. Perform any other duties as delegated by the supervisor.

ENQUIRIES: Ms M.E Seabi

Tel No: (011) 278 – 7891

NOTES:

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CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR: HRM
DATE: 8/05/2023

APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : HEALTH PROMOTER (RE-ADVERTISEMENT)
REF NO : EHD2023/05/07
DIRECTORATE : PHC
CENTRE : EKURHULENI HEALTH DISTRICT (DAVEYTON MAIN CLINIC)
NOTCH : R 171 537.00 PER ANNUM (PLUS BENEFITS)
ADVERT OPEN : 08 MAY – 12 MAY 2023 AT 15:00

REQUIREMENTS: Grade 12 Certificate with Certificate in Health Promotion or Health Related Certificate. Diploma /Degree in Health Promotion will be an added advantage. Minimum of 6 months appropriate experience in Health Promotion. Knowledge of health promotion. Ability to work with people. A valid driver's license and computer literacy is essential. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.

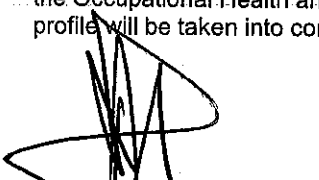
DUTIES: Identify health needs of the community and initiative to address identified needs. Establish and sustain supports groups. Train child minders, traditional healers, learners, and community on health issues. Visits schools, creches, workplace and churches to provide health education talks. Provide health education in health facilities to clients in accordance with the health calendar. Conduct community meetings. Compile monthly reports. Perform any other duties as delegated by the Supervisor.

ENQUIRIES: Ms N.M Xaba

Tel No: (011) 422 – 5764

NOTES:

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CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR: HRM
DATE: 08/05/2023


APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : HUMAN RESOURCE CLERK (2 POSTS)
REF NO : EHD2023/05/08
DIRECTORATE : HUMAN RESOURCE MANAGEMENT - ESDR
CENTRE : EKURHULENI HEALTH DISTRICT
NOTCH : R 202 233.00 PER ANNUM (PLUS BENEFITS)
ADVERT OPEN : 08 MAY – 12 MAY 2023 AT 15:00

REQUIREMENTS: Grade 12 Certificate with minimum of six months experience in Human Resources. Degree or National Diploma in Human Resource Management will be an added advantage. Knowledge of PERSAL system and HR prescripts. Computer literacy is essential. Good understanding of PSCBC resolutions especially the implementation of OSD, good planning, organizing, record keeping and communication skills (written and verbal). Ability to work under pressure, independently and as part of a team. Knowledge of EEA, LRA, SDA, PSA, Recruitment & Selection, PMDS policy and Public Service regulations. A driver's license will be an added advantage. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.

DUTIES: Ensure effective office administration of personnel documents including opening and closing of HR files. The incumbent will be expected to capture and attend queries in terms of PMDS, payslips, leave or overtime. Attend all kinds of queries relating to remuneration and allowances. Acknowledgment of daily Human Resource Mail, safe keeping of Human Resource files. Record files and keep statistics of transactions and maintain confidentiality. Conduct recruitment and selection processes in line with relevant Acts and policies. Process submissions of all Human Resource mandates to Gauteng Department of e-Government as required. Effective and efficient management of Human Resource administrative aspects such as: Appointments, transfers, terminations, salary administrations and management of conditions of service. Manage PILIR and compile reports thereof. Perform all other duties delegated by supervisor/Managers.

ENQUIRIES: Mr S. Xaba

Tel No: 081 378 2533

NOTES:

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CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR: HRM
DATE: 05/05/2023

APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : HUMAN RESOURCE CLERK
REF NO : EHD2023/05/09
DIRECTORATE : HUMAN RESOURCE MANAGEMENT - SSSDR
CENTRE : EKURHULENI HEALTH DISTRICT
NOTCH : R 202 233.00 PER ANNUM (PLUS BENEFITS)
ADVERT OPEN : 08 MAY – 12 MAY 2023 AT 15:00

REQUIREMENTS: Grade 12 Certificate with minimum of six months experience in Human Resources. Degree or National Diploma in Human Resource Management will be an added advantage. Knowledge of PERSAL system and HR prescripts. Computer literacy is essential. Good understanding of PSCBC resolutions especially the implementation of OSD, good planning, organizing, record keeping and communication skills (written and verbal). Ability to work under pressure, independently and as part of a team. Knowledge of EEA, LRA, SDA, PSA, Recruitment & Selection, PMDS policy and Public Service regulations. A driver's license will be an added advantage. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.

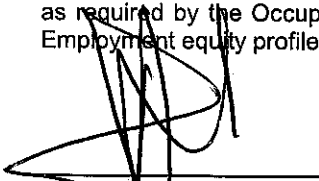
DUTIES: Ensure effective office administration of personnel documents including opening and closing of HR files. The incumbent will be expected to capture and attend queries in terms of PMDS, payslips, leave or overtime. Attend all kinds of queries relating to remuneration and allowances. Acknowledgment of daily Human Resource Mail, safe keeping of Human Resource files. Record files and keep statistics of transactions and maintain confidentiality. Conduct recruitment and selection processes in line with relevant Acts and policies. Process submissions of all Human Resource mandates to Gauteng Department of e-Government as required. Effective and efficient management of Human Resource administrative aspects such as: Appointments, transfers, terminations, salary administrations and management of conditions of service. Manage PILIR and compile reports thereof. Perform all other duties delegated by supervisor/Managers.


ENQUIRIES: Ms P.S Mgojo

Tel No: 082 371 0498

NOTES:

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CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR: HRM
DATE: 08/05/2023


APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : INFORMATION OFFICER: CONTRACT TILL 31 MARCH 2024 - ADVERTISEMENT
REF NO : EHD2023/05/10
DIRECTORATE : QUALITY ASSURANCE
CENTRE : EKURHULENI HEALTH DISTRICT
STIPEND : R8 000.00 PER MONTH
ADVERT OPEN : 05 MAY – 12 MAY 2023 AT 15h00

REQUIREMENTS: Grade 12 certificate with a minimum of 6 months experience in Administration. Experience in Quality Assurance will be an added advantage. Extensive knowledge in customer care service programmes. Knowledge and understanding of legislative framework applicable to practice in public health facility. Computer literacy (MS Word, MS. Excel and MS PowerPoint). Good communication, report writing, problem solving skills and interpersonal skills and ability to work under pressure. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.

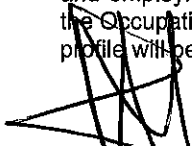
DUTIES: Capturing all the facilities online in the ideal clinic, Regulated Standards and Patient Experience of Care Survey website thus making it easy to analyze and generate required reports including development of improvement plans. Determining the status of the facilities and Perfect Permanent Team for Ideal Clinic (IC) Realization and Maintenance (PPTICRM) using IC dashboard. Update and maintain Ideal Clinics and Regulated Standards Dashboards. Validate data at the district level. Ensure accurate calculation of scores by facilities. Assist in monitoring of Data flow. Generate Reports and provide feedback to stake holders. Responsible for paper based and electronic registers. Perform general administration duties in Quality Assurance Office as delegated by the Supervisor.


ENQUIRIES: Ms B. Peloagae

Tel No: (011) 878 – 85450

NOTES:

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CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR: HRM
DATE: 8/5/2023


APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : SECRETARY (RE-ADVERTISEMENT)
DIRECTORATE : CORPORATE SERVICES
REFERENCE NUMBER : EHD2023/05/11
CENTRE : EKURHULENI HEALTH DISTRICT
NOTCH : R202 233.00 PER ANNUM (PLUS BENEFITS)
ADVERT OPEN : 08 MAY – 12 MAY 2023 AT 15:00

REQUIREMENTS: Grade 12 Certificate with minimum of 6 months experience in Administration or secretarial environment. Accredited Certificate/ Diploma/ Degree in Office Management or equivalent qualification will be an added advantage. Any accredited secretarial short course will be an added advantage. Good communication, writing, interpersonal skills. Computer literacy is essential (MS Word, Excel, Power point and Outlook). Ability to work under pressure and independently. The following attributes are essential: Office Organisation, General filing skills including electronic filing. Driver's License will be an added advantage. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.

DUTIES: Provide secretariat/receptionist support to Corporate Services. Receive and refer calls to respective role players. Manage all incoming and outgoing correspondence, maintain filing systems (Electronically and physically). Provide support by scrutinising documents to determine actions/information/other documents required for meetings. Manage the diary of the manager, arrange meetings, appointments and make travel arrangements. Arrange Team Meetings. Take minutes and draft action plan for meetings held. Record all minutes/decision, communicate to relevant role players and make follow ups in line with the timeframes. Draft presentations, reports memos, operational plan, submissions, acknowledgements etc. General typing, making photocopies, scanning, ordering and maintaining stationery. Arrange catering. Remain up to date with regards to prescripts/policies procedures applicable to work environment. Maintain confidentiality in work environment.

ENQUIRIES: Mr D. R Nkosi

Tel No: (011) 876 - 1751

NOTES:

This post is a re-advertisement, applicants who applied previously are encouraged to re-apply. Applications must be hand delivered at Ekurhuleni Health District, 40 Catlin Street Germiston with a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR: HRM
DATE: 08/05/23

APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : **REGISTRY CLERK**
REF NO : **EHD2023/05/12**
DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
CENTRE : **EKURHULENI HEALTH DISTRICT (SSDR)**
NOTCH : **R 202 233.00 PER ANNUM (PLUS BENEFITS)**
ADVERT OPEN : **08 MAY – 12 MAY 2023 AT 15:00**

REQUIREMENTS: Grade 12 Certificate with a minimum of six months experience in filling. Relevant HR qualifications and PERSAL knowledge will be an added advantage. Computer literacy is essential. Knowledge of EEA, LRA, SDA, PSA, POPIA and Public Service regulations. Good planning skills, organising, record keeping, and communication skills (Verbal and Written). Good interpersonal relationship. Ability to work under pressure and in teamwork spirit. A valid driver's licence is essential. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply. Good interpersonal relations.

DUTIES: Ensure effective filing of daily personnel documents. Opening and closing of personnel files e.g. appointments, terminations and transfers. Sorting and distribution of pay slips for SSDR. Monitor and order HR stationery. Record outgoing and incoming of employee's files. Assist HR Clerks when there is a need. Perform any other duties delegated by the supervisor.

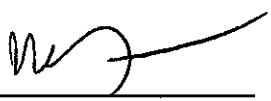
ENQUIRIES: Ms P.S Mgojo

Tel No:082 371 0498

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CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR/HRM
DATE: 08/05/2023


APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : CLEANERS (CONTRACT TILL 31 MARCH 2024)

DIRECTORATE : PRIMARY HEALTH CARE

REFERENCE NUMBER : SDDR X 20 POSTS: EHD2023/05/13
NSDR X 10 POSTS: EHD2023/05/14
ESDR X 20 POSTS: EHD2023/05/15

NOTCH : R 123 373 PER ANNUM PLUS 37% IN LIEU OF BENEFITS

ADVERT OPEN : 08 MAY – 12 MAY 2023 AT 15:00

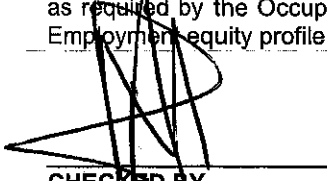
REQUIREMENTS: AET Level 4 (standard 7 or Grade 9 to Grade 12) with a minimum of six months appropriate cleaning experience. The candidate must be initiative, have problem solving skills, good interpersonal relations, with sound communication skills; be able to rotate when required; must be honest and reliable, can cope with the physical demands of the position; must be able to work in a team and individually. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.


DUTIES: Cleaning of exterior and interior areas such a cleaning of all areas including bathrooms, showers, toilets, offices, consulting rooms, passages and waiting areas. Dust, mop, scrub, vacuum and polish floors. Dust walls and surfaces. Wash windows, stairs, lifts, fire escapes, medical equipment, dustbins, cupboards, micro-oven, fridges and other apparatus. Assist with laundry duties. Clean all spillages. Assist in decontamination and disinfecting areas and surfaces. Remove general and medical waste, adhering to Health Care Waste and Infection Prevention and control guidelines. Prevent injuries. Serve meals, and wash utensils. Perform any other duties as delegated by the supervisor.

ENQUIRIES: Ms M Zwane : 011 876 1766

NOTES:

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CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR: HRM
DATE: 08/05/2023


APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ADVERT

POST : CLEANER (RE-ADVERTISEMENT)
DIRECTORATE : PRIMARY HEALTH CARE
REFERENCE NUMBER : EHD2023/05/16
CENTRE : PHILLIP MOYO CHC
SALARY : R 125 373 PER ANNUM (PLUS BENEFITS)
ADVERT OPEN : 08 MAY – 12 MAY 2023 AT 15:00

REQUIREMENTS: AET Level 4 (standard 7 or Grade 9 to Grade 12) with a minimum of six months appropriate cleaning experience. The candidate must be initiative, have problem solving skills, good interpersonal relations, with sound communication skills; be able to rotate when required; must be honest and reliable, can cope with the physical demands of the position; must be able to work in a team and individually. Current and former EPWP participants and COVID-19 contract officials are encouraged to apply.

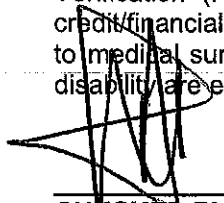
DUTIES: Cleaning of exterior and interior areas such a cleaning of all areas including bathrooms, showers, toilets, offices, consulting rooms, passages and waiting areas. Dust, mop, scrub, vacuum and polish floors. Dust walls and surfaces. Wash windows, stairs, lifts, fire escapes, medical equipment, dustbins, cupboards, micro-oven, fridges and other apparatus. Assist with laundry duties. Clean all spillages. Assist in decontamination and disinfecting areas and surfaces. Remove general and medical waste, adhering to Health Care Waste and Infection Prevention and control guidelines. Prevent injuries. Serve meals, and wash utensils. Perform any other duties as delegated by the supervisor.

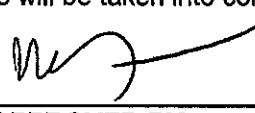
ENQUIRIES: Ms N.M Xaba

Tel No: (011) 422 -5764

NOTES:

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CHECKED BY
MR A.A MDUNYELWA
DEPUTY DIRECTOR: HRM
DATE: 01/05/2023


APPROVED BY
MR M.T MAGORO
CHIEF DIRECTOR
DATE: 8/5/2023