



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HEALTH

REF: S4/1/1
ENQ: MASELESE LM
TEL: 015 293 6666

TO: ALL QUALIFYING APPLICANTS FOR EPWP POSITIONS

DEPARTMENTAL CIRCULAR NO.....26.....OF 2023



ADVERTISEMENT OF WORK OPPORTUNITIES FOR EXPANDED PUBLIC WORKS PROGRAMME [EPWP] WORK OPPORTUNITIES IN THE DEPARTMENT OF HEALTH UP TO 31 MARCH 2024

1. Applicants are hereby invited from suitable qualified candidates Expanded Public Works Programme [EPWP] Work opportunities up to 31 March 2024.
2. Applications should include a fully completed **new** Z83 form obtainable from any government institution or at www.dpsa.gov.za and must be accompanied by a comprehensive Curriculum Vitae [CV], Highest qualification and ID copy.
3. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications and copy of ID must be submitted.
4. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered.
5. People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only.

6. Applicants responding to this circular should quote circular number and position number as reference on the Z83 application form.
7. The Department reserves the right not to fill any advertised post.
8. **To apply, click the link next to the position and follow the instructions.**
9. The closing date for applications is **21 July 2023**

NB: Kindly note that NO payment of any kind is required when applying for posts advertised in this circular



ACTING HEAD OF DEPARTMENT: HEALTH

10/07/2023

DATE

POSITION 1: EPWP INFRASTRUCTURE GENERAL WORKER OPERATORS [WATER SOFTENING PLANTS] = 7 POSITIONS

MONTHLY STIPEND: R3 500.00

CENTRES: Helene Franz Hospital [2], Lebowakgomo Hospital [1], Zebediela Hospital [1], Dilokong Hospital [1], Maphutha L Malatji Hospital [1], Thabazimbi Hospital [1]

REQUIREMENTS: A) Qualifications and Competencies

- Junior Certificate / Abet Level 4 Certificate with 1-year experience or Grade 8 with 2 years' experiences in general Water Softening Plant and or Plumbing work.
- Appropriate Competency Certificate as a Water Softening Plant operator or Plumbing Works, or relevant certificate will be an added advantage;
- Basic experience in Water Softening Plant operator or Plumbing Works - attach reference letter.

B) Knowledge and Skills

- Knowledge of OHS Act.
- Knowledge on operation of equipment, tools and materials.
- Knowledge of general built environment. Problem solving, Planning, organising and decision making skills
- Communication skills
- Ability to work in a team setting
- The candidate may be expected to undergo a practical test in water softening plant operation as part of the selection process.

KEY PERFORMANCE AREAS:

- Maintain and repair technical faults related to Water Softening Plants operation according to standards.
- Test repair equipment and/or facilities against specifications.
- Service equipment and/or facilities according to schedule.
- Quality assure serviced and maintained equipment and/or facilities.
- Keep and maintain job record/register of maintained and repaired faults.
- Report writing.

Position 1	
Centre [No. of positions]	Application link
Helene Franz Hospital [2]	Click here to apply
Lebowakgomo Hospital [1]	Click here to apply
Zebediela Hospital [1]	Click here to apply
Dilokong Hospital [1]	Click here to apply
Maphutha L Malatji Hospital [1]	Click here to apply
Thabazimbi Hospital [1]	Click here to apply

**POSITION NO. 2: EPWP INFRASTRUCTURE GENERAL WORKER: HORTICULTURE/ LANDSCAPING/
GARDENING = 2 POSITIONS**

MONTHLY STIPEND: R3 500.00

CENTRES: Provincial Office - Infrastructure Management Chief Directorate

REQUIREMENTS: **A) Qualifications and Competencies**

- Junior Certificate / Abet Level 4 Certificate with 1-year experience or Grade 8 with 2 years' experiences in general garden maintenance (attach reference letter).
- A minimum of an appropriate recognized qualification in horticulture or landscaping will be an added advantage.
- Basic experience in chain saw work and or working with mowers.

B) Knowledge and Skills

- Able to performed chainsaw or mowing duties when required.
- Problem solving, Planning, organising and decision making, Conflict resolution, Good Interpersonal Skills.
- Ability to speak, read and write English.
- Ability to communicate in any other local language.
- The candidate may be expected to undergo a practical test in horticulture, landscaping & gardening as part of the selection process.

KEY PERFORMANCE AREAS:

- Maintain and repair technical faults related to plumbing, according to standards.
- Test repair equipment and/or facilities against specifications.
- Service equipment and/or facilities according to schedule.
- Quality assure serviced and maintained equipment and/or facilities.
- Keep and maintain job record/register of maintained and repaired faults.
- Report writing.
- Perform general garden maintenance tasks as given by the supervisor.
- Planting, pruning, paving, watering, mowing and tree felling work.
- Remove garden refuse and load onto truck to be transported to dumping site.
- Maintenance of flower beds and weeding etc.

Position 2	
Centre [No. of positions]	Application link
Provincial Office - Infrastructure Management Chief Directorate	Click here to apply

POSITION NO 3: EPWP: ADMIN CLERK: ASSET MANAGEMENT = 82 POSITIONS

MONTHLY STIPEND: R3 500.00

CENTRES: Head Office [2], Capricorn District [5], Vhembe District [5], Mopani District [5], Sekhukhune District [5], Waterberg District [5], Mankweng Hospital [2], Pietersburg Hospital [2], Botlokwa Hospital [1], WF Knobel Hospital [1], Helene Franz Hospital [1], Lebowakgomo Hospital [1], Thabamopo Hospital [1], Zebediela Hospital [1], Seshego Hospital [1], Siloam Hospital [1], Messina Hospital [1], Tshilidzini Hospital [1], Louis Trichardt Hospital [1], Donald Frazer Hospital [1], Hayani Hospital [1], Elim Hospital [1], Malamulele Hospital [1], Nkhensani Hospital [1], Kgapane Hospital [1], Maphutha L Malatji Hospital [1], Evuxakeni Hospital [1], Dr CN Phatudi Hospital [1], Letaba Hospital [1], Van Velden Hospital [1], Sekororo Hospital [1], Mokopane Hospital [1], Voortreker Hospital [1], Ellisras Hospital [1], Witpoort Hospital [1], George Masebe Hospital [1], Warmbaths Hospital [1], FH Odendaal Hospital [1], Thabazimbi Hospital [1], MDR TB Hospital [1], Matlala Hospital [1], Dilokong Hospital [1], Mecklenburg Hospital [1], Jane Furse Hospital [1], St Ritas Hospital [1], Philadelphia Hospital [1], Groblersdal Hospital [1], Malaria Control: Mopani [1], Vhembe [1], Pharmaceutical Depot [1], Capricorn District EMS [1], Mopani District EMS [1], Sekhukhune District EMS [1], Vhembe District EMS [1], Waterberg District EMS [1], Sovenga Nursing Campus [1], Waterberg Nursing Campus [1], Sekhukhune Nursing Campus [1], Giyani Nursing Campus [1]

REQUIREMENTS: **A) Qualifications and Competencies**

- A Senior Certificate [Grade 12] plus undergraduate qualification in Supply Chain Management or Financial / Logistics / Purchasing Management / Commerce / Public Management at a post matric minimum level of N6 certificate as recognized by SAQA.
- Computer Literacy

B) Knowledge and Skills

- Knowledge, understanding and application of Public Finance Management Act (PFMA), Treasury Regulations,

KEY PERFORMANCE AREAS:

- Maintenance of the Asset register and inventory list
- Conduct monthly reconciliations of the asset register activities
- Management of the daily asset movements
- Maintain record keeping of disposals
- Moving broken assets to a secure place
- Conduct asset verifications.

Position 3	
Centres [No. of positions]	Application link
Head Office [2]	Click here to apply
Capricorn District [5]	Click here to apply
Vhembe District [5]	Click here to apply
Mopani District [5]	Click here to apply
Sekhukhune District [5]	Click here to apply
Waterberg District [5]	Click here to apply
Mankweng Hospital [2]	Click here to apply
Pietersburg Hospital [2]	Click here to apply
Botlokwa Hospital [1]	Click here to apply
WF Knobel Hospital [1]	Click here to apply

Helene Franz Hospital [1]	Click here to apply
Lebowakgomo Hospital [1]	Click here to apply
Thabamooopo Hospital [1]	Click here to apply
Zebediela Hospital [1]	Click here to apply
Seshego Hospital [1]	Click here to apply
Siloam Hospital [1]	Click here to apply
Messina Hospital [1]	Click here to apply
Tshilidzini Hospital [1]	Click here to apply
Louis Trichardt Hospital [1]	Click here to apply
Donald Frazer Hospital [1]	Click here to apply
Hayani Hospital [1]	Click here to apply
Elim Hospital [1]	Click here to apply
Malamulele Hospital [1]	Click here to apply
Nkhensani Hospital [1]	Click here to apply
Kgapane Hospital [1]	Click here to apply
Maphutha L Malatji Hospital [1]	Click here to apply
Evuxakeni Hospital [1]	Click here to apply
Dr CN Phatudi Hospital [1]	Click here to apply
Letaba Hospital [1]	Click here to apply
Van Velden Hospital [1]	Click here to apply
Sekororo Hospital [1]	Click here to apply
Mokopane Hospital [1]	Click here to apply
Voortreker Hospital [1]	Click here to apply
Ellisras Hospital [1]	Click here to apply
Witpoort Hospital [1]	Click here to apply
George Masebe Hospital [1]	Click here to apply
Warmbaths Hospital [1]	Click here to apply
FH Odendaal Hospital [1]	Click here to apply
Thabazimbi Hospital [1]	Click here to apply
MDR TB Hospital [1]	Click here to apply
Matlala Hospital [1]	Click here to apply
Dilokong Hospital [1]	Click here to apply
Mecklenburg Hospital [1]	Click here to apply
Jane Furse Hospital [1]	Click here to apply
St Ritas Hospital [1]	Click here to apply
Philadelphia Hospital [1]	Click here to apply
Groblersdal Hospital [1]	Click here to apply
Malaria Control: Mopani [1]	Click here to apply
Vhembe [1]	Click here to apply
Pharmaceutical Depot [1]	Click here to apply
Capricorn District EMS [1]	Click here to apply
Mopani District EMS [1]	Click here to apply
Sekhukhune District EMS [1]	Click here to apply
Vhembe District EMS [1]	Click here to apply

Waterberg District EMS [1]	Click here to apply
Sovenga Nursing Campus [1]	Click here to apply
Waterberg Nursing Campus [1]	Click here to apply
Sekhukhune Nursing Campus [1]	Click here to apply
Giyani Nursing Campus [1]	Click here to apply

POSITION NO 4: EPWP: GENERAL WORKER = 1211 POSITIONS

MONTHLY STIPEND: R3 500.00

CENTRES: Primary Health Care Facilities:

Capricorn District [100]: J Mamabolo Clinic [3], Seobi Dikgale Clinic, [2], Naledi Clinic [2], Goedgevonden Clinic [2], Semenya Clinic [2], Moletji Clinic [2], Soetfontein Clinic [1], Rethabile CHC [3], Maja Clinic [2], Moshubaba Clinic [3], Laastehoop Clinic [2], Chuene Clinic [1], Maraba Clinic [3], Seshego 1 Clinic [1], Seshego 3 Clinic [1], Mamotshwa Clinic [1], Sehlale Clinic [1], Molepo Clinic [2], Sebayeng Clinic [1], Mapodu Clinic [1], Sello Moloto Clinic [1], Mashashane Clinic [2], Diana Clinic [2], Matlala Clinic [1], Seshego 4 Clinic [1], Dikgale Clinic [1], Matoks Clinic [3], Nthabiseng Clinic [2], Mohodi Clinic [2], Botlokwa Gateway Clinic [3], Makgato Clinic [1], Ramokgopa Clinic [1], Mphahlele Clinic [4], Hwelereng Clinic [1], Mafefe Clinic [3], Zebediela Gateway Clinic [1], Mathabatha Clinic [2], Dithabanebg Clinic [1], Mashite Clinic [1], Boschplaats Clinic [1], Malemati Clinic [1], Dr MMM CHC [1], Morotse Thamagane [2], Parliament Clinic [1], Byldrift Clinic [1], Rakgoatha Clinic [1], Ambergate Clinic [2], Burgerrecht Clinic [1], Buffelshoek Clinic [3], Goedetrou Clinic [3], Rosenkrans Clinic [1], Ziest Clinic [1], Indermaak Clinic [2], Alldays Clinic [1], Uitkyk Clinic [1], Blouberg CHC [3], Towerfontein Clinic [1], Grootdraai Clinic [1], Ratshaatshaa CHC [3],

Sekhukhune District [114]: Swaranang Clinic [1], Sterkspruit Clinic [1], Taung Clinic [1], Rietfontein Clinic [1], Burgersfort Clinic [1], Naboomkoppies Clinic [1], Mashabela Clinic [1], Matsageng Clinic [1], Mottolo Clinic [1], Motshana Clinic [1], Makofane Clinic [1], Penge CHC [2], Praktiseer Clinic [1], Mahubahube Clinic [1], Eerstegeluk Clinic [1], Boschkloof Clinic [1], Ngoabe Clinic [1], Maseven Clinic [2], Riba Clinic [1], Selala Clinic [2], Mecklenburg Gateway [1], Dilokong Gateway [1], HC Boschhoff CHC [2], Mmutlane Clinic [1], Motsepe Clinic [1], Phasha Clinic [2], Manotwane Clinic [2], Selepe Clinic [1], Nkoana Clinic [2], Mankotsana Clinic [1], Nchabeleng Clinic [2], Nchabeleng CHC [2], Mohlaetse Clinic [1], Seroka Clinic [1], Phahlamanoge Clinic [1], Mphanama Clinic [2], Ikageng Clinic [1], Paulos Masha Clinic [1], Marulaneng Clinic [2], Manganeng Clinic [1], Schonoord Clinic [1], Tshehlwaneng Clinic [1], Dicheoung Clinic [1], Madibong Clinic [2], Mamone Clinic [2], Jane Furse Clinic [1], Marishane Clinic [1], Phaahla Clinic [1], Probeerin Clinic [1], Magalies Clinic [1], Tswaing Clinic [1], Setlaboswana Clinic [1], Mampane Clinic [1], Phokoane Clinic [1], St. Ritas gateway [2], Rietfontein Clinic [2], Eensaam Clinic [1], Phatantshwane Clinic [1], Kilpspruit Clinic [1], Vlakplaas Clinic [1], Spitspunt Clinic [1], Moutse West Clinic [2], Makepsvlei Clinic [1], Witfontein Clinic [1], Toitskraal Clinic [2], Marble Hall Clinic [2], Moganyaka Clinic [1], Marulaneng Clinic [1], Elandskraal Clinic [2], Van Der Merweskraal Clinic [1], Moeding Clinic [1], Matlala Clinic [1], Matlala Gateway [1], Mmotoaneng Clinic [2], Rosenkaal Clinic [1], Zaaiplaas Clinic [1], Goedgedacht Clinic [1], Hlogotlou Clinic [1], Sephaku Clinic [1], Magukubjane Clinic [1], Rammupudu Clinic [2], Matsepe Clinic [1], Dikgalaopeng Clinic [1], Motetema Clinic [1], Groblersdal Clinic [2], Kwarrilagte Clinic [2], Elandsdoring Clinic [1], Philadelphia Gateway [2], Moutse East Clinic [2];

Vhembe District [102]: Bungeni CHC [4], Kurhuleni Clinic [1], Tlangelani Clinic [1], Manavhela Clinic [1], Makahlule Clinic [2], Matiyani Clinic [1], Ntlhaveni D Clinic [2], Mphambo CHC [4], Matsheka Clinic [1], Peninghotsa Clinic [1], Ntlhaveni E Clinic [2], Mtititi Clinic [1], Nghezimani Clinic [1], Tiyani CHC [4], Davhana Clinic [1], Helderwater Clinic [1], Masakona Clinic [1], Olifantshoek Clinic [1], Tshimbupfe Clinic [2], Rumani Clinic [2], Mudimeli Clinic [1], Tshakhuma Clinic [1], Valdezia Clinic [1], Wayeni Clinic [1], Mbokota Clinic [2], Mulima Clinic [1], Riverplaats Clinic [1], Tshilwavirusiku Clinic [1], Kutama Clinic [2], Makhado CHC [2], Beaconsfield Clinic [1], Vhambelani Maelula Clinic [2], Tshikuwi Clinic [1], Vuvha Clinic [1], Waterval Clinic [2], Mutale CHC [1], Tshikundamalema Clinic [1], Matavhela Clinic [1], Thengwe Clinic [1], Rambuda Clinic [1], Guyuni Clinic [1], Tshaulu Clinic [1], Lambani Clinic [1], Duvhuledza Clinic [1], Vhurivhuri Clinic [1], Sambandou Clinic [2], Makuya Clinic [2], Muledane Clinic [1], William Eddie CHC [1], Madala Clinic [1], Tshixwadza Clinic [1], Fondwe Clinic [1], Phiphidi Clinic [1], Damani Clinic [1], Vhufuli Tshitereke Clinic [1], Mukula Clinic [1], Sterkstroom Clinic [1], Dzingahe Clinic [1], Tshiffi Clinic [1], Magwedzha Clinic [1], Mbilwi Clinic [2],

ADVERTISEMENT OF EPWP WORK OPPORTUNITIES IN THE LIMPOPO DEPARTMENT OF HEALTH: JULY 2023

Nancefield Clinic [2], Musina Clinic [2], Madimbo Clinic [2], Tshiungani Clinic [1], Folovhodwe Clinic [2], Shakadza Clinic [2], Tshipise Clinic [2], Manenzhe Clinic [2], Masini Clinic [2], Mulala Clinic [2];

Waterberg District [91]: Ellisras Clinic [2], Lephalale Clinic [1], Marapong CHC [2], Marapong Clinic [1], Seleka Clinic [3], Shongoane Clinic [3], Abbotspoort Clinic [2], Alma Clinic [2], Modimolle Clinic [2], Phagameng Clinic [1], Vaalwater Clinic [3], Mookgopong CHC [2], Mookgopong Clinic [2], Roedtan Clinic [1], Bela Bela Clinic [1], Pienaarsrivier Clinic [2], Settlers Clinic [1], Warmbaths Clinic [2], Bakenberg Clinic [4], Chalema Clinic [1], George Masebe G\W [1], Jakkalskuil Clinic [1], Makgobe Clinic [1], Mokamole Clinic [1], Paulos Clinic [1], Tiberius Clinic [1], Bavaria Clinic [4], Lekhureng Clinic [1], Mattanau Clinic [1], Mankuwe Clinic [1], Rebone Clinic [2], Segole Clinic [1], Thabaleshoba CHC [3], Weltevreden Clinic [1], Chromite Clinic [1], Dwaalboom Clinic [1], Northam CHC [4], Swartklip Clinic [1], Thabazimbi Clinic [1], Regorogile 1 Clinic [1], Regorogile 2 Clinic [1], Tshepong Clinic [1], Kromdraai Clinic [1], Rooiberg Clinic [1], Armoed Clinic [1], Mabuella Clinic [1], Mapela Clinic [2], Mamaselela Clinic [1], Mosesetjana Clinic [2], Polotji Clinic [1], Phafola Clinic [1], Sekuruwe Clinic [1], Sterkwater Clinic [1], Tshamahansi Clinic [1], Bokwalakwala Clinic [1], GaMadiba Clinic [1], Mahwelereng 1 Clinic [2], Mahwelereng 2 Clinic [1], Manyoga Clinic [2], Sekgagapeng Clinic [1];

Mopani District [106]: Shitlakati Clinic [2], Zava Clinic [2], Nkomo Clinic [2], Loloka Clinic [2], Basani Clinic [2], Nkuri Clinic [1], Hlaneki Clinic [2], Ndengeza Clinic [1], Msengi Clinic [2], Ntluri Clinic [1], Bochabelo Clinic [2], Sekhimini Clinic [2], Giyani Health Centre Clinic [3], Mapayeni Clinic [2], Nkhensani Gateway Clinic [1], Kremetart Clinic [2], Thomo Clinic [2], Ngove Clinic [2], Shivulani Clinic [2], Muyexe Clinic [1], Lulekani CHC [4], Seloane Clinic [2], Bismack Clinic [2], Sekororo Clinic [2], Medingen Clinic [2], Duiwelskloof Clinic [1], Duiwelskloof CHC [4], Senobela Clinic [1], Raphahlelo Clinic [2], Mamaila Clinic [2], Lebaka Clinic [1], Kgapane Clinic [2], Letaba Gateway [1], Dan Clinic [2], Khujwana Clinic [2], Letsitele Clinic [2], Mariveni Clinic [2], Nkowankowa CHC [4], Dr Hugo Clinic [2], Nyavana Clinic [1], Mamitwa Clinic [2], Ooghoek Clinic [2], Mawa Clinic [1], Ramotshinyadi Clinic [2], Carlota Clinic [2], Jamela Clinic [1], Julesburg CHC [3], Mokgapeng Clinic [2], Tours Clinic [2], Mogoboya Clinic [1], Lenyenye Clinic [2], Moime Clinic [2], Zangoma Clinic [1], Maake Clinic [2], Tours Clinic [2], Morapalala Clinic [2], Motupa Clinic [2], Relela Clinic [1]

CENTRES: Hospitals / Vertical Programmes:

Vhembe District: Elim Hospital [20], Siloam Hospital [20], Donald Fraser Hospital [20], Malamulele Hospital [15], Messina Hospital [13], Louis Trichardt Hospital [12], Tshilidzini Hospital [20], Hayani Hospital [9]; Thohoyandou Nursing Campus [4]

Waterberg District: Ellisras Hospital [28], Witpoort Hospital [9], Warmbaths Hospital [9], FH Odendaal Hospital [10], George Masebe Hospital [7], MDR TB Hospital [16], Thabazimbi Hospital [9], Voortrekker Hospital [10], Mokopane Hospital [18]

Capricorn District: Helene Franz Hospital [22], Seshego Hospital [16], WF Knobel Hospital [19], Botlokwa Hospital [11], Lebowakgomo Hospital [19], Zebediela Hospital [13], Pietersburg Hospital [31], Mankweng Hospital [30], Thabampo Hospital [16], Emergency Medical Services [25], Sovenga Nursing Campus [4]

Mopani District: Nkhensani Hospital [14], Dr CN Phatudi Hospital [18], Maphutha L Malatji Hospital [15], Kgapane Hospital [18], Sekororo Hospital [14], Van Velden Hospital [16], Letaba Hospital [18], Evuxakeni Hospital [14], Giyani Nursing Campus [2]

Sekhukhune District: Matlala Hospital [16], Jane Furse Hospital [18], Groblersdal Hospital [14], Dilokong Hospital [18], Mecklenburg Hospital [10], Sekhukhune District Office [10], St Ritas Hospital [7], Philadelphia Hospital [14]

REQUIREMENTS: A) Qualifications and Competencies

- A minimum of ABET.

ADVERTISEMENT OF EPWP WORK OPPORTUNITIES IN THE LIMPOPO DEPARTMENT OF HEALTH: JULY 2025

- Exposure in hospital environment and patient care will be an added advantage.
- **Inherent requirements of job:** Ability to lift persons of varying weights; Ability to lift and move heavy equipment and supplies. Ability to work with heavy duty Laundry/cleaning equipment. Willing to work with human excreta, fluids including blood. Willingness to work with and ability to lift corpses of varying weights. Ability to operate machinery (lawnmowers and weed-eaters). Ability to be on your feet for a period of up to 12 hours per day. Must be able to work shifts (including night duty, weekends and public holidays). Willingness to work extra hours on short notice

B) Knowledge and skills

- Knowledge of Batho Pele Principles, Occupational Health and Safety Act, 1993.
- Good Communication and customer care skills.
- Waste Management.

KEY PERFORMANCE AREAS:

- Perform any of the following duties and/or **any** other general duties **as allocated and directed** from time to time per operational needs of the facility:

A) PORTER

- Transport patients using stretcher or wheelchair to / from wards or departments or any other area of the health facility.
- Take corpses to the mortuary.
- Clean / wash stretchers and wheelchairs.
- Minor maintenance of stretchers and wheelchairs.

B) LAUNDRY AID

- Accurate recording of all incoming and outgoing linen on a daily basis to hospital, clinics and EMS services.
- Correct handling, receiving and dispatch of soiled and clean linen to the wards and clinics according to internal protocol and infection control measures.
- Cleaning of laundry and laundry equipment on daily basis.
- Follow and adhere to Health and Safety Regulations.

C) MORTUARY ATTENDANT

- Render mortuary services: Receiving, handling and storage of corpses.
- Ensure mortuary cool room is in good working order
- Collect and transport corpses to the mortuary.
- Report all faulty or broken equipment to your supervisor immediately.
- Release and keep record of corpses handed over to next of kin.

- Load and off-load corpses.
- Keep proper identification and maintain accurate of records in the field of work.
- Maintain equipment: Clean equipment.
- Safe keeping of equipment.
- Ensure infection, prevention and control environment in line with relevant policies
- Perform household activities within the mortuary
- Perform cleaning services
- Render sluice functions (human excreta fluids including blood) including preparation of corpses

D) WARD ATTENDANT

- Perform household activities within the ward
- Perform cleaning services
- Render sluice functions (human excreta fluids including blood).

Position 4	
Centres [No. of positions]	Application link
Capricorn District [100]	
J Mamabolo Clinic [3]	Click here to apply
Seobi Dikgale Clinic [2]	Click here to apply
Naledi Clinic [2]	Click here to apply
Goedgevonden Clinic [2]	Click here to apply
Semenya Clinic [2]	Click here to apply
Moletji Clinic [2]	Click here to apply
Soetfontein Clinic [1]	Click here to apply
Rethabile CHC [3]	Click here to apply
Maja Clinic [2]	Click here to apply
Moshubaba Clinic [3]	Click here to apply
Laastehoop Clinic [2]	Click here to apply
Chuene Clinic [1]	Click here to apply
Maraba Clinic [3]	Click here to apply
Seshego1 Clinic [1]	Click here to apply
Seshego 3 Clinic [1]	Click here to apply
Mamotshwa Clinic [1]	Click here to apply
Sehlale Clinic [1]	Click here to apply
Molepo Clinic [2]	Click here to apply
Sebayeng Clinic [1]	Click here to apply
Mapodu Clinic [1]	Click here to apply
Sello Moloto Clinic [1]	Click here to apply
Mashashane Clinic [2]	Click here to apply
Diana Clinic [2]	Click here to apply
Matlala Clinic [1]	Click here to apply
Seshego 4 Clinic [1]	Click here to apply
Dikgale Clinic [1]	Click here to apply

Matoks Clinic [3]	Click here to apply
Nthabiseng Clinic [2]	Click here to apply
Mohodi Clinic [2]	Click here to apply
Botlokwa Gateway Clinic [3]	Click here to apply
Makgato Clinic [1]	Click here to apply
Ramokgopa Clinic [1]	Click here to apply
Mphahlele Clinic [4]	Click here to apply
Hwelereng Clinic [1]	Click here to apply
Mafefe Clinic [3]	Click here to apply
Zebediela Gateway Clinic [1]	Click here to apply
Mathabatha Clinic [2]	Click here to apply
Dithabanebg Clinic [1]	Click here to apply
Mashite Clinic [1]	Click here to apply
Boschplaats Clinic [1]	Click here to apply
Malemati Clinic [1]	Click here to apply
Dr MMM CHC [1]	Click here to apply
Morotse Thamagane [2]	Click here to apply
Parliament Clinic [1]	Click here to apply
Byldrift Clinic [1]	Click here to apply
Rakgoatha Clinic [1]	Click here to apply
Ambergate Clinic [2]	Click here to apply
Burgerrecht Clinic [1]	Click here to apply
Buffelshoek Clinic [3]	Click here to apply
Goedetrou Clinic [3]	Click here to apply
Rosenkrans Clinic [1]	Click here to apply
Ziest Clinic [1]	Click here to apply
Indermaak Clinic [2]	Click here to apply
Alldays Clinic [1]	Click here to apply
Uitkyk Clinic [1]	Click here to apply
Blouberg CHC [3]	Click here to apply
Towerfontein Clinic [1]	Click here to apply
Grootdraai Clinic [1]	Click here to apply
Ratshaatshaa CHC [3]	Click here to apply
Sekhukhune District [114]	
Swaranang Clinic [1]	Click here to apply
Sterkspruit Clinic [1]	Click here to apply
Taung Clinic [1]	Click here to apply
Rietfontein Clinic [1]	Click here to apply
Burgersfort Clinic [1]	Click here to apply
Naboomkoppies Clinic [1]	Click here to apply
Mashabela Clinic [1]	Click here to apply
Matsageng Clinic [1]	Click here to apply
Motlolo Clinic [1]	Click here to apply

Motshana Clinic [1]	Click here to apply
Makofane Clinic [1]	Click here to apply
Penge CHC [2]	Click here to apply
Praktiseer Clinic [1]	Click here to apply
Mahubahube Clinic [1]	Click here to apply
Eerstegeluk Clinic [1]	Click here to apply
Boschkloof Clinic [1]	Click here to apply
Ngoabe Clinic [1]	Click here to apply
Maseven Clinic [2]	Click here to apply
Riba Clinic [1]	Click here to apply
Selala Clinic [2]	Click here to apply
Mecklenburg Gateway [1]	Click here to apply
Dilokong Gateway [1]	Click here to apply
HC Boschoff CHC [2]	Click here to apply
Mmutlane Clinic [1]	Click here to apply
Motsepe Clinic [1]	Click here to apply
Phasha Clinic [2]	Click here to apply
Manotwane Clinic [2]	Click here to apply
Selepe Clinic [1]	Click here to apply
Nkoana Clinic [2]	Click here to apply
Mankotsana Clinic [1]	Click here to apply
Nchabeleng Clinic [2]	Click here to apply
Nchabeleng CHC [2]	Click here to apply
Mohlaetse Clinic [1]	Click here to apply
Seroka Clinic [1]	Click here to apply
Phahlamanoge Clinic [1]	Click here to apply
Mphanama Clinic [2]	Click here to apply
Ikageng Clinic [1]	Click here to apply
Paulos Masha Clinic [1]	Click here to apply
Marulaneng Clinic [2]	Click here to apply
Manganeng Clinic [1]	Click here to apply
Schonoord Clinic [1]	Click here to apply
Tshehlwaneng Clinic [1]	Click here to apply
Dicheoung Clinic [1]	Click here to apply
Madibong Clinic [2]	Click here to apply
Mamone Clinic [2]	Click here to apply
Jane Furse Clinic [1]	Click here to apply
Marishane Clinic [1]	Click here to apply
Phaahla Clinic [1]	Click here to apply
Probeerin Clinic [1]	Click here to apply
Magalies Clinic [1]	Click here to apply
Tswaing Clinic [1]	Click here to apply
Setlaboswana Clinic [1]	Click here to apply
Mampane Clinic [1]	Click here to apply

Phokoane Clinic [1]	Click here to apply
St. Ritas gateway [2]	Click here to apply
Rietfontein Clinic [2]	Click here to apply
Eensaam Clinic [1]	Click here to apply
Phatantshwane Clinic [1]	Click here to apply
Kilpspruit Clinic [1]	Click here to apply
Vlakplaas Clinic [1]	Click here to apply
Spitspunt Clinic [1]	Click here to apply
Moutse West Clinic [2]	Click here to apply
Makepsvlei Clinic [1]	Click here to apply
Witfontein Clinic [1]	Click here to apply
Toitskraal Clinic [2]	Click here to apply
Marble Hall Clinic [2]	Click here to apply
Moganyaka Clinic [1]	Click here to apply
Marulaneng Clinic [1]	Click here to apply
Elandskraal Clinic [2]	Click here to apply
Van Der Merweskraal Clinic [1]	Click here to apply
Moeding Clinic [1]	Click here to apply
Matlala Clinic [1]	Click here to apply
Matlala Gateway [1]	Click here to apply
Mmotoaneng Clinic [2]	Click here to apply
Rosenkaal Clinic [1]	Click here to apply
Zaaiplaas Clinic [1]	Click here to apply
Goedgedacht Clinic [1]	Click here to apply
Hlogotlou Clinic [1]	Click here to apply
Sephaku Clinic [1]	Click here to apply
Magukubjane Clinic [1]	Click here to apply
Rammupudu Clinic [2]	Click here to apply
Matsepe Clinic [1]	Click here to apply
Dikgalaopeng Clinic [1]	Click here to apply
Motetema Clinic [1]	Click here to apply
Grobbersdal Clinic [2]	Click here to apply
Kwarrilagte Clinic [2]	Click here to apply
Elandsdoring Clinic [1]	Click here to apply
Philadelphia Gateway [2]	Click here to apply
Moutse East Clinic [2]	Click here to apply
Vhembe District [102]	
Bungeni CHC [4]	Click here to apply
Kurhuleni Clinic [1]	Click here to apply
Tlangelani Clinic [1]	Click here to apply
Manavhela Clinic [1]	Click here to apply
Makahlule Clinic [2]	Click here to apply
Matiyani Clinic [1]	Click here to apply

Ntlhaveni D Clinic [2]	Click here to apply
Mphambo CHC [4]	Click here to apply
Matsheka Clinic [1]	Click here to apply
Peninghotsa Clinic [1]	Click here to apply
Ntlhaveni E Clinic [2]	Click here to apply
Mtititi Clinic [1]	Click here to apply
Nghezimani Clinic [1]	Click here to apply
Tiyani CHC [4]	Click here to apply
Davhana Clinic [1]	Click here to apply
Helderwater Clinic [1]	Click here to apply
Masakona Clinic [1]	Click here to apply
Olifantshoek Clinic [1]	Click here to apply
Tshimbupfe Clinic [2]	Click here to apply
Rumani Clinic [2]	Click here to apply
Mudimeli Clinic [1]	Click here to apply
Tshakhuma Clinic [1]	Click here to apply
Valdezia Clinic [1]	Click here to apply
Wayeni Clinic [1]	Click here to apply
Mbokota Clinic [2]	Click here to apply
Mulima Clinic [1]	Click here to apply
Riverplaats Clinic [1]	Click here to apply
Tshilwavhusiku Clinic [1]	Click here to apply
Kutama Clinic [2]	Click here to apply
Makhado CHC [2]	Click here to apply
Beaconsfield Clinic [1]	Click here to apply
Vhambelani Maelula Clinic [2]	Click here to apply
Tshikuwi Clinic [1]	Click here to apply
Vuvha Clinic [1]	Click here to apply
Waterval Clinic [2]	Click here to apply
Mutale CHC [1]	Click here to apply
Tshikundamalema Clinic [1]	Click here to apply
Matavhela Clinic [1]	Click here to apply
Thengwe Clinic [1]	Click here to apply
Rambuda Clinic [1]	Click here to apply
Guyuni Clinic [1]	Click here to apply
Tshaulu Clinic [1]	Click here to apply
Lambani Clinic [1]	Click here to apply
Duvhuledza Clinic [1]	Click here to apply
Vhurivhuri Clinic [1]	Click here to apply
Sambandou Clinic [2]	Click here to apply
Makuya Clinic [2]	Click here to apply
Muledane Clinic [1]	Click here to apply
William Eddie CHC [1]	Click here to apply
Madala Clinic [1]	Click here to apply

Tshixwadza Clinic [1]	Click here to apply
Fondwe Clinic [1]	Click here to apply
Phiphidi Clinic [1]	Click here to apply
Damani Clinic [1]	Click here to apply
Vhufuli Tshitereke Clinic [1]	Click here to apply
Mukula Clinic [1]	Click here to apply
Sterkstroom Clinic [1]	Click here to apply
Dzingahe Clinic [1]	Click here to apply
Tshififi Clinic [1]	Click here to apply
Magwedzha Clinic [1]	Click here to apply
Mbilwi Clinic [2]	Click here to apply
Nancefield Clinic [2]	Click here to apply
Musina Clinic [2]	Click here to apply
Madimbo Clinic [2]	Click here to apply
Tshiungani Clinic [1]	Click here to apply
Folovhodwe Clinic [2]	Click here to apply
Shakadza Clinic [2]	Click here to apply
Tshipise Clinic [2]	Click here to apply
Manenzhe Clinic [2]	Click here to apply
Masini Clinic [2]	Click here to apply
Mulala Clinic [2]	Click here to apply
Waterberg District [91]	
Ellisras Clinic [2]	Click here to apply
Lephalale Clinic [1]	Click here to apply
Marapong CHC [2]	Click here to apply
Marapong Clinic [1]	Click here to apply
Seleka Clinic [3]	Click here to apply
Shongoane Clinic [3]	Click here to apply
Abbotspoort Clinic [2]	Click here to apply
Alma Clinic [2]	Click here to apply
Modimolle Clinic [2]	Click here to apply
Phagameng Clinic [1]	Click here to apply
Vaalwater Clinic [3]	Click here to apply
Mookgopong CHC [2]	Click here to apply
Mookgopong Clinic [2]	Click here to apply
Roedtan Clinic [1]	Click here to apply
Bela Bela Clinic [1]	Click here to apply
Piensaarsrivier Clinic [2]	Click here to apply
Settlers Clinic [1]	Click here to apply
Warmbaths Clinic [2]	Click here to apply
Bakenberg Clinic [4]	Click here to apply
Chalema Clinic [1]	Click here to apply
George Masebe GW [1]	Click here to apply

Jakkalskuil Clinic [1]	Click here to apply
Makgobe Clinic [1]	Click here to apply
Mokamole Clinic [1]	Click here to apply
Paulos Clinic [1]	Click here to apply
Tiberius Clinic [1]	Click here to apply
Bavaria Clinic [4]	Click here to apply
Lekhureng Clinic [1]	Click here to apply
Mattanau Clinic [1]	Click here to apply
Mankuwe Clinic [1]	Click here to apply
Rebone Clinic [2]	Click here to apply
Segole Clinic [1]	Click here to apply
Thabaleshoba CHC [3]	Click here to apply
Weltevreden Clinic [1]	Click here to apply
Chromite Clinic [1]	Click here to apply
Dwaalboom Clinic [1]	Click here to apply
Northam CHC [4]	Click here to apply
Swartklip Clinic [1]	Click here to apply
Thabazimbi Clinic [1]	Click here to apply
Regorogile 1 Clinic [1]	Click here to apply
Regorogile 2 Clinic [1]	Click here to apply
Tshepong Clinic [1]	Click here to apply
Kromdraai Clinic [1]	Click here to apply
Rooiberg Clinic [1]	Click here to apply
Armoed Clinic [1]	Click here to apply
Mabuela Clinic [1]	Click here to apply
Mapela Clinic [2]	Click here to apply
Mamaselela Clinic [1]	Click here to apply
Mosesetjana Clinic [2]	Click here to apply
Polotji Clinic [1]	Click here to apply
Phafola Clinic [1]	Click here to apply
Sekuruwe Clinic [1]	Click here to apply
Sterkwater Clinic [1]	Click here to apply
Tshamahansi Clinic [1]	Click here to apply
Bokwalakwa Clinic [1]	Click here to apply
GaMadiba Clinic [1]	Click here to apply
Mahwelereng 1 Clinic [2]	Click here to apply
Mahwelereng 2 Clinic [1]	Click here to apply
Manyoga Clinic [2]	Click here to apply
Sekgagapeng Clinic [1]	Click here to apply
Mopani District [106]	
Shitlakati Clinic [2]	Click here to apply
Zava Clinic [2]	Click here to apply
Nkomo Clinic [2]	Click here to apply

Loloka Clinic [2]	Click here to apply
Basani Clinic [2]	Click here to apply
Nkuri Clinic [1]	Click here to apply
Hlaneki Clinic [2]	Click here to apply
Ndengeza Clinic [1]	Click here to apply
Msengi Clinic [2]	Click here to apply
Ntluri Clinic [1]	Click here to apply
Bochabelo Clinic [2]	Click here to apply
Sekhimini Clinic [2]	Click here to apply
Giyani Health Centre Clinic [3]	Click here to apply
Mapayeni Clinic [2]	Click here to apply
Nkhensani Gateway Clinic [1]	Click here to apply
Kremetart Clinic [2]	Click here to apply
Thomo Clinic [2]	Click here to apply
Ngove Clinic [2]	Click here to apply
Shivulani Clinic [2]	Click here to apply
Muyexe Clinic [1]	Click here to apply
Lulekani CHC [4]	Click here to apply
Seloane Clinic [2]	Click here to apply
Bismack Clinic [2]	Click here to apply
Sekororo Clinic [2]	Click here to apply
Medingen Clinic [2]	Click here to apply
Duiwelskloof Clinic [1]	Click here to apply
Duiwelskloof CHC [4]	Click here to apply
Senobela Clinic [1]	Click here to apply
Raphahlelo Clinic [2]	Click here to apply
Mamaila Clinic [2]	Click here to apply
Lebaka Clinic [1]	Click here to apply
Kgapane Clinic [2]	Click here to apply
Letaba Gateway [1]	Click here to apply
Dan Clinic [2]	Click here to apply
Khujwana Clinic [2]	Click here to apply
Letsitele Clinic [2]	Click here to apply
Mariveni Clinic [2]	Click here to apply
Nkowankowa CHC [4]	Click here to apply
Dr Hugo Clinic [2]	Click here to apply
Nyavana Clinic [1]	Click here to apply
Mamitwa Clinic [2]	Click here to apply
Ooghoek Clinic [2]	Click here to apply
Mawa Clinic [1]	Click here to apply
Ramotshinyadi Clinic [2]	Click here to apply
Carlota Clinic [2]	Click here to apply
Jamela Clinic [1]	Click here to apply
Julesburg CHC [3]	Click here to apply

Mokgapeng Clinic [2]	Click here to apply
Tours Clinic [2]	Click here to apply
Mogoboya Clinic [1]	Click here to apply
Lenyenye Clinic [2]	Click here to apply
Moime Clinic [2]	Click here to apply
Zangoma Clinic [1]	Click here to apply
Maake Clinic [2]	Click here to apply
Tours Clinic [2]	Click here to apply
Morapalala Clinic [2]	Click here to apply
Motupa Clinic [2]	Click here to apply
Relela Clinic [1]	Click here to apply
HOSPITALS / VERTICAL PROGRAMMES	
Vhembe District	
Elim Hospital [20]	Click here to apply
Siloam Hospital [20]	Click here to apply
Donald Fraser Hospital [20]	Click here to apply
Malamulele Hospital [15]	Click here to apply
Messina Hospital [13]	Click here to apply
Louis Trichardt Hospital [12]	Click here to apply
Tshilidzini Hospital [20]	Click here to apply
Hayani Hospital [9];	Click here to apply
Thohoyandou Nursing Campus [4]	Click here to apply
Waterberg District	
Ellisras Hospital [28]	Click here to apply
Witpoort Hospital [9]	Click here to apply
Warmbaths Hospital [9]	Click here to apply
FH Odendaal Hospital [10]	Click here to apply
George Masebe Hospital [7]	Click here to apply
MDR TB Hospital [16]	Click here to apply
Thabazimbi Hospital [9]	Click here to apply
Voortrekker Hospital [10]	Click here to apply
Mokopane Hospital [18]	Click here to apply
Capricorn District	
Helene Franz Hospital [22]	Click here to apply
Seshego Hospital [16]	Click here to apply
WF Knobel Hospital [19]	Click here to apply
Botlokwa Hospital [11]	Click here to apply
Lebowakgomo Hospital [19]	Click here to apply
Zebediela Hospital [13]	Click here to apply
Pietersburg Hospital [31]	Click here to apply
Mankweng Hospital [30]	Click here to apply

Thabamooopo Hospital [16]	Click here to apply
Emergency Medical Services [25]	Click here to apply
Sovenga Nursing Campus [4]	Click here to apply
Mopani District	
Nkhensani Hospital [14]	Click here to apply
Dr CN Phatudi Hospital [18]	Click here to apply
Maphutha L Malatji Hospital [15]	Click here to apply
Kgapane Hospital [18]	Click here to apply
Sekororo Hospital [14]	Click here to apply
Van Velden Hospital [16]	Click here to apply
Letaba Hospital [18]	Click here to apply
Evuxakeni Hospital [14]	Click here to apply
Giyani Nursing Campus [2]	Click here to apply
Sekhukhune District	
Matlala Hospital [16]	Click here to apply
Jane Furse Hospital [18]	Click here to apply
Groblersdal Hospital [14]	Click here to apply
Dilokong Hospital [18]	Click here to apply
Mecklenburg Hospital [10]	Click here to apply
Sekhukhune District Office [10]	Click here to apply
St Ritas Hospital [7]	Click here to apply
Philadelphia Hospital [14]	Click here to apply

POSITION NO 5: EPWP: FOOD SERVICE AIDS = 148 POSITIONS

MONTHLY STIPEND: R3 500.00

CENTRES: Vhembe District: Elim Hospital [5], Siloam Hospital [5], Donald Fraser Hospital [5], Malamulele Hospital [5], Messina Hospital [3], Louis Trichardt Hospital [2], Tshilidzini Hospital [3], Hayani Hospital [3]

Waterberg District: Witpoort Hospital [8], Warmbaths Hospital [1], FH Odendaal Hospital [4], George Masebe Hospital [3], Thabazimbi Hospital [2], Voortrekker Hospital [3], Mokopane Hospital [3],

Capricorn District: Helene Franz Hospital [7], Seshego Hospital [4], WF Knobel Hospital [6], Botlokwa Hospital [3], Lebowakgomo Hospital [5], Pietersburg Hospital [10], Mankweng Hospital [10], Thabamooopo Hospital [3]

Mopani District: Nkhensani Hospital [6], Dr CN Phatudi Hospital [4], Maphutha L Malatji Hospital [4], Kgapane Hospital [6];

Sekhukhune District: Matlala Hospital [5], Jane Furse Hospital [5], Groblersdal Hospital [5], Dilokong Hospital [5], Mecklenburg Hospital [5]

REQUIREMENTS: A) Qualifications and Competencies

- A minimum of Grade 12 and or ABET NQF level 4 certificate/ National Vocational certificate in Hospitality Management from TVET will be an added advantage.
- **Inherent requirements of job:** Must be able to work shifts (including night duty, weekends and public holidays). Willingness to work extra hours on short notice.

B) Knowledge and Skills

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to follow routine verbal and written instructions.
- Ability to read and write.
- Ability to understand and follow safety procedures.
- Ability to safely use cleaning equipment and supplies.
- Ability to lead and train students.
- Ability to lift and manipulate heavy objects.
- Knowledge of food service lines set-up and temperature requirements.
- Skill in cooking and preparing a variety of foods.
- Knowledge of food preparation and presentation methods, techniques, and quality standards.

KEY PERFORMANCE AREAS:

- Comply with HACCP on food handling and preparations to ensure food safety
- Ensure that daily activities are in-line with the Hazard Analysis Critical Control Point (HACCP)
- Pre-preparation and cooking of food for normal diet as per standardized recipes
- Pre-preparation and cooking of food for therapeutic diet as per standardized recipes
- Portion and serve (plating or bulk serving) and pack meal delivery carts according to the wards diet lists
- Pushes meal delivery carts wards to deliver food as per ward list
- Collect meal delivery carts from the wards after serving of each meal
- Places servings in blender to make foods for soft or liquid diets.
- Assist in packing of food into storerooms
- Packaging and labelling of therapeutic diets as per ward diet list
- Places items, such as eating utensils, and condiments on trays.
- Apportions and places food servings on plates and trays according to diet list
- Examines filled tray for completeness and places on cart, dumbwaiter, or conveyor belt.
- Washes dishes and cleans work area, tables, cabinets, and ovens.
- Collects, places and garbage and trash in designated containers.
- Emptying of waste bins at all times
- Clean, wash and maintain work areas, including floors, facilities, pots, pans, service ware, utensils, and equipment; collects and places garbage and trash in designated containers; as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.
- Handling of Dishwasher and cleaning of equipment's and utensils before and after use.
- Supply clean cutlery and crockery during meal times
- Report any faults, breakages and illness in the Food Service Unit(FSU)
- Cleaning of the FSU and food trolleys according to the cleaning schedule and after every meal preparation and serving.

Position 5	
Centres [No. of positions]	Application link
Vhembe District	
Elim Hospital [5]	Click here to apply
Siloam Hospital [5]	Click here to apply

Donald Fraser Hospital [5]	Click here to apply
Malamulele Hospital [5]	Click here to apply
Messina Hospital [3]	Click here to apply
Louis Trichardt Hospital [2]	Click here to apply
Tshilidzini Hospital [3]	Click here to apply
Hayani Hospital [3]	Click here to apply
Waterberg District	
Witpoort Hospital [8]	Click here to apply
Warmbaths Hospital [1]	Click here to apply
FH Odendaal Hospital [4]	Click here to apply
George Masebe Hospital [3]	Click here to apply
Thabazimbi Hospital [2]	Click here to apply
Voortrekker Hospital [3]	Click here to apply
Mokopane Hospital [3]	Click here to apply
Capricorn District	
Helene Franz Hospital [7]	Click here to apply
Seshego Hospital [4]	Click here to apply
WF Knobel Hospital [6]	Click here to apply
Botlokwa Hospital [3]	Click here to apply
Lebowakgomo Hospital [5]	Click here to apply
Pietersburg Hospital [10]	Click here to apply
Mankweng Hospital [10]	Click here to apply
Thabamopo Hospital [3]	Click here to apply
Mopani District	
Nkhensani Hospital [6]	Click here to apply
Dr CN Phatudi Hospital [4]	Click here to apply
Maphutha L Malatji Hospital [4]	Click here to apply
Kgapane Hospital [6];	Click here to apply
Sekhukhune District	
Matlala Hospital [5]	Click here to apply
Jane Furse Hospital [5]	Click here to apply
Groblersdal Hospital [5]	Click here to apply
Dilokong Hospital [5]	Click here to apply
Mecklenburg Hospital [5]	Click here to apply

POSITION 6: EPWP: ACCOUNTING CLERK: ACCOUNTS PAYABLE = 34 POSITIONS

MONTHLY STIPEND: R3 500.00

CENTRES: Pharmaceutical Depot [9], Head Office [4], Pietersburg Hospital [3], Mankweng Hospital [3], Capricorn District [3], Sekhukhune District [3], Mopani District [3], Vhembe District [3], Waterberg District [3]

REQUIREMENTS: A) Qualifications and Competencies

- Senior Certificate [Grade 12] at NQF level 4 plus an undergraduate qualification in Financial Management/Accounting/Economics at NQF level 6 as recognized by SAQA.
- Valid driver license **[Attach copy]**

B) Knowledge and skills

- Basic understanding of Public Sector Financial Administration and financial prescripts.
- Ability to accept responsibility and to work independently.
- Computer literacy (MS: Word and Excel).

KEY PERFORMANCE AREAS:

- Capturing of payments
- Reconciliation of key accounts
- Maintain payables and accruals register
- Filling of payments vouchers

Position 6	
Centres [No. of positions]	Application link
Pharmaceutical Depot [9]	Click here to apply
Head Office [4]	Click here to apply
Pietersburg Hospital [3]	Click here to apply
Mankweng Hospital [3]	Click here to apply
Capricorn District [3]	Click here to apply
Sekhukhune District [3]	Click here to apply
Mopani District [3]	Click here to apply
Vhembe District [3]	Click here to apply
Waterberg District [3]	Click here to apply

POSITION NO 7: EPWP: REGISTRY CLERKS = 3 POSITIONS

MONTHLY STIPEND: R3 500.00

CENTRE: Head Office [Polokwane]

REQUIREMENTS: A) Qualifications and Competencies

- A minimum of Grade 12 Certificate or equivalent qualification at NQF level 4.

B) Knowledge and Skills

- Computer literacy in MS word, MS Excel, MS PowerPoint
- Good communication and Interpersonal Skills
- Good report writing
- Be able to work independently under extreme pressure and meet deadlines
- Knowledge of Promotion of Access to Information Act, 2 of 2000 (PAIA) will be an added advantage

KEY PERFORMANCE AREAS:

- Receive PAIA requests
- Checking for compliance and preparing letters
- Register PAIA requests
- Liaise with all institutions with regard to PAIA requests
- Ensure that all requests are finalized as required by PAIA Act
- Coordinating proper implementation of PAIA manual
- Coordinate the collection of approved case files
- Filing of all case files already collected
- Preparing old records to be collected by service provider

Position 7	
Centre [No. of posts]	Application link
Head Office [Polokwane]	Click here to apply

POSITION NO 8: EPWP: REGISTRY CLERKS = 16 POSITIONS

MONTHLY STIPEND: R3 500.00

CENTRES: Warmbaths Hospital [2], Ellisras Hospital [2], Philadelphia Hospital [1], Seshego Hospital [2], Mopani District Office [2], Messina Hospital [3], Nkensani Hospital [3], Donald Frazer Hospital [1]

REQUIREMENTS:

A) Qualifications and Competencies

- A minimum of Grade 12 Certificate or equivalent qualification at NQF level 4.

B) Knowledge and Skills

- Computer literacy in MS word, MS Excel, MS PowerPoint
- Good communication and Interpersonal Skills
- Good report writing
- Be able to work independently under extreme pressure and meet deadlines
- Knowledge of Promotion of Access to Information Act, 2 of 2000 (PAIA) will be an added advantage

KEY PERFORMANCE AREAS:

- Opening and closing of patient files.
- Safe keeping of patient files in line with Records Management policy.
- Retrieving and issuing of files in line with Records Management policy.

- Archiving of old patient files in line with Records Management policy.
- Identifying and merging of duplicate files.
- Implement PAIA.
- Ensure that all patient files are filed numerically in line with E-HIS.
- Ensure that all patient boxes are numbered.

Position 8	
Centre [No. of positions]	Application link
Warmbaths Hospital [2]	Click here to apply
Ellisras Hospital [2]	Click here to apply
Philadelphia Hospital [1]	Click here to apply
Seshego Hospital [2]	Click here to apply
Mopani District Office [2]	Click here to apply
Messina Hospital [3]	Click here to apply
Nkhensani Hospital [3]	Click here to apply
Donald Frazer Hospital [1]	Click here to apply

POSITION NO 9: EPWP: ADMIN CLERKS [LEGAL SERVICES] = 5 POSITIONS

MONTHLY STIPEND: R3 500.00

CENTRES: Head Office [Polokwane]

REQUIREMENTS:

A) Qualifications and Competencies

- Senior certificate/ Grade 12 or National Diploma/ Degree in Public Management, Management Assistant or related qualification.
- Proven relevant experience in administration clerk will be added advantage.
- A valid driving license **[Attach copy]**

B) Knowledge and Skills

- Must be Computer literate (MS Office) proof required.
- Be knowledgeable of general office support systems and arrangements.
- Communication skills (writing and verbal) fluent in English.
- Knowledge and understanding legislative frameworks governing the public services.
- Have the ability to capture in writing the essence of discussions and key decisions in concise clear language - paying close attention to detail in work/report preparation.
- Basic office planning, organizational and archiving skills.
- Possess excellent inter-personal skills to effectively deal with stakeholders in a highly professional manner
- The successful candidate will be required to assist with other sections from time to time.
- Time management

KEY PERFORMANCE AREAS:

- Assist in the management and organization of the Legal Services Directorate.
- Provide efficient and effective administration service to all related stakeholders.
- Systematic organization and monitoring of cases received

- Conduct effective and efficient information flow and document tracking for the Directorate in the processing of cases in Legal Services.
- Daily updating of relevant registers through MS (Excel) Spreadsheets to ensure that statistics are available on a daily / weekly/ monthly basis as requested.
- Attend telephone enquiries and interaction with stakeholders such as doctors, nurses, lawyers and other employees as may be required.
- Procure goods and services for the Directorate according to Departmental and public service policies and delegations.
- Provide logistical support to the Directorate to enable the attainment of predetermined goals and objectives.
- Implement and maintain office processes and ensure professional assistance and advice when delivering services to clients of the unit.

Position 9	
Centre [No. of positions]	Application link
Head Office [Polokwane]	Click here to apply

POSITION NO 10: EPWP: INFORMATION TECHNOLOGY = 2 POSITIONS

MONTHLY STIPEND: R3 500.00

CENTRE: Head Office [Polokwane]

REQUIREMENTS: A) Qualifications and Competencies

- A Senior Certificate [Grade 12] plus a qualification in Information Technology / Computer Science at NQF Level 5.

B) Knowledge and Skills

- Knowledge and skill in Microsoft 365, A+,N+ and ICT Security.
- Good communication Skill

KEY RESPONSIBILITY AREAS:

- Provide LAN and desktop support to the client.
- Assist with document automation.
- Assist with ICT Trainings.
- Assist with ICT Project Roll outs.

Position 10	
Centre [No. of positions]	Application link
Head Office [Polokwane]	Click here to apply

**POSITION NO 11: EPWP: EMPLOYEE HEALTH AND WELLNESS: EMPLOYEE ASSISTANCE PROFESSIONAL
[EAP] = 9 POSITIONS**

MONTHLY STIPEND: R3 500.00

CENTRES: Capricorn District Office [1], Mopani District Office [1], Sekhukhune District Office [1], Vhembe District Office [1], Waterberg District Office [1], Pietersburg and Mankweng Hospital [1], Head Office and Pharmaceutical Depot [1], EMS [2]

REQUIREMENTS: A) Qualifications and Competencies

- A Senior Certificate [Grade 12] plus Bachelor's Degree in Social Science or Behavioural science and registration with Professional body, designated as Social Worker or Psychologist or Counsellor – SACSSP / HPCSA - Proof required.
- In addition, registration with the Employee Assistance Professional Association of South Africa (EAPA-SA) - Proof required.
- Proven relevant experience in Employee Health and Wellness Programme / Employee Assistance Programme will be an added advantage.

B) Knowledge and Skills

- Knowledge of and understand the DPSA Employee Health and Wellness Strategic Framework for Public Service, and other legislative frameworks governing the public services.
- Communication skills (writing and verbal), Presentation skills, Report writing, Events organizing and coordination, and Stakeholder management.
- Excellent record keeping and administration skills (case registers, progress reports and files)
- Must be Computer literate (MS Office), familiar with PowerPoint and Excel.
- Punctuality (time management).
- Possess excellent professional work ethics.

KEY PERFORMANCE AREAS:

- Provide effective and efficient Employee Health and Wellness services in the allocated areas of responsibility.
- Provide professional individual and group psychosocial support services for the employees and their immediate family members.
- Provide efficient and effective case management from intake to termination.
- Prepare monthly and quarterly statistical reports for cases and activities conducted.
- Coordinate employee sports and recreational activities.
- Coordinate and monitor the activities of Employee Wellness Committees in line with the EHW Strategic Framework.
- Prepare and conduct presentations on mental health and psychosocial wellness.
- Coordinate organizational wellness sessions and events (mental health, physical wellness including HIV&AIDS, team building) and work-life balance interventions.
- Conduct Employee Health and Wellness services induction and promotion sessions.
- Daily updating of relevant registers through MS (Excel) Spreadsheets to ensure that statistics are available on a daily/weekly/monthly basis as requested.
- Implement and maintain office processes and ensure professional assistance and advice when delivering services to clients of the unit.
- The suitable candidate be required to assist in other areas other than their allocated.

Position 11	
Centres [No. of positions]	Application link
Capricorn District Office [1]	Click here to apply
Mopani District Office [1]	Click here to apply
Sekhukhune District Office [1]	Click here to apply
Vhembe District Office [1]	Click here to apply
Waterberg District Office [1]	Click here to apply
Pietersburg and Mankweng Hospital [1]	Click here to apply
Head Office and Pharmaceutical Depot [1]	Click here to apply
EMS [2]	Click here to apply

POSITION NO 12: EPWP: ADMIN CLERK [EMPLOYEE HEALTH AND WELLNESS] = 1 POSITION

MONTHLY STIPEND: R3 500.00

CENTRE: Head Office

REQUIREMENTS:

A) Qualifications and Competencies

- Senior certificate [Grade 12] plus National Diploma/ Degree in Public Management / Administration, Management Assistant, Auxiliary Social Work, or related qualification.

B) Knowledge and Skills

- Must possess excellent interpersonal skills to effectively deal with stakeholders in a highly professional manner and always maintain confidentiality.
- Must be computer literate (MS Office) proof required.
- Ability to deal with the high volume of statistical data and professional reports.
- Be knowledgeable of general office support systems and arrangements.
- Communication skills (writing and verbal) fluent in English.
- Knowledge and understanding of legislative frameworks governing public services.
- Have the ability to capture in writing the essence of discussions and key decisions in concise clear language - paying close attention to detail in work/report preparation.
- Basic office planning, organizational and archiving skills.
- Punctuality (time management)

KEY PERFORMANCE AREAS:

- Assist in the management and organization of Employee Health and Wellness- EAP.
- Systematic organization and monitoring of cases received, set appointments, follow-ups, and referrals.
- Conduct effective and efficient information flow and document tracking in the processing of cases in Employee Health and Wellness - EAP.

- Daily updating of relevant registers through MS (Excel) Spreadsheets to ensure that statistics are available on a daily/weekly/ monthly basis as requested.
- Provide efficient and effective administration service to all related stakeholders.
- Liaison with Districts, Tertiary, and Vertical Programmes EHW-EAPs and assist in the consolidation of reports – monthly, quarterly, and annually.
- Logistical arrangements for employee wellness meetings, workshops, sessions, and events.
- Attend telephone inquiries and interaction with stakeholders such as clients, doctors, nurses, managers, external wellness service providers, and other employees as may be required.
- Procure goods and services for the Directorate according to Departmental and public service policies and delegations.
- Provide logistical support to the Directorate to enable the attainment of predetermined goals and objectives.
- Implement and maintain office processes and ensure professional assistance and advice when delivering services to clients.

Position 12	
Centre [No. of positions]	Application link
Head Office [1]	Click here to apply

POSITION NO 13: EPWP: ADMIN CLERK [COMMUNICATIONS] = 1 POSITION

MONTHLY STIPEND: R3 500.00

CENTRES: Head Office [Polokwane]

REQUIREMENTS: A) Qualifications and Competencies

- Senior certificate/ Grade 12 plus National Diploma/ Degree in Public Management, Management Assistant or related qualification.
- Proven relevant experience in administration clerk will be added advantage.
- A valid driving license **[Attach copy]**

B) Knowledge and Skills

- Computer literacy: MS Office [attach proof].
- Be knowledgeable of general office support systems and arrangements.
- Communication skills (writing and verbal) fluent in English.
- Knowledge and understanding legislative frameworks governing the public services.
- Have the ability to capture in writing the essence of discussions and key decisions in concise clear language - paying close attention to detail in work/report preparation.
- Basic office planning, organizational and archiving skills.
- Possess excellent inter-personal skills to effectively deal with stakeholders in a highly professional manner
- Time management

KEY PERFORMANCE AREAS:

- Assist in the management and organization of the Communications Directorate.
- Provide efficient and effective administration service to all related stakeholders.
- Conduct effective and efficient information flow and document tracking for the Directorate.
- Attend telephone enquiries and interaction with stakeholders such as doctors, nurses, lawyers and other employees as may be required.
- The successful candidate will be requested to assist with other sections from time to time.
- Procure goods and services for the Directorate according to Departmental and public service policies and delegations.
- Provide logistical support to the Directorate to enable the attainment of predetermined goals and objectives.
- Implement and maintain office processes and ensure professional assistance and advice when delivering services to clients of the unit.

Post 13	
Centre [No. of positions]	Application link
Head Office [Polokwane]	Click here to apply

POSITION NO 14: EPWP: ADMIN CLERK [COMMUNICATIONS: GRAPHIC DESIGN] = 1 POSITION

MONTHLY STIPEND: R3 000.00

CENTRES: Head Office [Polokwane]

REQUIREMENTS:

A) Qualifications and Competencies

- Senior certificate/ Grade 12 plus National Diploma/ Degree in Graphics Design or related qualification.

B) Knowledge and Skills

- Be creative, adaptable to trends and conceptualize original ideas. Have a strong, well-rounded portfolio that showcases your individual design aesthetic.
- Good communication skills to accurately convey your concepts to clients and team members.
- Be a skilled user of design software such as Adobe Illustrator, Photoshop and InDesign.
- Have an active interest in art/design and passionate about the work you deliver.

KEY PERFORMANCE AREAS:

- Using graphic techniques to create drafts.
- Producing logos, banners, and interfaces.
- Pitching creative concepts.
- Collaborating with the team to launch projects.
- Using feedback from other designers to improve.
- creating original designs for print materials such as brochures, posters, business cards, layouts and packaging

- Developing concepts and creating sketches of new designs
- Applying design principles, such as concept development, color theory, typography, and layout
- Reviewing and editing content for accuracy and clarity using design software such as Photoshop or Illustrate

Position 14	
Centre [No. of positions]	Application link
Head Office [Polokwane]	Click here to apply

THE END