

CLOSING DATE: 11 SEPTEMBER 2026

APPLICANTS: Applications can be submitted via hand delivery/ courier to following addresses: (1) provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> . The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: RecruitmentHeadOffice@echealth.gov.za . Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday).

NOTE: Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently 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/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required 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). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. The Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> . Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the 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. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the 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). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

Enquiries: Ms. S Ndlabhu Tel no: 040 608 1272

e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

Applications can be submitted via hand deliver:

Amathole District Office - Hand deliver/ courier to: Human Resource Office, Amathole Health District, 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms S Njokweni Tel no: 043 707 6748.

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

Nelson Mandela Academic Hospital – Hand deliver/courier to: Human Resource Office, Nelson Mandela Academic Hospital, 71 Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4469.

Direct all enquiries to the specified enquiries person or eMail Address.

POST: CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/NMAH/ES/01/08/2026

SALARY: R1 885 710 – R2 124 237 per annum (Level 15) – (All-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

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

REQUIREMENTS: National Senior Certificate, a qualification in a clinical field (NQF level 8) as recognized by SAQA. A minimum of 8 years' experience at Senior Management level in the Health Sector. Registration with the relevant Professional Council. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. COMPETENCIES: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

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

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

Enquiries: Mr K Matshotyana Tel no 040 608 1272 or

e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

POST: CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/STEH/ES/01/08/2026

SALARY: R1 317 384 – R1 551 807 per annum (Level 13) – (All-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

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

REQUIREMENTS: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in the clinical field coupled with five (5) years' experience in middle/senior managerial level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. COMPETENCIES: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation and Customer Focus. A valid driver's licence.

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

Enquiries: Mr K Matshotyana Tel no 040 608 1272 or

e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

POST: CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/CMH/ES/02/08/2026

SALARY: R1 317 384 – R1 551 807 per annum (Level 13) – (All-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services

CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

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

REQUIREMENTS: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in the clinical field coupled with five (5) years' experience in middle/senior managerial level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation and Customer Focus. A valid driver's licence.

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

Enquiries: Mr K Matshotyana Tel no 040 608 1272

e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

POST: CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/MADWH/ES/03/08/2026

SALARY: R 1 101 468 – R 1 297 476 per annum (Level 12) – (All-inclusive remuneration package) (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines

CENTRE: Amathole District, Madwaleni Hospital

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

REQUIREMENTS: National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

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

Enquiries: Ms S Gede Tel no 040 608 1272

e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

POST: CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/SETTH/ES/04/08/2026

SALARY: R 1 101 468 – R 1 297 476 per annum (Level 12) – (All-inclusive remuneration package) (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines

CENTRE: Sarah Baartman District, Settlers Hospital

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

REQUIREMENTS: National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

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

and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

Enquiries: Ms S Gede Tel no 040 608 1272

e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

POST: ADMINISTRATION CLERK (PAIA CO-ORDINATION) REF NO: ECHEALTH/ADC-PAIA/MRH/ARP/ES/05/08/2026 (7 POSTS)

SALARY: R 237 453 – R 279 708 per annum (Level 5)

CENTRE: OR Tambo District, Mthatha Regional Hospital

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

REQUIREMENTS: National Senior Certificate (Grade 12) or equivalent NQF Level 4 qualification with at least three (3) years' experience in medical records management and PAIA administration. A qualification in Records and Archives Management, Public Administration, ICT or Legal related field will be an added advantage. Knowledge of the Promotion of Access to Information Act (PAIA), and Protection of Personal Information Act (POPIA). Knowledge of Records Management Policy. Knowledge of HMS2 eLiability and ePAIA systems. Computer literacy with proficiency in Microsoft Office applications (Word, Excel, Outlook and PowerPoint). Good verbal and written communication skills, coordination skills, interpersonal relations, attention to detail and ability to work under pressure. A valid driver's licence.

DUTIES: Receive, acknowledge and capture all incoming PAIA related correspondence on the HMS2 e-PAIA, e-Liability and other approved government systems. Review submitted requests for compliance and completeness and facilitate processing in accordance with approved PAIA procedures. Facilitate the timely retrieval of records from health facilities within and across the regions to ensure the efficient processing of requests for access to information and compliance with the statutory timeframes prescribed by the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Track requests and follow up on delayed responses. Maintain accurate database/register of all PAIA requests, internal appeals, complaints, and related correspondence received by the Department. Assist in identifying irregularities, anomalies, or indicators of possible fraudulent, dishonest, or improper conduct relating to the submission, processing, or management of PAIA requests, while ensuring that all assessments are evidence-based and consistent with applicable legislation to Legal Services. Immediately escalate any suspected fraud, corruption, abuse of process, unauthorised access to records, manipulation of information, or other irregular conduct involving requesters, Departmental officials, contractors, or system users to the PAIA Coordinator, Directorate: Legal Services or other designated authority for investigation. Maintain confidentiality and integrity in the handling of all records and information, ensuring compliance with the Promotion of Access to Information Act, the Protection of Personal Information Act, Departmental policies, and applicable information security standards. Perform any other compliance-related functions assigned by the PAIA Coordinator or management in support of the Department's governance, risk management, and anti-fraud objectives. Support awareness and training initiatives on PAIA, POPIA and records management. Assist in the provision of administrative liaison and follow-up support to PAIA stakeholders to facilitate the processing of PAIA requests, i.e. Information Officers, Deputy Information Officers, Legal Services and relevant business units.

Enquiries: Mr M Shabane Tel no 047 502 4143/4008

e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

POST: ADMINISTRATION CLERK (PAIA CO-ORDINATION) REF NO: ECHEALTH/ADC-PAIA/DORA/ARP/ES/07/08/2026 (7 POSTS)

SALARY: R 237 453 – R 279 708 per annum (Level 5)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

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

REQUIREMENTS: National Senior Certificate (Grade 12) or equivalent NQF Level 4 qualification with at least three (3) years' experience in medical records management and PAIA administration. A qualification in Records and Archives Management, Public Administration, ICT or Legal related field will be an added advantage. Knowledge of the Promotion of Access to Information Act (PAIA), and Protection of Personal Information Act (POPIA). Knowledge of Records Management Policy. Knowledge of HMS2 eLiability and ePAIA systems. Computer literacy with proficiency in Microsoft Office applications (Word, Excel, Outlook and PowerPoint). Good verbal and written communication skills, coordination skills, interpersonal relations, attention to detail and ability to work under pressure. A valid driver's licence.

DUTIES: Receive, acknowledge and capture all incoming PAIA related correspondence on the HMS2 e-PAIA, e-Liability and other approved government systems. Review submitted requests for compliance and completeness and facilitate processing in accordance with approved PAIA procedures. Facilitate the timely retrieval of records from health facilities within and across the regions to ensure the efficient processing of requests for access to information and compliance with the statutory timeframes prescribed by the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Track requests and follow up on delayed responses. Maintain accurate database/register of all PAIA requests, internal appeals, complaints, and related correspondence received by the Department. Assist in identifying irregularities, anomalies, or indicators of possible fraudulent, dishonest, or improper conduct relating to the submission, processing, or management of PAIA requests, while ensuring that all assessments are evidence-based and consistent with applicable legislation to Legal Services. Immediately escalate any suspected fraud, corruption, abuse of process, unauthorised access to records, manipulation of information, or other irregular conduct involving requesters, Departmental officials, contractors, or system users to the PAIA Coordinator, Directorate: Legal Services or other designated authority for investigation. Maintain confidentiality and integrity in the handling of all records and information, ensuring compliance with the Promotion of Access to Information Act, the Protection of Personal Information Act, Departmental policies, and applicable information security standards. Perform any other compliance-related functions assigned by the PAIA Coordinator or management in support of the Department's governance, risk management, and anti-fraud objectives. Support awareness and training initiatives on PAIA, POPIA and records management. Assist in the provision of administrative liaison and follow-up support to PAIA stakeholders to facilitate the processing of PAIA requests, i.e. Information Officers, Deputy Information Officers, Legal Services and relevant business units.

Enquiries: Ms B Bomela Tel no 041 406 4421

e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

POST: ADMINISTRATION CLERK (PAIA CO-ORDINATION) REF NO: ECHEALTH/ADC-PAIA/FRH/ARP/ES/08/08/2026 (7 POSTS)

SALARY: R 237 453 – R 279 708 per annum (Level 5)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

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

REQUIREMENTS: National Senior Certificate (Grade 12) or equivalent NQF Level 4 qualification with at least three (3) years' experience in medical records management and PAIA administration. A qualification in Records and Archives Management, Public Administration, ICT or Legal related field will be an added advantage. Knowledge of the Promotion of Access to Information Act (PAIA), and Protection of Personal Information Act (POPIA). Knowledge of Records Management Policy. Knowledge of HMS2 eLiability and ePAIA systems. Computer literacy with proficiency in Microsoft Office applications (Word, Excel, Outlook and PowerPoint). Good verbal and written communication skills, coordination skills, interpersonal relations, attention to detail and ability to work under pressure. A valid driver's licence.

DUTIES: Receive, acknowledge and capture all incoming PAIA related correspondence on the HMS2 e-PAIA, e-Liability and other approved government systems. Review submitted requests for compliance and completeness and facilitate processing in accordance with approved PAIA procedures. Facilitate the timely retrieval of records from health facilities within and across the regions to ensure the efficient processing of requests for access to information and compliance with the statutory timeframes prescribed by the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Track requests and follow up on delayed responses. Maintain accurate database/register of all PAIA requests, internal appeals, complaints, and related correspondence received by the Department. Assist in identifying irregularities, anomalies, or indicators of possible fraudulent, dishonest, or improper conduct relating to the submission, processing, or management of PAIA requests, while ensuring that all assessments are evidence-based and consistent with applicable legislation to Legal Services. Immediately escalate any suspected fraud, corruption, abuse of process, unauthorised access to records, manipulation of information, or other irregular conduct involving requesters, Departmental officials, contractors, or system users to the PAIA Coordinator, Directorate: Legal Services or other designated authority for investigation. Maintain confidentiality and integrity in the handling of all records and information, ensuring compliance with the Promotion of Access to Information Act, the Protection of Personal Information Act, Departmental policies, and applicable information security standards. Perform any other compliance-related functions assigned by the PAIA Coordinator or management in support of the Department's governance, risk management, and anti-fraud objectives. Support awareness and training initiatives on PAIA, POPIA and records management. Assist in the provision of administrative liaison and follow-up support to PAIA stakeholders to facilitate the processing of PAIA requests, i.e. Information Officers, Deputy Information Officers, Legal Services and relevant business units.

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

e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

POST: ADMINISTRATION CLERK (PAIA CO-ORDINATION) REF NO: ECHEALTH/ADC-PAIA/FRONTH/ARP/ES/09/08/2026 (7 POSTS)

SALARY: R 237 453 – R 279 708 per annum (Level 5)

CENTRE: Chris Hani District, Frontier Regional Hospital

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

REQUIREMENTS: National Senior Certificate (Grade 12) or equivalent NQF Level 4 qualification with at least three (3) years' experience in medical records management and PAIA administration. A qualification in Records and Archives Management, Public Administration, ICT or Legal related field will be an added advantage. Knowledge of the Promotion of Access to Information Act (PAIA), and Protection of Personal Information Act (POPIA). Knowledge of Records Management Policy. Knowledge of HMS2 eLiability and ePAIA systems. Computer literacy with

proficiency in Microsoft Office applications (Word, Excel, Outlook and PowerPoint). Good verbal and written communication skills, coordination skills, interpersonal relations, attention to detail and ability to work under pressure. A valid driver's licence.

DUTIES: Receive, acknowledge and capture all incoming PAIA related correspondence on the HMS2 e-PAIA, e-Liability and other approved government systems. Review submitted requests for compliance and completeness and facilitate processing in accordance with approved PAIA procedures. Facilitate the timely retrieval of records from health facilities within and across the regions to ensure the efficient processing of requests for access to information and compliance with the statutory timeframes prescribed by the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Track requests and follow up on delayed responses. Maintain accurate database/register of all PAIA requests, internal appeals, complaints, and related correspondence received by the Department. Assist in identifying irregularities, anomalies, or indicators of possible fraudulent, dishonest, or improper conduct relating to the submission, processing, or management of PAIA requests, while ensuring that all assessments are evidence-based and consistent with applicable legislation to Legal Services. Immediately escalate any suspected fraud, corruption, abuse of process, unauthorised access to records, manipulation of information, or other irregular conduct involving requesters, Departmental officials, contractors, or system users to the PAIA Coordinator, Directorate: Legal Services or other designated authority for investigation. Maintain confidentiality and integrity in the handling of all records and information, ensuring compliance with the Promotion of Access to Information Act, the Protection of Personal Information Act, Departmental policies, and applicable information security standards. Perform any other compliance-related functions assigned by the PAIA Coordinator or management in support of the Department's governance, risk management, and anti-fraud objectives. Support awareness and training initiatives on PAIA, POPIA and records management. Assist in the provision of administrative liaison and follow-up support to PAIA stakeholders to facilitate the processing of PAIA requests, i.e. Information Officers, Deputy Information Officers, Legal Services and relevant business units.

Enquiries: Mr T Soxujwa Tel No. 045 808 4225

e-Recruitment Enquiries: RecruitmentHeadOffice@ehealth.gov.za

POST: PORTER REF NO. ECHEALTH/POR/AMA/ES/10/08/2026 (15 POSTS)

SALARY: R 144 024 - R 169 656 per annum (Level 2)

CENTRE: Amathole District

REQUIREMENTS: NQF level 3 (Grade 10 certificate or equivalent) 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: Ms S Njokweni Tel no: 043 709 2487/2532 or Enquiries: Themba.Toko@ehealth.gov.za

POST: HOUSEHOLD WORKER REF NO. ECHEALTH/HOSW/FTH/ES/11/08/2026 (19 POSTS)

SALARY: R 144 024 - R 169 656 per annum (Level 2)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532 or Noluthando.Mthitshana@echealth.gov.za

POST: FOOD SERVICE AID REF NO. ECHEALTH/FSA/FTH/ES/12/08/2026 (4 POSTS)

SALARY: R 144 024 - R 169 656 per annum (Level 2)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

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

Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532 or Noluthando.Mthitshana@echealth.gov.za

POST: LAUNDRY WORKER REF NO. ECHEALTH/LAUW/FTH/ES/13/08/2026 (7 POSTS)

SALARY: R 144 024 - R 169 656 per annum (Level 2)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

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

Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532 or Noluthando.Mthitshana@echealth.gov.za

POST: PROPERTY CARETAKER REF NO. ECHEALTH/PCT/FTH/ES/14/08/2026 (4 POSTS)

SALARY: R 144 024 - R 169 656 per annum (Level 2)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

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

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

Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532 or Noluthando.Mthitshana@echealth.gov.za

POST: PORTER REF NO. ECHEALTH/POR/AMA/ES/15/08/2026 (12 POSTS)

SALARY: R 144 024 - R 169 656 per annum (Level 2)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: NQF level 3 (Grade 10 certificate or equivalent) 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.

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