



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
HEALTH**



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

TO: ALL QUALIFYING APPLICANTS FOR EPWP POSITIONS

DEPARTMENTAL CIRCULAR NO. 35 OF 2022

ADVERTISEMENT OF WORK OPPORTUNITIES FOR EXPANDED PUBLIC WORKS PROGRAMME [EPWP] IN THE DEPARTMENT OF HEALTH UP TO 31 MARCH 2023

1. Applicants are hereby invited from suitable qualified candidates for EPWP work opportunities up to 31 March 2023.
2. Applications should be submitted on the new Z83 (effective 01 January 2021) form obtainable from any government institutions and must be accompanied by copies of required qualifications, Identity document and comprehensive CV.
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. Applications should be addressed to the relevant centre where the position is advertised as per the address list provided.
5. Applicants should complete separate application form where more than one position is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or emailed applications will not be considered.
6. The monthly stipend is in terms of Clause 1.2 (c) of Government Gazette No. 44136 of 2021. Successful candidates will be expected to work eight (8) hours per day.
7. People with disabilities are encouraged to apply.
8. Applicants responding to this circular should quote circular number and position number as reference on the Z83 application form.
9. The closing date for the applications is 29 July 2022

ACTING HEAD OF DEPARTMENT: HEALTH

12/07/2022

DATE

Private Bag X9302, Polokwane
Fidel Castro Ruz House, 18 College Street, Polokwane 0700. Tel: 015-293 6000/12. Fax: 015 293 6211.
Website: <http://www.limpopo.gov.za>

The heartland of Southern Africa – Development is about people!

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

MONTHLY STIPEND: R3 000.00

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

MONTHLY STIPEND: R3 000.00

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

MONTHLY STIPEND: R3 000.00

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], Thabamoopo 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], Mattala 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 NO 4: EPWP: GENERAL WORKER = 1211 POSITIONS

MONTHLY STIPEND: R3 000.00

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], Seshego1 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], Mattala 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], Bydrift 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 Boschoff 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], Mohlaletse 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], Mattala Clinic [1], Mattala 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], Tshififi Clinic [1], Magwedzha Clinic [1], Mbilwi Clinic [2], Nancefield Clinic [2], Musina Clinic [2], Madimbo Clinic [2], Tshungani 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 GW [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], Mabuela 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], Selokane 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], Kgapanne 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], Thabamooop 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], Kgapanne 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.
- 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 NO 5: EPWP: FOOD SERVICE AIDS = 148 POSITIONS

MONTHLY STIPEND: R3 000.00

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], Thabamooop Hospital [3]

Mopani District: Nkhensani Hospital [6], Dr CN Phatudi Hospital [4], Maphutha L Malatji Hospital [4], Kgapanne 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 6: EPWP: ACCOUNTING CLERK: ACCOUNTS PAYABLE = 34 POSITIONS

MONTHLY STIPEND: R3 000.00

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 NO 7: EPWP: REGISTRY CLERKS = 3 POSITIONS

MONTHLY STIPEND: R3 000.00

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 NO 8: EPWP: REGISTRY CLERKS = 16 POSITIONS

MONTHLY STIPEND: R3 000.00

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

MONTHLY STIPEND: R3 000.00

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 NO 10: EPWP: INFORMATION TECHNOLOGY = 2 POSITIONS

MONTHLY STIPEND: R3 000.00

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

MONTHLY STIPEND: R3 000.00

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

MONTHLY STIPEND: R3 000.00

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)

M.D

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 NO 13: EPWP: ADMIN CLERK [COMMUNICATIONS] = 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 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.

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

END



ADDRESS LIST		
INSTITUTION	TEL NO	ADDRESS
Botlokwa Hospital	015 527 8000	Private Bag X544 DWARSRIVER 0812
Capricorn District	015 290 9000	Private Bag X9530 POLOKWANE 0700
CN Phatudi Hospital	015 355 8000	Private Bag X 4056 TZANEEN 0850
College of Emergency Care	015 297 5315	Private Bag X 2176 POLOKWANE 0700
Dilokong Hospital	013 214 7265	Private Bag X 9119 DRIEKOP 1129
Donald Fraser Hospital	015 963 1778	Private Bag X 1172 VHUFULI 0971
Emergency Medical Services	015 295 2312	Private Bag X 9553 POLOKWANE 0700
Elim Hospital	015 556 3201	P. O. Box 312 ELIM 0960
Ellisras Hospital	014 763 2227	Private Bag X218 LEPHALALE 0555
Evuxakeni Hospital	015 812 1138	Private Bag x 9661 GIYANI 0826
F.H. Odendaal Hospital	014 718 5300	Private Bag x1007 MODIMOLLE 0510
George Masebe Hospital	015 423 6000	Private Bag X 2201 SUSWE 0612
Giyani Campus	015 812 0330	Private Bag X 9658 GIYANI 0826
Groblersdal Hospital	013 262 3024	Private Bag X 8604 GROBLERSDAL 0470

M.E

ADDRESS LIST		
INSTITUTION	TEL NO	ADDRESS
Hayani Hospital	015 963 7600	Private Bag X 2272 SIBASA 0970
Henele Franz Hospital	015 505 8500	Private Bag X5002 BOCHUM 0790
Jane Furse Hospital	013 265 9400	Private Bag X 429 JANE FURSE 1085
Kgapane Hospital	015 328 7800	Private Bag X 742 GA-KGAPANE 0838
Lebowakgomo Hospital	015 633 1800	Private Bag X14 CHUENESPOORT 0745
Letaba Hospital	015 303 8200	Private Bag X1430 LETABA 0870
Limpopo College of Nursing	015 291 1120	Private Bag X 9538 POLOKWANE 0700
Louis Trichardt Hospital	015 516 0148	Private Bag X 2417 LOUIS TRICHARDT 0920
Malamulele Hospital	015 851 0026	Private Bag X 9245 MALAMULELE 0982
Malaria Control	015 307 3736	P.O Box 33 TZANEEN 0850
Mankweng Hospital	015 286 1000	Private Bag X 1117 SOVENGA 0727
Maphutha L Malatjie Hospital	015 769 1520	Private Bag X 11020 NAMAKGALE 1391
Matlala Hospital	013 264 5000	Private Bag X 9624 MARBLE HALL 0453
MDR-TB Specialized Hospital	014 718 7200	Private Bag X 1053 MODIMOLLE 0510

ADDRESS LIST		
INSTITUTION	TEL NO	ADDRESS
Mecklenburg Hospital	015 619 0056	Private Bag X 1012 BURGERSFORT 0510
Messina Hospital	015 534 0446	P.O. Box 102 MESSINA 0900
Mokopane Hospital	015 483 4000	Private Bag X 2466 MOKOPANE 0600
Mopani District	015 811 6500	Private Bag X 628 GIYANI 0826
Nkhensani Hospital	015 811 7300	Private Bag X 9581 GIYANI 0826
Philadelphia Hospital	013 983 0112	P.O. Box 1 DENILTON 1030
Pietersburg Hospital	015 287 5000	Private Bag X 9316 POLOKWANE 0700
Provincial Office	015 293 6000	Private Bag X 9302 POLOKWANE 0700
Sekhukhune District	015 633 2300	Private Bag X 04 CHUENESPOORT 0745
Sekororo Hospital	015 383 9400	Private Bag X 404 TRICHARDTSDAL 0890
Seshego Hospital	015 223 5141	Private Bag X4014 SESHEGO 0742
Siloam Hospital	015 973 0004	Private Bag X2432 LOUIS TRICHARDT 0920
St. Rita's Hospital	013 298 1000	Private Bag X1303 GLEN COWIE 1061
Thabamopo Hospital	015 632 4112	Private Bag x37 CHUENESPOORT 0745

ADDRESS LIST		
INSTITUTION	TEL NO	ADDRESS
Thabazimbi Hospital	014 777 1599	PO Box 79 THABAZIMBI 0380
Tshilidzini Hospital	015 964 1061	Private Bag X 924 SHAYANDIMA 0931
Thohoyandou Campus	015 964 1516	Private Bag X 919 SHAYANDIMA 0945
Van Velden Hospital	015 307 4475	Private Bag X4014 TZANEEN 0850
Vhembe District	015 962 1000	Private Bag x 5009 THOHOYANDOU 0950
Voortrekker Hospital	015 491 2236	Private Bag X 2495 POTGIETURSRUS 0600
Warmbaths Hospital	014 736 7300	Private Bag X1618 WARMBAD 0480
Waterberg District	014 718 0600	Private Bag X1026 NYLSTROOM 0510
WF Knobel Hospital	015 221 1500	Private Bag X 56 LONSDALE 0710
Witpoort Hospital	014 769 0025	Private Bag X01 ELLISRAS 0555
Zebediela Hospital	015 662 0787	Private Bag X342 GOMPIES 0631