

REQUIREMENTS: Grade 12 with Accounting.
RECOMMENDATIONS: Computer literacy.
DUTIES: Capturing of debt take-ons. Collection of personnel debt. Monthly follow ups. Clearance of accounts. Detailed key performance areas can be obtained from the contact person.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**SUPPLY CHAIN CLERK (3 POSTS)
REFERENCE NO: H/S/7**

SALARY: R115 212.00 per annum (plus benefits).
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 12 with Accounting/Mathematics.
RECOMMENDATIONS: Ability to communicate issues in a tactful manner. Problem solving skills. Accounting skills. Integrity.
DUTIES: Implement and administer Supply Chain Management practices (including LOGIS Transactions) concerning Logistics, and Stores and maintenance of Supply Chain Management processes in the department to contribute to the rendering of a professional Supply Chain Management Service: Logistics (Ordering, Payments, Transit In, Transit Out, Warehouse, Quotations etc.), Assets (Disposals), Loss Control, Demands, Acquisitions. Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practices. To effectively and efficiently perform the Departmental Supply Chain Management duties. Detailed key performance areas can be obtained from the contact person.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**HUMAN RESOURCES OFFICER (2 POSTS)
REFERENCE NO: H/H/5**

SALARY: R115 212.00 per annum (plus benefits).
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 12/ NQF equivalent. Computer skills.
RECOMMENDATIONS: Certificate or Diploma in Human Resource Management or studying towards such a qualification.
DUTIES: Render administrative support in relation to the filling of post. Process documentation in relation to service termination, housing allowances, state guarantees, occupational injuries and diseases, overtime claims, personal particulars and beneficiary documents. Process all leave related applications. Execute other related responsibilities as given from time to time by the immediate supervisor. Detailed key performance areas can be obtained from the contact person.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**SENIOR SECRETARY (1 POST)
REFERENCE NO: H/S/8**

SALARY: R115 212.00 per annum (plus benefits)
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 12 with Typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily.
RECOMMENDATIONS: Experience in office administration
DUTIES: Prepare correspondence, reports and materials for publications and presentations. Render administrative support services to the management team of the hospital. Prepare and maintain departmental expense report in the office. Create, transcribe and distribute meeting agendas and minutes. Answer telephones and handle in appropriate manner. Perform general clerical duties (photocopying, faxing, mailing, filing, supporting professional staff with administrative needs on students matters, etc.). Request quotations and/or orders for office supplies when necessary. Detailed Key Performance Areas can be obtained from the contact person.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**REGISTRY CLERK
REFERENCE NO: H/R/20**

SALARY: R 115 212.00 per annum (plus benefits)
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 12 (or equivalent). Extensive experience in Registry environment
DUTIES: Ensure effective and efficient receiving, registration and distribution of all mails that comes to the hospital. Ensure timeous opening and updating of files in the hospital. Ensure monitoring and safeguarding of all records. Maintain safe keeping of files and documents in locked steel cabinets. Responsible for the general administrative functions.

ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**SENIOR ADMINISTRATION CLERK GRADE I
(Wards/ Admissions) (10 POSTS)
REFERENCE NO: H/A/14**

SALARY: R115 212.00 per annum (plus benefits).
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 12. Computer literacy.
RECOMMENDATIONS: Extensive administration experience.
DUTIES: Admission of patients. Handling of patient files. Detailed key performance areas can be obtained from the contact person.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**STAFF NURSE GRADE I-3 (SN1 – SN3) (15 posts)
REFERENCE NO: H/S/9**

SALARY: **Staff Nurse Grade I (SN1):** R113 673.00 per annum (plus benefits). **Staff Nurse Grade 2 (SN2):** R135 723.00 per annum (plus benefits). **Staff Nurse Grade 3 (SN3):** R160 620.00 per annum (plus benefits).
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Registration with the South African Nursing Council (SANC) as Enrolled Nurse.
EXPERIENCE: Staff Nurse Grade I (SN1): None. Staff Nurse Grade 2 (SN2): A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Staff Nurse Grade 3 (SN3): A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse.
DUTIES: Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Detailed Key Performance Areas can be obtained from the contact person.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**NURSING ASSISTANT GRADE I – 3
(NA1 – NA3) (20 posts)
REFERENCE NO: H/N/5**

SALARY: Nursing Assistant Grade I (NA1): A basic salary of R87 900.00 per annum (plus benefits).
Nursing Assistant Grade 2 (NA2): A basic salary of R104 031.00 per annum (plus benefits).
Nursing Assistant Grade 3 (NA3): A basic salary of R124 206.00 per annum (plus benefits).
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Registration with the South African Nursing Council (SANC) as Nursing Assistant with relevant experience.
EXPERIENCE: Nursing Assistant Grade I (NA1): None. Nursing Assistant Grade 2 (NA2): A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Nursing Assistant Grade 3 (NA3): A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant.
RECOMMENDATIONS: Basic knowledge of Patient Care. Relevant experience of Nursing. Confidentiality. Proof of service record must accompany the application form (Z83) for short-listing purposes. Driver's license.
DUTIES: Provide quality basic nursing service under the supervision of a Professional Nurse. Detailed key performance areas can be obtained from the contact person.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**DRIVER (HEAVY MOTOR VEHICLE) GRADE 2
REFERENCE NO: H/D/10**

SALARY: R96 363. 00 per annum (plus benefits).
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 10 qualification. Unendorsed and valid Code 10 driver's license. Valid Public Driver's Permit (PDP) to transport passengers. Good written verbal communication skills
DUTIES: Assist with delivery and collecting of laundry. Assist with driving of vehicles to dealerships for services and repairs. Collect and sort mail from post office and distribute to intended recipients. Assist with sourcing of quotations for servicing and repair of vehicles. Washing vehicles and ensuring vehicles are clean at all times.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**MORTUARY ATTENDANT
REFERENCE NO: H/M/4**

SALARY: R96 363.00 per annum (plus benefits).
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 10 (or equivalent).
RECOMMENDATIONS: Good interpersonal skills and interpersonal relation skills.
DUTIES: Collect corpse from wards to cold storage/mortuary. Receive calls for corpse collection and sign acknowledgement of receipt. Load corpse on trolley. Register corpse. Allocate storage/shelf number. Report personal particulars into mortuary register. Attach stock number to corpse. Place corpse in allocated shelf/storage. Dispatch corpse to undertakers/family members/forensic pathology. Receive request for corpse collection. Retrieve and assist with the identification of the corpse. Hand over the corpse to the family/ undertaker/forensic pathology. Maintain mortuary. Cleaning mortuary equipment. Report faults for repairs.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**PHARMACY ASSISTANT (BASIC)
REFERENCE NO: H/P/7**

SALARY: Pharmacist Assistant Grade I: R81 582.00 per annum (plus benefits). Pharmacist Assistant Grade II: R110 556.00 per annum (plus benefits). Pharmacist Assistant Grade I II: R130 227.00 per annum (plus benefits)
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
Pharmacist Assistant (Basic) Grade 1
As required by the training facility and the SAPC
DUTIES: Under the direct supervision of a pharmacist: Assist with the delivery of a good pharmaceutical service to patients. The provision of information to individuals in order to promote health. Assist with the compounding, manipulation, preparation and manufacturing of non-sterile medicine or scheduled substances according to formulas and SOP's approved by the responsible pharmacist. Assist with the preparation of prescriptions. Issuing of pharmaceutical products (ward stock, clinics, old age homes, etc.). Pre-packing or re-packing of medicines. Assist with the distribution of pharmacy stock (Schedule 0 - 4 medicines). Assist with the control of pharmacy stock (Schedule 0 - 4 medicines): Checking of shelves; cleaning of shelves & stock; monitoring of temperature; maintenance of pharmacy hygiene; checking of expired stock & stock levels; stock taking. Assist with the ordering of stock as per schedule. Receiving and unpacking of received stock. Other pharmacy related tasks: Statistics; records; registers; stock cards; customer care; answering of phones. Detailed Key Performance Areas can be obtained from the contact person.
ENQUIRIES: Me. L. Schabort, (058) 7130515

**TELECOM OPERATOR
REFERENCE NO: H/T/2**

SALARY: R96 363.00 per annum (plus benefits)
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 12 (or equivalent qualification). Good communication skills.
DUTIES: Receive incoming calls. Make trunk calls of official nature and keep record of private calls. Handle telephone accounts for private calls and cell phones.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**PORTER (5 POSTS)
REFERENCE NO: H/P/8**

SALARY: R81 312.00 per annum (plus benefits)
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 10.
RECOMMENDATIONS: Good human relations. Physically healthy/strong.
DUTIES: Transport patients to different wards. Assist with patients in wards. Deliver specimen. Loading in and out ambulance. Assist with Mortuary duties when needed. Prepared to work shifts, weekends, public holidays
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**FOOD SERVICES AID I (13 POSTS)
REFERENCE NO: H/F/4**

SALARY: R81 312.00 per annum (plus benefits).
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 10 (or equivalent

RECOMMENDATIONS: Appropriate experience.
DUTIES: Prepare and supply nutritious food to patients. Responsible for cleaning of equipment used to serve patients. Cleaning the kitchen. Collect and distribute food to patients.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**TRADESMAN AID (3 POSTS)
REFERENCE NO: H/T/3**

SALARY: R81 312.00 per annum (plus benefits)
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 10 plus N3 and above in Electricity/ Plumbing/ Painting/ Carpentry/ Building
DUTIES: Exercise control over tools, supplies and other equipment. Render assistance to Artisans and Handyman. To assist with maintenance, cleaning and transporting materials.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**SEAMSTRESS
REFERENCE NO: H/S/10**

SALARY: R81 312.00 per annum (plus benefits)
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 10 (or equivalent) Certificate. Extensive Seamstress experience.
DUTIES: Mending of the torn linen. Use condemned linen for items that are needed. Make curtains as may be needed. Fill-up linen in the laundry rooms. Report uncertain incidents to Management of the institution. Handle inquiries as far as submitted requisitions are concerned
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**LAUNDRY AID (5 POSTS)
REFERENCE NO: H/L/1**

SALARY: R81 312.00 per annum (plus benefits)
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 10. Able to read and write.
DUTIES: Washing, drying, ironing and storage of linen and other textiles. Receive and collect linen from wards and distribution thereof. Loading and unloading of washing machines and tumble dryers. Assist with the mixing of chemicals to be used in the washing processes. Empty linen bags to sort, weight and count linen. Monitor quality of work and keep linen clean. Sluice linen when necessary and packing of linen on shelves at the linen rooms. Loading/Unloading of clean/soiled linen on and off laundry trucks. Monitor the quality of the work processed and inspect machinery to see if functioning. Conveying linen from point to point, packing and stacking of bags of linen. Maintain good housekeeping practices in the workplace.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**SEAMSTRESS
REFERENCE NO: H/S/10**

SALARY: R81 312.00 per annum (plus benefits)
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: Grade 10 (or equivalent) Certificate. Extensive Seamstress experience.
DUTIES: Mending of the torn linen. Use condemned linen for items that are needed. Make curtains as may be needed. Fill-up linen in the laundry rooms. Report uncertain incidents to Management of the institution. Handle inquiries as far as submitted requisitions are concerned
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515.

**CLEANER II (21 POSTS)
REFERENCE NO: H/C/10**

SALARY: R68 010.00 per annum (plus benefits).
CENTRE: MANTSOPA HOSPITAL, LADYBRAND
REQUIREMENTS: ABET Training/Grade 10.
RECOMMENDATIONS: Practical experience in the cleaning field. Knowledge to work procedures to cleaning services.
DUTIES: Perform cleaning service of a routine nature by utilizing a variety of aids: Empty dustbins and waste containers. Dust furniture in offices. Sweep offices and patient rooms. Wash windows and walls. Clean and keep bathrooms/toilets/sluice rooms tidy. Place water/crockery for patients and meetings. Polish floors and passages.
ENQUIRIES: Mr. M. S. Shabangu, (058) 7130515. Detailed key performance areas can be obtained from the contact person.