



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
HEALTH

DEPARTMENT OF HEALTH

REGISTRY OFFICE
RECEIVED

2024 - 03 - 28

PRIVATE BAG X9302
POLOKWANE 0700

LIMPOPO PROVINCE

REF: S4/1/1
ENQ: SEBAKE RL
TEL: 015 293 6426

TO: ALL QUALIFYING APPLICANTS

DEPARTMENTAL CIRCULAR NO.17..... OF 2024

ADVERTISEMENT OF WORK OPPORTUNITIES FOR EXPANDED PUBLIC WORKS PROGRAMME [EPWP] POSITIONS IN THE DEPARTMENT OF HEALTH UP TO 31 MARCH 2025

1. Applicants are hereby invited from suitable qualified candidates for work opportunities for Expanded Public Works Programme [EPWP] work opportunities up to 31 March 2025.
2. Applications should be submitted on Z83 obtainable from any government institution and must be accompanied by certified copies of required qualifications, Identity document and comprehensive CV.
3. Shortlisted candidates will be required to come for interview, at which time, certified copies of all relevant qualifications and a copy of ID must be submitted.
4. Applicants should complete separate applications where more than one centre is applied for.
5. **The new Z83 form must be fully completed and signed by the applicant.** The following must be considered in relation to the completion of the **Z83 BY APPLICANTS**: All details of Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "NO" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the state? If yes (Provide details then it is acceptable for an applicant to indicate not applicable or leave blank to the question," In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a cv is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re – appointment under Part F must be answered.
6. Successful candidates will be expected to work eight [8] hours per day.

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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!

7. People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only.
8. Applicants responding to this circular should quote the **Circular Number as reference number on the Z83 form.**
9. **The Department reserves the right not to fill any advertised posts.**
10. **To apply, click the link next to the post you are applying for and follow the instructions.**
11. The closing date for the advert is 7 APRIL 2024

General enquires about advertised posts should be directed to Ms Sebake RL /Ms Mompei MM at 015 293 6126/6426 and Ms Sebola MF/Ms Mampshika SM at 015 293 6002/6114 during office hours.



ACTING HEAD OF DEPARTMENT: DR NDWAMATO NN

28/03/2024

DATE



POSITION NO. 1: GENERAL WORKERS FOOD SERVICES = 428 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRES: Capricorn District [119] Zebediela Hospital [6], Thabamoo Hospital [9], Botlokwa Hospital [9], Seshego Hospital [14], Mankweng Hospital [20], Pietersburg Hospital [20], WF Knobel Hospital [14], Helene Franz Hospital [14], Lebowakgomo Hospital [13]

Mopani District [63]: Nkhensani Hospital [12], Letaba Hospital [5], Dr CN Phatudi Hospital [11], Van Velden Hospital [5], Kgapane Hospital [13], Maphutha L Malatjie Hospital [11], Evuxakeni Hospital [6]

Sekhukhune District [75]: Dilokong Hospital [13], Mecklenburg Hospital [11], Groblersdal Hospital [12], Jane Furse Hospital [12], Matlala Hospital [12], Philadelphia Hospital [7], St Rita's Hospital [8]

Vhembe District [89]: Elim Hospital [12], Tshilidzini Hospital [10], Malamulele Hospital [11], Musina Hospital [11], Donald Frazer Hospital [15], Hayani Hospital [10], Louis Trichardt Hospital [8], Siloam Hospital [12]

Waterberg District [82]: Warmbaths Hospital [7], Witpoort Hospital [14], Mokopane Hospital [12], Thabazimbi Hospital [8], Voortrekker Hospital [10], FH Odendaal Hospital [12], George Masebe Hospital [10], Ellisras Hospital [9]

REQUIREMENTS: (A) Qualifications and Competencies

- Minimum requirements:
 - Grade 12
 - Certificate in Hospitality Management from TVET.

(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 Hazard Analysis Critical Control Point [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.
- Push meal delivery carts to wards to deliver food as per ward list.
- Collect meal delivery carts from the wards after serving of each meal.
- Place 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.
- Place items such as eating utensils and condiments on trays.
- Apportions and places food servings on plates and trays according to diet list.
- Examine filled tray for completeness and places on cart, dumbwaiter, or conveyor belt.
- Wash dishes and cleans work area, tables, cabinets, and ovens.
- Collects and place 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 as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.
- Handling of Dishwasher and cleaning of equipment and utensils before and after use.
- Supply clean cutlery and crockery during mealtimes.
- 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 very meal preparation and serving.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Zebediela Hospital [6]	Click Here
Thabampoopo Hospital [9]	Click Here
Botlokwa Hospital [9]	Click Here
Seshego Hospital [14]	Click Here
Mankweng Hospital [20]	Click Here
Pietersburg Hospital [20]	Click Here
WF Knobel Hospital [14]	Click Here
Helen Franz Hospital [14]	Click Here
Lebowakgomo Hospital [13]	Click Here
Nkhensani Hospital [12]	Click Here
Letaba Hospital [5]	Click Here
DR CN Phatudi Hospital [11]	Click Here
Van Velden Hospital [5]	Click Here
Kgapane Hospital [13]	Click Here
Maphutha L Malatjie [11]	Click Here
Evuxakeni Hospital [6]	Click Here
Dilokong Hospital [13]	Click Here
Mecklenburg Hospital [11]	Click Here
Groblersdal Hospital [12]	Click Here
Jane Furse Hospital [12]	Click Here
Matlala Hospital [12]	Click Here



CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Philadelphia Hospital [7]	Click Here
St Rita's Hospital [8]	Click Here
Elim Hospital [12]	Click Here
Tshilidzini Hospital [10]	Click Here
Malamulele Hospital [11]	Click Here
Musina Hospital [11]	Click Here
Donald Frazer Hospital [15]	Click Here
Hayani Hospital [10]	Click Here
Louis Trichardt Hospital [8]	Click Here
Siloam Hospital [12]	Click Here
Warmbaths Hospital [7]	Click Here
Witpoort Hospital [14]	Click Here
Mokopane Hospital [12]	Click Here
Thabazimbi Hospital [8]	Click Here
Voortrekker Hospital [10]	Click Here
FH Odendaal Hospital [12]	Click Here
George Masebe Hospital [10]	Click Here
Ellisras Hospital [9]	Click Here

POSITION NO. 2: EPWP U-FILLING ASSISTANTS = 26 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRES:

Provincial Office: [2]

Capricorn District: [5]: Molemole Sub – District Office [1], Blouberg Sub District Office [1], Lepelle Nkumpi [1], Polokwane East [1], Polokwane West (1).

Mopani District: [5]: Greater Giyani [1], Greater Letaba [1], Greater Tzaneen [1], Ba- Phalaborwa [1], Maruleng [1].

Sekhukhune District: [5]: Ephraim Mogale Sub – District [1], Fetakgomo PHC [1], Elias Motsoaledi Sub-district [1], Makhuduthamaga Sub-District [1], Tubatse PHC [1]

Vhembe District: [5] Collins Chabane Sub-district [1], Makhado Sub-district [1], Thulamela Sub-district [2], Musina Sub-district [1]

Waterberg District: [4] Bela-Bela Sub-district [1], Modimolle Mookgophong [1], Lephalale Sub-district [1], Mogalakwena Sub-district [1].

REQUIREMENTS: (A) Qualifications and Competencies

- A minimum of Grade 12 [Matric].
- An undergraduate qualification at NQF Level 6 will be an added advantage.
- Computer literacy.

(B) Knowledge and Skills

- Working experience as Data Capturer, Patients Records and Administration in Health facilities.
- Web District Health Information System, Excel, Community outreach information management system.
- Patient Records Management.
- Ability to speak, read and write English and any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing, verification and sending reports timeously to the relevant level.
- Organizing and managing all records and documents in prescribed formats i.e soft copies and files.
- Retrieve necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.
- Maintain databases of HAST cadres, various records, reports and documents.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Provincial Office [2]	Click Here
Molemole Sub District Office [1]	Click Here
Blouberg Sub District [1]	Click Here
Lepelle Nkumpi [1]	Click Here
Polokwane East [1]	Click Here
Polokwane West [1]	Click Here
Greater Giyani [1]	Click Here
Greater Letaba [1]	Click Here
Greater Tzaneen [1]	Click Here
Ba - Phalaborwa [1]	Click Here
Maruleng [1]	Click Here
Ephraim Mogale Sub District [1]	Click Here
Fetakgomo PHC [1]	Click Here
Elias Motsoaledi Sub District [1]	Click Here
Makhuduthamaga Sub District [1]	Click Here
Tubatse PHC [1]	Click Here
Collins Chabane Sub-district [1]	Click Here
Makhado Sub-district [1]	Click Here
Thulamela Sub-district [2]	Click Here
Musina Sub-district [1]	Click Here
Bela-Bela Sub-district [1]	Click Here
Modimolle Mookgophong [1]	Click Here
Lephalale Sub-district [1]	Click Here
Mogalakwena Sub-district [1]	Click Here

POSITION NO. 3: EPWP DATA CAPTURES [WEB BASED REPORTING] = 15 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRES:

Provincial Office [5], Capricorn District Office [2], Mopani District Office [2], Sekhukhune District [2], Vhembe District Office [2], Waterberg District Office [2]

REQUIREMENTS: A) Qualifications and Competencies

- A minimum of Grade 12 [Matric].
- An undergraduate qualification at NQF Level 6 will be an added advantage.
- Computer literacy.

(B) Knowledge and Skills

- Working experience as Data Capturer, Patients Records and Administration in Health facilities.
- Web District Health Information System, Excel, Community outreach information management system.
- Patients Records Management.
- Ability to speak, read and write English and any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing, verification and sending reports timeously to the relevant level.
- Organizing and managing all records and documents in prescribed formats i.e soft copies and files.
- Retrieving necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Provincial Office [5]	Click Here
Capricorn District Office [2]	Click Here
Mopani District Office [2]	Click Here
Sekhukhune District [2]	Click Here
Vhembe District [2]	Click Here
Waterberg District Office [2]	Click Here



POSITION NO. 4: COMMUNITY HEALTH WORK ASSISTANTS = 127 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRES:

Provincial Office [9], Pharmaceutical Services [6]

CENTRES: CAPRICORN DISTRICT [22]

Sehlale Clinic [1], Molepo Clinic [1], Mankweng Clinic [1], Rethabile CHC [1], Buite Clinic [1], Mashashane Clinic [1], Goedgevonden Clinic [1], Maraba Clinic [1], Perskebelt Clinic [1], Seshego Zone 4 Clinic [1], Botlokwa gateway Clinic [1], Persie clinic [1], Devrede Clinic [1], Kranzplaas Clinic [1], Ratshatsha clinic [1], Blouberg CHC [1], Alldays clinic [1], Moletlane Clinic [1], Boschsplaats Clinic [1], Ledwaba Clinic [1], Unit B Clinic [1], Mafefe Clinic [1]

CENTRES: MOPANI DISTRICT [22]

Morapalala Clinic [1], Tours Clinic [1], Matswi Clinic [1], Mamaila Clinic [1], Sekgopo Clinic [1], Julesburg Clinic [1], Relela Clinic [1], Bolobedu Clinic [1], Madumane Clinic [1], Motupa Clinic [1], Morutji Clinic [1], Hoedspruit Clinic [1], Duiwelskloof CHC [1], Charlie Rhangani Clinic [1], Lenyenye Clinic [1], Ramotshinyadi Clinic [1], Ooghoek Clinic [1], Makgope Clinic [1], Sekororo Clinic [1], Turkey Clinic [1], Raphahlelo Clinic [1], Modjadji five Clinic [1].

CENTRES: SEKHUKHUNE DISTRICT [22]

Ngwabe Clinic [1], Praktiseer Clinic [1], Selala Clinic [1], Burgersfort Clinic [1], Nkoana Clinic [1], Taung Clinic [1], Naboomkoppies Clinic [1], Motsepe Clinic [1], Vlaakplats Clinic [1], Marulaneng Clinic [1], Matlala Clinic [1], Mmotoaneng Clinic [1], Marble Hall Clinic [1], Groblersdal Clinic [1], Rammupudu Clinic [1], Kwarrielaagte Clinic [1], Motetema Clinic [1], Zaaiplaas Clinic [1], Probeerin Clinic [1], Phokoane Clinic [1], Phatantswane Clinic [1], St Ritas Gateway Clinic [1].

CENTRES: VHEMBE DISTRICT [25]

Lambani Clinic [1], Matsheka Clinic [1], Thondo Tshivhase Clinic [1], Mulenzhe Clinic [1], Matavhela Clinic [1], Guyuni Clinic [1], Tshimbupfe Clinic [1], Helderwater Clinic [1], Mula Clinic [1], Khomele Clinic [1], Shayandima Clinic [1], Vyeboom Clinic [1], Nghezimani Clinic [1], Mhinga Clinic [1], Makahlule Clinic [1], Mtititi Clinic [1], Penningotsa Clinic [1], Madimbo Clinic [1], Manenzhe Clinic [1], Tshungani Clinic [1], Mulala Clinic [1], Folovhondwe Clinic [1], Sereni Clinic [1], Manyima Clinic [1], Muwaweni Clinic [1].

CENTRES: WATERBERG DISTRICT [21]

Alma Clinic [1], Mookgophong CHC [1], Bela-Bela clinic [1], Pienaars Rivier clinic [1], Mapela Clinic [1], Sekuruwe Clinic [1], Tshamahansi Clinic [1], Mokopane hospital [1], Mahwelereng Zone 1 Clinic [1].

Manyoga Clinic [1], Northam Clinic [1], Swartklip Clinic [1], Kroomdraai Clinic [1], Thabazimbi hospital [1], Makgobe Clinic [1], Mokamole Clinic [1], Bakenberg Clinic [1], George Masebe Hospital [1], Thabaleshoba CHC [1], Witpoort Hospital [1], Thabazimbi Clinic [1].

REQUIREMENTS: (A) Qualifications and Competencies

- A minimum of Grade 12 [Matric].
- An undergraduate qualification at NQF Level 6 will be an added advantage.
- Computer literacy.

(B) Knowledge and Skills

- Working experience as Data Capturer, Patients Records and Administration in Health facilities.
- Web District Health Information System, Excel, Community outreach information management system.
- Ability to work at a fast pace but, with attention to detail and accuracy.
- Excellent administrative and organizational skills.
- Patients Records Management.
- Ability to speak, read and write English and any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing, verification and sending reports timeously to the relevant level.
- Organize and managing all records and documents in prescribed formats i.e. soft copies and files.
- Retrieve necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.
- Maintain databases appropriate to the various records, reports and documents.
- Perform general Office Assistant work such as:
 - Appointments scheduling and preparations for meetings.
 - Taking minutes during meetings.
 - Data capturing and preparation of all databases and monthly reporting.
 - Preparation of schedules for applicants.
 - Prepare submissions for various offices to follow up.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Provincial Office [9]	Click Here
Pharmaceutical Services [6]	Click Here
Sehlale Clinic [1]	Click Here
Molepo Clinic [1]	Click Here
Mankweng Clinic [1]	Click Here
Rethabile CHC [1]	Click Here



CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Buite Clinic [1]	Click Here
Mashashane Clinic [1]	Click Here
Goedgevonden Clinic [1]	Click Here
Maraba Clinic [1]	Click Here
Perskebelt Clinic [1]	Click Here
Seshego Zone 4 Clinic [1]	Click Here
Botlokwa Gateway Clinic [1]	Click Here
Persie Clinic [1]	Click Here
Devrede Clinic [1]	Click Here
Kranzplaas Clinic [1]	Click Here
Ratshatsha Clinic [1]	Click Here
Blouberg CHC [1]	Click Here
Alldays Clinic [1]	Click Here
Moetlane Clinic [1]	Click Here
Boschsplaats Clinic [1]	Click Here
Ledwaba Clinic [1]	Click Here
Unit B Clinic [1]	Click Here
Mafefe Clinic [1]	Click Here
Morapalala Clinic [1]	Click Here
Tours Clinic [1]	Click Here
Matswi Clinic [1]	Click Here
Mamaila Clinic [1]	Click Here
Sekgopo Clinic [1]	Click Here
Julesburg Clinic [1]	Click Here
Relela Clinic [1]	Click Here
Bolobedu Clinic [1]	Click Here
Madumane Clinic [1]	Click Here
Motupa Clinic [1]	Click Here
Morutji Clinic [1]	Click Here
Hoedspruit Clinic [1]	Click Here
Duiwelskloof CHC [1]	Click Here
Charlie Rhangani Clinic [1]	Click Here
Lenyenye Clinic [1]	Click Here
Ramotshinyadi Clinic [1]	Click Here
Ooghoek Clinic [1]	Click Here
Makgope Clinic [1]	Click Here
Sekororo Clinic [1]	Click Here
Turkey Clinic [1]	Click Here
Raphahlelo Clinic [1]	Click Here
Modjadji five Clinic [1]	Click Here
Ngwabe Clinic [1]	Click Here
Praktiseer Clinic [1]	Click Here
Selala Clinic [1]	Click Here
Burgersfort Clinic [1]	Click Here
Nkoana Clinic [1]	Click Here
Taung Clinic [1]	Click Here
Naboomkoppies Clinic [1]	Click Here



CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Motsepe Clinic [1]	Click Here
Vlakplaats Clinic [1]	Click Here
Marulaneng Clinic [1]	Click Here
Matlala Clinic [1]	Click Here
Mmotoaneng Clinic [1]	Click Here
Marble Hall Clinic [1]	Click Here
Groblersdal Clinic [1]	Click Here
Rammupudu Clinic [1]	Click Here
Kwarrielaagte Clinic [1]	Click Here
Motetema Clinic [1]	Click Here
Zaaiplaas Clinic [1]	Click Here
Probeerin Clinic [1]	Click Here
Phokoane Clinic [1]	Click Here
Phatantswane Clinic [1]	Click Here
St Rita's Gateway Clinic [1]	Click Here
Lambani Clinic [1]	Click Here
Matsheka Clinic [1]	Click Here
Thondo Tshivhase Clinic [1]	Click Here
Mulenzhe Clinic [1]	Click Here
Matavhela Clinic [1]	Click Here
Guyuni Clinic [1]	Click Here
Tshimbupfe Clinic [1]	Click Here
Helderwater Clinic [1]	Click Here
Muila Clinic [1]	Click Here
Khomele Clinic [1]	Click Here
Shayandima Clinic [1]	Click Here
Vyeboom Clinic [1]	Click Here
Nghezimani Clinic [1]	Click Here
Mhinga Clinic [1]	Click Here
Makahlule Clinic [1]	Click Here
Mtiti Clinic [1]	Click Here
Penningotsa Clinic [1]	Click Here
Madimbo Clinic [1]	Click Here
Manenzhe Clinic [1]	Click Here
Tshiungani Clinic [1]	Click Here
Mulala Clinic [1]	Click Here
Folovhodwe Clinic [1]	Click Here
Sereni Clinic [1]	Click Here
Manyima Clinic [1]	Click Here
Muwaweni Clinic [1]	Click Here
Alma Clinic [1]	Click Here
Mookgophong CHC [1]	Click Here
Bela – Bela Clinic [1]	Click Here
Pienaar's Rivier Clinic [1]	Click Here
Mapela Clinic [1]	Click Here
Sekuruwe Clinic [1]	Click Here



CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Tshamahansi Clinic [1]	Click Here
Mokopane Hospital [1]	Click Here
Mahwelereng Zone 1 Clinic [1]	Click Here
Manyoga Clinic [1]	Click Here
Northam Clinic [1]	Click Here
Swartklip Clinic [1]	Click Here
Kroomdraai Clinic [1]	Click Here
Thabazimbi Hospital [1]	Click Here
Makgobe Clinic [1]	Click Here
Mokamole Clinic [1]	Click Here
Bakenberg Clinic [1]	Click Here
George Masebe Hospital [1]	Click Here
Thabaleshoba CHC [1]	Click Here
Witpoort Hospital [1]	Click Here
Thabazimbi Clinic [1]	Click Here

POSITION NO. 5: ADMIN ASSISTANT: EXPANDED PUBLIC WORKS PROGRAMME REPORTING SYSTEM [EPWP-RS] = 5 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRE: Provincial Office [Chief Directorate: Infrastructure Management]

REQUIREMENTS: (A) Qualifications and Competencies

- Minimum requirements:
 - Grade 12/ Senior Certificate or equivalent qualification at NQF Level 4.
 - Certificate/ Diploma or Degree in Administration/ or Statistical Information Science.
- Experience in Data Mining, Capturing & Analysis.
- Minimum of one [1] year experience in usage of Data Management packages/ Microsoft packages [especially Excel].

(B) Knowledge and Skills:

- Develop and maintain EPWP reports.
- Ability to work at a fast pace, under pressure and with attention to detail and accuracy.
- Capture monthly progress reports on the EPWPRS.
- Provide exceptional reports on data received and captured.
- Reconcile reports received/ expected and advice supervisor on outstanding reports.
- Ensure confidentiality on all collected and stored data.
- Problem solving, Planning, organising and decision-making skills.
- Conflict resolution and good interpersonal skills.
- Ability to speak, read and write English. and any other local language.

- ❖ **Shortlisted candidates will be expected to undergo a practical test in computer skills as part of the selection process.**

KEY PERFORMANCE AREAS:

- On time Data capturing verification and sending reports timeously to the relevant level.
- Organize and manage all records and documents in prescribed formats i.e soft copies and files.
- Maintain databases appropriate to the various records, reports and documents.
- Data capturing and preparation of all databases and monthly reporting.
- Prepare submissions to various offices/ project managers and follow up.

CENTRE [NO. OF POSITIONS]	APPLICATION LINK
Provincial Office [5]	Click Here

POSITION NO. 6: ADMIN ASSISTANT: PROJECT MANAGEMENT INFORMATION SYSTEM [PMIS] DATA MINING AND ANALYSIS =3 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRE: Provincial Office [Chief Directorate: Infrastructure Management]

REQUIREMENTS: (A) Qualifications and Competencies

- Minimum requirements:
 - Grade 12/ Senior Certificate or equivalent qualification at NQF Level 4.
 - Certificate/ Diploma or Degree in Administration/ or Statistical Information Science.
- Experience in Data Mining, Capturing & Analysis.
- Minimum of one [1] year experience in usage of Data Management packages/ Microsoft packages (especially Excel).

(B) Knowledge and Skills:

- Ability to work at a fast pace, under pressure, and with attention to detail and accuracy.
- Maintain confidentiality on all collected and stored data.
- Problem solving, Planning, organizing and decision-making skills.
- Conflict resolution skills and Good Interpersonal Skills.
- Ability to speak, read and write English. Any other local language.
- The candidate will be expected to undergo a practical test in computer skills as part of the selection process.



KEY PERFORMANCE AREAS:

- On time data mining and capturing on PMIS.
- Data verification and sending reports timeously to the relevant level.
- Reconcile reports received/ expected and advice supervisor on outstanding reports.
- Organize and manage all records and documents in prescribed formats soft copies and files.
- Maintain databases appropriate to the various records, reports and documents.
- Data capturing and preparation of all databases and monthly reporting.
- Prepare submissions to various offices/ project managers and follow up.

CENTRE [NO. OF POSITIONS]	APPLICATION LINK
Provincial Office [3]	Click Here

POSITION NO. 7: INFRASTRUCTURE GENERAL WORKER [PLUMBING] =8 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRES: Provincial Office [Chief Directorate: Infrastructure Management] [2], Pietersburg Hospital [2], Mankweng Hospital [3], Sovenga Nursing Campus [1]

REQUIREMENTS: A) Qualifications and Competencies

- A Grade 12 Certificate or appropriate recognizable qualification at NQF Level 4 with one [1] year experience in general plumbing. [**Attach reference letter**].
- A minimum of an appropriate recognizable qualification in plumbing.
- Appropriate competencies in plumbing works.

B) Knowledge and Skills

- Knowledge of Occupational Health & Safety Act [OHS]
- Knowledge on operation of equipment, tools and materials.
- Knowledge of general built environment.
- Problem solving, planning, organizing and decision-making skills.
- Communication skills.
- Ability to work in a team setting.

❖ **Shortlisted candidates may be expected to undergo a practical test in plumbing as part of the selection process.**

KEY PERFORMANCE AREAS:

- Maintain and repair technical faults related to plumbing according to standards.
- Test and 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.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Provincial Office [2]	Click Here
Pietersburg Hospital [2]	Click Here
Mankweng Hospital [3]	Click Here
Sovenga Nursing Campus [1]	Click Here

POSITION NO. 8: INFRASTRUCTURE GENERAL WORKER: HORTICULTURE/ LANDSCAPING/ GARDENING = 26 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRES: Provincial Office – [Chief Directorate: Infrastructure Management] [10], Pietersburg Hospital [6], Mankweng Hospital [2], Giyani Nursing Campus [2], Sovenga Nursing Campus [2], Sekhukhune Nursing Campus [2], Thohoyandou Nursing Campus [2]

REQUIREMENTS: (A) Qualifications and Competencies

- A Grade 12 Certificate or appropriate recognizable qualification at NQF Level 4 with one [1] year experience in general garden maintenance. **[Attach reference letter]**.
- A minimum of an appropriate recognizable 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

- Ability to perform chainsaw or mowing duties when required.
- Problem solving, planning, organizing and decision making, conflict resolution, good interpersonal skills.
- Ability to speak, read and write English.
- Ability to work in a team setting.

❖ **Shortlisted candidates may be expected to undergo a practical test in horticulture, landscaping & gardening as part of the selection process.**

KEY PERFORMANCE AREAS:

- 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.
- Maintain and repair technical faults related to horticulture/ landscaping/ gardening, according to standards.
- Test and 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.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Provincial Office [10]	Click Here
Pietersburg Hospital [6]	Click Here
Mankweng Hospital [2]	Click Here
Giyani Nursing Campus [2]	Click Here
Sovenga Nursing Campus [2]	Click Here
Sekhukhune Nursing Campus [2]	Click Here
Thohoyandou Nursing Campus [2]	Click Here

POSITION NO. 9: INFRASTRUCTURE GENERAL WORKER: [ELECTRICAL] = 9 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRES: Provincial Office – [Chief Directorate: Infrastructure Management] [2], Pietersburg Hospital [3], Mankweng Hospital [3], Sovenga Nursing Campus [1]

REQUIREMENTS:

A) Qualifications and Competencies

- A Grade 12 Certificate or appropriate recognizable qualification at NQF Level 4 with one [1] year experience in general electrical work. **(Attach reference letter)**.
- A minimum of an appropriate recognizable qualification in electrical work.
- Appropriate competencies in electrical work.

(B) Knowledge and Skills:

- Knowledge of Occupational Health & Safety Act [OHS]
- Knowledge on operation of equipment, tools, and materials.
- Knowledge of general built environment.
- Problem solving, planning, organizing and decision-making skills.
- Communication skills.
- Ability to work in a team setting.

❖ **Shortlisted candidate may be expected to undergo a practical test in electrical work as part of the selection process.**

KEY PERFORMANCE AREAS:

- Maintain and repair technical faults related to electrical work, according to standards.
- Test and 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.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Provincial Office [2]	Click Here
Pietersburg Hospital [3]	Click Here
Mankweng Hospital [3]	Click Here
Sovenga Nursing Campus [1]	Click Here

POSITION NO. 10: INFRASTRUCTURE GENERAL WORKER: BOILER OPERATOR = 3 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRES: Pietersburg Hospital (2); Mankweng Hospital (1)

REQUIREMENTS: (A) Qualifications and Competencies

- A Grade 12 Certificate or appropriate recognizable qualification at NQF Level 4 with one [1] year experience in general boiler work. **[Attach reference letter]**.
- A minimum of an appropriate recognizable qualification as a boiler operator.
- Appropriate competencies in boiler operator work.

B) Knowledge and Skills

- Knowledge of Occupational Health & Safety Act [OHS]
- Knowledge on operation of equipment, tools, and materials.
- Knowledge of general built environment.
- Problem solving, planning, organizing and decision-making skills.
- Communication skills.
- Ability to work in a team setting.
- The candidate may be expected to undergo a practical test in boiler operation as part of the selection process.

KEY PERFORMANCE AREAS:

- Maintain and repair technical faults related to Boiler 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.



CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Pietersburg Hospital [2]	Click Here
Mankweng Hospital [1]	Click Here

POSITION NO. 11: INFRASTRUCTURE GENERAL WORKER: [CARPENTRY] = 5 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRES: Provincial Office - Infrastructure Management Chief Directorate [2]; Pietersburg Hospital [1], Mankweng Hospital [2]

REQUIREMENTS: A) Qualifications and Competencies

- A Grade 12 Certificate or appropriate recognizable qualification at NQF Level 4 with one [1] year experience in general carpentry work. [**Attach reference letter**].
- A minimum of an appropriate recognizable qualification in carpentry work.
- Appropriate competencies in carpentry work.

B) Knowledge and Skills

- Knowledge of Occupational Health & Safety Act [OHS]
- Knowledge on operation of equipment, tools and materials.
- Knowledge of general built environment.
- Problem solving, planning, organizing and decision-making skills.
- Communication skills.
- Ability to work in a team setting.

❖ **Shortlisted candidate will be expected to undergo a practical test in carpentry as part of the selection process.**

KEY PERFORMANCE AREAS:

- Maintain and repair technical faults related to carpentry according to standards.
- Test and 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.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Provincial Office [2]	Click Here
Pietersburg Hospital [1]	Click Here



CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Mankweng Hospital [2]	Click Here

POSITION NO. 12: INFRASTRUCTURE GENERAL WORKER: PAINTING = 5 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRE: Provincial Office - [Chief Directorate: Infrastructure Management] [5]

REQUIREMENTS: (A) Qualifications and Competencies

- A Grade 12 Certificate or appropriate recognizable qualification at NQF Level 4 with one [1] year experience in general painting work. **[Attach reference letter]**.
- A minimum of an appropriate recognizable qualification in painting work.
- Appropriate competencies in painting work.

B) Knowledge and Skills

- Knowledge of Occupational Health & Safety Act [OHS].
- Knowledge on operation of equipment, tools, and materials.
- Knowledge of general built environment.
- Problem solving, planning, organizing and decision-making skills.
- Communication skills.
- Ability to work in a team setting.

❖ **Shortlisted candidate will be expected to undergo a practical test in painting as part of the selection process.**

KEY PERFORMANCE AREAS:

- Maintain facilities according to schedule and against specifications.
- Quality assure maintained equipment and/or facilities.
- Keep and maintain job record/register of maintained and repaired faults.
- Report writing.

CENTRE [NO. OF POSITIONS]	APPLICATION LINK
Provincial Office [5]	Click Here



POSITION NO. 13: INFRASTRUCTURE GENERAL WORKER: MECHANICAL = 4 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRES: Pietersburg Hospital [2], Mankweng Hospital [2]

REQUIREMENTS:

A) Qualifications and Competencies

- A Grade 12 Certificate or appropriate recognizable qualification at NQF Level 4 with one [1] year' experience in general mechanical work [**Attach reference letter**].
- A minimum of an appropriate recognizable qualification as a mechanical operator or relevant certificate in welding; fitting & turning and boiler making.
- Appropriate competencies in mechanical work.

B) Knowledge and Skills

- Knowledge of Occupational Health & Safety Act [OHS]
- Knowledge on operation of equipment, tools, and materials.
- Knowledge of general built environment.
- Problem solving, planning, organizing and decision-making skills.
- Communication skills.
- Ability to work in a team setting.

❖ **Shortlisted candidates may be expected to undergo a practical test in mechanical as part of the selection process.**

KEY PERFORMANCE AREAS:

- Maintain and repair technical faults related to mechanical work according to standards.
- Test and 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.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Pietersburg Hospital [2]	Click Here
Mankweng Hospital [2]	Click Here



**POSITION NO. 14: INFRASTRUCTURE GENERAL WORKER: HANDYMAN/ TRADESMAN AID
= 7 POSITIONS**

MONTHLY STIPEND: R3 850. 00

CENTRES: Provincial Office - Infrastructure Management Chief Directorate [1]; Pietersburg Hospital [1]; St Maria [2]; WF Knobel Hospital [1]; FH Odendaal Hospital [1]; Ellisras Hospital [1]

REQUIREMENTS: A) Qualifications and Competencies

- A Grade 12 Certificate or appropriate recognizable qualification at NQF Level 4 with one [1] year' experience in handyman work. [**Attach reference letter**].
- A minimum of an appropriate recognizable qualification in handyman work.
- Basic experience in handling power tools and technical equipment.

(B) Knowledge and Skills

- Perform general handyman/ tradesman aid tasks as given by the supervisor and The Occupational Health & Safety ACT [OHS]
- Perform any other work as instructed by the supervisor.
- Make all tools & materials available before commencing work and clean areas on completion of work.
- Clean areas where equipment is kept.
- Clean areas around systems.
- Assist Artisans with the determination of material requirements.
- Make inputs to the updating of job cards and following up on outstanding work.
- Make inputs to reporting on schedules.
- Inspect buildings, equipment and services (water, sanitation and electrical) on a daily basis.
- Record faults and together with the supervisor, come up with an intervention plan to resolve such problems.
- Problem solving, Planning, organizing and decision making, Conflict resolution, Good Interpersonal Skills.
- Ability to speak, read and write English.
- Ability to work in a team setting.

❖ **Shortlisted candidates may be expected to undergo a practical test as part of the selection process.**

KEY PERFORMANCE AREAS:

- Maintain and repair technical faults according to standards.
- Test and 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.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Provincial Office [1]	Click Here
Pietersburg Hospital [1]	Click Here
St Maria [2]	Click Here
WF Knobel Hospital [1]	Click Here
FH Odendaal Hospital [1]	Click Here
Ellisras Hospital [1]	Click Here

POSITION NO. 15: INFRASTRUCTURE EPWP GENERAL WORKER (3 POSITIONS)

MONTHLY STIPEND: R3 850.00

CENTRES: FH Odendaal Hospital (1); Ellisras Hospital (2).

REQUIREMENTS: (A) Qualifications and Competencies

- A Grade 12 Certificate or appropriate recognizable qualification at NQF Level 4 with one [1] year' experience in general work - (**Attach reference letter**).
- Exposure to the hospital environment and patient care will be an added advantage.
- **Inherent requirements of the 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 [OHS].
- Good Communication and customer care skills.
- Waste Management.

KEY PERFORMANCE AREAS:

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

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
FH Odendaal Hospital [1]	Click Here
Ellisras Hospital [2]	Click Here

POSITION 16: EPWP INFRASTRUCTURE GENERAL WORKER OPERATORS [WATER SOFTENING PLANTS] =7 POSITIONS

MONTHLY STIPEND: R3850.00

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

- Grade 12 certificate or appropriate recognizable qualification at NQF level 4 with one [1] year experience 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 Occupational Health & Safety Act [OHS]
- 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.
- ❖ Shortlisted candidates 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.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Helene Franz Hospital [2]	Click here to apply
Lebowakgomo Hospital [1]	Click here to apply
Zebediela Hospital [1]	Click here to apply

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Dilokong Hospital [1]	Click here to apply
Maphutha L Malatji Hospital [1]	Click here to apply
Thabazimbi Hospital [1]	Click here to apply

POSITION NO 17: EPWP: ADMIN CLERK: ASSET MANAGEMENT = 82 POSITIONS

MONTHLY STIPEND: R3 850.00

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

REQUIREMENTS: A) Qualifications and Competencies

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

B) Knowledge and Skills

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

KEY PERFORMANCE AREAS:

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

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Provincial Office [2]	Click here to apply



CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Capricorn District [5]	Click here to apply
Vhembe District [5]	Click here to apply
Mopani District [5]	Click here to apply
Sekhukhune District [5]	Click here to apply
Waterberg District [5]	Click here to apply
Mankweng Hospital [2]	Click here to apply
Pietersburg Hospital [2]	Click here to apply
Botlokwa Hospital [1]	Click here to apply
WF Knobel Hospital [1]	Click here to apply
Helene Franz Hospital [1]	Click here to apply
Lebowakgomo Hospital [1]	Click here to apply
Thabamooopo Hospital [1]	Click here to apply
Zebediela Hospital [1]	Click here to apply
Seshego Hospital [1]	Click here to apply
Siloam Hospital [1]	Click here to apply
Messina Hospital [1]	Click here to apply
Tshilidzini Hospital [1]	Click here to apply
Louis Trichardt Hospital [1]	Click here to apply
Donald Frazer Hospital [1]	Click here to apply
Hayani Hospital [1]	Click here to apply
Elim Hospital [1]	Click here to apply
Malamulele Hospital [1]	Click here to apply
Nkhensani Hospital [1]	Click here to apply
Kgapane Hospital [1]	Click here to apply
Maphutha L Malatji Hospital [1]	Click here to apply
Evuxakeni Hospital [1]	Click here to apply
Dr CN Phatudi Hospital [1]	Click here to apply
Letaba Hospital [1]	Click here to apply
Van Velden Hospital [1]	Click here to apply
Sekororo Hospital [1]	Click here to apply
Mokopane Hospital [1]	Click here to apply
Voortrekker Hospital [1]	Click here to apply
Ellisras Hospital [1]	Click here to apply
Witpoort Hospital [1]	Click here to apply
George Masebe Hospital [1]	Click here to apply
Warmbaths Hospital [1]	Click here to apply
FH Odendaal Hospital [1]	Click here to apply
Thabazimbi Hospital [1]	Click here to apply
MDR TB Hospital [1]	Click here to apply
Matlala Hospital [1]	Click here to apply
Dilokong Hospital [1]	Click here to apply
Mecklenburg Hospital [1]	Click here to apply
Jane Furse Hospital [1]	Click here to apply
St Rita's Hospital [1]	Click here to apply



CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Philadelphia Hospital [1]	Click here to apply
Groblerdsdal Hospital [1]	Click here to apply
Malaria Control: Mopani [1]	Click here to apply
Vhembe District [1]	Click here to apply
Pharmaceutical Depot [1]	Click here to apply
Capricorn District EMS [1]	Click here to apply
Mopani District EMS [1]	Click here to apply
Sekhukhune District EMS [1]	Click here to apply
Vhembe District EMS [1]	Click here to apply
Waterberg District EMS [1]	Click here to apply
Sovenga Nursing Campus [1]	Click here to apply
Waterberg Nursing Campus [1]	Click here to apply
Sekhukhune Nursing Campus [1]	Click here to apply
Giyani Nursing Campus [1]	Click here to apply

POSITION NO 18: EPWP: GENERAL WORKER = 1244 POSITIONS

MONTHLY STIPEND: R3850.00

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], Sebaying Clinic [1], Mapodu Clinic [1], Sello Moloto Clinic [1], Mashashane Clinic [2], Diana Clinic [2], Matlala Clinic [1], Seshego 4 Clinic [1], Dikgale Clinic [1], Matoks Clinic [3], Nthabiseng Clinic [2], Mohodi Clinic [2], Botlokwa Gateway Clinic [3], Makgato Clinic [1], Ramokgopa Clinic [1], Mphahlele Clinic [4], Hwelereng Clinic [1], Mafefe Clinic [3], Zebediela Gateway Clinic [1], Mathabatha Clinic [2], Dithabaneng Clinic [1], Mashite Clinic [1], Boschplaats Clinic [1], Malemati Clinic [1], Dr MMM CHC [1], Morotse Thamagane [2], Parliament Clinic [1], Byldrift Clinic [1], Rakgoatha Clinic [1], Ambergate Clinic [2], Burgerrecht Clinic [1], Buffelshoek Clinic [3], Goedetrou Clinic [3], Rosenkrans Clinic [1], Ziest Clinic [1], Indermaak Clinic [2], Alldays Clinic [1], Uitkyk Clinic [1], Blouberg CHC [3], Towerfontein Clinic [1], Grootdraai Clinic [1], Ratshaatshaa CHC [3],

Sekhukhune District [114]: Swaranang Clinic [1], Sterkspruit Clinic [1], Taung Clinic [1], Rietfontein Clinic [HC Boshoff] [1], Burgersfort Clinic [1], Naboomkoppies Clinic [1], Mashabela Clinic [1], Matsageng Clinic [1], Motlolo 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 [Marble Hall] [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 [Ngwaritsi] [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 [Makhudu] [1], Elandskraal Clinic [2], Van Der Merweskraal Clinic [1], Moeding Clinic [1], Matlala Clinic [1], Matlala Gateway [1], Mmotoaneng Clinic [2], Rosenkaal Clinic [1], Zaaiplaas Clinic [1], Goedgedacht Clinic [1], Hlogotlou Clinic [1], Sephaku Clinic [1], Magukubjane Clinic [1], Rammupudu Clinic [2], Matsepe Clinic [1], Dikgalaopeng Clinic [1], Motetema Clinic [1], Groblersdal Clinic [2], Kwarrilagte Clinic [2], Elandsdoring Clinic [1], Philadelphia Gateway [2], Moutse East Clinic [2];

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

Waterberg District [91]: Ellisras Clinic [2], Lephalale Clinic [1], Marapong CHC [2], Marapong Clinic [1], Seleka Clinic [3], Shongoane Clinic [3], Abbotspoort Clinic [2], Alma Clinic [2], Modimolle Clinic [2], Phagameng Clinic [1], Vaalwater Clinic [3], Mookgopong CHC [2], Mookgopong Clinic [2], Roedtan Clinic [1], Bela Bela Clinic [1], Pienaarsrivier Clinic [2], Settlers Clinic [1], Warmbaths Clinic [2], Bakenberg Clinic [4], Chalema Clinic [1], George Masebe 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], Mabela Clinic [1], Mapela Clinic [2], Mamaselela Clinic [1], Mosesetjana Clinic [2], Polotji Clinic [1], Phafola Clinic [1], Sekuruwe Clinic [1], Sterkwater Clinic [1], Tshamahansi Clinic [1], Bokwalakwala Clinic [1], GaMadiba Clinic [1], Mahwelereng 1 Clinic [2], Mahwelereng 2 Clinic [1], Manyoga Clinic [2], Sekgagapeng Clinic [1];

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

CENTRES: Hospitals / Vertical Programmes:

Provincial Office [10]

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 [8]

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], Thabamopo Hospital [16], Emergency Medical Services [30], Sovenga Nursing Campus [6]

Mopani District: Nkhensani Hospital [14], Dr CN Phatudi Hospital [18], Maphutha L Malatji Hospital [15], Kgapane Hospital [18], Sekororo Hospital [14], Van Velden Hospital [16], Letaba Hospital [18], Evuxakeni Hospital [14], Giyani Nursing Campus [4]

Sekhukhune District: Matlala Hospital [16], Jane Furse Hospital [18], Groblersdal Hospital [14], Dilokong Hospital [18], Mecklenburg Hospital [10], Sekhukhune District Office [10], St Rita's Hospital [15], Philadelphia Hospital [14], Sekhukhune Nursing College [4]

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).

E) CLEANER

- Perform cleaning services in offices, passages, ablution facilities etc.
- Emptying dustbins & picking up waste.
- Perform any other cleaning duties.

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Naledi Clinic [2]	Click here to apply
Goedgevonden Clinic [2]	Click here to apply
Semenya Clinic [2]	Click here to apply
Moletji Clinic [2]	Click here to apply
Soetfontein Clinic [1]	Click here to apply
Rethabile CHC [3]	Click here to apply
Maja Clinic [2]	Click here to apply
Moshubaba Clinic [3]	Click here to apply
Laastehoop Clinic [2]	Click here to apply
Chuene Clinic [1]	Click here to apply
Maraba Clinic [3]	Click here to apply
Seshego1 Clinic [1]	Click here to apply
Seshego 3 Clinic [1]	Click here to apply
Mamotshwa Clinic [1]	Click here to apply
Sehlale Clinic [1]	Click here to apply
Molepo Clinic [2]	Click here to apply
Sebayeng Clinic [1]	Click here to apply
Mapodu Clinic [1]	Click here to apply
Sello Moloto Clinic [1]	Click here to apply
Mashashane Clinic [2]	Click here to apply
Diana Clinic [2]	Click here to apply
Matlala Clinic [1]	Click here to apply
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Dikgale Clinic [1]	Click here to apply
Matoks Clinic [3]	Click here to apply
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Mohodi Clinic [2]	Click here to apply
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Makgato Clinic [1]	Click here to apply
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Mphahlele Clinic [4]	Click here to apply



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Dithabaneng Clinic [1]	Click here to apply
Mashite Clinic [1]	Click here to apply
Boschplaats Clinic [1]	Click here to apply
Malemati Clinic [1]	Click here to apply
Dr MMM CHC [1]	Click here to apply
Morotse Thamagane [2]	Click here to apply
Parliament Clinic [1]	Click here to apply
Byldrift Clinic [1]	Click here to apply
Rakgoatha Clinic [1]	Click here to apply
Ambergate Clinic [2]	Click here to apply
Burgerrecht Clinic [1]	Click here to apply
Buffelshoek Clinic [3]	Click here to apply
Goedetrou Clinic [3]	Click here to apply
Rosenkrans Clinic [1]	Click here to apply
Ziest Clinic [1]	Click here to apply
Indermaak Clinic [2]	Click here to apply
Alldays Clinic [1]	Click here to apply
Uitkyk Clinic [1]	Click here to apply
Blouberg CHC [3]	Click here to apply
Towerfontein Clinic [1]	Click here to apply
Grootdraai Clinic [1]	Click here to apply
Ratshaatshaa CHC [3]	Click here to apply
Swaranang Clinic [1]	Click here to apply
Sterkspruit Clinic [1]	Click here to apply
Taung Clinic [1]	Click here to apply
Rietfontein Clinic [HC Boshoff] [1]	Click here to apply
Burgersfort Clinic [1]	Click here to apply
Naboomkoppies Clinic [1]	Click here to apply
Mashabela Clinic [1]	Click here to apply
Matsageng Clinic [1]	Click here to apply
Motlolo Clinic [1]	Click here to apply
Motshana Clinic [1]	Click here to apply
Makofane Clinic [1]	Click here to apply
Penge CHC [2]	Click here to apply
Praktiseer Clinic [1]	Click here to apply
Mahubahube Clinic [1]	Click here to apply
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Maseven Clinic [2]	Click here to apply



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Dilokong Gateway [1]	Click here to apply
HC Boschoff CHC [2]	Click here to apply
Mmutlane Clinic [1]	Click here to apply
Motsepe Clinic [1]	Click here to apply
Phasha Clinic [2]	Click here to apply
Manotwane Clinic [2]	Click here to apply
Selepe Clinic [1]	Click here to apply
Nkoana Clinic [2]	Click here to apply
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Nchabeleng CHC [2]	Click here to apply
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Seroka Clinic [1]	Click here to apply
Phahlamanoge Clinic [1]	Click here to apply
Mphanama Clinic [2]	Click here to apply
Ikageng Clinic [1]	Click here to apply
Paulos Masha Clinic [1]	Click here to apply
Marulaneng Clinic [Marble Hall] [2]	Click here to apply
Manganeng Clinic [1]	Click here to apply
Schonoord Clinic [1]	Click here to apply
Tshehlwaneng Clinic [1]	Click here to apply
Dicheoung Clinic [1]	Click here to apply
Madibong Clinic [2]	Click here to apply
Mamone Clinic [2]	Click here to apply
Jane Furse Clinic [1]	Click here to apply
Marishane Clinic [1]	Click here to apply
Phaahla Clinic [1]	Click here to apply
Probeerin Clinic [1]	Click here to apply
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Setlaboswana Clinic [1]	Click here to apply
Mampane Clinic [1]	Click here to apply
Phokoane Clinic [1]	Click here to apply
St. Ritas Gateway [2]	Click here to apply
Rietfontein Clinic [Ngwaritsi] [2]	Click here to apply
Eensaam Clinic [1]	Click here to apply
Phatantshwane Clinic [1]	Click here to apply
Kilpspruit Clinic [1]	Click here to apply
Vlakplaas Clinic [1]	Click here to apply
Spitspunt Clinic [1]	Click here to apply
Moutse West Clinic [2]	Click here to apply

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Toitskraal Clinic [2]	Click here to apply
Marble Hall Clinic [2]	Click here to apply
Moganyaka Clinic [1]	Click here to apply
Marulaneng Clinic [Makhudu] [1]	Click here to apply
Elandskraal Clinic [2]	Click here to apply
Van Der Merweskraal Clinic [1]	Click here to apply
Moeding Clinic [1]	Click here to apply
Matlala Clinic [1]	Click here to apply
Matlala Gateway [1]	Click here to apply
Mmotoaneng Clinic [2]	Click here to apply
Rosenkaal Clinic [1]	Click here to apply
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Philadelphia Gateway [2]	Click here to apply
Moutse East Clinic [2]	Click here to apply
Bungeni CHC [4]	Click here to apply
Kurhuleni Clinic [1]	Click here to apply
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Letaba Gateway [1]	Click here to apply
Dan Clinic [2]	Click here to apply
Khujwana Clinic [2]	Click here to apply
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Julesburg CHC [3]	Click here to apply
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Ellisras Hospital [28]	Click here to apply
Witpoort Hospital [9]	Click here to apply
Warmbaths Hospital [9]	Click here to apply
FH Odendaal Hospital [10]	Click here to apply
George Masebe Hospital [7]	Click here to apply
MDR TB Hospital [16]	Click here to apply
Thabazimbi Hospital [9]	Click here to apply
Voortrekker Hospital [10]	Click here to apply
Mokopane Hospital [18]	Click here to apply
Helene Franz Hospital [22]	Click here to apply
Seshego Hospital [16]	Click here to apply
WF Knobel Hospital [19]	Click here to apply
Botlokwa Hospital [11]	Click here to apply
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Thabamooopo Hospital [16]	Click here to apply
Emergency Medical Services [30]	Click here to apply
Sovenga Nursing Campus [6]	Click here to apply
Nkhensani Hospital [14]	Click here to apply
Dr CN Phatudi Hospital [18]	Click here to apply
Maphutha L Malatjie Hospital [15]	Click here to apply
Kgapane Hospital [18]	Click here to apply
Sekororo Hospital [14]	Click here to apply
Van Velden Hospital [16]	Click here to apply
Letaba Hospital [18]	Click here to apply
Evuxakeni Hospital [14]	Click here to apply
Giyani Nursing Campus [4]	Click here to apply
Matlala Hospital [16]	Click here to apply
Jane Furse Hospital [18]	Click here to apply
Groblerdsdal Hospital [14]	Click here to apply
Dilokong Hospital [18]	Click here to apply
Mecklenburg Hospital [10]	Click here to apply
Sekhukhune District Office [10]	Click here to apply
St Ritas Hospital [15]	Click here to apply
Philadelphia Hospital [14]	Click here to apply
Sekhukhune Nursing Campus [4]	Click here to apply



POSITION 19: EPWP: ACCOUNTING CLERK: ACCOUNTS PAYABLE = 34 POSITIONS

MONTHLY STIPEND: R3850.00

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

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Pharmaceutical Depot [9]	Click here to apply
Head Office [4]	Click here to apply
Pietersburg Hospital [3]	Click here to apply
Mankweng Hospital [3]	Click here to apply
Capricorn District [3]	Click here to apply
Sekhukhune District [3]	Click here to apply
Mopani District	Click here to apply
Vhembe District	Click here to apply
Waterberg District	Click here to apply



POSITION NO 20: EPWP: REGISTRY CLERKS = 3 POSITIONS

MONTHLY STIPEND: R3850.00

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

CENTRE [NO. OF POSITIONS]	APPLICATION LINK
Head Office [Polokwane]	Click here to apply

POSITION NO 21: EPWP: REGISTRY CLERKS = 16 POSITIONS

MONTHLY STIPEND: R3850.00

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.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Warmbaths Hospital [2]	Click here to apply
Ellisras Hospital [2]	Click here to apply
Philadelphia Hospital [1]	Click here to apply
Seshogo Hospital [2]	Click here to apply
Mopani District Office [2]	Click here to apply
Messina Hospital [3]	Click here to apply
Nkhensani Hospital [3]	Click here to apply
Donald Frazer Hospital [1]	Click here to apply

POSITION NO 22: EPWP: ADMIN CLERKS [LEGAL SERVICES] = 5 POSITIONS

MONTHLY STIPEND: R3850.00

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 drivers 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.

CENTRE [NO. OF POSITIONS]	APPLICATION LINK
Head Office [Polokwane]	Click here to apply



POSITION NO 23: EPWP: INFORMATION TECHNOLOGY = 2 POSITIONS

MONTHLY STIPEND: R3850.00

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.

CENTRE [NO. OF POSITIONS]	APPLICATION LINK
Head Office [Polokwane]	Click here to apply

POSITION NO 24: EPWP: EMPLOYEE HEALTH AND WELLNESS: EMPLOYEE ASSISTANCE PROFESSIONAL [EAP] = 9 POSITIONS

MONTHLY STIPEND: R3850.00

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.

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Capricorn District Office [1]	Click here to apply
Mopani District Office [1]	Click here to apply
Sekhukhune District Office [1]	Click here to apply
Vhembe District Office [1]	Click here to apply
Waterberg District Office [1]	Click here to apply
Pietersburg and Mankweng Hospital [1]	Click here to apply

CENTRES [NO. OF POSITIONS]	APPLICATION LINK
Head Office and Pharmaceutical Depot [1]	Click here to apply
EMS [2]	Click here to apply

POSITION NO 25: EPWP: ADMIN CLERK [EMPLOYEE HEALTH AND WELLNESS] = 1 POSITION

MONTHLY STIPEND: R3850.00

CENTRE: Head Office

REQUIREMENTS: A) Qualifications and Competencies

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

B) Knowledge and Skills

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

KEY PERFORMANCE AREAS:

- Assist in the management and organization of Employee Health and Wellness- EAP.
- Systematic organization and monitoring of cases received, set appointments, follow-ups, and referrals.
- Conduct effective and efficient information flow and document tracking in the processing of cases in Employee Health and Wellness - EAP.
- Daily updating of relevant registers through MS (Excel) Spreadsheets to ensure that statistics are available on a daily/weekly/ monthly basis as requested.
- Provide efficient and effective administration service to all related stakeholders.
- Liaison with Districts, Tertiary, and Vertical Programmes EHW-EAPs and assist in the consolidation of reports – monthly, quarterly, and annually.



- Logistical arrangements for employee wellness meetings, workshops, sessions, and events.
- Attend telephone inquiries and interaction with stakeholders such as clients, doctors, nurses, managers, external wellness service providers, and other employees as may be required.
- Procure goods and services for the Directorate according to Departmental and public service policies and delegations.
- Provide logistical support to the Directorate to enable the attainment of predetermined goals and objectives.
- Implement and maintain office processes and ensure professional assistance and advice when delivering services to clients.

CENTRE [NO. OF POSITIONS]	APPLICATION LINK
Head Office	Click here to apply

POSITION NO 26: EPWP: ADMIN CLERK [COMMUNICATIONS] = 1 POSITION

MONTHLY STIPEND: R3850.00

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.

CENTRE [NO. OF POSITIONS]	Application link
Head Office [Polokwane]	Click here to apply

POSITION NO 27: EPWP: ADMIN CLERK [COMMUNICATIONS: GRAPHIC DESIGN] = 1 POSITION

MONTHLY STIPEND: R3850.00

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

CENTRE [NO. OF POSITIONS]	APPLICATION LINK
Head Office [Polokwane]	Click here to apply

THE END

