



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE:

DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITA  
Private Bag X 11  
KWAMASHU 4360

HR MANAGEMENT SERVICES

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**TO: DISTRICT MANAGERS  
HOSPITAL MANGERS, COMMUNITY HEALTH CENTRE MANAGERS  
HEADS OF INSTITUTIONS  
HEAD OFFICE MANAGERS**

### **VACANCIES IN THE DEPARTMENT OF HEALTH**

#### **CIRCULAR MINUTE No.G77/2020**

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

#### **DIRECTIONS TO CANDIDATES:-**

1. The following documents must be submitted:-
  - (a) Application for Employment Form (Form Z83), which is obtainable at any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za).
  - (b) Certified copies of identity document, driver's licence, highest educational qualifications and professional registration certificates – not copies of certified copies.
  - (c) Curriculum Vitae.
2. The Reference Number must be indicated in the column provided on the form Z83.

- NB:** (a) Failure to comply with the above instructions will disqualify the applicants. **Faxed and e-mailed applications will NOT be accepted.**
3. Persons with disabilities should feel free to apply for any of the posts.
  4. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department).**

**CLOSING DATE FOR APPLICATIONS IS 05 DECEMBER 2020**

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**HEAD: HEALTH  
KWAZULU-NATAL**

## DEPARTMENT OF HEALTH: KWAZULU-NATAL

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will **NOT** be accepted. Persons with disabilities should feel free to apply for the post. •The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**POST** : **ADMINISTRATIVE CLERK (X 50 POSTS): LEVEL 5:**

**REFERENCE NO.** G403/2020

**CENTRE** : DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL

**SALARY** : R173 703.00 per annum

**Other Benefits:** -13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

### **REQUIREMENTS FOR THE ABOVE POST:-**

- Grade 12 Certificate / Senior Certificate

### **RECOMMENDATIONS:-**

- A minimum of 6 months experience in administrative support office environment.

### **KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-**

*The incumbents of these posts will report to the Office Administrator: and will be responsible to provide administrative support and services to enable effective and efficient services within the Unit. The ideal candidate must:-*

- Have organizational and time management skills, enabling timeous availability of data.
- Have knowledge of the legislative and policy framework informing the area of operation.
- Have the ability to prioritise issues and other work related matters and to comply with time frames set.
- Have excellent inter-personal and communication skills (both verbal and written).
- Have the ability to correctly

capture information in writing (professional submissions and reports). • Have high levels of accuracy and attention to detail. • Be computer literate.

**KEY PERFORMANCE AREAS:-** • Provide clerical support duties to the Unit to enable the attainment of predetermined goals and objectives. • Conduct effective and efficient information flow and document tracking for the Unit. • Procure goods and services for the Unit according to Departmental Policies and Delegations. • Implement and maintain office processes and ensure professional assistance and advice when delivering services to clients of the unit. • Render personnel administration clerical support within the unit. • Provide financial administration support services within the unit.

**POST** : **DATA CAPTURERS (2 x POSTS): LEVEL 4:**  
**REFERENCE NO.** **G404/2020**  
**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**  
**SALARY** : **R145 281.00 per annum:**

**Other Benefits:** -13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

**REQUIREMENTS FOR THE ABOVE POST:-**

- Senior Certificate/Standard10/Grade 12 Certificate

**RECOMMENDATIONS:-**

- Experience with the use of a training database will be an advantage.

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-** • *The incumbent of this post will report to the Office Administrator : and will be responsible to accurately capture, maintain and ensure the safe-keeping of data for the DR PIXLE KA ISAKA SEME MEMORIAL HOSPITAL. The ideal candidate must:-* • Possess knowledge and understanding of the data management. • Possess knowledge of the legislative and policy imperative informing the area of operation. • Proven ability to compile statistical reports. • Have the ability to read and speak English. • Have high level of accuracy. • Have excellent communication, organisation and interpersonal skills. • Have ability to validate and capture. • Have ability to type and capture data quickly. • Systematic approach to work activities.

**KEY PERFORMANCE AREAS:-** • Receive information and statistics from various facilities in the District pertaining to Corporate Health Management System. • ensure timeous capture of data on the prescribed database. • Verify integrity of data provided by the institutions by comparing with previous submitted records. • Validate quality of captured data by performing system verifications. • Ensure that information is safe by performing regular backups of work captured in accordance with policy specification. • Maintain an appropriate filing system. • Compile monthly statics reports. • General office duties • Draw and distribute standard reports as and when required.

**POST** : **CSSD ATTENDANT (22XPOSTS): LEVEL 3:**  
**REFERENCE NO.** : **G405/2020**  
**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**  
**SALARY** : **R122 595.00 per annum**

**Other Benefits:** -13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

**REQUIREMENTS FOR THE ABOVE POST:-**

- Basic Education (below std8/Grade 10)

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-**

*The incumbents of these posts will report to the Professional Nurse: Hospital, and will be responsible to provide sterilization services of all surgical equipment for effective usage in the theatre, casualty and wards. The ideal candidate must:-* • Have knowledge of sterilizing procedures. • Have knowledge of infection control. • Knowledge of Instrument cleaning skill.

**KEY PERFORMANCE AREAS:-** • Collect CSSD Instruments from awards and theatre. • Do the analysis of Surgical instruments required sterilization and packing. • Do packing of instruments in line with various surgical procedures. • Attend to instrument register control. • Run ATTEST and Bouwie Dick for quality control.

**POST** : **HUMAN RESOURCE OFFICERS (X17 POSTS): LEVEL 5:**  
**REFERENCE NO.** : **G406/2020**  
**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**  
**SALARY** : **R 173 703.00 per annum**

**Other Benefits:** -13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

**REQUIREMENTS FOR THE ABOVE POST:-**

- Standard10/Grade 12 Certificate

**RECOMMENDATIONS:-**

- A minimum of 6 months experience in Human Resource environment.

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-**

*The incumbents of these posts will report to the Senior Human Resource Officer: and will be responsible to provide administrative support and services to enable effective and efficient services within the Unit. The ideal candidate must:-* •Have organizational and time management skills, enabling timeous availability of data. • Have knowledge of the legislative and policy framework informing the area of operation. • Have the ability to prioritise issues and other work related matters and to comply with time frames set. • Have excellent inter-personal and communication skills (both verbal and written). • Have the ability to correctly capture information in writing (professional submissions and reports). • Have high levels of accuracy and attention to detail. • Be computer literate.

**KEY PERFORMANCE AREAS:-** • Provide clerical support duties to the Unit to enable the attainment of predetermined goals and objectives. •Conduct effective and efficient information flow and document tracking for the Unit. • Procure goods and services for the Unit according to Departmental Policies and Delegations. • Implement and maintain office processes and ensure professional assistance and advice when delivering services to clients of the unit. • Render personnel administration clerical support within the unit. • Provide financial administration support services within the unit.

**POST** : **FINANCE CLERK (7X POSTS): LEVEL 5:**  
**REFERENCE NO.** : **G407/2020**  
**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**  
**SALARY** : **R 173 703.00 per annum**

**Other Benefits:** -13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

**REQUIREMENTS FOR THE ABOVE POSTS:-**

- Grade 12 Certificate / Senior Certificate

**PLUS**

**RECOMMENDATION:-** •

- A minimum of 6 months experience in Finance administrative Officer.

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-**

*• The incumbent of this post will report to the Assistant Manager: Finance, and will be responsible to provide central finance and accounting services with a view to safe guard funds available to the Department and to provide an efficient and effective finance service, of state monies and Reconciliation of the Departments bank statements. The ideal candidate must:-* •Possess expert knowledge and through understanding of the operational framework related to finance Services for the Department. •Possess knowledge of the legislative and policy imperatives informing the area of operation namely PMFA, DORA and Treasury regulations. •Have the ability to prioritize issues and other work related matters and comply with deadlines and time frames set down. •High levels of accuracy are required.

**KEY PERFORMANCE AREAS:-** •Participate in the analysis of Legislative imperatives and best practices with a view to assist with a development of an efficient and effective banking system for the

Department. •Ensure an efficient and effective finance System for the Department whereby all bank interfaces are cleared. •Ensure that all state monies that are due to the Department are being paid into the Provincial Bank Account and investigate all unallocated credit transactions through the Provincial Banker. •Clear the General Ledger Accounts for control responsibility and analyse each account by a monthly basis. •Prepare reconciliations for submissions to Reporting whereby the ageing of these accounts will be included in a consolidated excel spreadsheet supplied by Provincial Treasury for their information and action. Respond to oral and written enquires, regular liaison with Provincial Banker, Institutions and other Government Departments. •Verify and process recalls from the bank, exceeded item limit payments and creditors payments. Be computer literate.

**POST** : **SUPPLY CHAIN MANAGEMENT CLERKS: (X14POSTS): LEVEL 5:**

**REFERENCE NO.** : **G408/2020**

**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**

**SALARY** : **R 173 703.00 per annum**

**Other Benefits:** -13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

**REQUIREMENTS FOR THE ABOVE POSTS:-**

- A minimum of 6 months experience in Supply Chain Management environment.

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-** The incumbent of this post will report to the Senior Supply Management Officer. And will be responsible to render supply chain management (SCM) clerical services. The ideal candidate must:-  
• Possess in- depth knowledge of financial prescript i.e. PFMA, Treasury Regulations and all SCM prescripts.  
• Possess in-depth knowledge of Supply Chain Management.  
• Have good verbal and written communication skills.  
• Have high level of accuracy.  
• Have good organizational, planning, problem solving and team building skills.  
Have the ability to work under pressure.

**KEY PERFORMANCE AREAS:-**  
• Render clerical support effectively to Acquisition Management Services in compliance with supply chain management policies.  
• Render clerical support effectively to Contract Management Services in compliance with supply chain management policies.  
• Render clerical support effectively to Contract Management Services in compliance with supply chain management policies.  
• Render clerical support effectively to Technical Support Services in compliance with supply chain management policies.  
• Render clerical support effectively to Secretariat Services in compliance with supply chain management policies.  
• Physical resources management.

**POST** : **CLEANING (SUPERVISOR) X 17 POSTS: LEVEL 4:**

**REFERENCE NO.** : **G409/2020**

**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**

**SALARY** : **R 145 281.00 per annum**

**Other Benefits:** -13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

**REQUIREMENTS FOR THE ABOVE POST:-**

- Standard 8/Grade 10 Certificate

**RECOMMENDATIONS:-**

- A minimum of two (2) year's experience in cleaning services environment.

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-**

*The incumbents of these posts will report to the Assistant Director: Systems, and will be responsible to supervise cleaning services. The ideal candidate must:-* •Have knowledge of cleaning equipment. • Have excellent inter-personal and communication skills (both verbal and written).

**KEY PERFORMANCE AREAS:-** • Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms. •**MANAGE AND ENSURE THE MAINTENANCE OF CLEANING MATERIALS AND EQUIPMENT.** •Ensure maintenance and replacement of cleaning machines and equipment. • Make a requisition and issue cleaning materials. • **SUPERVISE CLEANERS.** • Perform administrative and related functions. • Provide guidance and advice to cleaners. • Develop and update the cleaning roster.

**POST** : **FOOD SERVICE ORDERLY: LEVEL 3 (8 POSTS)**

**REFERENCE NO.** : **G410/2020**

**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL:**

**SALARY** : **R122 595.00 per annum**

**OTHER BENEFITS** :  
- 13<sup>TH</sup> Cheque  
- Medical Aid (Optional)  
- Housing Allowance; Employee must meet prescribed requirements

**REQUIREMENTS FOR THE ABOVE POST:-**

- Basic Education (ABET) • No experience required

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:** • Basic knowledge of food preparation • Supervisory skills • Communication Skills • Planning and organizing skills • Numeracy skills.

**KEY PERFORMANCE AREAS:** Supervise the cooking and serving of food by the staff on a daily basis  
• Ensure that hygienic environment is maintained in the Kitchen at all times • do stocktaking of the stores  
• Keep records of all account payments• Report damaged equipment for repairs.



**POST** : **GROUNDSMAN (12 X POSTS) : LEVEL 2:**  
**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**  
**REFERENCE NO.** **G411/2020**

**SALARY** : **R102 534 per annum**

**OTHER BENEFITS** :  
- 13<sup>TH</sup> Cheque  
- Medical Aid (Optional)  
- Housing Allowance; Employee must meet prescribed requirements

**REQUIREMENTS:** • ABET (below standard 8 or Grade 10) • No experience required

**KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:** • Gardening practices

**KEY PERFORMANCE AREAS:** • To maintain grounds • Maintain premises and surroundings • Clean premises and surroundings Empty dirt bins. Maintain the garden Watering the garden • Prune and trim flowers and trees • Mow the grass • Remove weeds and garden refuse • Apply insecticides • Cultivate the soil for trees and flowers Maintain gardening equipment and tools • Detect and report malfunctioning of gardening equipment and tools • Repair minor defects of gardening equipment and tools.

**POST** : **HANDYMEN (8X POSTS): LEVEL 3:**  
**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL:**  
**REFERENCE NO.** **G412/2020**

**SALARY** : **R122 595 per annum**

**OTHER BENEFITS** :  
- 13<sup>TH</sup> Cheque  
- Medical Aid (Optional)  
- Housing Allowance; Employee must meet prescribed requirements

**REQUIREMENTS:** • ABET level 4 Basic education (below standard 8 or Grade 10) • 0 to 3 months appropriate experience.

**KEY PERFORMANCE AREAS:** • To maintain office buildings and equipment • Maintenance of office buildings • Conduct regular building inspections • Attend to minor electrical, plumbing and carpentry problems • Maintenance of office equipment and furniture • Repair broken furniture and equipment • Report defects • Safekeeping of maintenance tools and supplies.

**POST** : **FOOD SERVICES AID (30 X POSTS): LEVEL 2:**  
**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL:**  
**REFERENCE NO.** **G413/2020**  
**SALARY** : **R102 534.00 per annum**  
**OTHER BENEFITS** :  
- 13<sup>TH</sup> Cheque  
- Medical Aid (Optional)  
- Housing Allowance; Employee must meet prescribed requirements

**APPOINTMENT REQUIREMENTS:** • Basic education below (standard 8 or Grade 10) - ABET

**KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED** • Knowledge of food preparation • Knowledge of hygiene standards • Cooking

**KEY PERFORMANCE AREAS:** • To perform all tasks emanating from the preparation and serving of food • To prepare and serve food • To supply water to employees • To keep the kitchen, boardroom and food storage area clean and tidy • To pack supplies received in the food storage area • To wash, dry and pack cutlery.

**POST** : **DRIVER (HEAVY DUTY VEHICLE: (1 POST) LEVEL 4:**  
**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL:**  
**REFERENCE NO.** **G354/2020**  
**SALARY** : **R145 281.00 per annum**  
**OTHER BENEFITS** :  
- 13<sup>TH</sup> Cheque  
- Medical Aid (Optional)  
- Housing Allowance; Employee must meet prescribed requirements

**REQUIREMENTS:** • ABET (Below standard 8 or Grade 10) • A valid driver's license Code CI (Code 10)

**KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED** • Basic Knowledge of the Public Service • Knowledge of Transport Policies, prescripts, rules and regulations • Knowledge of National Road Regulations & Road Traffic Act • Driving • In-service training

**KEY PERFORMANCE AREAS** • To provide transport services at the institution • Drive heavy motor vehicle to transport goods and passengers as directed • Undertake routine maintenance checks on the vehicles • Ensure the safekeeping of the vehicle • Report defects to the supervisor • Keep accurate records and log sheets with regard to vehicles and goods

**POST** : **DRIVER / MESSENGER (4 POSTS) : LEVEL 3:**  
**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**  
**REFERENCE NO.** **G414/2020**

GROWING KWAZULU-NATAL TOGETHER

**SALARY** : R122 595.00 per annum

**OTHER BENEFITS** :  
- 13<sup>TH</sup> Cheque  
- Medical Aid (Optional)  
- Housing Allowance; Employee must meet prescribed requirements

**REQUIREMENTS:** • Basic education (ABET) below Standard 8 (Grade 10) • A valid driver's license Code CI (Code 10) • 7-12 months Appropriate experience

**KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED** • Knowledge of working area • Driving skills

**KEY PERFORMANCE AREAS** • Provide driving services to staff, students, equipment and any other relevant tasks • Complete administrative valid trip authority forms before journeys • Provide state vehicles care by ensuring routine maintenance • Ensure correct and accurate mileage and occurrences during trips • Ensure handing over of state vehicles accordingly.

**POST** : **PRINCIPAL LINEN ORDERLY (1 POST): LEVEL 5:**

**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**

**REFERENCE NO.** G415/2020

**SALARY** : R173 703.00 per annum

**OTHER BENEFITS** :  
- 13<sup>TH</sup> Cheque  
- Medical Aid (Optional)  
- Housing Allowance; Employee must meet prescribed requirements

**REQUIREMENTS:** • Standard 10 or (Grade 12) • No experience required

**KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:** • Basic knowledge of equipment used • Linen skills

**KEY PERFORMANCE AREAS:** • To provide linen services to the institution to ensure that all linen is maintained efficiently and effectively in terms of laundry prescripts. • Receive and record all clean and new linen • Receive clean/new linen from laundry section or stores section • Record all linen in linen room • Record linen delivered to sections • Check the daily movement sheet of linen from section • Ensure linen is sorted and verify linen required by section e.g. blue green, white etc. • Ensure the counting and recording of linen required by sections. • Check and record actual amount of linen required by sections prior to delivery • Ensure the delivery of linen as required by sections. Perform stock taking of linen room and sections e.g. sheets, gowns, pyjamas etc. • Count all linen in the linen room and sections • Verify the number of linen items in terms of records • Record linen types, number and status • Report linen Stock and status to laundry manager • Report linen related problems to laundry manager • Report on status of linen e.g. unclean linen from laundry section • Ordering of new linen • Stock theft of linen in the linen room and section • Maintenance of linen room e.g. lights etc. • Status of linen delivery per week to sections etc. • Ensure the linen room is kept clean • Check that staff sweep, mop and clean linen room • Report problems related to linen room to the Laundry

**POST** : **LINEN ORDERLIES (15 POSTS) : LEVEL 3:**  
**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**  
**REFERENCE NO.** : **G416/2020**  
**SALARY** : **R122 595.00 per annum**  
**OTHER BENEFITS** :  
- 13<sup>TH</sup> Cheque  
- Medical Aid (Optional)  
- Housing Allowance; Employee must meet prescribed requirements

**APPOINTMENT REQUIREMENTS:** • Basic education (Below standard 8 or Grade 10) ABET

**KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:** • Knowledge of laundry prescripts • Organisational skills

**KEY PERFORMANCE AREAS**• To provide linen services to the institution to ensure that all linen are maintained efficiently and effectively in terms of laundry prescripts • Receive, sort, count and record all clean and new linen • Sort, count and record clean delivered to the various sections • Perform stocktaking of linen in the linen room and sections, e.g. pyjamas, sheets towels, etc. • Report linen related problems to the Laundry Manager • Clean and tidy the linen room

**POST** : **MORTUARY ASSISTANT (4 XPOSTS): LEVEL 4**  
**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL:**  
**REFERENCE NO.** : **G417/2020**  
**SALARY** : **R 145 281.00 per annum**  
**OTHER BENEFITS** :  
- 13<sup>TH</sup> Cheque  
- Medical Aid (Optional)  
- Housing Allowance; Employee must meet prescribed requirements

**REQUIREMENTS:** • Standard 8 (Grade 10) • No experience required

**KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:** • Knowledge of post-mortem procedures

**KEY PERFORMANCE AREAS:** Apply dissection techniques through basic knowledge of anatomy and physiology • Collection, labelling, storage and transport of specimens so as to maintain the chain of custody in terms of legal requirements. • Maintenance of equipment, instruments and post-mortem rooms to ensure a safe and hygienic work environment by minimisation/elimination of risks. • ensure the use of personal protective wear in the post-mortem rooms. • To be involved with administrative procedures of the mortuary and to adhere to correct protocols when dealing with public and bereaved families.

**POST** : **PORTER: LEVEL 2 (X 20 POSTS)**

**REFERENCE NO.** : **G418/2020**

**CENTRE** : **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL:**

**SALARY** : **R102 534.00per annum**

**OTHER BENEFITS** : 13<sup>th</sup> Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

**REQUIREMENTS** : Basic Education (below standard 8) - AET

**KNOWLEDGE, SKILLS, & COMPETENCIES** The incumbent of this post will responsible to provide pottering services which facilitates timeous and accurate delivery and receipt of patients to ward and corpses to mortuary. The ideal must possess:- Possess basic knowledge of patient care. Communication skills

**KEY PERFORMANCE AREAS** Push wheel chairs and stretchers to transport patients safely between different wards in the hospital. • Push stretches to transport dead bodies from wards to mortuary • Transport specimen frim ward to laboratory of from laboratory to wards. • Assist/ accompany walking patients to respective wards. • Report faults on patient's wheelchairs and stretchers to the Supervisor.

**ALL APPLICATIONS SHOULD BE FORWARDED AS FOLLOWS:**

**TO BE HAND DELIVERED**

**DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL  
330 BHEJANE STREET  
KWAMASHU  
4360**

**OR**

**ETHEKWINI HEALTH DISTRICT OFFICE  
HIGHWAY HOUSE  
83 JAN SMUTS HIGHWAY  
MAYVILLE  
DURBAN**

**TO BE POSTED**

**DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL  
PRIVATE BAG X11  
KWAMASHU  
4360**