

defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/148 : **STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/SB/S16/40/10/2025 (X5 POSTS)**
(5 months contract)

SALARY : Grade 1: R220 614 - R250 500 per annum, (OSD)
Grade 2: R262 287 - R298 932 per annum, (OSD)
Grade 3: R306 798 – R382 107 per annum, (OSD)

CENTRE REQUIREMENTS : Sarah Baartman District
: Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.

DUTIES : To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms Z Sulo Tel No: (041) 408 8509 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/149 : **DATA CAPTURER REF NO: ECHEALTH/DC/ANZO/S16/41/10/2025 (X30 POSTS)**
(5 months contract)

SALARY : R193 359 – R227 766 per annum (Level 04)

CENTRE REQUIREMENTS : Alfred Nzo District
: National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update

		and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Mr K Praitel Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/150</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/AMA/S16/42/10/2025 (X30 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Amathole District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/151</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/BCM/S16/43/10/2025 (X30 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Buffalo City Metro District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms N Jaceni Tel No: (043) 7433 006/057 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/152</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/CH/S16/44/10/2025 (X30 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Chris Hani District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on

		computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Mr L Solomane Tel No: (045) 8071110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/153</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/JGQ/S16/45/10/2025 (X29 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Joe Gqabi District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/154</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/NMM/S16/46/10/2025 (X30 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R 227 766 per annum (Level 04)
<u>CENTRE</u>	:	Nelson Mandela Metro District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/155</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/ORT/S16/47/10/2025 (X30 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register

		and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/156</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/SB/S16/48/10/2025 (X30 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Sarah Baartman District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms Z Sulo Tel No: (041) 408 8509 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/157</u>	:	<u>CHAIRMANSHIP / CHAIRPERSON REF NO: ECHEALTH/ECCC/CHP/02/10/2025</u>
<u>SALARY</u>	:	The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.
<u>CENTRE</u>	:	Nelson Mandela Metro, Eastern Cape College of Emergency Care
<u>REQUIREMENTS</u>	:	An independent non-executive of the college and be free from conflicts of interest. A sound understanding of the higher education environment and experience in higher education/institution of higher learning activities ensuring availability of functional college council committees; Broad understanding of financial management, good governance as per King IV report and ability to support the college in ensuring availability of adequate resources including finances; A visionary and open-minded on critical matters of an academic institution, Excellent leadership, communication, negotiation and interpersonal skills and demonstrable ability to exercise fiduciary responsibilities without any self-interest; Ability to account to stakeholders for college performance. Commitment to the institution and its well-being with solid grasp of strategic and other forms of institutional planning; Understanding of the funding environment of higher education institution; Ability to analyse and interpret budgets and financial statements; Ability to re-prioritise institutional goals and targets in light of changed circumstances; Understanding of the audit and risk context within which higher education institutions function; Grasp of the legislative and regulatory environment and general legal processes within which higher education institutions operate; Sound understanding of human resource systems and processes; Understanding of the role IT plays in all institutional facets; Experience in multiple project management; Ability to interpret changing social situations impacting on the institution; Clear understanding of the distinction between governance and management in large.
<u>DUTIES</u>	:	Provide good governance and leadership to the college community. Prepares the agenda with the Principal and Registrar: Administration. Chairs the meeting and ensures proceedings run smoothly. Ensure meetings are properly organised and quorum is met. Ensure there is full and balanced participation of members in meeting. Facilitates voting on motions at the meetings. Ensure