

CLOSING DATE: 7 November 2025

Applications are submitted via one of the following options: on <https://erecruitment.ecotp.gov.za/> which is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [RecruitmentHeadOffice.gov.za](mailto:RecruitmentHeadOffice.gov.za) (NB: FOR TECHNICAL GLITCHES ONLY – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related e-Recruitment enquiries to the specified email address: [RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za). For more information, please contact Ms. S Ndlabhu Tel no: 040 608 1272

NOTE: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Eastern Cape Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

POST: CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO.  
ECHEALTH/CPC/ANZO/S16/01/10/2025 (3 POSTS) – 5 MONTHS CONTRACT  
SALARY: R549 192 – R629 121 per annum (OSD)  
GRADE 1: R549 192 – R629 121 per annum (OSD)  
CENTRE: Alfred Nzo District

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

DUTIES: Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC,

staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.

Enquiries: Mr K Praim no: 039 797 6070 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO.  
ECHEALTH/CPC/AMA/S16/02/10/2025 (4 POSTS) – 5 MONTHS CONTRACT  
SALARY: R549 192 – R629 121 per annum (OSD)  
GRADE 1: R549 192 – R629 121 per annum (OSD)  
CENTRE: Amathole District

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

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Enquiries: Ms Njokweni no: 043 709 2487/2532 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO.  
ECHEALTH/CPC/BCM/S16/03/10/2025 (3 POSTS) – 5 MONTHS CONTRACT  
SALARY: R549 192 – R629 121 per annum (OSD)  
GRADE 1: R549 192 – R629 121 per annum (OSD)  
CENTRE: Buffalo City Metro District

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

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Enquiries: Ms N Jaceni Tel. No. 043 7433 006/057 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO.  
ECHEALTH/CPC/CH/S16/04/10/2025 (4 POSTS) – 5 MONTHS CONTRACT

SALARY: R549 192 – R629 121 per annum (OSD)

GRADE 1: R549 192 – R629 121 per annum (OSD)

CENTRE: Chris Hani District

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

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Enquiries: Mr L Solomane Tel no: 045 8071110/1101 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO.  
ECHEALTH/CPC/JGQ/S16/05/10/2025 (3 POSTS) – 5 MONTHS CONTRACT

SALARY: R549 192 – R629 121 per annum (OSD)

GRADE 1: R549 192 – R629 121 per annum (OSD)

CENTRE: Joe Gqabi District

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

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Enquiries: Mr JS Ndzinde – Tel no: 051 633 9631 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO.  
ECHEALTH/CPC/MM/S16/06/10/2025 (3 POSTS) – 5 MONTHS CONTRACT  
SALARY: R549 192 – R629 121 per annum (OSD)  
GRADE 1: R549 192 – R629 121 per annum (OSD)  
CENTRE: Nelson Mandela Metro District

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

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Enquiries: Ms D Davids Tel no: 041 391 8164 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO.  
ECHEALTH/CPC/ORT/S16/07/10/2025 (4 POSTS) – 5 MONTHS CONTRACT  
SALARY: R549 192 – R629 121 per annum (OSD)  
GRADE 1: R549 192 – R629 121 per annum (OSD)  
CENTRE: OR Tambo District

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General

Nursing.

DUTIES: Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.

Enquiries: Ms A Sokutu Tel no: 047 502 9000 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO.  
ECHEALTH/CPC/SB/S16/08/10/2025 (3 POSTS) – 5 MONTHS CONTRACT

SALARY: R549 192 – R629 121 per annum (OSD)

GRADE 1: R549 192 – R629 121 per annum (OSD)

CENTRE: Sarah Baartman District

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

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Enquiries: Ms A Sokutu Tel no: 047 502 9000 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PNG/ANZO/S16/09/10/2025 (18 POSTS) – 5 MONTHS CONTRACT

SALARY: R324 384 - R610 662 per annum (OSD)

GRADE 1: R324 384 - R382 107 per annum (OSD)

GRADE 2: R396 132 - R466 623 per annum (OSD)

GRADE 3: R476 367 - R610 662 per annum (OSD)

CENTRE: Alfred Nzo District

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

Enquiries: Mr K Praim no: 0397976070 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PNG/AMA/S16/10/10/2025 (19 POSTS) – 5 MONTHS CONTRACT

SALARY: R324 384 - R610 662 per annum (OSD)

GRADE 1: R324 384 - R382 107 per annum (OSD)

GRADE 2: R396 132 - R466 623 per annum (OSD)

GRADE 3: R476 367 - R610 662 per annum (OSD)

CENTRE: Amathole District

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[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PNG/BCM/S16/11/10/2025 (18 POSTS) -5 MONTHS CONTRACT

SALARY: R324 384 - R610 662 per annum (OSD)  
GRADE 1: R324 384 - R382 107 per annum (OSD)  
GRADE 2: R396 132 - R466 623 per annum (OSD)  
GRADE 3: R476 367 - R610 662 per annum (OSD)  
CENTRE: Buffalo City Metro District

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

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[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PNG/CH/S16/12/10/2025 (19 POSTS) – 5 MONTHS CONTRACT

SALARY: R324 384 - R610 662 per annum (OSD)  
GRADE 1: R324 384 - R382 107 per annum (OSD)  
GRADE 2: R396 132 - R466 623 per annum (OSD)  
GRADE 3: R476 367 - R610 662 per annum (OSD)  
CENTRE: Chris Hani District

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

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Enquiries: Mr L Solomane Tel no: 045 8071110/1101 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PNG/JGQ/S16/13/10/2025 (18 POSTS) – 5 MONTHS CONTRACT

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POST: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PNG/NMM/S16/14/10/2025 (18 POSTS) –

5 MONTHS CONTRACT

SALARY: R324 384 - R610 662 per annum (OSD)  
GRADE 1: R324 384 - R382 107 per annum (OSD)  
GRADE 2: R396 132 - R466 623 per annum (OSD)  
GRADE 3: R476 367 - R610 662 per annum (OSD)  
CENTRE: Nelson Mandela Metro

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

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POST: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PNG/ORT/S16/15/10/2025 (19 POSTS) – 5 MONTHS CONTRACT

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GRADE 3: R476 367 - R610 662 per annum (OSD)

CENTRE: Sarah Baartman District

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

Enquiries: Ms Z Sulo Tel no: 041 408 8509 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/ANZO/S16/17/10/2025 (3 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Alfred Nzo District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of

National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

DUTIES: Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

Enquiries: Mr K Praim no: 0397976070 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/AMA/S16/18/10/2025 (3 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Amathole District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

DUTIES: Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

Enquiries: Ms Njokweni no: 043 709 2487/2532 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/BCM/S16/19/10/2025 (2 POSTS) – 5 MONTHS  
CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Buffalo City Metro District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

DUTIES: Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

Enquiries: Ms N Jaceni Tel. No. 043 7433 006/057 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/CH/S16/20/10/2025 (2 POSTS) – 5 MONTHS  
CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Chris Hani District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

DUTIES: Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

Enquiries: Mr L Solomane Tel no: 045 8071110/1101 or e-Recruitment Enquiries: [RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/JGQ/S16/21/10/2025 (2 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Joe Gqabi District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

DUTIES: Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

Enquiries: Mr JS Ndzinde – Tel no: 051 633 9631 or e-Recruitment Enquiries: [RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/NMM/S16/22/10/2025 (2 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Nelson Mandela Metro District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

DUTIES: Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

Enquiries: Ms D Davids Tel no: 041 391 8164 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/ORT/S16/23/10/2025 (3 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: OR Tambo District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

DUTIES: Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical

personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

Enquiries: Ms A Sokutu Tel no: 047 502 9000 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/SB/S16/24/10/2025 (3 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Sarah Baartman District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISSA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

DUTIES: Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

Enquiries: Ms Z Sulo Tel no: 041 408 8509 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/ANZO/S16/25/10/2025 (4 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Alfred Nzo District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES: Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

Enquiries: Mr K Praim no: 039 797 6070 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/AMA/S16/26/10/2025 (4 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Amathole District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

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networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

Enquiries: Ms Njokweni no: 043 709 2487/2532 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/BCM/S16/27/10/2025 (4 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Buffalo City Metro District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

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Enquiries: Ms N Jaceni Tel. No. 043 7433 006/057 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/CH/S16/28/10/2025 (4 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Chris Hani District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and

experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/IP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

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Enquiries: Mr L Solomane Tel no: 045 8071110/1101 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/JGQ/S16/29/10/2025 (4 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Joe Gqabi District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/IP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

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monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

Enquiries: Mr JS Ndzinde – Tel no: 051 633 9631 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/NMM/S16/30/10/2025 (4 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Nelson Mandela Metro District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

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Enquiries: Ms D Davids Tel no: 041 391 8164 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/ORT/S16/31/10/2025 (5 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: OR Tambo District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of

desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES: Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

Enquiries: Ms A Sokutu Tel no: 047 502 9000 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/SB/S16/32/10/2025 (4 POSTS) – 5 MONTHS CONTRACT

SALARY: R325 101– R382 959 per annum (Level 7)

CENTRE: Sarah Baartman District

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES: Repair of computer equipment e.g. servers, PCs and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

Enquiries: Ms Z Sulo Tel no: 041 408 8509 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/ANZO/S16/33/10/2025 (4 POSTS) – 5 MONTHS CONTRACT

SALARY: R 220 614 - R382 107 per annum (OSD)

GRADE 1: R 220 614 - R250 500 per annum (OSD)

GRADE 2: R 262 287 - R298 932 per annum (OSD)

GRADE 3: R 306 798 – R 382 107 per annum (OSD)

CENTRE: Alfred Nzo District

REQUIREMENTS: 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: Mr K Praim no: 039 797 6070 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/AMA/S16/34/10/2025 (5 POSTS) – 5 MONTHS CONTRACT

SALARY: R 220 614 - R382 107 per annum (OSD)

GRADE 1: R 220 614 - R250 500 per annum (OSD)

GRADE 2: R 262 287 - R298 932 per annum (OSD)

GRADE 3: R 306 798 – R 382 107 per annum (OSD)

CENTRE: Amathole District

REQUIREMENTS: 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 Njokweni no: 043 709 2487/2532 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/BCM/S16/35/10/2025 (5 POSTS) – 5 MONTHS CONTRACT

SALARY: R 220 614 - R382 107 per annum (OSD)  
GRADE 1: R 220 614 - R250 500 per annum (OSD)  
GRADE 2: R 262 287 - R298 932 per annum (OSD)  
GRADE 3: R 306 798 – R 382 107 per annum (OSD)  
CENTRE: Buffalo City Metro

REQUIREMENTS: 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 N Jaceni Tel. No. 043 743 3006/057 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/CH/S16/36/10/2025 (4 POSTS) – 5 MONTHS CONTRACT

SALARY: R 220 614 - R382 107 per annum (OSD)  
GRADE 1: R 220 614 - R250 500 per annum (OSD)  
GRADE 2: R 262 287 - R298 932 per annum (OSD)  
GRADE 3: R 306 798 – R 382 107 per annum (OSD)  
CENTRE: Chris Hani District

REQUIREMENTS: 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: Mr L Solomane Tel no: 045 8071110/1101 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/JGQ/S16/37/10/2025 (5 POSTS) – 5 MONTHS CONTRACT

SALARY: R 220 614 - R382 107 per annum (OSD)

GRADE 1: R 220 614 - R250 500 per annum (OSD)

GRADE 2: R 262 287 - R298 932 per annum (OSD)

GRADE 3: R 306 798 – R 382 107 per annum (OSD)

CENTRE: Joe Gqabi District

REQUIREMENTS: 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: Mr JS Ndzinde – Tel no: 051 633 9631 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/NMM/S16/38/10/2025 (5 POSTS) – 5 MONTHS CONTRACT

SALARY: R 220 614 - R382 107 per annum (OSD)

GRADE 1: R 220 614 - R250 500 per annum (OSD)

GRADE 2: R 262 287 - R298 932 per annum (OSD)

GRADE 3: R 306 798 – R 382 107 per annum (OSD)

CENTRE: Nelson Mandela Metro District

REQUIREMENTS: 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 D Davids Tel no: 041 391 8164 or e-Recruitment Enquiries: [RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/ORT/S16/39/10/2025 (5 POSTS) – 5 MONTHS CONTRACT

SALARY: R 220 614 - R382 107 per annum (OSD)

GRADE 1: R 220 614 - R250 500 per annum (OSD)

GRADE 2: R 262 287 - R298 932 per annum (OSD)

GRADE 3: R 306 798 – R 382 107 per annum (OSD)

CENTRE: OR Tambo District

REQUIREMENTS: 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 A Sokutu Tel no: 047 502 9000 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/SB/S16/40/10/2025 (5 POSTS) – 5 MONTHS CONTRACT

SALARY: R 220 614 - R382 107 per annum (OSD)

GRADE 1: R 220 614 - R250 500 per annum (OSD)

GRADE 2: R 262 287 - R298 932 per annum (OSD)

GRADE 3: R 306 798 – R 382 107 per annum (OSD)

CENTRE: Sarah Baartman District

REQUIREMENTS: 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 e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: DATA CAPTURER REF NO. ECHEALTH/DC/ANZO/S16/41/10/2025 (30 POSTS) – 5 MONTHS CONTRACT

SALARY: R 193 359 – R 227 766 per annum (Level 4)

CENTRE: Alfred Nzo District

REQUIREMENTS: 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.

Enquiries: Mr K Praim no: 039 797 6070 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: DATA CAPTURER REF NO. ECHEALTH/DC/AMA/S16/42/10/2025 (30 POSTS) – 5 MONTHS CONTRACT

SALARY: R 193 359 – R 227 766 per annum (Level 4)

CENTRE: Amathole District

REQUIREMENTS: 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.

Enquiries: Ms Njokweni no: 043 709 2487/2532 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: DATA CAPTURER REF NO. ECHEALTH/DC/BCM/S16/43/10/2025 (30 POSTS) – 5 MONTHS CONTRACT

SALARY: R 193 359 – R 227 766 per annum (Level 4)

CENTRE: Buffalo City Metro District

REQUIREMENTS: 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.

Enquiries: Ms N Jaceni Tel. No. 043 7433 006/057 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: DATA CAPTURER REF NO. ECHEALTH/DC/CH/S16/44/10/2025 (30 POSTS) – 5 MONTHS CONTRACT  
SALARY: R 193 359 – R 227 766 per annum (Level 4)

CENTRE: Chris Hani District

REQUIREMENTS: 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.

Enquiries: Mr L Solomane Tel no: 045 8071110/1101 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: DATA CAPTURER REF NO. ECHEALTH/DC/JGQ/S16/45/10/2025 (29 POSTS) – 5 MONTHS CONTRACT  
SALARY: R 193 359 – R 227 766 per annum (Level 4)

CENTRE: Joe Gqabi District

REQUIREMENTS: 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.

Enquiries: Mr JS Ndzinde – Tel no: 051 633 9631 or e-Recruitment Enquiries:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

POST: DATA CAPTURER REF NO. ECHEALTH/DC/NMM/S16/46/10/2025 (30 POSTS) – 5 MONTHS CONTRACT

SALARY: R 193 359 – R 227 766 per annum (Level 4)

CENTRE: Nelson Mandela Metro District

REQUIREMENTS: 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.

Enquiries: Ms D Davids Tel no: 041 391 8164 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: DATA CAPTURER REF NO. ECHEALTH/DC/ORT/S16/47/10/2025 (30 POSTS) – 5 MONTHS CONTRACT

SALARY: R 193 359 – R 227 766 per annum (Level 4)

CENTRE: OR Tambo District

REQUIREMENTS: 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.

Enquiries: Ms A Sokutu Tel no: 047 502 9000 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

POST: DATA CAPTURER REF NO. ECHEALTH/DC/SB/S16/48/10/2025 (30 POSTS) – 5 MONTHS CONTRACT

SALARY: R 193 359 – R 227 766 per annum (Level 4)

CENTRE: Sarah Baartman District

REQUIREMENTS: 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.

Enquiries: Ms Z Sulo Tel no: 041 408 8509 or e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)