

# Moses Kotane wins gold

**Ledig/ Sun City** – The Moses Kotane Sub-District Hospital scooped silver, gold and platinum awards at the North West Department of Health Quality Summit Awards.

The event, held at the Protea Hotel by Marriott Rustenburg Hunters Rest on Monday 24 July, was a joyous occasion marked by song and dance.

The North West Department of Health quality summit awards are aimed at instilling the principles of Batho Pele (meaning putting people first) into public service.

The Moses Kotane Sub-District serves the entire Moses Kotane Municipality area. The Moses Kotane Sub-District was pronounced as the best performing Sub-district in the Bojanala District.

Lekgotla Mokotedi, manager, said after winning the award: "The commitment of my staff in delivering services to our patients is amazing. They go out of their way to ensure quality- even with limited resources at our disposal, coupled with the fact that we are in a rural district, we put our patients first in all that we do."

Silver awards winners included the Mabeskraal CHC and the Ipopeng Clinic. Gold awards went to the Brakuit Clinic, Sesobe Clinic, and the Mononono Clinic.



## VACANCIES

### Contract Supervisor (EE Position)

Urgently needed...  
(Rustenburg Branch)

#### Duties Include, amongst others:

- Responsible for inspect and compiling of daily and weekly reports on hose failures.
- Reporting to mine management on hose failures daily and weekly.
- Responsible for resolving of all queries regarding overtime, weekend labour, leave bonuses.
- Will deliver stock and manage all stock levels at various sites.
- Will do daily capturing of requisitions as well as weekly and monthly stock take at various sites? Surface and underground.
- Manage all existing and new employees' medicals and site specific training.
- Compile safety files and do the risk assessments at all sites

**Minimum Requirements:**

- Matric certificate (minimum).
- Must be able to read, write and converse in English.
- Must be medically fit (Heat tolerance testing required).
- 4year experience in hydraulic hose and fittings
- Driver's license essential (Own Transport)

Please forward your applications to: [jobs@elco.co.za](mailto:jobs@elco.co.za)

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**Closing Date: 31st July 2017**

Please note that preference will be given to HDSA candidates in line with the Company's Employment Equity Policies. Should you not receive feedback within 3 months of submitting your application, please consider your application as unsuccessful.



## VACANCIES

### Site Supervisor / Foreman (EE Position)

Urgently needed...  
(Rustenburg Branch)

#### Duties Include, amongst others:

- Will be responsible for stock control –asses the stock levels, ordering stock as well as stock taking.
- Responsible for the time and attendance registers for all employees working at the mine.
- Responsible for the planning of annual, sick leave as well as informing Management about absenteeism of staff at the mine.
- Will be responsible for issuing PPE as well as controlling all processes.
- Will have to enforce good housekeeping.
- Responsible for the training of hose assemblers as well as enforce risk assessments.
- Responsible for first aid assessing

**Minimum Requirements:**

- Matric certificate (minimum).
- Must be able to read, write and converse in English.
- Must be medically fit (Heat tolerance testing required).
- Must have one to two year experience in similar role.
- Must have a driver's license with own transport.

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## VACANCIES

### Branch Administrator (EE Position)

Urgently needed...  
(Rustenburg Branch)

#### Duties Include, amongst others:

- Management of Branch Debtors & Creditors as well as petty cash.
- Telephonic orders & Buy Outs.
- Drawing up of quotations & general invoices.
- General office duties, banking etc.
- Stock orders from Head Office.
- Establish and maintain relationships with individual or business customers and provide assistance with problems these customers may encounter.
- Internal sales support.
- Prepare reports required by head office.
- Adhere to procedures for custody or control of assets, records and stock to ensure safekeeping.
- Review collection reports to determine the status of collections and the amounts of outstanding balances.
- Supervise the work of office, administrative or customer service

employees to ensure adherence to policy and procedure, quality standards, deadlines, correcting / reporting errors or problems.

- Discuss work flow problems with branch personnel to identify causes and issues and to work on resolving problems.
- Review records or reports pertaining to activities such as stock control and report / action irregularities.

#### Minimum Requirements

- Matric certificate (minimum) plus recognised Administration
- Diploma
- A minimum of 5years experience in a Financial and Administrative environment.
- Knowledge of SYSPRO is essential
- Must have excellent communication and interpersonal skills.

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## VACANCIES

### Hydraulic Hose Assembler (EE Position)

Urgently needed...  
(Rustenburg Branch)

#### Duties Include, amongst others:

- Have to correctly identify hydraulic hoses and fittings required.
- Assemble hoses in accordance with specifications.
- Will be responsible for receiving, dispatch, ordering and packing away of stock on a daily basis.

#### Minimum Requirements

- Matric certificate (minimum).
- Must be able to read, write and converse in English.
- Must be medically fit (Heat tolerance testing required).
- 1 year experience in hydraulic hose assembler preferable.

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