

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
Erratum: Please note that the post of Administration Clerk: Support (Centre: Comprehensive Health Services, Southern/Western Substructure), advertised in PSVC 08 of 2017, has been withdrawn.

OTHER POSTS

POST 09/131 : **DEPUTY DIRECTOR: FINANCE (FINANCIAL ADMINISTRATION AND SUPPLY CHAIN MANAGEMENT)**
Chief Directorate: Metro District Health Services

SALARY : R612 822 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Khayelitsha/Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: 3 Year degree/diploma in Financial Management or SCM field. Experience: Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e. Excel spreadsheets, report-writing, drafting of Word documents and MS PowerPoint presentations). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for the budget control and monitor expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversee the payment process to NPOs. Ensure compliance to finance and supply chain policies, PFMA and regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain Management indicators and performance. Provide oversight and management of professional support services in the sub-structure. Responsible for the Human Resource Management of personnel in the division.

ENQUIRIES : Dr M Phillips, Tel no: (021) 360-4622

APPLICATIONS : The Director: Khayelitsha Eastern Sub-structure, Private Bag X6, Khayelitsha, 7783.

FOR ATTENTION : Mr A Horak

CLOSING DATE : 17 March 2017

POST 09/132 : **OPERATIONAL MANAGER NURSING (GENERAL SURGERY: MALE)**
Chief Directorate: Metro District Health Services

SALARY : R367 815 (PN-A5) per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the (SANC) as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime and weekends as required. Competencies (knowledge/skills): Good managerial, supervisory, basic computer and decision-making skills. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Appropriate experience in surgical care. Proficiency in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Note: A job description is available on request and candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives of the Nursing Division. Coordinate the proper utilisation of physical, human and financial resources in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain

constructive working relationships with nursing personnel and other stakeholders (multi-disciplinary team work). Function as a health care professional according to the applicable norms and standards. Note: A job description is available on request and candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

ENQUIRIES : Ms G Mashaba, Tel no: (021) 360-4200
APPLICATIONS : The Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783.
FOR ATTENTION : Mr A Ernstzen
CLOSING DATE : 17 March 2017

POST 09/133 : **SENIOR ADMINISTRATIVE OFFICER (SUPPORT SERVICES: ENVIRONMENTAL HYGIENE SERVICES)**

SALARY : R262 272 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate plus competencies. Experience: Appropriate experience in specialised cleaning, portering, contract management, waste management and GMT Transport. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge and understanding of Health Care Risk Waste Regulation, 2013, Human Resource Policies, Disciplinary Code and Procedure. Ability to adhere to all departmental requirements, protocols and procedures. Excellent report writing skills and the ability to motivate and train staff. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape. Excellent computer skills (MS Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

DUTIES : (Key result areas/outputs): Manage the Environmental Hygiene Services within the hospital, including service delivery outputs i.e. (pest control, integrated medical and domestic waste-disposal management, porters, specialised cleaning within clinical and non-clinical areas, transport as well as afterhours transport and cleaning of external grounds). Manage and oversee contract management i.e. porters, cleaning, waste management, transport, and any other adhoc contract services. Effective and efficient Human Resource Management i.e. Recruitment and Selection process and Performance Management System, leave management, disciplinary and grievance procedures, project management, training and development of staff. Provide relieve duty in the absence of the EHS Managers and provide support to Supervisor. Conduct compliance checks with regard to National Core Standards, Internal Policies and Practices.

ENQUIRIES : Mr R De Jager, Tel no: (021) 404-3236
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 24 March 2017

POST 09/134 : **CHIEF INDUSTRIAL TECHNICIAN (CLINICAL MEDICAL GAS)**

SALARY : R 262 272 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: National Diploma in Electrical or Mechanical Engineering (T-stream) (or equivalent qualification). Experience: Extensive experience in the field of the Clinical Medical Gas. Inherent requirements of the job: A valid (Code B/EB) (manual) driver's licence. Able to be on standby duties. Competencies (knowledge/skills): Computer literacy. Able to function independently and as part of a team. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Effectively manage the Medical Gas division by ensuring that the maintenance programs are operational and that all preventative maintenance is followed. Effectively supervise and train the Medical Gas division staff. Ensure effective requisition management system in the department. Efficiently manage the administrative tasks within in the department. Perform incident investigations as well as informing the institution's management of any break downs or interruptions to services and ensure that an up to date record of equipment, budget, break downs, service history and routine maintenance is maintained for the department. Liaise with all relevant personal to ensure that Groote Schuur Hospital is within regulations and with service providers and agents to negotiate quotations and obtain technical specifications. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Do standby and call-out duties when required and to comply with inherent in-house systems and procedures.

ENQUIRIES : Mr AK Mgcodo/Mr D Smith, Tel no: (021) 404-6314/6201
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 17 March 2017

POST 09/135 : **BUILDING MANAGEMENT SYSTEM SUPERVISOR**

SALARY : R211 194 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: National Diploma or equivalent (T- or N- or S-Stream) in Electronic Engineering. Experience: Appropriate experience in operation of computer Building Management System (BMS) such as fire systems, access controls, CCTV and etc. Competencies (knowledge/skills): Supervisory skills. Good interpersonal skills, confidence and ability to handle conflict. Knowledge of power-tools and store management. Ability to work under pressure and as a team member as well as on own initiative with minimal or no supervision. Ability to monitor, repairs, perform general maintenance and acknowledge faults through the computer BMS. Ability to carry out general electrical and/or electronic tasks. Extensive computer literate (MS Office: Word, Excel and Outlook). Note: Short-listed candidate may be subjected to a practical test. No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview.

DUTIES : (Key result areas/outputs): Effectively assist the management of BMS that includes the Honeywell XBSI System, Edwards Fire Detection System and the Softcon Security Access Control Systems of the division and ensuring the various service level agreements and preventative maintenance is followed. Effective monitoring, reporting and, or maintaining of all BMS equipment (such as Fire protection systems, of the various medical gas alarms, lift faults and etc) on a 24/7-hour basis. Perform incident investigations as well as informing the institution's management of any break downs or interruptions to services and ensure that an up to date record of equipment, budget, break downs, service history and routine maintenance is maintained for the department. Carry out maintenance, repairs, calibrations, routine inspections and evaluation of electronic medical equipment and, or machinery. Ensure the effective running and maintenance of UPS and batteries. General administrative duties as required by engineering department (i.e. Ensure effective requisition management system, write reports, specifications, contract management and record-keeping of equipment and departmental activities). Supervision and training of staff and control over resources in the Division. Provide optimal support to supervisor, colleagues, technical staff and hospital management.

ENQUIRIES : Mr NK Mbobo, Tel no: (021) 404-6230
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 24 March 2017

POST 09/136 : **ADMINISTRATION CLERK: FINANCE (FEES FOLLOW-UP)**

SALARY : R142 461 per annum, Level 05
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment. Competencies (knowledge/skills): Computer literacy (Excel and Microsoft Word). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS (Clinicom/AR), Finance instructions, PMFA and Treasury Instructions. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Strong sense of confidentiality. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Follow-up on outstanding Hospital Fees Accounts in line with Hospital Fees Manual Chapter 18 and Finance Instruction. Ensure all follow-up procedures as per Hospital Fees Manual and Financial Instructions is maintained. Collect revenue on outstanding hospital accounts. Provide debt relief. General Fees Administration and account related duties. Check the debit and credit of all patient fees received from debtors, funders and other third parties. Ensure invoices are billed as per UPFS and billing requirements. Liaise with Patients, all categories of staff and other external bodies. File, compile stats and perform relief duties.

ENQUIRIES : Ms Z Stewart, Tel no: (021) 404-2212

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini

CLOSING DATE : 10 March 2017

POST 09/137 : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: General Specialist and Emergency Services

SALARY : R142 461 per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA'S) of the post. Experience: Appropriate experience in registering patients on Clinicom/Delta9/any other patient registration system. Appropriate cashier experience. Inherent requirements of the job: Willingness to work shifts, weekends, overtime on short notice, public holidays and night shift. Willingness to rotate and/or relief personnel. Competencies (knowledge/skills): Computer literacy. Good communication and writing skills in at least two of the three official languages of the Western Cape. Knowledge of Hospital Fees Memorandum 18. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Register, assess patients, open folders and raise invoices. Receive money, issue receipts, hand over money to cashier and safe-keeping of state money. Safe custody of patient's belongings. Prepare, scan, index and Quality Assurance of patient folders. Support to supervisor, colleagues and other departments.

ENQUIRIES : Ms L Jaars, Tel no: (044) 805-4524

APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION : Mr MZ Emandien

CLOSING DATE : 24 March 2017

POST 09/138 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: General Specialist and Emergency Services

SALARY : R142 461 per annum

CENTRE : Stikland Hospital (New Beginnings)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime. Competencies (knowledge/skills): Computer literacy (MS Excel and Word). Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Office management; reception function and process and file documentation. Create, register, database maintenance and electronic management of records and responsible for archiving of folders. Assist the Facility Manager in daily administration functions concerning Human Resources, Finance, Asset Management and Supply Chain Management. Type documents, answer telephone; take messages; attend meetings, take minutes and distribute accordingly. Book appointments on Clinicom, NIMS, order folders and capture clinical data as delegated. Ensure timely submission of statistics data as well as collate and compile monthly reports and statistical data.

ENQUIRIES : Ms R Orian, Tel no: (021) 910-5360

APPLICATIONS : The Chief Executive Officer: Stikland Hospital, Private Bag X13, Bellville, 7535.

FOR ATTENTION : Mr CR Solomons

CLOSING DATE : 24 March 2017

POST 09/139 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: General Specialist and Emergency Specialist

SALARY : R142 461 per annum

CENTRE : Stikland Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration and or ward clerk duties. Experience in Clinicom and/or LOGIS. Competencies: (knowledge/skills): Good interpersonal relations skills. Computer literacy: MS Word, Excel and E-mail. Ability to communicate (written and verbally) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs): Render an effective and efficient administrative support service to nursing units. Perform patient related administration tasks on Clinicom as well as folder management. Management of waiting list, manage the entrance/exit of all people to/from the unit and effective. Manage/capture/order and condemn stock and equipment. Manage interdepartmental communication and ensure good relations with groups of interest. Assist with compliance of the Mental Health Care Act.

ENQUIRIES : Ms S Fredericks, Tel no: (021) 940-4416
APPLICATIONS : The Chief Executive Officer: Stikland Hospital, Private Bag X13, Bellville, 7530.
FOR ATTENTION : Mr CR Solomons
CLOSING DATE : 24 March 2017

POST 09/140 : **ADMINISTRATION CLERK: ADMISSIONS (RADIATION ONCOLOGY REGISTRY)**

SALARY : R142 461 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Experience in working with a filing system and Clinicom. Inherent requirements of the job: Must be prepared to assist in other areas within the hospital. Willingness to work shifts and do relief work. Competencies (knowledge and skills): Knowledge or experience in Outpatient clinic environment. Knowledge of the Clinicom system. Knowledge of maintaining a filing system. Good communication skills. Computer literacy (MS Office: Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs): Responsible for getting all Radiation Oncology and general hospital folders ready for the clinics. Draw and file folders daily (General/Buf folders). Locate missing folders and assist research assistants in locating RT folders. Handle telephonic enquires for Outpatients and clinicians. General hospital administrative duties and assist in reception areas. Capture data on Clinicom e.g. folder transfers. Return all hospital folders and x-rays to main Medical Records department daily.

ENQUIRIES : Ms F Mohamed, Tel no: (021) 404-4264
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 24 March 2017

POST 09/141 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND TRANSPORT CLERK)**
Overberg District

SALARY : R142 461 per annum
CENTRE : Swellendam Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Inherent requirements of the job. Valid (Code B/EB) driver's licence. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office package and Outlook). Sound knowledge of Demand and Acquisition Management. Knowledge of PFMA, Finance instructions, Departmental and Treasury Instructions. Extensive knowledge and practical experience of a computerised procurement system such as LOGIS, IPS. Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs): Invite and download quotations via IPS and performing close-outs on IPS. Prepare procurement templates for the Quotation Committee and ensure orders reach suppliers timeously. Assist with the quarterly and annual inventory count and arrange mini contracts. Provide assistance to supervisor and colleagues. Ensure compliance with relevant laws and prescripts pertaining to Supply Chain Management. Maintain the 0-9 file and ensure daily filing is done. Coordinate transport and ensure accurate completion of log books and routine administration.

ENQUIRIES : Ms KT Mitchell, Tel no: (028) 514-1142
APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
CLOSING DATE : 24 March 2017

POST 09/142 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
Chief Directorate: General Specialist and Emergency Specialist

SALARY : Grade 1: R138 138 per annum
Grade 2: R162 714 per annum

CENTRE : Forensic Pathology Services, Beaufort West

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with having achieved English, Mathematics and Life Science and/or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 years' appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to wear a uniform. No Criminal record. Willingness to work alone and to travel for long periods of time. Willingness to work office hours, overtime and standby duties. Ability to lift and work with heavy corpses (mutilated, decomposed and infectious viruses). Ability to be trained in Photography and 4 x 4 vehicle handling. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing in two of the three official languages of the Western Cape. Above-average computer and software literacy in at least MS Excel and Word. Ability to be trained in forensic investigation, evisceration, 4 x 4 vehicle handling and photography skills. Ability to interpret and apply policies. Note: No payment of any kind is required when applying for this posts. Short listed candidates may be subjected to a psychometric and practical test and a security clearance prior to appointment. Please note that serving Forensic Pathology Officers Grade 1 and 2 employed in a permanent capacity who is not in possession of the advertised minimum educational requirement may be considered for a horizontal transfer regardless of the fact that they are not in possession of the aforesaid minimum educational requirement.

DUTIES : (Key result areas/outputs): Effective and efficient recovery, storage and processing of deceased, that includes physically collecting, processing, and safekeeping of corpses, information, exhibits and property from incident scenes. An effective forensic autopsy process rendered in accordance with set standards and guidelines by assisting the forensic pathologist in autopsies (evisceration) and x-raying of corpses. Optimal control of reports and specimens during and after the Forensic Mortuary process including the completion and administration of statements and documentation. Render an efficient support service to the Forensic Pathology Laboratory Manager with regard to the management of the forensic pathology laboratory. Standard Operating Procedures must be adhered to at all times. Accurate and comprehensive capturing of data onto the Forensic Pathology services IT system and any other data basis provided by the department. Attend court cases and deliver testimony when subpoenaed to do so.

ENQUIRIES : Mr J Retief, Tel no: (021) 448-4456

APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

FOR ATTENTION : Mr B Wepener

CLOSING DATE : 24 March 2017

POST 09/143 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
Chief Directorate: General Specialist and Emergency Specialist

SALARY : Grade 1: R138 138 per annum
Grade 2: R162 714 per annum

CENTRE : Forensic Pathology Services, Salt River

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with having achieved English, Mathematics and Life Science and/or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 years appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to wear a uniform. No Criminal record. Willingness to work alone and to travel for long periods of time. Willingness to work 12 hours, weekends, public holidays, night shift, overtime and standby duties. Ability to lift and work with heavy corpses (mutilated, decomposed and infectious viruses). Ability to be trained in Photography and 4 x 4 vehicle handling. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing in two of the three official languages of the Western Cape. Above-average computer and software literacy in at least MS Excel and Word. Ability to be trained in forensic investigation, evisceration, 4 x 4 vehicle handling and photography skills. Ability to interpret and apply policies. Note: No payment of any kind is required when applying for this posts. Short listed candidates may be subjected to a psychometric and practical test and a security clearance prior to appointment. Please note that serving Forensic Pathology Officers Grade 1 and 2 employed in a permanent capacity who is not in possession of the advertised minimum educational requirement may be considered for a horizontal transfer regardless of the fact that they are not in possession of the aforesaid minimum educational requirement.

DUTIES : (Key result areas/outputs): Effective and efficient recovery, storage and processing of deceased, that includes physically collecting, processing, and safekeeping of corpses, information, exhibits and property from incident scenes. An effective forensic autopsy process rendered in accordance with set standards and guidelines by assisting the forensic pathologist in autopsies (evisceration) and x-raying of corpses. Optimal control of reports and specimens during and after the Forensic Mortuary process including the completion and administration of statements and documentation. Render an efficient support service to the Forensic Pathology Laboratory Manager with regard to the management of the forensic pathology laboratory. Standard Operating Procedures must be adhered to at all times. Accurate and comprehensive capturing of data onto the Forensic Pathology services IT system and any other data basis provided by the department. Attend court cases and deliver testimony when subpoenaed to do so.

ENQUIRIES : Mr J Retief, Tel no: (021) 448-4456

APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

FOR ATTENTION : Mr B Wepener

CLOSING DATE : 24 March 2017

POST 09/144 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
Chief Directorate: General Specialist and Emergency Specialist

SALARY : Grade 1: R138 138 per annum
Grade 2: R162 714 per annum

CENTRE : Forensic Pathology Services, Worcester (Stationed at Boland Drainage Area)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with having achieved English, Mathematics and Life Science and/or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 years appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to wear a uniform. No Criminal record. Willingness to work alone and to travel for long periods of time. Willingness to work office hours, overtime and standby duties. Ability to lift and work with heavy corpses (mutilated, decomposed and infectious viruses). Ability to be trained in Photography and 4 x 4 vehicle handling. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing in two of the three official languages of the Western Cape. Above-average computer and software literacy in at least MS Excel and Word. Ability to be trained in forensic investigation, evisceration, 4 x 4 vehicle handling and photography skills. Ability to interpret and apply policies. Note: No payment of any kind is required when applying for this posts. Short listed candidates may be subjected to a psychometric and practical test and a security clearance prior to appointment. Please note that serving Forensic Pathology Officers Grade 1 and 2 employed in a permanent capacity who is not in possession of the advertised minimum educational requirement may be considered for a horizontal transfer regardless of the fact that they are not in possession of the aforesaid minimum educational requirement.

DUTIES : (Key result areas/outputs): Effective and efficient recovery, storage and processing of deceased, that includes physically collecting, processing, and safekeeping of corpses, information, exhibits and property from incident scenes. An effective forensic autopsy process rendered in accordance with set standards and guidelines by assisting the forensic pathologist in autopsies (evisceration) and x-raying of corpses. Optimal control of reports and specimens during and after the Forensic Mortuary process including the completion and administration of statements and documentation. Render an efficient support service to the Forensic Pathology Laboratory Manager with regard to the management of the forensic pathology laboratory. Standard Operating Procedures must be adhered to at all times. Accurate and comprehensive capturing of data onto the Forensic Pathology services IT system and any other data basis provided by the department. Attend court cases and deliver testimony when subpoenaed to do so.

ENQUIRIES : Mr J Retief, Tel no: (021) 448-4456

APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

FOR ATTENTION : Mr B Wepener

CLOSING DATE : 24 March 2017

POST 09/145 : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: General Specialist and Emergency Specialist

SALARY : R119 154 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaner and housekeeping service experience in a hospital environment. Inherent requirements of the job: Willingness to

perform routine structured tasks. Willingness to work shifts, weekends, public holidays and in other departments. Competencies (knowledge /skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Supervisory skills and optimal utilisation of subordinates. Ability to adhere to safety standards. Ability to perform routine structured tasks within Crèche environment. Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs): Maintain a high standard of cleanliness, hygienic and safe environment for the children and personnel. Supervise housekeeping services in crèche. Provides acceptable baby, toddler and child psychosocial and physical care. Supervise the provision of meals and beverages to babies and toddlers. Responsible for teaching and playing activities. Handle and remove domestic and medical waste. Control and issue linen stock as required.

ENQUIRIES : Ms GP Storm, Tel no: (021) 860 2529
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private bag X3012, Paarl, 7620.
FOR ATTENTION : Mr RM Petersen
CLOSING DATE : 24 March 2017

POST 09/146 : **HANDYMAN (ELECTRICAL) 2 POSTS**

SALARY : R119 154 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience and knowledge of electrical installations, lighting, mechanical, electrical plant and equipment, appliances, buildings, and the associated maintenance procedures. Inherent requirements of the job: A Valid (Code B/EB) driver's licence and own reliable transport. Ability to work on ladders and multi-storied buildings. Willingness to work overtime and do standby duties. Competencies (knowledge/skills): Ability to work independently and under pressure, with good organisational as well as team skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act. Note: Candidates may be subjected to a competency test. No payment of any kind will be required when applying for this post.

DUTIES : (Key result areas/outputs): Perform electrical, mechanical and general maintenance of plant, equipment and buildings (including after-hour repairs). Assist Artisans with repairs and installation projects. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Maintain plant rooms, plant, equipment and work areas in a clean and safe condition. Clean restrooms, ablutions and change area for engineering staff.

ENQUIRIES : Mr D Brindley, Tel no: (021) 658-5124
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7701.
FOR ATTENTION : Mr P Petersen
CLOSING DATE : 24 March 2017

POST 09/147 : **HOUSEKEEPING SUPERVISOR 2 POSTS**
Chief Directorate: General Specialist and Emergency Services

SALARY : R119 154 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate housekeeping experience in a hospital environment. Inherent requirement of the Job: Willingness to work shifts, including weekends and public holidays. Competencies (knowledge/skills): Ability to adhere to safety and hygienic standards. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Knowledge of linen and stock control. Knowledge of infection control. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for overall control, perform and co-ordinate tasks related to hygiene and linen services within the ward. Effectively use, maintain and safe-keep supplies and equipment. Supervise Household aid/Cleaners in the ward. Responsible for all administrative duties associated with supervision. Attend in-service training appropriate to service delivery.

ENQUIRIES : Ms S Basardien, Tel no: (021) 402 6485
APPLICATIONS : New Somerset Hospital, Private Bag, Green Point. 8005.
FOR ATTENTION : Mr Z Sonkwala
CLOSING DATE : 24 March 2017

POST 09/148 : **HOUSEHOLD AID**
Chief Directorate: General Specialist and Emergency Services

SALARY : R84 096 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a household/cleaning environment in a ward, hospital/health facility. Experience in stock, assets, linen and equipment control. Inherent requirement of the job: Willingness to work weekends, overtime, public holidays and night-duty. Competencies (knowledge/skills): Basic knowledge of cleaning and the cleaning of equipment. Adhere to safety precautions and ensure adherence to Occupational Health and Safety Policies and cleaning practices. Support to housekeeping supervisor. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Deliver an effective cleaning service (i.e. dust, wash, scrub, polish and refuse removal). Perform general household aid duties such as control of cleaning and household equipment, care and control of linen. Adhere to food management policies, practices and serve meals to patients. Adhere to safety measures, Occupational Health and Safety policies and Infection Prevention Control measures.

ENQUIRIES : Ms RA Fisher, Tel no: (021) 503 5077
APPLICATIONS FOR ATTENTION : The Chief Executive Officer: Alexandra Hospital, Private Bag X1, Maitland, 7405.
CLOSING DATE : Ms P Mokhosoa
24 March 2017

POST 09/149 : **STORES ASSISTANT (SUPPLY CHAIN MANAGEMENT)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R84 096 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate stores experience. Competencies (knowledge/skills): Good interpersonal and communication skills. Good communication skills in at least two of the three official languages in the Western Cape. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Deliver goods to various sections. Deliver store stock to end-users. Assist with safe-keeping of stock. Stock control/update stock on shelves. Sanitise the warehouse. Assist Clerk in the transit area.

ENQUIRIES : Ms M Ludick, Tel no: (021) 860 2760
APPLICATIONS FOR ATTENTION : The Chief Director: Paarl Hospital, Private Bag X3012, Paarl, 7621.
CLOSING DATE : Mr RM Petersen
24 March 2017

POST 09/150 : **HOUSEHOLD AID**
Chief Directorate: General Specialist and Emergency Services

SALARY : R84 096 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning, linen, stock and food related services, in a health service environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty household equipment. Render a shift service on weekends and public holidays, on day and night. Willingness to relieve in other departments and to work overtime as and when required. Competencies (knowledge/skills): Good interpersonal relations and communications skills (oral and written) with supervisor, colleagues and the public. Ability to accept accountability and responsibility and to work independently. Basic knowledge of cleaning and laundry procedures. Ability to read, write and converse in two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for cleaning duties in wards, refuse handling and maintenance of general neatness and hygiene of the area. Prepare plate and serve meals and beverages to patients. Ensure the control of cleaning and household equipment as well as sorting, unpacking and wash/sluice linen and patient clothing. Ensure daily counting of used linen and clean linen. Assist with the routine stock control of linen and non-surgical equipment at ward level as required. Attend in-service training appropriate to service delivery.

ENQUIRIES : Ms V Rhodes/MS BL McKay, Tel no: (021) 370 -1340/1111

APPLICATIONS : The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.

FOR ATTENTION : Mr T Simpson

CLOSING DATE : 17 March 2017

POST 09/151 : **DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: General Specialist and Emergency Specialist

SALARY : R84 096 per annum

CENTRE : Worcester Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in the transportation of Personnel and goods. Inherent requirements of the job: Physically fit to lift and load heavy items. Willingness to be on standby and work overtime. A valid (code B/EB) drivers licence and a PDP permit. Competencies (knowledge/skills): Proficient in at least two of the three official languages of the Western Cape. Ability to work independently and unsupervised. Good interpersonal and safe driving skills. Ability to read and comprehend road directions and traffic signs. Note: Shortlisted candidates will be subjected to complete a practical test. No payment of any kind is required for this post.

DUTIES : Key result areas/outputs: Transport goods and personnel. Maintenance of trip authorities and documentation. Inspect, store, maintain and safe handle vehicles. Adhere to Human Resource policies and prescripts.

ENQUIRIES : Ms DRH Hartnick, Tel no: (023) 348-1140

APPLICATIONS : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms H Swart

CLOSING DATE : 24 March 2017

POST 09/152 : **STORES ASSISTANT**
Chief Directorate: General Specialist and Emergency Specialist

SALARY : R84 096 per annum

CENTRE : Worcester Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a stores environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work independently and in a team. Note: No payment of any kind is required for this post.

DUTIES : Key result areas/outputs: Deliver stock to wards, departments, theatres, clinics and administration building. Ensure issued vouchers are returned to relevant clerk to capture and file. Assist clerk with the receipt, pack, unpack, store and issue stock according to standards. Safe-keeping of consumables and inventory and stock control/update stock on bin cards. Assist clerk with stock take, general duties and keep the store neat, tidy and clean in order to comply with safety regulations.

ENQUIRIES : Mr L Joostenberg, Tel no: (023) 348-1174

APPLICATIONS : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

CLOSING DATE : 24 March 2017

POST 09/153 : **STORES ASSISTANT**
Overberg District

SALARY : R84 096 per annum

CENTRE : Swellendam Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in inventory/stores environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work irregular hours. Ability to carry heavy items. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Receive and count stock items against official purchase order. Pack and unpack items to be stocked on the shelves in store. Label shelves, update bin cards and quality check all products for any damages. Deliver issued stock to end-users and rotate store stock (i.e. first in, last out). Move equipment as required (tables, desks and chairs), clean and maintain storage area in order to ensure compliance to safety regulations. Assist with stock take during AFS/IFS. General office duties, answer and take telephonic messages and send e-mails.

ENQUIRIES : Ms K Mitchell, Tel no: (028) 514-1142

APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Ms A Brits
CLOSING DATE : 24 March 2017

POST 09/154 : **CLEANER 2 POSTS**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R78 066 per annum
CENTRE : Lotus River Community Day Care (1 post), Woodstock Community Day Care (1 post)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: General cleaning, maintenance, sweep, scrub, refuse removal, dust, mop, polish, clean hospital grounds, clean windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Facility manager, Housekeeper and colleagues.

ENQUIRIES : Ms G Jones, Tel no: (021) 703-3132
APPLICATIONS : The Director: Metro District Health Services, Southern/Western sub structure, DP Marais Nurses Home, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION : Mr F Le Roux
CLOSING DATE : 24 March 2017

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

You are invited to become a member of a dynamic management team where your competencies and personal qualities can empower our schools, communities and fellow employees.

APPLICATIONS : Applications are to be submitted: The Directorate: Recruitment and Selection, Western Cape Education Department, Private Bag x 9183, Cape Town, 8000 OR Hand Delivered WCED Client Services, Grand Central Towers, CAPE TOWN, 2nd floor and place in the box

FOR ATTENTION : Public Service Staff
CLOSING DATE : 16 March 2017 @ 16:00
NOTE : The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard on the application for employment form (Z 83) will be appreciated. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

POST 09/155 : **DEPUTY DIRECTOR GENERAL: PLANNING REF NO: PS 3**

SALARY : R1 299 501 (Salary Level 15). An all-inclusive salary package, consisting of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Branch: Education Planning, Head Office Cape Town
REQUIREMENTS : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA. Minimum of 8 years of experience at senior managerial level. Job Purpose: To provide management information, planning, strategy, policy coordination and quality assurance services as well as oversee the infrastructure and resourcing portfolio (capital projects and maintenance projects).

DUTIES : Line Management: Strategic management, guidance and advice in respect of the rendering of effective and efficient education management information, planning, strategy, policy co-ordination and quality assurance service, infrastructure planning and resource management. This includes the following broad areas of service delivery: Plan and coordinate the management of infrastructure projects, learner transport schemes,

equipment, and LTSM delivery. Determine future educational infrastructure needs. Manage the planning and co-ordination of the building of schools and other infrastructure programmes in conjunction with the department of Public Works. Ensure the effective utilisation and maintenance of all WCED accommodation. Manage the planning and co-ordination of the Learner Transport Scheme. Manage the planning and co-ordination of equipment and LTSM delivery. Develop, plan, manage and co-ordinate education research. Plan required research activities. Undertake research activities. Manage and coordinate research activities. Publish and report on research findings. Develop and manage education knowledge and information systems and coordinate ICT. Develop and maintain knowledge management MIS and ICT policy and systems for the department. Co-ordinate the process of turning tacit explicit knowledge into institutional knowledge. Manage the interface with e-innovation and other service providers. Co-ordinate publication and dissemination of institutional knowledge and management information generated within the education system. Plan and oversee the provisioning of ICT requirements (MSP). Provide access to management information. Monitor and review knowledge management practices. Monitor and evaluate the performance of education delivery at specified levels and areas of the education system. Manage the development of the M & E and organisational PM systems. Manage the application of the M & E and organisational PM systems and reporting. Planning and Policy Co-ordination: Co-ordinate the departmental policy development process. Initiate and evaluate requests for policy development. Facilitate policy alignment within the department. Manage the policy register. Facilitate the policy communication process. Provide expert advice and support on policy development. Facilitate the legislative process of primary and secondary statutory policy. Provide business planning and strategy services to the department. Facilitate the departmental strategic and operational planning process. Ensure alignment of departmental policy, planning and budget processes. Ensure the efficacy of the strategic review process. Facilitate the publication of the departmental annual report. Investigate alternative service delivery options. Plan and co-ordinate special curriculum and institutional programmes. Ensure efficient and effective enterprise-wide risk management systems.

ENQUIRIES

: Mr B Schreuder Tel no: (021) 467-2519

POST: 09/156

: **DIRECTOR: GENERAL EDUCATION AND TRAINING CURRICULUM DEVELOPMENT: REF NO: PS 4**

SALARY

: R898 743 per annum, Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE REQUIREMENTS

: Chief Directorate: Curriculum Management and Teacher Development
 : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level. Job Purpose: To manage the development and coordination of the GET and ECD curriculum policy frameworks, subjects, learning/teaching programmes and learning/teaching support, To enable effective curriculum delivery in schools through appropriate systems and guidelines for subject advisers in districts to support and develop teachers in the classroom

DUTIES

: Line Management: Manage curriculum development initiatives and research within subject contexts according to national and provincial needs in GET and ECD, contribute to national curriculum policy development, manage the support, monitoring and evaluation of provincial interventions, develop policy documents, guidelines and learner and professional learning materials in support of subject areas, oversee the implementation of support initiatives in collaboration with the Education District offices, manage the planning, development and provision of e-Support and e-Resources for the different subject areas, collaborate with relevant players to ensure the roll-out of e-Learning initiative, define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate, participate in the Branch, Chief Directorate and Directorate's strategic planning processes, be actively involved in the development and management of the strategic and business plans for the Directorate, evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards, report to the Chief Director: Curriculum Management and Teacher Development on a regular basis on the activities of the Directorate, and on matters of substantial importance to the Administration, monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it, participate in the recruitment of appropriate staff to ensure the achievement of the Directorate's Business Plan, motivate, develop and guide staff professionally within the Directorate, to achieve and maintain excellence in service delivery, manage the performance, evaluation and rewarding of staff within the Directorate, monitor information capacity building within the Directorate, develop a

human resource plan, a service delivery improvement programme, and an information resources plan for the Directorate, promote sound labour relations within the Directorate as well as a work ethic aligned to the values of the Western Cape Government, manage and promote the maintenance of discipline and professionalism within the Directorate, participate in the budgeting process at Branch, Chief Directorate and Directorate level, prepare the Annual and Adjustment Budgets for the Directorate, take responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure, ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate, accept overall responsibility for the management, maintenance and safekeeping of the Directorate's assets, ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

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Dr Peter Beets Tel no: (021) 467-2234