

**PROVINCILA 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.

OTHER POSTS

POST 10/131 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES**
Chief Directorate: General Specialist and Emergency Services

SALARY : R750 453 per annum (A portion of the package can be structured according to the Individual's personal needs).

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid drivers (code B/EB) license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as well as the Acts and Laws that govern the practice of Pharmacy. Knowledge and experience in JAC. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Access). Ability to cope with pressure and maintain a high standard of professionalism and good interpersonal skills. Planning, organising and communication skills. Proof of Continuous Professional Development. The ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Appropriate supervisory experience. Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs Responsible for pharmaceutical service delivery at New Somerset Hospital in line with Statutory requirements and Western Cape Government regulations and circulars. Responsible for the provision of a Quality Pharmaceutical care to patients by monitoring work procedures, ensuring compliance to Code List and providing information to prescribers and other healthcare workers at the facility. Responsible for Human Resources Management and Development in the Pharmacy Department. Responsible for Pharmaceuticals Supply management at New Somerset Hospital by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals using JAC, MEDSAS and for the procurement of pharmacy related equipment. Responsible for Pharmaceutical Expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure. Monitor JAC data quality and maintaining data integrity.

ENQUIRIES : Ms June Brazier, Tel no: (021) 402-6362

APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms C Veldman

CLOSING DATE : 24 March 2017

POST 10/132 : **FACILITY MANAGER PHC**
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 : Mitchells' Plain Community Health Centre

REQUIREMENTS : Minimum educational qualification: Relevant health related Degree or National Diploma. Experience: Appropriate experience in a managerial position in a NGO, Private Organisation or the Public Sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience. Note: No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment. DUTIES: Key result areas/outputs: General and operational management of a Community

Health Centre and related services in the drainage area. Strategic and operational planning and the implementation of operational plans. Sound Financial, Supply Chain and Human Resource Management, including Staff Performance Management System. Implement the prescribed package of services. Plan and coordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communication with clients and communities served. Information management and Quality assurance programmes.

ENQUIRIES : Ms Z Xapile, Tel no: (021) 370-5000
APPLICATIONS : The Director: Klipfontein/Mitchell's Plain Sub-structure Office, Lentegeur Hospital, Highlands Drive, Mitchells Plain, 7785 or Private Bag X7, Lentegeur, Mitchells Plain, 7789.

FOR ATTENTION : Mr RS Jonker
CLOSING DATE : 24 March 2017

POST 10/133 : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**
 Directorate: Pharmacy Services, Cape Medical Depot

SALARY : R311 784 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: A three-year appropriate tertiary qualification. Appropriate experience: Proven supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and stay overnight. Willingness to extend working hours, as needed. Competencies (knowledge/skills): Thorough knowledge of computer systems (LOGIS, BAS, MS Office). Thorough knowledge of the PMFA, Treasury and Finance rules and regulations. Recent proven knowledge and application of SCM rules and regulations. Good presentation skills. Ability to work as part of a team and motivate others. Well-developed inter-personal skills. Good leadership, analytical, problem-solving and data analysis skills. Note: Candidates may be required to do a practical test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Execute a wide variety of administrative functions related to the line functions in the Finance and related SCM Departments. Perform leadership functions by advising and guiding Sub-ordinates, interpreting and application of directives and policy, planning, budgeting and exercising of control and supervision over all activities in the finance department. Perform quality control and risk management functions. Control of institution's budget and assets. Ensure compliance with PFMA, Treasury, Financial and SCM Rules and Instructions. Manage, monitor and report on income generation, expenditure and projections. Plan, implement and maintain financial control and handling of audit queries. Overall control and management of Revenue (e.g. Supplier Penalties).

ENQUIRIES : Mr Z Moolla, Tel no: (021) 483-2431
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood
CLOSING DATE : 10 March 2017

POST 10/134 : **ASSISTANT DIRECTOR: HEALTH (INSPECTORATE)**
 Directorate: Professional Support Services

SALARY : R311 784 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate tertiary qualification in Health Sciences that is registrable with the South African Nursing Council (SANC) or Health Professional Council of South Africa (HPCSA). Experience: Extensive experience in Health Science practise and appropriate exposure to related Health Service Management and/or appropriate experience in a mental healthcare environment. Inherent requirement of the job: Valid unendorsed (Code B/EB) driver's licence and willingness to travel within the Western Cape. Competencies (knowledge/skills): Insight into Private Health Establishment Regulations, Ambulance Service Regulations and Mental Health Care Legislation, as amended. Demonstrable computer literacy and excellent report writing skills. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as the other Departmental institutions. Ability to think critically and analytically, function independently and within a team context. Conflict management skills. Proven record of confidence, initiative, and self-motivation and possess strong leadership qualities. Knowledge of budgeting process and financial

management. 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: Conduct health facility inspections and resultant decision-making procedure in the Western Cape Province, in accordance with municipal, provincial (Regulation 187, as amended) and National Legislation. Conduct ambulance service inspections, as required. Effectively and efficiently communicate with all stakeholders and advise health facility management on technical, clinical and operational aspects relating to corrective steps where facilities do not conform to governing regulations. Offer support to the licensing process of Health Establishments in the province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management of the duties of the division. Supervise the correct procedure in levy and collect inspection fees from private health care facilities in terms of applicable health legislation.

ENQUIRIES : Mr N Mavela, Tel no: (021) 483-3303

APPLICATIONS : The Director: People Practices and Administration, Department of Health, P O Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 24 March 2017

POST10/135 : **ARTISAN PRODUCTION GRADE A (MECHANICAL)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R 156 363 per annum
Grade B: R 184 185 per annum
Grade C: R 215 025 per annum

CENTRE : Metro East Hub, Lentegour Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to communicate effectively in at least two of the three official languages of the Western Cape. No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr O Buys, Tel no: (021) 370-1119

APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 24 March 2017

POST 10/136 : **ARTISAN PRODUCTION GRADE A (ELECTRICAL) 2 POSTS**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R 156 363 per annum
Grade B: R 184 185 per annum
Grade C: R 215 025 per annum

CENTRE : Metro East Hub, Lentegour Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to communicate effectively in at least two of the three official languages of the Western Cape. No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise

subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr O Buys, Tel no: (021) 370-1119
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 24 March 2017

POST 10/137 : **ARTISAN PRODUCTION GRADE A (PLUMBING)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R 156 363 per annum
Grade B: R 184 185 per annum
Grade C: R 215 025 per annum

CENTRE : Metro East Hub, Lentegour Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to communicate effectively in at least two of the three official languages of the Western Cape. No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr O Buys, Tel no: (021) 370-1119
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 24 March 2017

POST 10/138 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (BUYER)**
Chief Directorate: Metro District Health Services

SALARY : R142 461 per annum
CENTRE : Metro TB Hospital Centre (Brooklyn Chest Hospital)
REQUIREMENTS : Minimum educational qualifications: 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 requirement of the job: Ability to perform physically demanding tasks. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Appropriate knowledge of the LOGIS systems, IPS and Western Cape Suppliers database. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. 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): Demand and acquisition. Warehousing (Control and safekeeping of stock, receiving and issuing of goods). Procurement of goods. Invite informal tenders/quotations service on IPS. Prepare quotations and documentation for Quotation meetings. Source services from prospective/compliant Suppliers. Reporting (AFS/IFS).

ENQUIRIES : Mr C Dilgee, Tel no: (021) 508-7454
APPLICATIONS : The Manager: Medical Services, Metro TB Hospital Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.
FOR ATTENTION : Ms DM Swartz
CLOSING DATE : 31 March 2017

POST 10/139 : **HANDYMAN (ELECTRICAL)**

SALARY : R119 154 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in general electrical/mechanical work. Inherent requirement of the job: Willingness to perform standby duties and work overtime when required. Competencies (knowledge/skills): Ability to work under pressure. Basic knowledge of electrical/mechanical engineering. Good communication and interpersonal skills. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

DUTIES : (Key result areas/outputs): Electrical/mechanical repairs and general maintenance of plant, equipment and buildings of the hospital. Maintain plant-rooms, plant, equipment and work area in a clean and safe condition. Assist Artisans with maintenance, repairs and installation projects. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.

ENQUIRIES : Mr NK Mboho, Tel no: (021) 404-6230/1
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935

FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 31 March 2017

POST 10/140 : **LINEN STORES ASSISTANT**
Chief Directorate: Metro District Health Services

SALARY : R84 096 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Previous experience as Linen Stores Assistant in CSSD. Inherent requirement of the job: Willingness to work shifts and overtime, including public holidays and weekends. Willingness to relieve in other departments. Ability to do physical hard work and stand for long hours. Competencies (knowledge/skills): Appropriate experience in assembling and packing of different theatre and ward linen packs. Good interpersonal relations with supervisor, colleagues and the public. Ability to function in a group. Ability to read, speak and write 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: Demonstrate knowledge of folding linen, assemble and pack for theatre and wards. Sort and bag soiled linen and monthly linen stock count of all theatre linen. Check linen received from laundry daily. Ability to sort out and count soiled linen daily. Mop and dust Main Central Sterilisation Services Department (CSSD) and the linen room.

ENQUIRIES : Mr MF Fortuin, Tel no: (021) 918-1279
APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.

FOR ATTENTION : Ms A Dyers
CLOSING DATE : 31 March 2017

POST 10/141 : **CLEANER**
Chief Directorate: Metro District Health Service

SALARY : R78 066 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy skills. Experience: General Hospital experience. 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): Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering 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 Supervisor, Housekeeper and colleagues.

- ENQUIRIES** : Mr TM Gordon, Tel no: (021) 782-1121
- APPLICATIONS** : The Manager: Medical Services, False Bay Hospital, People Management Department, Bag X1, Vallyland, Fish Hoek, 7978
- FOR ATTENTION** : Ms Y Matthews
- CLOSING DATE** : 31 March 2017