

**PRVINCIAL 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 11/93 : **OPERATIONAL MANAGER NURSING GENERAL: SURGERY MALES**
Chief Directorate: Metro District Health Services

SALARY : R367 815 (PN A5) per annum
CENTRE : Mitchell's Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 Qualification (Diploma/Degree) or equivalent qualification that allows registration with the SANC as Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC. Inherent requirement of the job: Willingness to relief night duty, after hour, weekend and public holiday hospital cover. Competencies (knowledge/skills): Skilled nurse clinician able to manage the nursing unit. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Excel, Outlook, PowerPoint). Excellent communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Conflict management, problem solving and decision making skills. In depth knowledge and understanding of health related Acts, policies and ethical legislations. Ability to facilitate and promote training. Ability to work under pressure and in a multidisciplinary team context. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilisation of information technology – data collection and Analysis. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and Unit Annual. Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Ms A Brown, Tel no: (021) 377-4410
APPLICATIONS : The Chief Executive Officer: Mitchell's Plain Hospital, Private Bag X9, Mitchells Plain, 7789.

FOR ATTENTION : Ms CC Johnson
CLOSING DATE : 31 March 2017

POST 11/94 : **ADMINISTRATION CLERK: FINANCE**
Chief Directorate: Metro District Health Services

SALARY : R142 461 per annum
CENTRE : Metro TB Centre (Brooklyn Chest 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. Competencies (knowledge/skills): Knowledge of the Basic Accounting System (BAS), LOGIS, Assets, Liabilities Suspense Accounts, Public Finance Management Act and Treasury Regulations and Instructions. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Computer literacy in MS Office (Word, Excel) and an aptitude for figures. Good interpersonal skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Correct reflection of accounting process of clearing the Assets and liability accounts. Capture sundry payments on the BAS system. Capture LOGIS payments. Report AFS, IFS, Accruals, IYM, A+L. File according to sequence/details. Cashier functions.

ENQUIRIES : Ms A Van der Berg, Tel no: (021) 508-7410

APPLICATIONS : The Manager: Medical Services, Metro TB Hospital Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.

FOR ATTENTION : Ms DM Swartz

CLOSING DATE : 07 April 2017

POST 11/95 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro District Health Services

SALARY : R142 461 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in client liaison. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication, both verbal and written in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and e-mail). Good interpersonal and negotiation skills. Innovative, hardworking and ability to organise and manage time. Basic knowledge of LOGIS capturing, Treasury Instructions and Departmental Instructions. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Act as liaison officer between hospital, clinics and workshop regarding building and ground maintenance and services and report to Management in respect thereof. Responsible for obtaining quotations for building and ground maintenance and services, including liaison with contractors, facilitate site meetings, research and compile specification advertising through data bases or IPS. Responsible for entry level LOGIS capturing as well as keeping of registers and databases. Monitor buildings and grounds for Health and Safety risks. Assist the division with general support service functions, including key control, servicing of fire equipment and systems, computer equipment, telephone repairs, PAB maintenance.

ENQUIRIES : Mr HB Africa, Tel no: (021) 918-1335

APPLICATIONS : The Manager Medical Services: Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms C Cornelius

CLOSING DATE : 24 March 2017