

**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.

OTHER POSTS

POST 16/42 : **SENIOR ADMIN OFFICER: INFRASTRUCTURE SOURCING**
(Directorate: Supply Chain Sourcing)

SALARY : R262 272 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Relevant post-matric qualification in Procurement &/or the built environment. Experience: The ideal candidate will have experience in procurement of built environment-related goods and services in a healthcare environment by means of commodity-driven sourcing strategies; in particular: Executing procurement projects from needs analysis through to contract management stage. The procurement processes prescribed by the Construction Industry Development Board. The local built environment industry, incl. cost drivers, supply & demand, innovations, vendor landscape, etc. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services e.g.; plumbing, electrical and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrable stakeholder engagement and influencing skills. Financial, commercial awareness and computer literacy (Word, Excel and PowerPoint). Proven experience managing complex projects, and rigorous expenditure analysis and reporting skills. Ability to work under pressure and pay attention to detail and meet deadlines. 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: Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department.

ENQUIRIES : Ms S van Breda, Tel no: (021) 483 7810
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000

FOR ATTENTION : Ms C Dawood
CLOSING DATE : 05 May 2017

POST 16/43 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
(Eden District Office)

SALARY : R211 194 per annum
CENTRE : Prince Albert Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate plus competencies. Experience: Appropriate experience. Inherent requirements of the job: Valid (Code B/EB) drivers licence and willingness to travel. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good communication, interpersonal, organisational and leadership skills. Ability to maintain confidentiality. Ability to supervise the relevant component. Computer literacy (MS Word, Excel and PowerPoint). Sound knowledge or working

experience of BAS, LOGIS, CLINICOM, PERSAL. Note: All candidates will be subjected to a computer literacy test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Effective and efficient Human Resource Management functions as a satellite of Beaufort West Hospital. Prepare and submit Human Resource related reports and statistics. Implement measures to address shortcomings identified through audits. Implement and monitor policies, circulars, finance instructions and other relevant legislative prescripts. Supervision and administrative duties relating to Support Service sections, including food Service unit, laundry, workshop/maintenance functions, registration, general workers, mortuary and Transport. Effective and efficient Supply Chain Management, Financial, Administration, Revenue and Asset Management. Functions as a satellite of Beaufort West Hospital.

ENQUIRIES : Ms J Gous, Tel no: (023) 541 1300 Ext: 119
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 05 May 2017

POST 16/44 : **CLEANER**
(West Coast District)

SALARY : R78 066 per annum
CENTRE : Malmesbury CDC
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirement of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Adhere to loyal service ethics. Note: payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for cleaning duties (i.e. sweep, dust, mop, scrub, polish, refuse handling, maintenance of general neatness and hygiene of the area). Render assistance to the supervisor with general housekeeping duties such as control of cleaning, household equipment and care of linen. Attend in-service training appropriate to service delivery. Support Waste Management.

ENQUIRIES : Ms H Visser, Tel no: (022) 482 2729
APPLICATIONS : The Manager: Medical Services, Swartland Hospital, Private Bag X2, Malmesbury, 7299
FOR ATTENTION : Ms C Julius
CLOSING DATE : 12 May 2017