

**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 20/139** : **DEPUTY MANAGER NURSING (LEVELS 1 & 2 HOSPITALS) (MEDICINE, ONCOLOGY, PSYCHIATRY, RADIATION MEDICINE AND AMBULATORY SERVICES)**

**SALARY** : R 756 525 (PN-A8) per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory  
: 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: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Sound knowledge of financial management, application and implementation of regulations policies and standards pertaining to nursing practises and care regimes. Ability to work effectively in a management and multi-disciplinary team, to work under pressure, meet deadlines and solve complex problems. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Provide guidance on leadership and innovation to realise the strategic goals and objectives of the Nursing Directorate. Promote effective and efficient management of human and material resources as well as financial governance. Establish, maintain and participate in inter-professional and multidisciplinary teamwork that promotes efficient, effective and quality patient care. Promote and implement change management strategies within nursing governance. It would be expected of the successful candidate to deputise (when necessary) for the Senior Manager: Nursing.

**ENQUIRIES APPLICATIONS** : Mr A Mohamed, tel. no. (021) 404-2092  
: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION CLOSING DATE** : Ms N Mbilini  
: 2 June 2017

**POST 20/140** : **DEPUTY DIRECTOR: FINANCE, DONOR FUNDING AND SUPPLY CHAIN MANAGEMEM**

(1 year renewable contract)  
(Chief Directorate: Health Programmes)

**SALARY** : R 657 558 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Head Office, Cape Town  
: Minimum educational qualification: Appropriate three year tertiary qualification. Experience: Appropriate experience in financial administration and supply chain management as well as prior exposure and understanding of the Health sector environment. Extensive knowledge of financial legislation. Inherent requirements

of the Job: Valid (Code B/EB) driver's licence. Willingness to travel to the Districts and National Office (DoH). Competencies (knowledge/skills): Adequate managerial skills. Good communication as well as analytical and problem solving skills. Good interpersonal, leadership, conflict resolution and co-ordination skills. Ability to analyse and interpret financial data. Knowledge of PGWC Department of Health policies and procedures. Extensive computer experience in MS Office (i.e. Word, Excel, PowerPoint, Outlook and knowledge of Vulindlela, LOGIS, BAS and PERSAL. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Extensive knowledge of financial prescripts and systems. Knowledge of Accounting and bookkeeping systems. Note: Candidate will be subjected to a practical test. No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Serve as Manager for the Financial Management Component, co-ordinate the budgetary function of the Donor fund allocations according to prescribed procedures and assist districts with regards to budget allocations and cash flow projections. Ensure the effective implementation of the financial management controls and procedures. Implement expenditure control measures for the (Conditional Grants, Equitable share and Donor funding), develop and update a database for expenditure and budget analysis for the donor funds. Monthly projection of donor fund expenditure for the Division as well as co-ordination of projections between the office of the CFO and the Districts and assist in the process of adjustment budgets, re-allocating funds and the drafting of virements. Implement a risk management procedure and to effectively do monitoring and reporting in accordance with the reporting requirements of the Public Finance Management Act, 1999, Division of Revenue Act, and the Public Service Regulations. Effective and efficient general management and coordination of donor funding budget enquiries from the CFO, Top management donors and beneficiaries and assist in the drafting of financial statements, personnel expenditure projections and other statements as required by the Auditor General, Provincial Treasury and the National Department of Health. Capture expenditure budgets on appropriate system. Implement Supply chain management systems in line with public sector prescripts. Effective and efficient Sundry payment function, accounting function, including VAT payments. Manage human resources in the component. Compile and co-ordinate information for Annual Financial Statements.

**ENQUIRIES** : Dr T Naledi , tel. no. (021) 483-5085  
**APPLICATIONS** : Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Ms C Dawood  
**CLOSING DATE** : 2 June 2017

**POST 20/141** : **MEDICAL PHYSICIST GRADE 1**

**SALARY** : R 588 246 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualifications: An appropriate qualification that allows for registration at the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Experience: None after registration with the HPCSA as a Medical Physicist. Registration with a Professional Council: Registration with the HPCSA as a Medical Physicist. Inherent requirement of the job: Ability to work after hours and overtime. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic x-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Perform dosimetry, quality assurance and radiation protection functions of medical physics in the Department of Radiation Oncology,

with support to Nuclear Medicine and Diagnostic Radiology. Active participation in the routine execution of clinically related medical physics tasks. Supply physics support to treatment planning and on the radiotherapy treatment floor. Supervise and plan HDR brachytherapy. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under and postgraduate teaching and training programme in the Medical Physics Department. Actively participate and assist with the research and development programme of the Medical Physics Department.

**ENQUIRIES** : Mr C Trauernicht, tel. no. (021) 938-6027, E-mail: [cjt@sun.ac.za](mailto:cjt@sun.ac.za)  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms V Meyer  
**CLOSING DATE** : 2 June 2017

**POST 20/142** : **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY AND GENERAL UNIT) (3 POSTS) POST 1: SPECIALTY: CRITICAL CARE: (2 POSTS), POST 2: GENERAL: CARDIAC CLINIC PNA (1 POST)**

**SALARY** : Post 1: R 499 939(PN-B3) per annum, Post 2: R 394 665 (PN-A5) per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**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. Post 1: A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in terms of R212 in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: Post 1: Minimum of 9 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the one-year post-basic qualification as mentioned above. Post 2: Minimum of 7 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant public sector policies and protocols. Human Resources and Financial Management including computer literacy (MS Word, Excel, PowerPoint, Outlook). Extensive knowledge in general nursing. Additional: Post 1: Extensive knowledge in Critical Care Nursing Science. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Responsible for the coordination and delivery of quality nursing care within the relevant department. Performance of after-hour and weekend duties. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES** : Mr A Mohamed, tel. no. (021) 404-2071  
**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Ms N Mbilini  
**CLOSING DATE** : 2 June 2017

**POST 20/143** : **CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTICS)**

**SALARY** : R 414 069 per annum  
**CENTRE** : Oudtshoorn Hospital (Eden District)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the

HPCSA in Diagnostic Radiography (Independent Practice). Experience: A minimum of 3 years appropriate experience in Diagnostic Radiographer after registration with the HPCSA. Inherent requirements of the job: Willingness to do standby and be on call when required. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Thorough knowledge of radiation protection, quality assurance, equipment safety and general radiography protocols. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy in MS Windows (i.e. Word, Excel and PowerPoint). Good interpersonal, leadership and project management skills. Knowledge of the Staff Performance Management System, Patient Archiving and Communication Systems. Ability to manage and supervise radiography service delivery with knowledge and skills of general radiography. Knowledge of Ultra Sound Radiography. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Responsible for the control, supervision, delegation and co-ordination of activities in the department and the delivery of a professional radiography service to patients. Produce diagnostic images of high quality and responsible for staff training in the section. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance and the purchase, use and care of suitable radiation protection equipment. Engage with vendors with regards to the maintenance of equipment. Participate in middle management and delegated management, including statistic collation. Provide technical support (quality management service implementation).

**ENQUIRIES** : Dr PG Loubser, tel. no. (044) 203-7269

**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar

**CLOSING DATE** : 2 June 2017

**POST 20/144** : **CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC)**

**SALARY** : R 414 069 per annum

**CENTRE** : Vredendal Hospital (West Coast District)

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA in Diagnostic Radiography (Independent Practitioner). Experience: A minimum of 3 years appropriate experience in Diagnostic Radiography (Independent Practitioner) after registration with the HPCSA. Inherent requirements of the job: Willingness to work shifts when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to mobile and general radiography protocols. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy in MS Windows (Word, Excel and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Knowledge of Patient Archiving and Communication Systems. Ability to manage and supervise the department with knowledge and skills of general radiography and mobile radiography. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Responsible for the control, supervision, delegation and co-ordination of activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and responsible for staff and student training in your area. Participate in the management of the Radiography cost centre (the purchase, use and care of suitable radiation protection equipment). Manage radiography and support personnel, including performance appraisals. Facilitate risk management and quality assurance. Engage with vendors with regards to the maintenance of equipment. Participate in middle management and delegated management, including statistic collation.

**ENQUIRIES** : Dr JB Van Dyk, tel. no. (027) 213- 2039

**APPLICATIONS** : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION** : Ms ME Tangayi

**CLOSING DATE** : 2 June 2017

**POST 20/145** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL)**

(Chief Directorate: General Specialist and Emergency Services)

**SALARY** :

R 394 665 (PN-A5) per annum

**CENTRE** :

George Hospital

**REQUIREMENTS** :

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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2017/18). 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: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of provincial infection prevention and control measures and practices. Ability to analyse health systems information, skills and experience in the preparation of reports. Project Management skills and Computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS requirement). Note: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

**DUTIES** :

Key result areas/outputs: Ensure optimal and effective infection control practices according to National Core Standards and proven principles. Guide and train all staff members. Lead outbreak investigations and give relevant inputs and advice. Coordinate antibiotic stewardship program in the hospital. Conduct, audit and/or research the management of infection prevention and control. Advise on the control and management of Medical Waste. Develop and ensure implementation of clinical practice guidelines and Standard Operating Procedures (SOP's) in Infection Prevention Control (IPC)) and participate in surveillance and auditing.

**ENQUIRIES** :

Ms GE Sellars, tel. no. (044) 802-4356/7

**APPLICATIONS** :

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

**FOR ATTENTION** :

Mr MZ Emandien

**CLOSING DATE** :

2 June 2017

**POST 20/146** :

**PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: THEATRE)**

**SALARY** :

Grade 1: R340 431 (PN-B1) per annum, Grade 2: R 418 701 (PN-B2) per annum

**CENTRE** :

Oudtshoorn Hospital (Eden District)

**REQUIREMENTS** :

Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse (Receipt and evidence to practise). Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and do standby duty to meet the operational requirements. Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Interpersonal, problem solving and organisational skills. Knowledge of relevant legislation, policies and manuals. Ability to work in a team. Notes: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required

educational qualifications could not be found. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

**DUTIES** : (key result areas/outputs): Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating theatre. Effective utilisation of human and material resources. Participate in training, development and research. Deliver a support service to the Nursing Service and the institution. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES** : Ms H Human, tel. no. (044) 203-7203  
**APPLICATIONS** : The Eden District Office: Private Bag X 6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 2 June 2017

**POST 20/147** : **CHIEF INDUSTRIAL TECHNICIAN: CLINICAL ENGINEERING**

**SALARY** : R 334 545 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: National Diploma (T or N – Stream) in Electronics or Mechanical or Clinical Engineering. Experience: Extensive experience of repair and maintenance on life support equipment (i.e. Anaesthetic machines and ventilators) in a hospital environment and attended technical training on this type of medical equipment in the past. Inherent requirement of the job: Do standby duties and handle after hour call-outs. A valid driver’s licence (Code B/EB) and own reliable transport. Competencies (key results areas/output): Good written and verbal communication skills in one of the official languages of the Western Cape. Ability and experience to fault-find and repair life support medical equipment. Computer literate (Excel, MS Word. Outlook, etc.). Ability to compile technical specifications for medical equipment. Experience in managing, planning and organising maintenance schedules on medical equipment. Adhere to all legal requirements, protocols and procedures. Note: Shortlisted candidates will be subjected to a competency test on day of interview. No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/output): Carry out maintenance, repairs, routine inspection and evaluation of medical and related hospital equipment. General administrative duties as required by Clinical Engineering i.e. write reports, specifications and record keeping of all equipment maintained by the Anaesthetic workshop and departmental activities. Train junior staff and liaise with hospital and private sector employees. Ensure compliance with the Occupational Health and Safety Act. Manage the Anaesthetic workshop and report to the Divisional manager.

**ENQUIRIES** : Mr J D du Preez or Ms M Rossouw, tel. no, (021) 938- 4634  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Parow, 7505.  
**FOR ATTENTION** : Ms V Meyer  
**CLOSING DATE** : 2 June 2017

**POST 20/148** : **INDUSTRIAL TECHNICIAN PRODUCTION (X-RAY UNIT)**

**SALARY** : R 226 611 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: National Diploma for Technicians (T- or N- or S- Stream) (or equivalent) in electrical Engineering (Light current), Btech degree or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate experience in the repair, maintenance and installation of X-ray and related equipment and be willing to be trained in-house in the specific field of Imaging. Inherent requirements of the job: Willingness to work overtime, perform standby and call-out duties. Valid (Code B/EB) drivers licence and own reliable transport in order to perform above

mentioned duties. Willing and able to perform physically challenging work. Competencies (knowledge/skills): Excellent ability in fault- finding and repair of imaging equipment. Good written and verbal communication in at least two of the three official languages of the Western Cape. Repair and maintain X-ray/Imaging and related medical equipment. Knowledge of the Occupational Health and Safety Act. Good knowledge of IT networking. Computer literacy. Note: Shortlisted candidates will be subjected to a competency test on day of interview. No payment of any kind will be required when applying for this post.

**DUTIES** : Key result areas/outputs: Liaise with clients and colleagues with regard to information and work progress. Ensure continuity of service by assisting other sections within CED prioritising of work and consideration of the operational requirements. Write reports and assist with the drafting of specifications. Carry out maintenance, preventative maintenance, repairs and installation of X-ray and related equipment. Keep up to date records of equipment and activities. Ensure compliance with Occupational Health and Safety Act.

**ENQUIRIES** : Mr JD du Preez/Ms M Rossouw, tel. no. (021) 938-4634  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms Z Mtshisazwe  
**CLOSING DATE** : 2 June 2017

**POST 20/149** : **ADMINISTRATION CLERK: SUPPORT (PRIMARY HEALTH CARE)**

**SALARY** : R 152 862 per annum  
**CENTRE** : De Rust Community Clinic (Eden District)  
**REQUIREMENTS** : Minimum educational qualifications: Grade 12/ Senior Certificate. Experience: Appropriate Administrative experience in a Health Facility. Experience in PHCIS. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team. Computer literacy and data capturing. Note: No payment of any kind is required when applying for this post.

**Duties** : (key result areas/outputs): Admit, register patient and ensure availability of patient folders with patient centred approach. File patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders and compile new folders. Support to supervisor and staff members. Assist with ordering, monitoring and stock control. Act responsible with regard to service ethics, norms and standards. Handle patient enquiries.

**ENQUIRIES** : Ms J Matyhila, tel.no. (044) 203-7202  
**APPLICATIONS** : The Eden District Office: Private Bag X 6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 9 June 2017

**POST 20/150** : **ADMINISTRATION CLERK: ADMISSIONS**

**SALARY** : R152 862 per annum  
**CENTRE** : Vredendal Hospital (West Coast District)  
**REQUIREMENTS** : Minimum requirement: Senior Certificate (or equivalent). Experience: Appropriate experience of Patient Admissions, including the Clinicom System. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends, public holidays and work overtime on short notice). Competencies (knowledge/skills): Knowledge and experience of the Clinicom system. Good interpersonal and communication skills. Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Good numerical skills. Ability to accept accountability, responsibility, work independently. Note: Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on day of interview.

**DUTIES** : (key result areas/outputs): Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Assess Debtor of patients and capture data of patient information on Clinicom System e.g. admit patients. Report all MVA's and WCA's to BCMS (Batsumi) Hotline. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Maintain an effective filing system. Maintain and repair patient files and prepare

case notes for archiving. Responsible for handling telephonic and personal enquiries with regard to patients.

**ENQUIRIES** : Mr GA Petersen, tel. no. (027) 213-2039  
**APPLICATIONS** : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION** : Ms ME Tangayi  
**CLOSING DATE** : 9 June 2017

**POST 20/151** : **ADMINISTRATION CLERK: ADMISSIONS**

**SALARY** : R 152 862 per annum  
**CENTRE** : Vredenburg Hospital (West Coast District)  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration. Inherent requirement of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, and public holidays) and also overtime when required. Competencies (knowledge/skills): Knowledge of Patient Registration, UPFS system and Batho Pele principles. Assist with supervisory duties. Good communications and interpersonal skills. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Word, Excel, Outlook, e-mail). Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Admit, register patients and ensure availability of patient folders. Patient assessment and accurate data recording. Accurate collection and safekeeping of state money and patient valuables. Responsible for handling of patient enquiries. File patient folders and documents on a daily basis. Keep record, retrieve patient folders, trace old folders, compile new folders and destroy folders. Filing and general administration duties. Capture ICD 10 Codes. Assist Case Manager and Hospital Fees departments when necessary.

**ENQUIRIES** : Ms DM Philander, tel. no. (022) 709-7246  
**APPLICATIONS** : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

**FOR ATTENTION** : Mr JI Engel  
**CLOSING DATE** : 9 June 2017

**POST 20/152** : **ADMINISTRATION CLERK: ADMISSIONS 6 POSTS**

**SALARY** : R 152 862 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirement of the job: Willingness to work flexi-time/shift. Competencies (knowledge/skills): Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to execute duties accurately and thoroughly. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Admit and register patients. Ensure availability of patient folders and x-rays. Patient assessment and accurate data recording. Accurate collection and safekeeping of state money. Handle theatre and other charge entries and capturing of ICD10 codes on HIS. Ensure patients receive accurate accounts/invoices and issue receipts. Obtain supporting documents (Payslips, ID document, proof of address and Medical aid card), and make notes on the System if not available. Open folders for new patient.

**ENQUIRIES** : Ms J Jooste, tel. no. (021) 938-4041/Mr R Mouton (021) 938-4413  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms V Meyer  
**CLOSING DATE** : 9 June 2017

**POST 20/153** : **ADMINISTRATION CLERK: SUPPORT (FACILITY MANAGEMENT AND FINANCE)**  
(Chief Directorate: General Specialist Emergency Services)

**SALARY** : R 152 862 per annum  
**CENTRE** : George Hospital



- REQUIREMENTS** : Minimum educational qualification: Grade 12/ Senior Certificate. Experience: Appropriate experience in the provision of administrative services. Inherent requirement of the job: Relief and other related duties. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of office administration practice and minute-taking skills. Computer literacy (Microsoft Office) and typing proficiency. Time and diary management. Good organisational and interpersonal skills and the ability to function under pressure. Secretarial Course will be an added advantage. Note: Computer typing and language proficiency test may be requested. No payment of any kind is required when applying for this post.
- DUTIES** : (key result areas/outputs): Provide secretarial and administrative support to Deputy Directors Finance and Facility Management to ensure effective and efficient office operations. Co-ordinates logistical arrangements for meetings and acting as secretary as required. Draft and edit documents as required. Ensures that travel arrangements are well co-ordinated. Procurement of standard office items, ie stationery, refreshments and subscriptions. Records and document management.
- ENQUIRIES** : Mr PW Davids, tel. no. (044) 802- 4358  
**APPLICATIONS** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.  
**FOR ATTENTION** : Mr Z Emandien  
**CLOSING DATE** : 2 June 2017
- POST 20/154** : **TELKOM OPERATOR**  
(Chief Directorate: Metro District Health Services)
- SALARY** : R 127 851 per annum  
**CENTRE** : Khayelitsha Community Health Centre  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard and a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Willingness to work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). 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: Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and keep record off all cellular, national and international calls made and check payments. Page and SMS all staff who carries pagers and speed dial. Report all faults to Telkom. Provide support to the supervisor and colleagues.
- ENQUIRIES** : Mr D Binza, tel. no. (021) 360-5200  
**APPLICATIONS** : The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.  
**FOR ATTENTION** : Ms E Weaver  
**CLOSING DATE** : 2 June 2017
- POST 20/155** : **HOUSEKEEPING SUPERVISOR**
- SALARY** : R 127 851 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in household duties in a hospital/hostel/overnight facility. Appropriate experience in supervision/organising/planning of daily routine duties. Competencies (knowledge/skills) Ability to communicate effectively in at least two of the three official languages of the Western Cape. Knowledge of housekeeping service delivery and to operate heavy duty cleaning and household equipment. Ability to act as leader of a team. Note: No payment of any kind is required when applying for this post.
- DUTIES** : Key result areas/outputs: Assist with housekeeping duties in a hostel/ overnight/ department. Assist in the supervision of housekeeping personnel in a

hostel/overnight facility. Assist in administrative duties associated with supervision. Responsible for the care of linen in the area and serving of meals to patients. Assist with the ordering and control of cleaning and household items and equipment. Render assistance to the supervisor with general housekeeping duties, neatness and hygiene of the hostel/department. Rotate in the department according to the needs of the service. Attend in-service training appropriate to service delivery.

**ENQUIRIES** : Mr E Herdien/Mr F Malan, tel. no. (021)938-4180/5616  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms V Meyer  
**CLOSING DATE** : 9 June 2017

**POST 20/156** : **HUSEKEEPING SUPERVISOR 2 POSTS**

**SALARY** : R 127 851 (Level 4) per annum  
**CENTRE** : Vredendal Hospital (West Coast District)  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in supervising of services in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including weekends and public holidays. Provide relief according to the needs of the service. Competencies (knowledge/skills): Knowledge of the Disciplinary Code of Conduct. Proficiency in at least two of the three official languages of the Western Cape (verbal and written). Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Responsible for overall control, organising, performance and co-ordination of tasks related to linen and hygiene services. Supervision of Household Aids. Ensure effective ordering, control and use of stock and equipment. Ensure adherence to safety and infection prevention control protocols. Co-ordinate the provision of effective training, appropriate to service delivery. Ensure compilation of reports and ensure safe record-keeping.

**ENQUIRIES** : Mr JCC Booysen, tel. no. (027) 213- 2039  
**APPLICATIONS** : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.  
**FOR ATTENTION** : Ms M Tangayi  
**CLOSING DATE** : 9 June 2017

**POST 20/157** : **TRADESMAN AID**

**SALARY** : R 90 234 per annum  
**CENTRE** : Overstrand Primary Health Care (Overberg District)  
**REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience in a maintenance environment. Inherent requirements of the job: Valid (Code E/B) driver's licence Willingness to work overtime as requested. Must be physically able to perform the duties required. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act. Knowledge of performing or undertaking a variety of general maintenance tasks and appropriate planning skills. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work independently and as part of a team. Ability to read and write and follow written instructions, as well as manuals and written procedures. Note: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a competency test.

**DUTIES** : (key result areas/outputs): Complete and efficient execution of instructions which include amongst others general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations and the planning thereof between hospitals and clinics. Strict adherence to the Occupational Health and Safety Act. Assist artisans in the performance of their duties. Exercise control over tools, equipment and materials.

**ENQUIRIES** : Mr NK Adams, tel. no. (028) 313-5204  
**APPLICATIONS** : the Overberg District: Private Bag X07, Caledon, 7230.  
**FOR ATTENTION** : Ms A Brits  
**CLOSING DATE** : 9 June 2017

**POST 20/158** : **MESSENGER**

**SALARY** : R 90 234 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Previous experience as a Messenger in a hospital environment. Competencies (knowledge/skills): Good interpersonal relationship. Communicate with people on all levels. Handle confidential information and function independently. Perform duties accurately and with precision. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Sound knowledge and experience in the handling of mail. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Render general messenger service. Collect and deliver letters, faxes and printing works. Distribute and place all official approved notices and bulletins on the notice boards.

**ENQUIRIES** : Ms D Mentor/Mr J Jephtas, tel. no. (021) 938-4224  
**APPLICATIONS** : the Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Mr R McKenzie  
**CLOSING DATE** : 9 June 2017

**POST 20/159** : **FOOD SERVICE AID**

**SALARY** : R 90 234 per annum  
**CENTRE** : Vredendal Hospital(West Coast District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirement of the job: Willingness to work shifts and overtime which includes weekend and public holidays. Strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production of normal and therapeutic diets in as industrial foodservice unit on a large scale. Knowledge of HACCP, national guidelines on safe preparation, storage and handling of powdered infant formula for health facilities, home environment and health and safety policies. Ability to read, write and speak in at least two of the three official language of the Western Cape. Note: no payment of any kind is required when applying for post. Shortlisted candidates may be subjected to a practical test.

**DUTIES** : (key results areas/outputs): Assist in the receipt and storage of all provision and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to elementary control measures, standard operating procedures and Health and Safety prescripts.

**ENQUIRIES** : Ms C Gaobodiwe, tel. no. (027) 213-2039  
**APPLICATIONS** : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION** : Ms ME Tangayi  
**CLOSING DATE** : 9 June 2017

**POST 20/160** : **DRIVER (LIGHT DUTY VEHICLE)**

**SALARY** : R 90 234 per annum  
**CENTRE** : Mossel Bay Primary Health Care (Eden District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate driving experience in a health environment. Inherent requirement of the job: Valid Code B/EB driver's licence. Valid Public Driving Permit (PDP). Ability to work overtime as per needs requirement and perform standby duties afterhours, including weekends and public holidays. Competencies Knowledge/skills: Ability to communicate in two of the three official languages in the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the Eden District Region. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs) Schedule and plan transport routes for the transport of goods, services and personnel from one point to another. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Ensure accurate completion of log books and routine administration. Ensure that all vehicles are kept clean and tidy. Effective delivery and collection of all blood products.

**ENQUIRIES** : Mr B Caffoen, tel. no. (044) 691-2011  
**APPLICATIONS** : The Eden District Office: Private Bag X 6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 9 June 2017

**POST 20/161** : **STORES ASSISTANT**

**SALARY** : R 90 234 per annum  
**CENTRE** : Beaufort West Hospital (Eden District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a store. Inherent requirements of the job: Able to perform physical duties. Ability to pick up heavy boxes or bags. Competencies (knowledge/skills): Good communications and interpersonal skills. 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: Assist the Provisioning Clerk with handling of stock. Ensure timeous delivery of stock to wards, departments, theatres and clinics in a cost effective and safe manner. Assist Clerks with the receipt, storage and issuing of stock. Maintain the audit trail of deliveries. Clean stores and offices on a regular basis.

**ENQUIRIES** : Ms M Bothma, tel. no. (023) 414-8200  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 9 June 2017

**POST 20/162** : **STORES ASSISTANT: SUPPLY CHAIN MANAGEMENT**

**SALARY** : R 90 234 per annum  
**CENTRE** : Citrusdal Hospital(West Coast District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: Physically fit to handle heavy boxes and equipment. Valid (Code B/EB) drivers licence to deliver stock to facilities in Cederberg Sub-district. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Knowledge of Basic Supply Chain Management rules and regulations according to stock control. High level of excellence and accuracy. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Keep bin cards up to date. Clean shelves and general stores area. Distribute and deliver stock to all facilities in the Cederberg area. Maintain stock levels on shelves. Responsible for the safe-keeping of all stock in the stores and on shelves according to Supply Chain Management prescripts and regulations. Provide effective support to supervisor and colleagues.

**ENQUIRIES** : Ms NW Smit, tel. no. (022) 921-2153  
**APPLICATIONS** : The Medical Superintendent: Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.  
**FOR ATTENTION** : Ms NW Smit  
**CLOSING DATE** : 9 June 2017

**POST 20/163** : **HOUSEHOLD AID 3 POSTS**

**SALARY** : R 90 234 per annum  
**CENTRE** : Clanwilliam Hospital(West Coast District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Previous Hospital and or Clinic or other Health Facility cleaning experience. Inherent requirements of the job: Willingness to work shifts, night duty and on public holidays. Ability to work with heavy duty household/cleaning equipment. Competencies (knowledge/skills): Knowledge of infection control and safety procedures of a hospital/clinic environment.

**DUTIES** : Key result areas/outputs: Render an effective, efficient and safe hygiene service in the hospital. Correct handling and disposal of waste, medical waste and soiled linen. Assist with duties regarding Central Sterilisation Services Department. Render a support service to supervisor.

**ENQUIRIES APPLICATIONS** : Ms TJ Fredericks, tel. no. (027) 482-2166

**FOR ATTENTION CLOSING DATE** : The Manager: Medical Services, Clanwilliam Hospital, Private Bag X113, Clanwilliam, 8135.

**NOTE** : Ms TJ Fredericks  
: 9 June 2017  
: No payment of any kind is required when applying for this post.

**POST 20/164** : **HOUSEHOLD AID 2 POSTS**  
(Chief Directorate: Metro District Health Services)

**SALARY** : R 90 234 per annum  
**CENTRE** : Metro TB Centre (Brooklyn Chest Hospital)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Household Aid in a hospital environment. Inherent requirement of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the cleaning of equipment. Ability to read, write and converse in at least two of the three official languages of the Western Cape (ABET). Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Effectively maintain a high standard of cleanliness and hygiene in the department. Apply occupational health and safety measures. Effectively utilise stock and equipment. Render a support to the supervisor.

**ENQUIRIES APPLICATIONS** : Ms S Ntsabo, tel. no. (021) 508-7487

**FOR ATTENTION CLOSING DATE** : The Head of Institution: Metro TB Centre, Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.  
: Ms A Gertse  
: 9 June 2017

**POST 20/165** : **FOOD SERVICE AID**

**SALARY** : R 90 234 per annum  
**CENTRE** : Alan Blyth Hospital, Eden District  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a Food Services Environment. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. 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: Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescriptions. Follow and adhere to elementary control measures and standard operating procedures.

**ENQUIRIES APPLICATIONS** : Mr RM Lewis, tel. no. (028)-551-1342

**FOR ATTENTION CLOSING DATE** : The District Manager: Eden District Office Private Bag X6592, George, 6850.  
: Ms S Pienaar  
: 9 June 2017

**POST 20/166** : **GROUNDSMAN**

**SALARY** : R 83 766 per annum  
**CENTRE** : Vredendal Hospital (West Coast District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience. Inherent requirement of the job: Strong enough to lift heavy objects and be on their feet the entire day. The incumbent must be capable to operate garden equipment. Competencies (knowledge/skills): Knowledge of Health and

**DUTIES**

Safety Act. 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. Short-listed candidates may be subjected to a practical test. (key result areas/outputs): Effective and efficient maintenance of hospital grounds and hospital garden. Effective and efficient pest control. Clean all areas, tools and equipment in the Maintenance Department. Follow and adhere to elementary control measures, standard operating procedures and Health and Safety prescripts. Rendering effective support to supervisor and colleagues.

**ENQUIRIES**

: Mr JS De Kock, tel. no. (027) 213- 2039

**APPLICATIONS**

: The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION**

: Ms ME Tangayi

**CLOSING DATE**

: 9 June 2017