

**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 21/113** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

**SALARY** : R 499 953 (PN-B3) per annum  
**CENTRE** : Gouda Clinic (Cape Winelands Health District)  
**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-basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post.  
**DUTIES** : Key result areas/outputs: Operational management of facility: Management of Burden of disease, renders clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and infrastructure management, asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management, ensure that all personnel undergo training according their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols. Improve Quality of services and deliver a patient centered service.  
**ENQUIRIES** : Ms C Solomons, tel. no. (021) 862-4520  
**APPLICATIONS** : The Director: Cape Winelands District Office, Private Bag X3079, 6849.  
**FOR ATTENTION** : Ms JB Salie  
**CLOSING DATE** : 15 June 2017

**POST 21/114** : **CHIEF RADIOGRAPHER GRADE 1(RADIATION ONCOLOGY)**

**SALARY** : R 414 069 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer. Registration with a professional council: Up to date registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer Independent Practice. Experience: A minimum of 3 years appropriate experience as a Radiation Oncology (Therapy) Radiographer after registration with the HPCSA. Inherent requirements of the job: Willingness to work shifts when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Good interpersonal, supervisory, presentation and computer skills. Managerial and Significant Treatment Floor experience. Competency in maintaining statistics and records. Ability to train and teach new staff and students on the treatment floor. Knowledge and experience gained from

managing a treatment unit. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Control, supervise, delegate and co-ordinate treatment floor and -related activities of Radiation Therapists, Community Service Radiation Therapists and students in the treatment floor area of the Department, in conjunction with the other Chief Radiation Therapist of that area. Ensure optimal and appropriate treatment for patients with cancer, by prioritising the work load to ensure a minimum waiting list for Radiotherapy in conjunction with the other Chief and the Medical and Medical Physics staff. Manage the staff of the area, in conjunction with the other Chief Radiation Therapist, for optimal patient treatment throughout, according to Clinicians' instructions. Ensure appropriate patient care by staff of the area and monitor and perform quality assurance procedures on equipment on a regular basis. Give administrative and information support to the other Chief and the Assistant Director. Perform, assist with and monitor in-service training of Radiation Therapists and students. Participate in continuing professional development programmes.

**ENQUIRIES** : Ms L Jaffha, tel. no. (021) 404-4292

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

**FOR ATTENTION** : Ms N Mbilini

**CLOSING DATE** : 9 June 2017

**POST 21/115** : **OPERATIONAL MANAGER NURSING: (GENERAL OUTPATIENTS)**

**SALARY** : R394 665 (PN-A5) per annum

**CENTRE** : Helderberg Hospital (Metro District Health Services)

**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 and proof of current registration (i.e. annual licensing receipt of 2017). Experience: A minimum of 7 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours, shifts, public holidays and weekends to manage hospital. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel and Outlook). Knowledge and insight of relevant legislation and policy related to the nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making, conflict resolution and organisational skills. Ability to effectively 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): Co-ordinate renders holistic and quality care in the outpatient department. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards. Ensure quality patient care through the setting of standards, implementation and monitoring thereof. Provide effective support, leadership, direction and management of human and financial resources. Assist and manage training, personal development and participate in nursing research. Monitor and submit statistics monthly.

**ENQUIRIES** : Ms K Ruiters, tel. no. (021) 850 4780

**APPLICATIONS** : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129

**FOR ATTENTION** : Ms B Klue

**CLOSING DATE** : 9 June 2017

**POST 21/116** : **CASE MANAGER**

**SALARY** : R 281 418 per annum

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

**REQUIREMENTS** : Minimum required qualification: Health professionals in possession of a health related qualification registered with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and manage care organisations with regards to MHC policies, protocols, optimal fund utilisation and

updated clinical information. Appropriate experience in Case Management/ Medical Aid Environment. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the anatomy of the human body, medical diagnoses, procedures, tests and products. Ability to link patient diagnoses with procedure codes. Knowledge of UPFS, ICD 10 codes/diagnostic codes, Medical Aid Act 131 of 1998 (e.g. section on Prescribed Minimum Benefits). Computer literacy (MS Word/Excel). Note: This post will not be linked to any of the Occupational Specific Dispensations. No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Co-ordinate the workflow processes between clinical and administrative personnel by liaising, guiding and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficiently and effectively communicate and update clinical information for externally funder clients. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols and procedures within the hospital. Provide quotations to privately funded and foreign patients.

**ENQUIRIES** : Ms ME van Vuuren, tel. no. (022) 709-7200

**APPLICATIONS** : The Manager: Medical Services Vredenburg Hospital, Private Bag X 3, Vredenburg, 7380.

**FOR ATTENTION** : Mr JI Engel

**CLOSING DATE** : 15 June 2017

**POST 21/117** : **ARTISAN PRODUCTION GRADE A TO C**

**SALARY** : Grade A: R 167 778, Grade B: 197 778, Grade C: 230 721 per annum

**CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch

**REQUIREMENTS** : Minimum requirement: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's license (Code B / EB) and own reliable vehicle for overtime duties. Competencies (knowledge/skills): Appropriate experience in the mechanical field, general mechanical repairs and the ability to carry out basic general welding. Appropriate knowledge of air conditioning equipment and medical gas plants. 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. Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to climb under / over obstacles, climb ladders and work at heights. Ability to operate and use required tools and equipment skilfully and safely. 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): Maintenance and repair of all plant and equipment at Red Cross Hospital under the supervision of the Artisan Foreman. Perform necessary administrative functions and train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties and perform standby and overtime duties.

**ENQUIRIES** : Mr D Brindley, tel. no. (021) 658-5124

**APPLICATIONS** : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Rondebosch, 7701.

**FOR ATTENTION** : Mr P Petersen

**CLOSING DATE** : 15 June 2017

**POST 21/118** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

**SALARY** : R 152 862 per annum

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

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy 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 a Supply Chain environment. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Functional experience in obtaining quotations on an Electronic Purchasing System and in Bid/Tender administration. Computer literacy (MS Excel and Word), with knowledge of, and functional experience in a Material Management System, e.g. LOGIS. 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): Perform tasks related to procurement administration such as inviting of quotes, placing orders and supply of stock (goods and services). Capture requisitions and other documentation on the Supply Chain System (LOGIS). Prepare quotes to be submitted to the Quotation Committee. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Perform duties related to IPS processes, evaluation and adjudication on the system.

**ENQUIRIES** : Ms ME Van Vuuren tel. no. (022) 709-7213

**APPLICATIONS** : The Manager: Medical Services Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

**FOR ATTENTION** : Mr J Engel

**CLOSING DATE** : 15 June 2017

**POST 21/119** : **ADMINISTRATION CLERK: ADMISSIONS**

**SALARY** : R 152 862 per annum

**CENTRE** : Ceres Hospital (Cape Winelands Health District)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Must be prepared to work 12-hour shifts (i.e. night duty, weekends, and public holidays) and also overtime when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience in Clinicom and Accounts Receivable Systems, UPFS manual, Hospital Memorandum Chapter 18, PFMA (Public Finance Management Act), BAS, Public Hospital Patient Fees, EDI (Electronic Data Interchange) and Billing for State Departments (RAF, SANDF, SAPS, DCS and COIDA). Computer literacy (MS Word and Excel). Ability to accept accountability, responsibility, good interpersonal skills, maintains confidentiality and excellent communication skills (verbal and written) 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): Ensure accurate assessment of patients according to the means test and billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS manual, Clinicom and Hospital Memorandum 18. Open patient folders and loan folders to the correct department. Responsible for sound cash management, capturing of payments, journals on BAS and Accounts Receivable Systems. Investigate debtor queries and assist hospital fees department with handing over of accounts to debt collectors and department backlogs in terms of outstanding invoices. Ensure submissions of EDI and paper claims and assist with EDI rejections and resubmissions. Support functions in respect of filing, answering of telephone, drawing of folders, queue marshal, sending of faxes and making of copies. Ensure submission of invoices to State Departments and assist hospital to clear State accounts.

**ENQUIRIES** : Ms LN Carolus, tel. no. (023) 316-9627

**APPLICATIONS** : The Manager: Medical Services, Ceres Hospital, Private Bag X54, Ceres, 6835.

**FOR ATTENTION** : Mr W Owen

**CLOSING DATE** : 15 June 2017

**POST 21/120** : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT**

**SALARY** : R 152 862 per annum

**CENTRE** : Overberg District Office (Overberg District)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate office management experience. Competencies (knowledge/skills):

Appropriate knowledge in compiling the Workplace Skills Plan. Knowledge in coordinating the Expanded Public Works Programme. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of Skills Development and Training, People Development policies and Procedures. Knowledge of the Workplace Skills Plan and Quarterly reports. Practical computer literacy (MS Word, Excel and Outlook). Professional telephone etiquette and ability to work under pressure. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): General administrative duties, i.e. telephone messaging, training related queries, distribution of documents and minute taking. Capture Provincial Training Institute nominations. Capture bursaries on Bursary Information Management System (BIMS). Capture Workplace Skills Plan information on HWSETA database and PSETA Quarterly statistics. Update and maintain electronic databases.

**ENQUIRIES** : Ms L Klink, tel. no. (028) 214-5831

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

**FOR ATTENTION** : Ms A Brits

**CLOSING DATE** : 15 June 2017

**POST 21/121** : **ADMINISTRATION CLERK: ADMISSIONS**

**SALARY** : R 152 862 per annum

**CENTRE** : Diazville Community Day Centre( West Coast District)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health facility. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy and data capturing skills. Knowledge of PHCIS. Excellent filling and recordkeeping skills. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility, to work independently and in a multi-disciplinary team. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Act as first contact point for facility and managing the reception point. Manage telephonic and client communication and responsible to make appointments and handle patient enquiries. Keep records, file and retrieve folders, trace old folders, compile new folders and destruct folders. File patient folders, documents on a daily basis and handle all general administration duties. Maintain patient appointments and schedule appointments for patients. Compile daily and monthly statistics. Act responsible with regards to service ethics, norms and standards.

**ENQUIRIES** : Ms AR Louw, tel. no. (022) 709-5066

**APPLICATIONS** : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

**FOR ATTENTION** : Mr JI Engel

**CLOSING DATE** : June 2017

**POST 21/122** : **ADMINISTRATION CLERK: FINANCE**

**SALARY** : R 152 862 per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/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 Finance Department. Competencies (knowledge/skills): Knowledge of Public Finance Management Act, BAS and Syspro. Knowledge of supplier reconciliations. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel). Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Render payments to suppliers for goods and services on BAS. Capture invoices and manual payments on Syspro. Ensure that suppliers charge as per tender or quotation. Ensure that invoices are paid within 30 days and that discounts are taken timeously. Ensure that credits are passed for goods that have been returned Reconcile monthly supplier statements. All documentation received must be filed daily.

**ENQUIRIES** : Mr MI Hamied, tel. no. (021) 404-2253

**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.  
**FOR ATTENTION** : Ms J Joos  
**CLOSING DATE** : 15 June 2017

**POST 21/123** : **HEALTH PROMOTER**

**SALARY** : R 127 851 per annum  
**CENTRE** : Kwamandlenkos Community Clinic (Eden District)  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std7). Experience: Appropriate working experience in Primary Health Care Facilities. Appropriate health education and promotion experience. Competencies: (knowledge/skills): Ability to communicate well in at least two of the three official languages of the Western Cape. Knowledge of Healthcare, including policies and guidelines. A valid driver's Licence (Code E/EB) would be an added advantage. Ability to follow through instructions independently as well as function as part of a team. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key results areas/outputs): Manage the burden of disease such as Chronic Diseases program, Child Health, Maternal and Women's Health, HIV/AIDS, and Dental health. Implement the applicable focus areas of the Integrated Nutrition Program: Provide disease specific nutrition education and support. Implement Nutrition Therapeutic Program. Monitor and promote growth monitoring in children less than 5 years. Promotion, protection and support of breastfeeding. Assist with micronutrient malnutrition control. Collect and submit accurate data on all health promotion as well as INP activities. Manage NTP products as well as other relevant consumables.

**ENQUIRIES** : Mr WJ Erasmus tel. no. (023) 414-8200  
**APPLICATIONS** : The Eden District Office: Private Bag X 6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 15 June 2017

**POST 21/124** : **HEALTH PROMOTER 2 POSTS**  
(Metro District Health Services)

**SALARY** : R 127 851 per annum  
**CENTRE** : Post 1: Lotus Rivier CDC, Post 2: Robbie Nurock  
**REQUIREMENTS** : Minimum requirement: General Education and Training Certificate (GETC) /grade 9 (Std7). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): 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.

**DUTIES** : (key result areas/outputs): Render Health Promotion sessions/group and services within the Western sub district. Plan and implement health projects in facilities, schools, and communities to meet objectives. Liaise with stakeholders to promote an integrated approach to health care. Health education sessions and support to clients. Assist teams with health promotion during campaigns and keep effective record of activities and consumables. Work together with students, and assist them with health promotion projects, and compile community profiles. Support to Facility Managers within the sub structure.

**ENQUIRIES** : Robbie CDC: Ms A Smith, tel. no. (021) 460-9132, Lotus River CDC: Ms G Jones, tel. no. (021) 703-313

**APPLICATIONS** : The Director: Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945.

**FOR ATTENTION** : Mr F Le Roux  
**CLOSING DATE** : 15 June 2017

**POST 21/125** : **TELKOM OPERATOR**

**SALARY** : R 127 851 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard, messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays.

		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 (i.e. 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: Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
<b><u>DUTIES</u></b>	:	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 record of all cellular, national and international calls made. Page and SMS all staff who carries pagers and speed dial. Report all faults to Telkom. Assist with admin duties at telephone exchange.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr R Johnson, tel. no. (021) 404-3332
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935. Ms N Mbilini 15 June 2017
<b><u>POST 21/126</u></b>	:	<b><u>PORTER</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 90 234 per annum Tygerberg Hospital, Parow Valley Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/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. Shortlisted candidates may be required to undergo competency test.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to, from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms CB Johnson, tel. no. (021) 938-5327
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505. Ms V Meyer 15 June 2017
<b><u>POST 21/127</u></b>	:	<b><u>FOOD SERVICES AID</u></b> (Chief Directorate: Metro District Health Services)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 90 234 per annum Khayelitsha District Hospital Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in food services, specifically in a health related Milk Kitchen environment. Inherent requirement of the job: Willingness to work shifts (weekends and public holidays). Competencies (knowledge/skills): Ability to prepare milk formulas according to prescribed standardised recipes. Knowledge of basic cleaning and maintenance of equipment used in the Milk Kitchen. Knowledge of Hazard Analysis and Critical Control Points (HACCP) and Health and Safety Policies. Ability to perform the tasks or duties which are part of the job productivity and quality requirements. Note: No payment of any kind is required when applying for this post.
<b><u>DUTIES</u></b>	:	Key result areas/outputs: Provide milk feeds to babies that are safe and made according to the Standard Operational Plan. Assist with the receipt, storage and stock control on a monthly basis of milk kitchen supplies. Maintain general hygiene of the Milk Kitchen to prevent cross contamination. Follow safety directives for the use of apparatus and equipment and report broken apparatus and equipment. Maintain record keeping and statistics of milk feeds given to wards. Attend in-service training on a regular basis.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M de Beer, tel. no. (021) 360-4614
<b><u>FOR ATTENTION</u></b>	:	The Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783. Mr A Ernstzen

**CLOSING DATE** : 15 June 2017

**POST 21/128** : **STORES ASSISTANT**  
(Chief Directorate: Metro District Health Services)

**SALARY** : R 90 234 per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a store (warehousing) in a health related environment. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Good recordkeeping and filing skills. Ability to work in a team. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

**DUTIES** : Key result areas/outputs: Assist the Provisioning Clerk with the handling of heavy stock, including the receiving/collecting and issuing of goods. Rotate store stock (first in, first out) and deliver store stock to end-users. Perform certain messenger duties between the stores and other departments within the hospital environment when required. Move hospital equipment as required (i.e. tables, Chairs and desks). Clean various stores and non-storage areas within the main stores. Assist in other stores when required.

**ENQUIRIES** : Mr S Mouton, tel. no. (021) 360-4254  
**APPLICATIONS** : The Chief Executive Officer: Khayelitsha District Hospital: Metro District Health Services, Private Bag X6, Khayelitsha, 7783.

**FOR ATTENTION** : Mr A Ernstzen  
**CLOSING DATE** : 15 June 2017

**POST 21/129** : **PORTER**

**SALARY** : R 90 234 per annum  
**CENTRE** : Vredenburg Hospital (West Coast District)  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Porter experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts and over weekends. Ability to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs. Competencies (knowledge/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: Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out of ambulances. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Assist with shifting of medical equipment. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards/departments.

**ENQUIRIES** : Ms ME Van Vuuren, tel. no. (022) 709-7213  
**APPLICATIONS** : The Manager: Medical Services, Vredenburg Hospital, Private bag X3, Vredenburg, 7380.

**FOR ATTENTION** : Mr JI Engel  
**CLOSING DATE** : 15 June 2017

**POST 21/130** : **CLEANER 2 POSTS**

**SALARY** : R 83 766 per annum  
**CENTRE** : Khayelitsha Community Health Centre (Metro District Health Services)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a Cleaner in a Health Facility. Experience in the use of cleaning equipment, cleaning materials and cleaning detergents. Infection control and occupational health and safety experience. Inherent requirement of the Job: Ability to work flexible hours. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Knowledge of Batho Pele Principles. Note: Shortlisted candidate will be subjected to complete a practical test. No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Provide a clean, hygienic environment in and outside the health care facility to prevent the spread of infection. General cleaning and maintenance. Ensure care of cleaning equipment. Actively involved in infection control and occupational health and safety activities. Optimal support to 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 Z Willie  
**CLOSING DATE** : 15 June 2017