

**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.

**MANAGEMENT ECHELON**

**POST 24/156** : **HEAD OF CLINICAL UNIT GRADE I (OBSTETRICS AND GYNAECOLOGY)**  
Chief Directorate: General Specialist and Emergency Services

**SALARY** : R 1 550 331 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**CENTRE** : Paarl Hospital, Paarl

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Valid (Code E/EB) drivers licence. Willingness to work overtime. Experience: A minimum of 3 years' experience after registration with the HPCSA as a Specialist in Obstetrics and Gynaecology. Competencies (knowledge/skills): Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy mandatory. No payment of any kind is required to when applying for this post.

**DUTIES** : (key result areas/outputs): Will function as the Head of the Obstetrics and Gynaecology department and also overall responsibility for all the Obstetrics and Gynaecology services in the Geographical Service Area. Render an efficient and cost-effective Obstetrics and Gynaecology service to patients managed by the institution and District Health Care Services in the District by balancing throughput with quality. Ensure effective and efficient administration of the Obstetrics and Gynaecology Department. Ensure the rational use of resources (medical/surgical sundries and equipment). Act as gatekeeper with the use of expensive resources. Effective and efficient training of clinical staff.

**ENQUIRIES** : Dr CSJ Louw, Tel no: (021) 860 2865

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

**FOR ATTENTION** : Ms C Dawood

**CLOSING DATE** : 30 June 2017

**OTHER POSTS**

**POST 24/157** : **OPERATIONAL MANAGER NURSING GRADE 1(GENERAL NURSING)**

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

**CENTRE** : Alan Blyth Hospital (Kannaland Sub-district) (Eden District)

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the professional council: Registration with the SANC as a Professional Nurse and proof of current registration (i.e. annual licencing receipt of 2017). Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Work shifts, weekends and public holidays, if necessary. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the Public Sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as

well as part of a multi-disciplinary team. Effective, interpersonal, leadership, decision making, conflict resolution skills, organisational and the ability to function under pressure. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development. Information Management within the Hospital setting.

**ENQUIRIES** : Dr JF Denkema, Tel no: (028) 551 1062

**APPLICATIONS** : The Director: People Management and Administration, Department of Health, Eden District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTIONS** : Ms S Pienaar

**CLOSING DATE** : 07 July 2017

**POST 24/158** : **OPERATIONAL MANAGER NURSING GRADE 1(GENERAL: TB HOSPITAL INCLUDING MDR/XDR TB)**

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

**CENTRE** : Harry Comay Hospital (Eden District)

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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 experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Work overtime and weekends when required. Competencies (knowledge/skills): Good managerial, supervisory, basic computer and decision making skills. Proficiency in at least two of the three official languages of the Western Cape. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Provide management support, guidance and direction to personnel under her or his supervision towards the realisation of strategic goals and objectives of the Nursing Division. Co-ordinate the proper utilisation of physical, human and financial resources in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing personnel and other stakeholders (multi-disciplinary team work). Function as a health care professional according to the applicable norms and standards.

**ENQUIRIES** : Ms LB Geweld, Tel no: (044) 803-9000

**APPLICATIONS** : The Director: People Management and Administration, Department of Health, Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar

**CLOSING DATE** : 7 July 2017

**POST 24/159** : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**  
Chief Directorate: General Specialist and Emergency Services

**SALARY** : Grade 1: R 148 221 per annum  
Grade 2: R 174 591 per annum

**CENTRE** : Forensic Pathology Laboratory (L3), Tygerberg

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with having achieved English Mathematics, Life Science and/or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 year's appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Will be required to wear a uniform. No Criminal record. Will be required to travel for long periods of time. Will be required to work 12-hour shift/office and overtime duties. Ability to lift and work with heavy corpses (mutilated, decomposed and infectious viruses). Ability to be trained in Photography and 4 x 4 vehicle handling. Will be required to work weekends, public holidays and night shift. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing in at least two of the

three official languages of the Western Cape. Above-average computer and software literacy in at least MS Excel and Word. Ability to be trained in forensic investigation, evisceration, 4 x 4 vehicle handling and photography skills. Ability to interpret and apply policies. Note: Shortlisted candidates may be subjected to a psychometric test and a security clearance prior to appointment. No payment of any kind is required when applying for this post. Please note that serving Forensic Pathology Officers Grade 1 and 2 employed in a permanent capacity who is not in possession of the advertised minimum educational requirement may be considered for a horizontal transfer regardless of the fact that they are not in possession of the aforesaid minimum educational requirement.

**DUTIES** : Key result areas/outputs: Effective and efficient recovery, storage and processing of deceased, that includes physically collecting, processing, and safekeeping of corpses, information, exhibits and property from incident scenes. An effective forensic autopsy process rendered in accordance with set standards and guidelines by assisting the forensic pathologist in autopsies (evisceration) and x-raying of corpses. Optimal control of reports and specimens during and after the Forensic Mortuary process, including the completion and administration of statements and documentation, attend court cases and deliver testimony when subpoenaed to do so. Render an efficient support service to the Forensic Pathology Laboratory Manager with regard to the management of the forensic pathology laboratory. Standard Operating Procedures must be adhered to at all times. Accurate and comprehensive capturing of data onto the Forensic Pathology services IT system and any other data basis provided by the department.

**ENQUIRIES** : Mr AJ Van Der Westhuizen/Ms P Flaendorp, Tel no: (021) 931 4232

**APPLICATIONS** : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

**FOR ATTENTION** : Mr B Wepener

**CLOSING DATE** : 07 July 2017

**POST 24/160** : **ADMINISTRATION CLERK: FINANCE (SUPPLY CHAIN MANAGEMENT)**

**SALARY** : R 152 862 per annum

**CENTRE** : Swartland 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 (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Asset Management. Appropriate experience in LOGIS and Integrated Procurement system. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Perform paid overtime when required. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of the compilation of financial statements and disclosure notes. Extensive knowledge of Asset Management in a LOGIS environment. Computer literacy (MS Office: Word, Excel, Outlook (e-mail) and LOGIS). Note: No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a competency test as part of the interview process.

**DUTIES** : Key result areas/outputs: Maintain a credible and effective asset register and perform monthly BAS and LOGIS reconciliations. Manage asset movement and bar coding and undertake Interim and Annual Financial asset counts, report losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Manage demand, procurement assets, disposals and the Equipment Procurement Plan. Advertise, award and manage contracts and tenders, plan, implement and maintain financial control. Assist with monthly SCM reporting including, the AFS and IFS.

**ENQUIRIES** : Ms N Titus Tel no: (022) 482 1162/Ms W Jasson, Tel no: (022) 482 1161

**APPLICATIONS** : The Manager: Medical Services: Swartland Hospital, Private Bag X2, Malmesbury, 7299.

**FOR ATTENTION** : Ms C Julius

**CLOSING DATE** : 07 July 2017

**POST 24/161** : **ADMINISTRATION CLERK: ADMISSIONS**

**SALARY** : R152 862 per annum

**CENTRE** : Caledon Hospital (Overberg District)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience. Inherent requirement of the job: Willingness to work shifts to meet the operational requirements of the hospital. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Knowledge of CLINICOM/PCHIS/Admission related systems. Administrative duties. Knowledge of record keeping procedures. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key results areas/outputs: Admit patients, maintain patient appointments and schedule appointments. Record-keeping, file and retrieve folders, tracing of old folders and compile new folders, archive and destroy folders. Complete registration, accounts in respect of arrears, fees and transport. Responsible for revenue control which include, receipt of money, issue of accounts and safekeeping of patient's valuables. Collate patient statistics and reconciliation with Para-medical department records. Responsible for handling telephonic and personal enquiries. Effective support to supervisor and colleagues.

**ENQUIRIES** : Ms Z Boshoff, Tel no: (028) 212 1070  
**APPLICATIONS** : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.  
**FOR ATTENTION** : Ms A Brits  
**CLOSING DATE** : 7 July 2017

**POST 24/162** : **HANDYMAN**

**SALARY** : R127 851 per annum  
**CENTRE** : Alan Blyth Hospital (Eden District)  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Handyman experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to do hard physical work. Competencies (knowledge/skills): Ability to function independently in a team. Ability to adhere to safety standards. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Supervise and in-service co-workers. Assist with repairs and emergency breakdowns (including after-hour repairs). Maintain and repair of plant equipment, furniture, fixtures and fittings. Basic electrical repairs, installations and bricklaying. Assist in preventative maintenance procedures, including autoclave, water tanks, chlorifiers and stand-by generators and give technical advice. Basic plumbing, refrigeration, carpentry, welding repairs, installations and clean areas where work has been carried out. Obtain quotations on material needed to complete requisitions.

**ENQUIRIES** : Mr EP Adcock, Tel no: (028) 551 1342  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 07 July 2017

**POST 24/163** : **HOUSEHOLD AID**

**SALARY** : R90 234 per annum  
**CENTRE** : Oudtshoorn Hospital (Eden District)  
**REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a ward/hospital/health environment. Inherent requirements of the job: Perform overtime and night duty. Relief duties in other departments when necessary, perform overtime and night duty. Competencies (knowledge/skills): Ability to lift/move heavy equipment and supplies. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Handling of clean and dirty linen and disposal of refuse/waste products and responsible for general hygienic and safe environment. Correct and cost effective usage and operation of equipment and chemicals. Dusting, sweeping, polishing, scrubbing and mopping of floors/passages/furniture, emptying of dustbins. Assist with the serving of meals and beverages to patients. Assist with the stock control of linen and non-surgical equipment at ward level.

**ENQUIRIES** : Ms H Human, Tel no: (044) 203 7203  
**APPLICATIONS** : The Director: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 7 July 2017

**POST 24/164** : **HOUSEHOLD AID**

**SALARY** : R90 234 per annum  
**CENTRE** : Riversdale Hospital (Eden District)  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Housekeeping/Cleaning experience in a Hospital/Health environment. Experience with the use of cleaning equipment, materials and detergents. Infection control and Occupational Health and safety experience. Inherent requirement of the job: Willingness to work straight shifts, night shift and/or shifts that will include weekends, public holidays and overtime. Competencies (knowledge/skills): Basic knowledge of cleaning and the cleaning of equipment. Fluency 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 a clean and hygienic environment in the health care facility to prevent spread of infection. Ensure that cleaning equipment (i.e. polish and scrub machines) are clean after usage and securely stored. Actively involved in Infection control and Occupational Health and safety activities. Render assistance to the housekeeping supervisor with general housekeeping duties such as serving of meals, clean dishes, assist with transport of patients in health facility. Rotate between departments according to the needs of the service.

**ENQUIRIES** : Ms MD Draai, Tel no: (028) 713 8643  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 07 July 2017

**POST 24/165** : **LAUNDRY AID**

**SALARY** : R90 234 per annum  
**CENTRE** : Swellendam Hospital (Overberg District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate laundry experience. Inherent requirements of the job: Physically fit to do manual labour. Ability to work with laundry machinery and equipment. Competencies (knowledge/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: Sort, wash, dry, prepare, fold and iron linen, clothing and textiles. Assist with the mixing of chemicals and the washing of linen. Load and unload washing machines and tumble driers. Empty soiled linen bags for sorting and counting, the sealing and stacking of linen bags for dispatching. Monitor the quality of work.

**ENQUIRIES** : Mr DW Brecht, Tel no: (028) 514 8458  
**APPLICATIONS** : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.  
**FOR ATTENTION** : Ms A Brits  
**CLOSING DATE** : 07 July 2017

**POST 24/166** : **PORTER**

**SALARY** : R90 234 per annum  
**CENTRE** : Oudtshoorn Hospital (Eden District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Applicable Porter duty experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, including night shift, public holidays and over weekends. Willingness to cover shifts in absence of colleagues. Ability to perform tasks such as lifting of patients from/onto beds, trolley and wheelchairs. Willingness to handle bodies/corpses. Competencies (knowledge/skills): Good interpersonal skills. Ability to work in a team and independently. Ability to speak 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: Responsible for the effective management and control of Porter services. Assist and accompany walking/sitting/non-walking/disabled patients and transport patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centres. Take responsibility for the transporting of corpses from wards to the mortuary. Perform relevant duties and entering details in the register. Assist with the transfer of patients to beds/trolleys and leading patients out of ambulances/vehicles and vice versa. Render assistance and

support to colleagues, supervisor and management. Check and ensure cleanliness of equipment, replace gas cylinders in wards and report any defects.  
**ENQUIRIES** : Ms E Lategan, Tel no: (044) 203 7314  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 07 July 2017

**POST 24/167** : **TRADESMAN AID**

**SALARY** : R 90 234 per annum  
**CENTRE** : Oudtshoorn Hospital (Eden District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience within a health environment. Inherent requirements of the job: Willingness to work overtime. Capability to do strenuous physical labour. Willingness to perform relief duties when required. Competencies (knowledge/skills): Ability to optimally utilise allocated resources such as materials, tools and equipment. Knowledge of the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to communicate in at least two of the three official languages of the Western Cape. Note: Shortlisted candidates may be subjected to a competence assessment. No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Complete and efficient execution of instructions which include amongst other, general maintenance. Assist with engineering projects, maintenance, repairs, installations and alterations. Strict adherence to the Occupational Health and Safety Act. Assist Handyman and Artisan in the performance of their duties. Exercise control over tools, equipment and materials.

**ENQUIRIES** : Mr A Roets, Tel no: (044) 302 7276  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 07 July 2017