

**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 27/137 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)**

Chief Directorate: Metro District Health Services

SALARY : Grade 1: R 991 857 per annum
Grade 2: R1 134 069 per annum
Grade 3: R 1 316 136 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 REQUIREMENTS : Karl Bremer Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience Grade 1: None after registration with the HPCSA as Medical Specialist in Radiology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Radiology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) a Medical Specialist in Radiology. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime as determined by the head MMS. Ability and willingness to function in a team. Competencies (knowledge/skills): Good written and communication skills in at least two of the three official languages of the Western Cape. Computer literacy mandatory. Note: No payment of any kind is required when applying for this post. 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: Comprehensive in-hospital radiology support to clinical departments with a focus on patient centred experience, (including CT Scans, screening, sonar and reporting limited number of plain film X rays forwarded from Tygerberg Northern Substructure). Strategic management of Radiology Department in conjunction with Head of Radiography. Teach and train medical officers and interns. Form part of broader hospital clinical team including participating in clinical governance, adverse incident reporting, major incident planning, quality assurance, National Core Standards. Financial and Human Resources Management.

ENQUIRIES : Dr L Naude, Tel no: (021) 918 1223

APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535

FOR ATTENTION : Ms A Dyers

CLOSING DATE : 21 July 2017

OTHER POSTS

<u>POST 27/138</u>	:	<u>ASSISTANT MANAGER: MEDICAL PHYSICS (NUCLEAR MEDICINE)</u>
<u>SALARY</u>	:	R828 474 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Current registration with the HPCSA as a Medical Physicist. Experience: A minimum of 3 years' appropriate experience after registration as Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of Medical Physicist with specific focus on Nuclear Medicine, as well as knowledge of the statutory regulations regarding the medical use of ionising radiation. Thorough understanding of the physics of nuclear medicine, diagnostic radiology and radiotherapy equipment, including computers and software, and radioisotopes. Good communication and interpersonal relationship skills, with the potential to develop management skills. Teaching, research and development skills. Note: No payment of any kind is required when applying for this post.
<u>DUTIES</u>	:	Key result areas/outputs: Responsible for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics at Groote Schuur Hospital in the Department of Nuclear Medicine, with support to Radiation Oncology and Diagnostic Radiology; as well as to the Nuclear Medicine Department at Red Cross War Memorial Children's Hospital. Coordinate and supply physics support and active participation in the routine execution of clinically related medical physics tasks in the Nuclear Medicine Department, with support to Radiation Oncology and Radiology as required. Actively participate and assist with the management of the Medical Physics teaching and training programme, with reference to formal and informal lecturing, and experiential training for medical physics interns. Actively participate and assist with the management of the research and development programme of the Medical Physics Department. Assist with the management of staff, departmental administration, and equipment planning, including equipment specifications and tender preparation, and commissioning. Assist in the Quality Control and audit of Medical Physics functions related to radiation safety, incident management and equipment quality management and licensing.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Burger, Tel no: (021) 404-6240/6266, email: hester.burger@uct.ac.za
	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<u>FOR ATTENTION CLOSING DATE</u>	:	Ms N Mbilini
	:	21 July 2017
<u>POST 27/139</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES</u>
	:	Chief Directorate: General Specialist and Emergency Services
<u>SALARY</u>	:	R805 236 per annum (A portion of the package can be structured according to the Individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital
	:	Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid drivers (code B/EB) licence. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as well as the Acts and Regulations that govern the practice of Pharmacy with proof of Continuous Professional Development. Computer literacy (MS Word, Excel, PowerPoint and Outlook) including knowledge and experience in JAC. Appropriate supervisory experience, ability to cope with pressure, maintain a high standard of professionalism and good interpersonal skills. Ability to communicate (written and verbal) 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.
<u>DUTIES</u>	:	(key result areas/outputs): Fulfil the role and duties of Head of the Pharmacy Department and responsible for Pharmaceutical service delivery at Mowbray

Maternity Hospital in line with statutory requirements and Western Cape Government regulations and circulars. Responsible for the provision of a Quality Pharmaceutical care to patients by monitoring work procedures, ensuring compliance to Code List and providing information to Prescribers and other Healthcare Workers at the Facility. Responsible for Human Resources Management and Development and Financial Management in the Pharmacy Department. Responsible for Pharmaceuticals Supply Management at Mowbray Maternity Hospital by ensuring safe and reliable procurement, storage, control and distribution of quality Pharmaceuticals using JAC, MEDSAS and for the procurement of Pharmacy related equipment. Responsible for Pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure. Monitor JAC data quality and maintaining data integrity and liaise with Finance and Supply Chain Management.

ENQUIRIES : Prof SR Fawcus, Tel no: (021) 659 5579
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms R Hattingh
CLOSING DATE : 21 July 2017

POST 27/140 : **PHARMACY SUPERVISOR GRADE 1**
 Chief Directorate: Metro District Health Services

SALARY : R736 425 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Kleinvele Community Day Centre, Khayelitsha/Eastern Sub-Structure
REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration as a Pharmacist with the SAPC. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to supervise, tutor and train staff. Good communication and interpersonal skills. Computer literacy. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency assessment.

DUTIES : (key result areas/outputs): Overall responsibility for pharmaceutical service delivery at Kleinvele Community Day Centre in line with statutory requirements, Western Cape Government regulations and circulars. Manage and ensure effective drug supply management (Procurement, storage, control and distribution of pharmaceuticals) for ARV and general medicines. Implement and monitor security measures to ensure safekeeping of all pharmaceuticals within the pharmacy and CHC. Manage, compile and monitor pharmacy budget and expenditure. Manage and provide professional advisory services to other healthcare workers, including training and development of pharmacy staff. Represent the pharmacy department at management level (meetings, strategic planning) and control and manage resources within the pharmacy. Participate and allocate pharmacy resources for research when required.

ENQUIRIES : Mr J van Niekerk, Tel no: (021) 360 4641
APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha/ Sub-structure Office Building, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha 7784.
FOR ATTENTION : Ms E Weaver
CLOSING DATE : 21 July 2017

POST 27/141 : **ASSISTANT MANAGER NURSING (SPECIALITY: INTENSIVE CARE UNIT, RENAL UNIT, OPERATING THEATRE AND CENTRAL STERILE STOCK DEPARTMENT)**
 Chief Directorate: General Specialist and Emergency Services)

SALARY : R546 315 per annum
CENTRE : George Hospital, George

<u>REQUIREMENTS</u>	:	Minimum education qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification in Operating theatre, with a duration of at least 1 year accredited with the SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC. Experience: A minimum of 9 years appropriate/recognisable experience after registration with the South African Nursing Council as Professional Nurse in General Nursing and Midwifery. At least 5 years of the above mentioned period must be appropriate and recognisable experience after the obtaining of the post basic course in Operating theatre. Inherent requirement of the Job: Ability to work shifts during the night, weekends and public holidays and overtime when required by supervisor. Valid (Code E/EB) driver's licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of human resource and financial policies and computer literacy (MS Word, Excel and Outlook). 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.
<u>DUTIES</u>	:	(key performance areas/work outputs): Delegate, supervise and co-ordinate the provision of effective and sufficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Development or establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage own work and that of the units reporting to the post. Manage, monitor and ensure proper utilisation of financial, human and physical resources.
<u>ENQUIRIES</u>	:	Ms GE Sellars, Tel no: (044) 802-4537
<u>APPLICATIONS FOR ATTENTION</u>	:	The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
<u>CLOSING DATE</u>	:	Mr MZ Emandien 21 July 2017
<u>POST 27/142</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY AREA: PAEDIATRIC AND NEONATOLOGY ICH/HCU)</u>
<u>SALARY CENTRE</u>	:	R499 953 per annum Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows for registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of R212 in Advanced Midwifery and Neonatal Nursing Science or Child Nursing Science or Medical and Surgical Nursing Critical Care Nursing: Child Nursing. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: Minimum of 9 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. 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 this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Note: No payment of any kind is required when applying for this post.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in a Neonatal ICU and Paediatric ICU setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the 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.

ENQUIRIES : Ms F Baartman, Tel no: (021) 938 4055
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
CLOSING DATE : 21 July 2017

POST 27/143 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

SALARY : R499 953 (PN-B3) per annum
CENTRE : Kleinmond Clinic, Overstrand Sub-district (Overberg District)
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with duration of at least one-year Diploma in Clinical Nursing Science: Health Assessment Treatment and Care accredited with the SANC (R48). Registration with a professional council: 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): Good interpersonal, leadership skills. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation, HR and financial policies. Computer literacy (MS Word and Excel). Good verbal and written communication skills 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, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters including Supervision and Performance Management, Finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Participate in community involvement. Collect, verify and timeous submission of accurate statistics.

ENQUIRIES : Ms MA Samuels, Tel no: (028) 313-5251
APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
CLOSING DATE : 21 July 2017

POST 27/144 : **QUALITY ASSURANCE MANAGER: TERTIARY HOSPITAL**

SALARY : R417 552 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: A Health related Degree or National Diploma registrable with a South African Statutory Health Professions Council. Experience: Extensive experience in a Health environment. Appropriate Managerial experience. Inherent requirement of the job: A valid code (B/EB) driver's licence. Competencies (knowledge/skills): Excellent computer skills (MS Word, Excel and Power Point), sound interpersonal, managerial, communication and leadership skills. Sound knowledge and appropriate experience in Quality Assurance, Risk Management, Health and Safety and Infection Prevention and Control. Good verbal and written communicational skills in at least two of the three official languages of the Western Cape. Analytical, strategic thinking and creativity skills. Ability to capture, interpret and compile reports. Ability to think and function independently and to critically analyse data. Note: Shortlisted candidates will be subjected to competency testing. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Effective leadership and management of the institutional Quality Assurance Plan. Formulate policies and strategies for quality improvement and drive implementation thereof. Effective co-ordination, control, monitoring and evaluation of quality Improvement, Risk Management, Occupational Health and Safety and Infection Prevention and Control programs, in line with Health policies and National Core Standards. Assist departments with achieving compliance

against the National Core Standards. Co-ordinate interventions aimed at improvement of the patient experience and respond to consumer enquiries. Support and promote staff education and development initiatives. Collect and analyse data and provide technical reports for internal and external stakeholders.

ENQUIRIES : Dr AN Parbhoo, Tel no: (021) 658-5430
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7 700.

FOR ATTENTION : Mr P Petersen
CLOSING DATE : 21 July 2017

POST 27/145 : **CHIEF MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1**
Chief Directorate: General Specialist and Emergency Services

SALARY : R414 069 per annum
CENTRE : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Thornton)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Orthotist Prosthetist. Registration with a professional council: Registration with the HPCSA as a Medical Orthotist Prosthetist. Experience: A minimum of 3 years' appropriate experience in Orthotic/Prosthetic services after registration with the HPCSA as a Medical Orthotist and Prosthetist. Inherent requirement of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Strong innovative, leadership, problem-solving, decision-making, negotiation and conflict-resolution skills. Special expertise/competency in Prosthetics and service delivery mechanisms in accordance with the DOH's HC 2030 strategic plan and Rehabilitation Position Paper (2015). Competency in public sector People-, Finance and Supply Chain Management processes. Competency in Information Management with appropriate computer literacy skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Strategic and operational management of the Prosthetic section at the Orthotic and Prosthetic Centre, WCDOH. Comprehensive clinical governance and clinical practice review, including the development and implementation of clinical protocols, guidelines, SOP's. Comprehensive People, Financial and Supply Chain Management of the Prosthetic section, within allocated resources and according to prescripts. Estate-, Information- Management and Asset Management including participating in the OPC refurbishment project. Liaise with internal and external stakeholders as required to improve the continuity of care.

ENQUIRIES : Ms O Nel, Tel no: (021) 531 5300, Ms JA Hendry, Tel no: (021) 370-2313
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms R Hattingh
CLOSING DATE : 21 July 2017

POST 27/146 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**
Chief Directorate: Metro District Health Services

SALARY : R334 545 per annum
CENTRE : Southern/Western Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year diploma/degree or equivalent qualification. Experience: Appropriate experience in Information Management. Experience in health related Information Systems (e.g. SINJANI, DHIS, etc). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Advanced computer literacy. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to information management. Demonstrates epidemiological thinking. Good interpersonal and leadership skills. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Monitor Sub-structure performance against targets. Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to all Sub-structure components and facilities. Ensure the Information Management team delivers a responsive, customer-focused support service built on the organisation's values. Provide presentation of data to end-users that allows for easy interpretation and application at facility and service level. Develop systems to continually improve data quality at

all points in the data management process. Implement and monitor compliance with departmental information management policies in the Sub-structure. Provide information system support and development to end users in the Sub-structure.

ENQUIRIES : Mr JB Vaughan, Tel. no. (021) 202-0932
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 : 21 July 2017

POST 27/147 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE)**
 Directorate: Professional Support Services

SALARY : R334 545 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate tertiary qualification in Health Sciences that is registrable with the South African Nursing Council (SANC) or Health Professional Council of South Africa (HPCSA). Experience: Extensive experience in Health Science practise and appropriate exposure to related Health Service Management and/or appropriate experience in a mental healthcare environment. Inherent requirement of the job: Valid unendorsed (Code B/EB) driver's licence and willingness to travel within the Western Cape. Competencies (knowledge/skills): Insight into Private Health Establishment Regulations, Ambulance Service Regulations and Mental Health Care Legislation, as amended. Demonstrable computer literacy and excellent report writing skills. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as the other Departmental institutions. Ability to think critically and analytically, function independently and within a team context. Conflict management skills. Proven record of confidence, initiative, and self-motivation and possess strong leadership qualities. Knowledge of budgeting process and financial management. 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): Conduct health facility inspections and resultant decision-making procedure in the Western Cape Province, in accordance with municipal, provincial (Regulation 187, as amended) and National Legislation. Conduct ambulance service inspections, as required. Effectively and efficiently communicate with all stakeholders and advise health facility management on technical, clinical and operational aspects relating to corrective steps where facilities do not conform to governing regulations. Offer support to the licensing process of Health Establishments in the province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management of the duties of the division. Supervise the correct procedure in levy and collect inspection fees from private health care facilities in terms of applicable health legislation.

ENQUIRIES : Mr N Mavela, Tel no: (021) 483-3303
APPLICATIONS : The Director: People Practices and Administration, Department of Health, P O Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood
CLOSING DATE : 21 July 2017

POST 27/148 : **ASSISTANT DIRECTOR: COMMUNICATIONS**
 Directorate: Communications

SALARY : R334 545 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: A formal qualification (Degree/Diploma) in Communication, Journalism or Public Relations. Inherent requirements of the job: Valid (Code E/EB) driver's licence. Experience: Appropriate experience in a communication, public relations or marketing environment. Appropriate management experience. Competences (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Strong interpersonal skills and Computer literate (MS Office). Excellent writing and editing skills in English, Afrikaans and or Xhosa.

DUTIES : Comprehensive media management experience. Sound knowledge of how the media works. Note: No payment of any kind is required when applying for this post. (key result areas/outputs): Implementation of corporate communication plans and campaigns. Line-management. Reputation management including media and brand. Project & Event Management. Internal Communications (Strategy and implementation).

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Mr Mark van der Heever, Tel no: (021) 483- 3716
: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
: Ms C Dawood
: 21 July 2017

POST 27/149 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: General Specialist and Emergency Services

SALARY CENTRE REQUIREMENTS : R334 545 per annum
: Emergency Medical Services (U2 Building, premises of Tygerberg Hospital)
: Minimum educational qualification: Appropriate Tertiary Qualification. Experience: Extensive experience in Supply Chain Management. Experience within the Health Department. Inherent requirement of the job: Valid (Code EB/B) driver's licence. Competencies (knowledge/skills): Able to work independently in a stressful environment. Good managerial ability as well as good interpretation skills with regards to policies. Knowledge of instructions, AO Systems, procedures and Finance instructions. In-depth knowledge of Supply chain and risk management. Ability to communicate in at least two of the three official languages of the Western Cape. Extensive workable knowledge of the LOGIS system. Advance computer literacy (MS Excel and Word). Sound understanding of accounting principles. Advance skills in provisioning administration and problem solving. Extensive workable knowledge of the BAS system. Note: Shortlisted candidates should be prepared to do a test as part of the evaluation process. Officials already on the level of Assistant Director who apply will also be considered. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Exercise effective and efficient overall control of Supply Chain Management (Procurement, Provisioning, Contract and Asset Management). Ensure compliance to all relevant SCM circulars and prescripts. Manage the performance and development of personnel. Oversee all required reporting within EMS. Ensure sound SCM policy practices and asset management as well as efficient management of fixed and moveable assets. Manage all relevant Human Resource Management functions in the component, including Discipline, grievances and SPMS.

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Mr H Knoop, Tel no: (021) 938-6817/Cell no. 084 3688 035
: The Director: Emergency Medical Services, Private Bag X24, Bellville, 7535.
: Ms AJ Ruiters
: 21 July 2017

POST 27/150 : **OFFICE MANAGER (OFFICE OF THE CHIEF EXECUTIVE OFFICER)**

SALARY CENTRE REQUIREMENTS : R334 545 per annum
: Groote Schuur Hospital, Observatory
: Diploma or Advanced Certificate in Office Management or relevant Qualification (NQF Level 6. Experience: Appropriate experience in all aspects as per key result areas. Competencies (knowledge/skills): Knowledge and understanding of legislative mandate of the Public Service. Analytical thinking and attention to detail. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape. Project Management, conflict analysis and resolution skills. Excellent computer skills (i.e. MS Word, Excel and PowerPoint).

DUTIES : Key result areas/outputs: Manage all engagements of the Chief Executive Officer. Coordinate administrative support services in the Hospital, including business process and systems improvement interventions. Execute research, analyse information, compile and consolidate complex documents and strategic reports for the Chief Executive Officer. Ensure institutional compliance on matters of governance and processes. Co-ordinate and collate departmental-specific inputs on all governance matters pertaining to the institution, including strategic and annual planning, programme performance information, project management,

		human resource and financial management, risk management and engagements with oversight bodies. Manage resources of the Office of the Chief Executive Officer.
<u>ENQUIRIES</u>	:	Mr E Brierley Tel no: (021) 404-2205
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<u>FOR ATTENTION</u>	:	Ms N Mbilini
<u>CLOSING DATE</u>	:	21 July 2017
<u>POST 27/151</u>	:	<u>MEDICAL PHYSICIST INTERN</u> (2 year contract)
<u>SALARY</u>	:	R310 113 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: BSc Honours in Medical Physics complying with the requirements of the Health Professions Council of South Africa (HPCSA) before registration as a Medical Physicist (Intern). Registration with a professional council: Registration with the HPCSA as a Medical Physicist Intern. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good communication and organisational skills. Ability to work independently and in a team environment. Good telephone etiquette and interpersonal skills. Ability to handle information in a confidential manner and knowledge of meeting procedures. Note: 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)".
<u>DUTIES</u>	:	(key result areas/outputs): Completion of the medical physics training programme accredited by the Health Professions Council (HPCSA) that will lead to registration as Medical Physicist with HPCSA. The training programme will extend over a minimum period of two years. Participation in routine medical physics activities in Tygerberg Hospital.
<u>ENQUIRIES</u>	:	Ms M du Toit, Tel no: (021) 938-5943
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION</u>	:	Ms V Meyer
<u>CLOSING DATE</u>	:	21 July 2017
<u>POST 27/152</u>	:	<u>AUDIOLOGIST GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R281 148 per annum Grade 2: R331 179 per annum Grade 3: R390 123 per annum
<u>CENTRE</u>	:	West Coast District Office (Stationed at Malmesbury CDC) (West Coast District)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist and Speech Therapist or Audiologist. Registration with a professional council: Current registration with the HPCSA as either an Audiologist/Speech Therapist or an Audiologist. Experience: Grade 1: None after registration with the HPCSA in the relevant profession in Speech Therapy and Audiology/Audiology (where applicable in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in Speech Therapy and Audiologist/or Audiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA in Speech Therapy and Audiology/or Audiology in respect of SA qualified

employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in Speech Therapy and Audiologist/Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa.

Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA in Speech Therapy and Audiology/or Audiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapy and Audiology/Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Required to accumulate CPD points for continued registration with HPCSA. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Competency and experience in the assessment and management of adult and paediatric hearing impaired patients, including diagnostic testing, hearing aid fitting and rehabilitation. Good administrative, problem-solving, interpersonal, and organisational skills, as well as Computer literacy in MS Office. Excellent communication skills in at least two of the three official languages of the Western Cape. Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Note: No payment of any kind is required when applying for this post. "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: Perform clinical functions of identification, assessment, treatment, management and counselling for adults and children with hearing impairment and perform hearing aid selection, fitting, verification and validation for suitable clients. Participate as a member of a multi-disciplinary team and participate in and contribute to training activities Perform effective record-keeping and administration relating to patient information files and statistical data. Contribute to the management of physical resources in the Audiology department. Provide clinical, consultation and outreach services to clients referred from the speech therapists, PHC facilities and TB hospital and ensure that a referral system is in place.

ENQUIRIES : Ms C Engelbrecht, Tel no: (022) 482 4690
APPLICATIONS : The Director: West Coast District, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr E Sass
CLOSING DATE : 21 July 2017

POST 27/153 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CBS TRAINING) 4 POSTS**
 Chief Directorate: Metro District Health Services

SALARY : Grade 1: 226 083 (PN-A2) per annum
 Grade 2: 278 052 (PN-A3) per annum
 Grade 3: 340 431 (PN-A4) per annum

CENTRE : Northern/Tygerberg Sub-structure Office, Bellville (1 post), Southern/Western Sub-structure Office, Retreat (1 post), Klipfontein/Mitchell's Plain Sub-structure, Mitchell's plain (1 post), Khayelitsha/Eastern Sub-structure, Khayelitsha (1 post)

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: Proof of registration with the SANC for 2017/18 as a Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Knowledge and

understanding of Community Based Services and the NPO Sector. Computer literacy in Excel and Word and power point. Proficiency in report writing. Appropriate training/facilitation experience. Note: 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: Facilitate and teach the formal training programme developed for the Community Health Workers. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) as well as the orientation of the Community Care Workers. Conducting monitoring and evaluation of all training activities offered to Community Care Workers. Coordinate other nurse training according to needs identified within the district.

ENQUIRIES : Northern/Tygerberg Sub-structure: Mr JW Lucas, Tel no: (021) 918 1545
Southern/Western Sub-structure: Ms A Janse van Rensburg, Tel no: (021) 202 0925

Klipfontein/Mitchells Plain Sub-structure: Ms F Peters, Tel no: (021) 370 5121
Khayelitsha/Eastern Sub-structure: Ms SM Mc Cloen, Tel no: (021) 360 4622

APPLICATIONS : Northern/Tygerberg Sub-structure: The Director: Northern/Tygerberg Sub-structure, 1st Floor, Nurses Home, Karl Bremer Hospital, Bellville, 7500 (For Attention: Ms P Petersen).

Southern/Western Sub-structure: The Director: Western/Southern Sub-structure, DP Marais Nurses Home, Corner White and Main Roads, Retreat 7945 (For Attention: Mr F le Roux).

Klipfontein/Mitchells Plain Sub-structure: The Director: Klipfontein/Mitchells Plain Sub-structure, Lentegour Hospital, Cnr AZ Berman and Highlands Drive, Mitchells Plain 7785 (For Attention: Mr RS Jonker).

Khayelitsha/Eastern Sub-structure: The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha

District Hospital, Corner of Steve Biko and Walter Sisulu Drive or Private Bag X6, Khayelitsha 7784 (For Attention: Mr A Horak).

CLOSING DATE : 21 July 2017

POST 27/154 : **ADMINISTRATION CLERK: ADMISSIONS**

SALARY : R152 862 per annum
CENTRE : Hermanus Hospital (Overberg District)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirements of the job: Willingness to work shifts (night duty and weekends) to meet the operational requirements. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Experience in operating PHCIS or Clinicom system. Good interpersonal and writing skills and the ability to maintain confidentiality. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Admit, register and discharge patients and handle all patient enquiries. Accurate collection, safekeeping and deposit of state money. Ensure correct management of patient folders at reception area and schedule appointments on system. Correct patient assessment and accurate data collection and recording. Filing of patient folders.

ENQUIRIES : Ms CE Langley, Tel no: (028) 313-5200
APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Ms A Brits
CLOSING DATE : 28 July 2017

POST 27/155 : **ADMINISTRATION CLERK: ADMISSIONS**

SALARY : R152 862 per annum, Level 05
CENTRE : Mbekweni Community Day Clinic (Cape Winelands Health District)
REQUIREMENTS : Minimum qualification requirement: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Valid (Code E/EB) driver's licence. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literate (Windows, Excel, Delta9 or PHCIS). A course in Basic Routine Health Information System for Data Capturers will be advantageous. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Supportive administration functions. Register patients on the Patient Administration System (PHCIS). Responsible for folder management such as file, retrieve, archiving and disposal of folders. Maintain patient appointment system. Responsible for effective management of communication (telephonic enquiries). Data management and capturing.

ENQUIRIES : Ms C Solomons, Tel no: (021) 862-4520
APPLICATIONS : The Primary Health Care Manager: Drakenstein Sub-district, Private Bag x 3043, Paarl, 7620.

FOR ATTENTION : Ms A Hall
CLOSING DATE : 28 July 2017

POST 27/156 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R152 862 per annum
CENTRE : New Somerset Hospital, Green Point
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Financial Systems. Competencies (knowledge/skills): Competency in MS Office (Word and Excel). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge and exposure to the Public Finance Management Act (PFMA) and Regulations and SCM instructions. Knowledge of LOGIS (Logistical Information System) would be advantageous. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Obtain quotations for goods or services via the Electronic Purchasing System and Place orders with companies. Ensure Audit Compliance. Willing to substitute in other SCM/Finance posts when necessary. File source documents. Handle telephonic and written enquiries from suppliers (companies) and user departments.

ENQUIRIES : Mr S Ntsonkotha, Tel no: (021) 402-6594
APPLICATIONS : The Chief Executive Officer: New Somerset Hospital, Private Bag, Green Point, 8005

FOR ATTENTION : Mr Z Sonkwala
CLOSING DATE : 28 July 2017

POST 27/157 : **PRINCIPAL FOOD SERVICE SUPERVISOR**

SALARY : R152 862 per annum
CENTRE : Vredenburg Hospital (West Coast District)
REQUIREMENTS : Minimum educational qualification: Food Certificate. Experience: Appropriate experience in a large scale Food Service Unit. Supervisory experience. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Willingness to work shifts. Competencies (knowledge/skills): Knowledge of cultural diversity and ability to maintain discipline, do personnel evaluations and handle conflict. Knowledge of pest control, infection control, hygiene, occupational health, HACCP, safety principles and sound organising skills. Appropriate experience of therapeutic diets, food groups, preparation, cooking methods and production, quality and portion control of food according to standardised recipes in an Industrial Foodservice Unit on a large scale. Proven computer literacy, writing and numerical skills.

DUTIES : (key result areas/outputs): Direct supervision over food preparation and production, including the preparation of tube feeds and supplements, personnel and all activities related to the operations and workings of the Food Services Unit. Processing of statistics to ensure that the food expenditure remains within the budget as well as assisting in the compilation of menu costing with supervisor. Ensure and uphold strict quality control systems for food as well as stock management, and ensure safe operation of machinery and equipment. Control and monitor budget expenditures, assist in the procurement procedures, e.g. order and receive supplies and financial payment management of the Food Service Unit. Compile duty rosters and annual leave schedules for all personnel within the department as well as training of sub-ordinates.

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 : 28 July 2017

POST 27/158 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R152 862 per annum
CENTRE : George Sub-district (Eden District)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Office Administration experience. Inherent requirement of the job: Willingness to work within the Sub-district. Competencies (knowledge/skills): Good interpersonal and communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Good administrative skills. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a practical test.

DUTIES : Key result areas/outputs: Support administration functions for the PHC Manager's Office. Answer telephone within 3 rings; Professional appearance at all times; Professional manners towards all staff and community members handling telephone enquiries. Accurately handle mail and sort orders. Accurate sorting of data reports to EDO, Co.'s, Dietitian. Ensure accurate inventory of all stock under PHC. Ensure all Logs orders and buy-outs are captured electronically.

ENQUIRIES : Ms M Marthinus, Tel no: (044) 803-9000
APPLICATIONS : The Director: People Management and Administration, Department of Health, Eden District Office, Private Bag X 6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 28 July 2017

POST 27/159 : **ADMINISTRATION CLERK: FINANCE (ADMISSIONS)**
 Chief Directorate: Metro District Health Services

SALARY : R152 862 per annum
CENTRE : False Bay Hospital
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 a Fees/reception and hospital environment. Inherent requirements of the job: Willingness to assist in other areas within the hospital. Willingness to work shifts (night duty and weekend) and do relief work. Competencies (knowledge and skills): Computer literacy (Ms Word and Excel). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the following: Hospital Fees Memorandum 18, UPFS, HIS Clinicom, Finance Instructions. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Admit, transfer and discharge of in-and out-patients and handling of patient enquiries. Patient registration on Clinicom. Accurate collection, safekeeping and deposit of state money. Ensure correct management of patient folders at reception areas. Correct patient assessment and accurate data collection and recording. Debit charge entries to invoices as per UPFS and PGWC billing procedures.

ENQUIRIES : Ms C Peters Tel no: (021) 728-1121 ext 212

APPLICATIONS : The Manager: Medical Services: False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978.
FOR ATTENTION : Ms L Shoosmith
CLOSING DATE : 28 July 2017

POST 27/160 : **LINEN SUPERVISOR**

SALARY : R127 851 per annum
CENTRE : Swartland Hospital (West Coast District)
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/grade 9 (Std 7). Experience: Appropriate linen supervisory experience in a hospital or similar size of organisation or environment. Inherent requirement of the job: Ability and willingness to work after-hours/weekends and public holidays if need arise. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and the service provider. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to interpret the Western Cape Hospital Linen Management Policy. Knowledge of stock and infection control. Computer literacy (MS Office: Word and Excel). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Effective hospital linen operational processes and be part of the pre-condemning of hospital linen. Monitor contractual obligations in terms of the contracted hospital linen service provider. Effective quality control of hospital linen. liaise with various internal departments regarding hospital linen matters. Required to work in the soiled and clean linen areas of the hospital's Linen Bank. Responsible for all administrative duties associated with supervision.

ENQUIRIES : Mr G Waneburg, Tel no: (022) 487-2236
APPLICATIONS : The District Manager: West Coast District Office, Private Bag X15, Malmesbury, 7299

FOR ATTENTION : Ms C Julius
CLOSING DATE : 28 July 2017

POST 27/161 : **HANDYMAN**
Chief Directorate: General Specialist and Emergency Services

SALARY : R127 851 per annum
CENTRE : Western Cape Rehabilitation Centre, Mitchell's Plain
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Proven carpentry and/or woodworking experience. Inherent requirements of the job: Flexibility and willingness to assist with service delivery in different clinical areas. Willingness to work with persons with physical disabilities. Competencies (knowledge/skills): Basic and innovative design and practical skills. Ability to safely and independently handle power machinery and tools. Ability to perform carpentry and related functions and be flexible and work independently. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Basic technical, observation and practical problem-solving skills and conversant with the requirements of the Machinery and Occupational Health and Safety Act. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Assist with the effective management of the Woodwork area. Production (design and manufacture) of low cost Woodwork assistive devices for the clients of the Institution and assist in the provision of the wheelchair repair maintenance and repair service as required. Monitor and supervise clients in workshop activities. Render a support service to the Institution as required.

ENQUIRIES : Ms S Conrad, Tel no: (021) 370 2339/44
APPLICATIONS : The Deputy Director: Western Cape Rehabilitation Centre, Private Bag X19, Mitchell's Plain, 7789.

FOR ATTENTION : Ms Y Mbongo
CLOSING DATE : 28 July 2017

POST 27/162 : **HOUSEKEEPING SUPERVISOR**

SALARY : R127 851 per annum
CENTRE : Sonstraal 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: Prepared 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, performing and coordinating tasks related to linen and hygiene services. Supervise 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 : Ms M Andrews, Tel no: (021) 862-3176
APPLICATIONS : The Nursing Manager: Sonstraal Hospital, Meaker Street, Paarl, 7620.
FOR ATTENTION : Ms M Andrews
CLOSING DATE : 28 July 2017

POST 27/163 : **SECURITY OFFICER**

SALARY : R107 886 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Registration with a professional council: Registration with the Private Security Regulatory Authority of South Africa in terms of the Private Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience in a Hospital/Psychiatric environment. Inherent requirements of the job: Willingness to work night shifts, public holidays, weekends, and overtime. Must have no criminal record. Competencies (knowledge/skills): Ability to function independently in challenging situations. Must be self-disciplined, self-motivated and have the ability to work under pressure. Good communication, listening, report-writing, conflict and group handling skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Access/egress control of all wards on the establishment. Assist personnel with handling aggressive/difficult patients. Escort patients on/off hospital premises, where required. Deliver a supportive security service with the aim to prevent injuries, abonnements of patients, litigation and adverse incidents. Effective application of service delivery and efficient support. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Monitor and report on the compliance with SLA by the outsourced security service provider.

ENQUIRIES : Mr MJ Swartz, Tel no: (021) 658-5573
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch. 7700.
FOR ATTENTION : Mr P Petersen
CLOSING DATE : 28 July 2017

POST 27/164 : **HOUSEHOLD AID**

SALARY : R90 234 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Willingness to work flexi hours, shifts, weekends and night-duty. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Physical, mentally and emotionally fit to provide an essential service. Competencies (knowledge/skills): Ability to participate and work as part of a team. Basic knowledge of cleaning and the cleaning equipment. Ability to maintain effective relationships with staff, patients and public. Ability to communicate in at least 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): Effectively delivered environmental hygiene. Participate in activities of the cleaning service. Utilise and manage available human and

financial resources to fulfil the operational needs of the clinical area. Effective support to the housekeeper and nursing staff related to e.g. cleanliness of environment and patient meal services. Maintain protective clothing code.

ENQUIRIES : Ms F Baartman, Tel no: (021) 938-4055
APPLICATIONS : The Chief Director: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms CB Basson
CLOSING DATE : 28 July 2017

POST 27/165 : **HOUSEHOLD AID**

SALARY : R90 234 per annum
CENTRE : Beaufort West Hospital (Eden District)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in household/cleaning services in hospital/health facility environment. Inherent requirement of the job: Willingness to work day and night shifts, over weekends and on public holiday. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of cleaning procedures, infection control and safety practices. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Ensure clean and safe environment in the wards. Cost effective use and storage of cleaning equipment and cleaning materials. Provision of meals and beverages to patients according to diet sheets. Ensure safe disposal of medical and other waste products. Render assistance to the supervisor with general housekeeping duties, linen and stock counting.

ENQUIRIES : Mr TW Ntombana Tel no: (023) 414-8200
APPLICATIONS : The Eden District Office: Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 28 July 2017

POST 27/166 : **FOOD SERVICE AID 2 POSTS**

SALARY : R 90 234 per annum
CENTRE : Mossel Bay Hospital (Eden District)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills). Experience: Appropriate experience in a large food service unit. Inherent requirement of the job: Willingness to work shifts and overtime, which include weekends and public holidays. 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 principles. Ability to communicate (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): Assist in receipt, store 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 elementary control measures and standard operating procedures as well as Health and Safety prescripts. Provide milk feeds to babies that are safe and made according to the Standard Operational Plan.

ENQUIRIES : Mr B Caffoen, Tel no: (044) 604-6114
APPLICATIONS : The Director: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 28 July 2017

POST 27/167 : **LINEN STORES ASSISTANT**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R 90 234 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in linen bank in hospital environment. Inherent requirements of the job: Willingness to work overtime, weekends and public holidays when operational needs require. Physically able to hear and speak clearly. Perform hard physical tasks e.g. pushing heavy linen trolleys to and from the linen bank and

wards/departments. Competencies (knowledge/skills): Perform basic routine tasks in the linen bank under supervision. Ability to sort, sluice and count linen. Ability to speak 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 effective, efficient, safe hygiene and cleaning practices. Provide a supporting service to the supervisor. Daily collection of dirty linen from departments for the linen bank and return clean linen from the linen bank to the wards/departments. Daily sorting and counting of dirty linen prior to transfer of linen to laundry. Daily sluice of dirty linen. Adhere to loyal service ethics.

ENQUIRIES : Ms GP Storm, Tel no: (021) 860-2844

APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.

FOR ATTENTION : Mr RM Petersen

CLOSING DATE : 28 July 2017

POST 27/168 : **SOCIAL AUXILIARY WORKER GRADE 1 TO 3 (5/8TH POST)**
Chief Directorate: General Specialist and Emergency Services

SALARY : Grade 1: R 81 522 per annum
Grade 2: R 97 344 per annum
Grade 3: R 116 232 per annum

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Profession (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as a Social Auxiliary Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate experience as Social Auxiliary Worker after registration with the SACSSP, or no experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Grade 3: A minimum of 20 years' appropriate experience as Social Auxiliary Worker after registration with the SACSSP, or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP, or no experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Competencies (knowledge/skills): Skills and knowledge of working within a Hospital or medical setting as well as skills in psycho-social assessments. Skills and experience in substance use, parenting and grief management as well as sound knowledge of relevant community resources. Documentary proof and skills in MS Office (Excel, Word and PowerPoint). Ability to communicate effectively 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. "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): Undertake psychosocial assessments, give advice and refer to appropriate resources. Maintain all administrative functions on work undertaken. Undertake telephonic enquiries and patient follow ups. Provide appropriate feedback to multi-disciplinary team. Participate in training and up skilling of patients and staff as required. Facilitate and participate in educational and awareness programmes.

ENQUIRIES : Ms ME Johnstone, Tel no: (021) 659-5580

APPLICATIONS : The Chief Executive Officer: Mowbray Maternity Hospital, Private Bag X7, Mowbray, 7705.

FOR ATTENTION : Mr BH Cassim

CLOSING DATE : 21 July 2017