

**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.  
Erratum: Kindly note that the Minimum educational qualification for post 28/157 Therapeutic And Medical Support Services Programme Co-Ordinator (Rehabilitation) (5/8TH POST) have been amended as follows: "Requirements: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist or Physiotherapist or Speech Therapist or Audiologist.

**OTHER POSTS**

**POST 29/204** : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)**  
Chief Directorate: Metro District Health Services

**SALARY** : Grade 1: R 991 857 per annum,  
Grade 2: R 1 134 069 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** : Victoria Hospital, Wynberg  
: 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 Medical Specialist in Radiology.  
Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Radiology.  
Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology.  
Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. Competencies (knowledge/skills): Ability to oversee and report on radiological procedures, primarily CT-scanning services at a Large District Hospital. Work with a team of hospital clinicians to optimise use of CT-scanning facilities. Verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies. 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): Clinical service provision, primarily manage, administer and co-ordinate the implementation of a comprehensive CT scanning service. Plan X-ray reporting, statistics and strategic planning assistance for ultra-sound services. Ensure the maintenance of quality care standards in the radiology services together with Chief Radiographer and Head of Department. Guide staff, teaching, training and supervision

of staff. Efficient use of resources, manage assets, consumables, and services effectively.

**ENQUIRIES** : Dr GL Dunbar, Tel no: (021) 799-1211  
**APPLICATIONS** : The Chief Executive Officer: Victoria Hospital Wynberg, Alphen Hill, Private Bag X2, Plumstead, 7800.  
**FOR ATTENTION** : Ms N Petersen  
**CLOSING DATE** : 4 August 2017

**POST 29/205** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

**SALARY** : R499 953 (PN-B3) per annum  
**CENTRE** : Oudtshoorn Dorp Clinic and Toekomsrus Clinic (Eden District)  
**REQUIREMENTS** : Minimum educational qualifications: 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. Post-basic qualification with a duration of at least one-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the South African Nursing Council (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification as mentioned above. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office and Excel). 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 Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets and participate in community involvement. Manage planning to practice a holistic Health Service on a short or medium or long-term basis. Render Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Collect and verify submission of accurate statistics timeously and give continuous positive support to the Primary Health Care Manager.

**ENQUIRIES** : Ms J Matyhila, Tel no: (044) 203-7202  
**APPLICATIONS** : The Director: People Practices and Administration, Department of Health, Eden District Office, P/Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 11 August 2017

**POST 29/206** : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE)**

**SALARY** : R 499 953 (PN-B3) per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council (SANC). A post basic nursing qualification with a duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in the theatre after obtaining the one-year post-basic Operating Theatre Nursing Science qualification. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. 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 this nursing specialty 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 communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Note: No payment of any kind is required when applying for this post.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Effective planning, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in Theatre 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.
<b><u>ENQUIRIES</u></b>	:	Ms F Baartman, Tel no: (021)938-4055
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505.
<b><u>FOR ATTENTION</u></b>	:	Ms CB Basson
<b><u>CLOSING DATE</u></b>	:	04 August 2017
<b><u>POST 29/207</u></b>	:	<b><u>CHIEF PHYSIOTHERAPIST 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R 414 069 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: A minimum of 3 years appropriate experience as a Physiotherapist after registration with the HPCSA as a Physiotherapist. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Appropriate, extensive clinical experience as a Physiotherapist in an acute and specialist/tertiary hospital setting with appropriate experience in Neurology, Neurosurgery, Orthopaedic, Spinal, OPD, Cardiopulmonary and Intensive Care. Appropriate managerial experience. Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Good problem solving, conflict resolution, interpersonal, communication, leadership and organisational skills. Note: No payment of any kind is required when applying for this post.
<b><u>DUTIES</u></b>	:	Key result areas/outputs: Promote, manage and develop Physiotherapy services in Neurology, Neurosurgery, Orthopaedic, Spinal, OPD, Cardiopulmonary and Intensive Care Units. Assist in the management, policy formation, strategic planning process of Unit and Physiotherapy Department, and deputise for the head of Department when required. Supervise and develop personnel in the team, including mentoring Physiotherapist at a more junior level as well as undertaking quarterly evaluations for staff. Manage physical and human resources in the unit and co-ordinate all administrative activities regarding the patients in the unit. Supervise, train and co-ordinate student placements, undertake and participate in appropriate research and investigations in area of work.
<b><u>ENQUIRIES</u></b>	:	Ms CK Davids, Tel no: (021) 404-4408
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935
<b><u>FOR ATTENTION</u></b>	:	Ms N Mbilini
<b><u>CLOSING DATE</u></b>	:	04 August 2017
<b><u>POST 29/208</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (GENERAL) (ARV SERVICES)</u></b> Chief Directorate: Metro District Health Services
<b><u>SALARY</u></b>	:	R 394 665 (PN-A5) per annum
<b><u>CENTRE</u></b>	:	Du Noon Community Health Centre (Killarney Gardens)
<b><u>REQUIREMENTS</u></b>	:	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 Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A 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: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge

of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Experience in working in an ARV/HIV setting. Notes: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Provide a comprehensive HIV/ARV/TB and Primary health care package. Manage, Plan and organise and implement HIV/ART services and administrative duties. Involve in community outreach projects to achieve targets and health education of clients. Financial planning and indirect control of expenditure. Professional development, i.e. assessing in-service training needs, planning, implementing of training programmes. Effective operational management at clinic level and support to other departments.

**ENQUIRIES** : Mr W Caesar, Tel no: (021) 200-4500

**APPLICATIONS** : The Director, Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Retreat, 7945 or P.O. Box 30360, Tokai 7966.

**FOR ATTENTION** : Mr F Le Roux

**CLOSING DATE** : 04 August 2017

**POST 29/209** : **SYSTEM DEVELOPMENT ANALYST (CONTRACT FOR 2 YEARS)**  
Directorate: Management Accounting

**SALARY** : R334 545 per annum including 37% in lieu of service benefits.

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: An appropriate qualification in IT, Mathematics, Accounting or other subject with numerical orientation. Experience: Appropriate relevant experience. Inherent requirements of the job: Full spectrum of systems development skills. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Acquaintance of Software development using Visual Studio.Net. Understanding BI development using SQL Server. Knowledge of Public Sector Finance Systems. Ability to analyse information. Computer literacy (MS Excel; T-SQL and Visual Studio.Net). Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Co-ordinate Business and System Analysis. Design database development and maintenance (with focus on SQL Server). Software development and maintenance (with focus on Visual Studio .Net). Quality control, client liaison and user support.

**ENQUIRIES** : L van Aardt, Tel no: (021) 483-5780

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

**FOR ATTENTION** : Ms C Dawood

**CLOSING DATE** : 04 August 2017

**POST 29/210** : **BED MANAGER**

**SALARY** : R334 545 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: A health related qualification registrable with an appropriate Council. Experience: Appropriate experience in a tertiary health facility environment. Managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in full Microsoft Office package. Knowledge and insight of relevant legislation and policy related to bed management within the public sector. Ability to promote a quality service through the setting, implementation and monitoring of policy and standards. Ability to think and function independently. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment is required when applying for this post.

**DUTIES** : (key result areas/outputs): Responsible to plan, manage, co-ordinate and maintain patient activities relating to bed management at Tygerberg Hospital. Utilise and manage resources with a focus on cost containment. Participate in training, development and research. Deliver support and provide feedback to the institution and department regarding optimal utilisation of hospital in-patient facilities and resources. Manage, evaluate and report on all aspects of the quality assurance programme. Collect and collate information, and to critically analyse data and produce reports.

**ENQUIRIES** : Ms E Linden-Mars, Tel no: (021) 938-4055  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms V Meyer  
**CLOSING DATE** : 04 August 2017

**POST 29/211** : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT (MONITORING AND EVALUATION) (CONTRACT UNTIL 31 MARCH 2019)**  
Directorate: Global Fund

**SALARY** : R281 418 per annum plus 37% in lieu of service benefits.  
**CENTRE** : (Norton Rose House, Cape Town)  
**REQUIREMENTS** : Minimum educational qualification: Grade 12 or Senior Certificate plus Competencies. Experience: Experience and ability to monitor and evaluate the activities and output of the Global Fund grant programme with working knowledge of HIV and TB. Inherent requirements of the job: Valid (Code E/EB) driver's licence. Competencies (knowledge/skills): Experience in monitoring and evaluation of health programmes. Planning and report-writing skills, Intermediate computer skills in MS Word, Excel and PowerPoint. Good analytical and interpersonal skills. Experience in programme planning, implementation, management and M&E, including management of outsourced partners. Understanding of the NGO sector and knowledge of large donor processes and requirements will be a benefit. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Support the coordination of the implementation of the programme ensuring that the sub-recipients of grants and service providers are supported to implement a high quality programme. Validate data collected and conduct regular back-up of data and reports and Maintain complete and accurate paper and electronic files of all work. Engage with GF M&E unit on a regular basis to ensure quality of information and data is maintained for monitoring and evaluation of the YW&G programme. Liaison with districts regarding reporting on indicators and meeting reporting deadlines. Emphasise quality service delivery within the programme related to HIV prevention programmes in schools and in the community, HIV Testing Services (HTS) programmes, sexual and reproductive health programmes, caregiver support programmes, work readiness programmes, and other programme areas identified for the grant. Conduct Onsite Data Verification and site support visits. Support and participate the development and implementation of youth intervention strategies aimed at reducing the incidence of HIV infection amongst youth in the Western Cape.

**ENQUIRIES** : Ms N Bolotina, Tel no: (021) 483-9933  
**APPLICATIONS** : The People Practices and Administration, Department of Health, Head Office, PO Box 2060, Cape Town, 8000.  
**FOR ATTENTION** : Ms C Dawood  
**CLOSING DATE** : 04 August 2017

**POST 29/212** : **ORAL HYGIENIST GRADE 1 TO 3**  
Chief Directorate: General Specialist and Emergency Services

**SALARY** : Grade 1: R281 148 per annum,  
Grade 2: R331 179 per annum,  
Grade 3: R390 123 per annum

**CENTRE** : Oral Health Centre, Tygerberg/Mitchells Plain  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Oral Hygienist. Registration with a professional council: Registration with the HPCSA as Oral Hygienist.  
Experience: Grade 1: None after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. 1-year relevant experience after registration with the HPCSA as Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.  
Grade 2: Minimum of 10 years' relevant experience after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA as Oral Hygienists in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA as Oral Hygienists 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: Valid (Code B/EB) driver's licence. Willingness to work overtime when the need arises. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Service of the Mobile Health project (and also on the Service Platform and Outreach Programmes) which includes: Clinical management of oral hygiene patients. Control of equipment, stock and consumables. Maintain a clean and hygienic clinical environment. Oral health education and promotion at schools and related institutions. Needs assessment and collection of base line oral health data in the Sub-districts. Plan preventative and the promotion of oral health programmes in the Sub-districts. Implement and monitor preventative oral health programmes at schools and institutions. Liaise with other organisations in respect of dental and/or oral health programmes. Complete daily statistics, collate monthly data and in-service training of health personnel/students.

**ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE** : Dr SY Harnekar, Tel no: (021) 937-3055  
: The Dean/Manager: Oral Health Centre, Private Bag X1, Tygerberg, 7505.  
: Ms P De Bruin  
: 04 August 2017

**POST 29/213** : **ARTISAN FOREMAN GRADE A**  
Directorate: Engineering and Technical Support

**SALARY CENTRE REQUIREMENTS** : R 267 756 per annum  
: Bellville Mobile Workshop, Electrical Workshop  
: Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Five years post qualification experience working predominately in a medical build environment. Experience in management of a workshop or a team of technically staff. Inherent requirements of the job: Valid (Code E/EB) driver's licence. Willingness to travel long distances. Willingness to work away from home for extended periods. A Valid Wireman's licence would be advantageous. Competencies (knowledge/skills): Good verbal and written communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Conversant with the requirements of the SANS 10142 and SANS 10400 where applicable. Basic computer literacy in Excel, Word, and Internet Explorer (Internet). Basic knowledge of procurement and supply chain function principles and regulations (PFMA). Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Day to day planning, delegation and management of job cards for the workshop including workload management, tracking and logging of jobs, planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Continuous self-development and development of staff to keep abreast with new technologies and procedures.

**ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE** : Mr LS Semono, Tel no: (021) 918 1382  
: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.  
: Ms C Dawood  
: 04 August 2017

**POST 29/214** : **ARTISAN PRODUCTION GRADE A (MECHANICAL)**  
Directorate: Engineering and Technical Support Services

**SALARY CENTRE** : Grade A: R 167 778 per annum,  
Grade B: R 197 631 per annum,  
Grade C: R 230 721 per annum  
: Metro East Hub, Lentegeur Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate.  
 Experience: Grade A: No experience required.  
 Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate.  
 Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. 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. Shortlisted candidates may be subjected to a practical test.

**DUTIES** : (key result areas/outputs): Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

**ENQUIRIES** : Mr O Buys, Tel no: (021) 370-1119

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

**FOR ATTENTION** : Ms C Dawood

**CLOSING DATE** : 04 August 2017

**POST 29/215** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL) 2 POSTS**  
 Directorate: Engineering and Technical Services

**SALARY** : Grade A: R 167 778 per annum, Grade B: R 197 631 per annum, Grade C: R 230 721 per annum

**CENTRE** : Metro East Hub, Lentegeur Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB). Willingness to travel. A valid Wireman's licence would be advantageous. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. 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. Shortlisted candidates may be subjected to a practical test.

**DUTIES** : (key result areas/outputs): Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.

**ENQUIRIES** : Mr O Buys, Tel no: (021) 370-1119

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

**FOR ATTENTION** : Ms C Dawood

**CLOSING DATE** : 04 August 2017

**POST 29/216** : **SECRETARY**

**SALARY** : R152 862 per annum

**CENTRE** : Mossel Bay Hospital (Eden District)

**REQUIREMENTS** : Minimum educational qualification: Grade 12 plus computing and computer applications. Experience: Appropriate administrative experience. Competencies (knowledge/skills): Good communication skills, both verbal and written in at least two of the three official languages of the Western Cape. Good telephone etiquette and interpersonal skills to deal with the public and staff members. Ability to work independently and in team environment. Ability to handle information in a confidential manner. Professional attitude. Proven ability to be innovative and creative. Typing

skills and computer literacy (i.e. MS Office, Word, Excel, PowerPoint and Outlook).  
Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Provide comprehensive clerical support functions to the Medical Manager. Provide administrative support to the Clinical Manager and team. Support the hospital staff with general administrative duties. Provide clerical and administrative functions to Hospital Facility Board. Effectively manage the medical legal processes for the managers.

**ENQUIRIES** : Dr P Ruschenbaum, Tel no: (044) 604-6101  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 11 August 2017

**POST 29/217** : **ADMINISTRATION CLERK: SUPPORT**

**SALARY** : R152 852 per annum  
**CENTRE** : Calitsdorp CC (Kannaland Sub-district) (Eden District)  
**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration experience. Competencies (knowledge/skills): Basic knowledge and experience in office administration, financial and procurement administration. Good interpersonal relations, verbal and communication skills. Effective communication skills in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Office, Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs): Record-keeping, file/retrieve folders, trace old folders, compile new folders and destroy folders. Collate patient statistics and reconcile with Para-medical department records. Maintain patient appointments and make appointments for patients. Inherent requirement of the job: Perform relief duties where required. Handle Switchboard operations.

**ENQUIRIES** : Ms S Labuscaghne, Tel no: (028) 551-1342  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 11 August 2017

**POST 29/218** : **FOOD SERVICES SUPERVISOR**

**SALARY** : R 127 851 per annum  
**CENTRE** : West Coast TB Centre (Stationed at ID Hospital, Malmesbury) (West Coast District)  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/grade 9 (Std 7). Experience: Appropriate hospital catering and food services experience in an industrial Food Service unit. Inherent requirement of the job: Ability to work shifts, including weekends and public holidays. Competencies (knowledge/skills): Computer literacy (MS Word and Excel), as well as effective report writing and numerical skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of hygiene and safety procedures and of procurement practices. Ability to work independently. Note Shortlisted candidates will be required to do a complete practical test. No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Supervise operational requirements within food service unit. Responsible for ensuring quality control and risk management. Responsible for the human resources function in relation to the food service component. Assist with the finance aspects relating to the food services component. In-house training of food services team in all aspects relating to daily tasks.

**ENQUIRIES** : Ms M Sedeman, Tel no: (022) 487-3294  
**APPLICATIONS** : The District Director: West Coast District, Private Bag X15, Malmesbury 7299.  
**FOR ATTENTION** : Mr E Sass  
**CLOSING DATE** : 11 August 2017

**POST 29/219** : **HEALTH PROMOTER**

**SALARY** : R127 851 per annum  
**CENTRE** : Dysseldorp CC (Oudtshoorn Sub-district) (Eden District)



**REQUIREMENTS** : Minimum educational qualification: General education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in working in communities and informal settlements. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility, work independently and unsupervised. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Assist with the planning and implementation of health projects in facilities, schools and communities to meet objectives. Give education at health facilities, NGO's and at community activities and liaise with stakeholders to promote an integrated approach to health care. Assist teams with health promotions during campaigns and keep effective records of activities and consumables. Effective development of clients through projects to change behaviour. Provide disease specific nutrition education, support and assist with micro-nutrient malnutrition control. Monitor and promote growth in children younger than five years at various health facilities and provide assistance to creches. Promote, protect and support breastfeeding.

**ENQUIRIES** : Ms CH Engelbrecht, Tel no: (044) 251-6013  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 11 August 2017

**POST 29/220** : **HANDYMAN**

**SALARY** : R127 851 per annum  
**CENTRE** : West Coast TB Centre (West Coast District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work overtime. Must be physically fit to perform duties as required. Strict adherence to the Occupational Health and Safety Act. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Good organisational skills. Good communication skills in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active) and work independently as well as in a team. Knowledge of Carpentry, Electrical, Painting, Refrigeration, Plumbing and Glazing within a Health environment. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

**DUTIES** : (key result areas/outputs): Complete and return repair requisitions and perform the necessary administrative functions. Ability to do minor electrical, plumbing repairs and building at the hospital and assist with repairs and installation projects, supervise and in-service training of co-workers. Facilitating the maintenance of the Hospital grounds in conjunction with the Groundsman and Gardening Service Contract and assist visiting Artisans in the performance of their duties. Exercise effective control over supplies and assets, and assist in preventive maintenance procedures. General support functions to management and transport section and driver.

**ENQUIRIES** : Ms S Daniels, Tel no: (021) 862-3176  
**APPLICATIONS** : the District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.  
**FOR ATTENTION** : Mr E Sass  
**CLOSING DATE** : 11 August 2017

**POST 29/221** : **HOUSEHOLD AID 2 POSTS**

**SALARY** : R 90 234 per annum  
**CENTRE** : Sonstraal Hospital, Paarl (West Coast District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Previous hospital, clinic or other health facility cleaning experience. Inherent requirements of the job: Ability to pick up or move heavy equipment around the hospital. Willingness to work shifts, night duty and public holidays. Competencies (knowledge and skills): Ability to work with heavy duty household or cleaning equipment. Knowledge of infection control and safety procedures of a hospital or clinic environment. Note No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Render an effective, efficient and safe hygienic service in the hospital. Cost effective usage of cleaning materials and equipment, correct handling and disposal of general and medical waste and correct handling of soiled linen. General cleaning and maintenance (i.e. dust, sweep, polish, scrub, mop, clean

windows and walls). Ensure that cleaning equipment, (i.e. polisher and scrubbing machines, mops, brooms and buckets) are clean after usage and securely stored. Assist with the serving of meals and beverages to patients. Render a support service to supervisor.

**ENQUIRIES** : Mrs. M Andrews, Tel no: (021) 862-3176  
**APPLICATIONS** : The Nursing Manager: Sonstraal Hospital, Meaker Street, Paarl, 7620.  
**FOR ATTENTION** : Ms M Andrews  
**CLOSING DATE** : 11 August 2017

**POST 29/222** : **FOOD SERVICES AID**

**SALARY** : R 90 234 per annum  
**CENTRE** : Beaufort West Hospital (Eden District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in an Industrial Food Service Unit. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to work in a group. Knowledge of HACCP, national guidelines on safe preparation, storage and handling of powdered infant formula for Health Facilities, Home Environment and Health and Safety policies. Knowledge of basic cleaning and maintenance of equipment used in the Food Service Unit. Ability to read, speak and write 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: Prepare and distribute milk feeds to the wards according to prescribed standardised recipes and the standard operation plan and temperature control during the various processes. Assist with the receipt, storage and stock control of food supplies. Maintain record keeping and statistics of Food Service Unit. Pre-prepare, prepare, dish up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit, including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus, equipment and report broken apparatus and equipment. Assist with the informal in-service training of new employees.

**ENQUIRIES** : Ms E Brits, Tel no: (023) 414-8200  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 11 August 2017

**POST 29/223** : **FOOD SERVICES AID**

**SALARY** : R 90 234 per annum  
**CENTRE** : Vredenburg Hospital (West Coast District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale Food Service Unit. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day in a high stress environment. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Note: Short-listed candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Assist in the receipt and storage of all provisions and stock in the food service unit. Pre-prepare and produce all normal and therapeutic diets for patients. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts, to elementary control measures and standard operational procedures. Provide optimal support to supervisor and colleagues. Assist with the informal in-service training of new employees and attend prescribed training courses.

**ENQUIRIES** : Ms ME Van Vuuren, Tel no: (022) 709-7213  
**APPLICATIONS** : The Manager: Human Resource Management, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

**FOR ATTENTION** : Mr JI Engel  
**CLOSING DATE** : 11 August 2017

**POST 29/224** : **FOOD SERVICE AID 5 POSTS**

**SALARY** : R90 234 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Basic numeracy and literacy. Experience: Appropriate Large Scale Hospital Catering experience. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, and quality and portion control of food according to standardised recipes. Experience of the Cook-Chill System. Experience with patient's service. i.e. ward hostess. Inherent requirements of the job: Ability to work shifts (weekends and public holidays). Must be willing to enter hospital wards and serve patients. Ability to do work of physical natures. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to communicate in at least two of the three official languages of Western Cape. Proof of attendance of a Kitchen Hygiene, Kitchen Cleaner or an Assistant Chefs, will be an added advantage. Ability to function within a team and work under pressure. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Utilise the Cook Chill System, prepare, cook, plate, regenerate, serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC Receipts and Menus. Clean and maintain the kitchen area and equipment as well adhere to health and safety regulations. Communicate with patients and kitchen staff as well as give feedback about problems and make recommendations to the Food Service Supervisor. Dress according to Departmental specifications and adhere to Hospital / PAWC Policy.

**ENQUIRIES** : Ms AS van Schalkwyk, Tel no. (021) 404-4042  
**APPLICATIONS** : Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.  
**FOR ATTENTION** : Ms N Mbilini  
**CLOSING DATE** : 11 August 2017

**POST 29/225** : **CLEANER**

**SALARY** : R83 766 per annum  
**CENTRE** : Oudtshoorn Hospital (Eden District)  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a hospital/health environment. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies. Willingness to work shifts, public holidays and weekends. Perform overtime and night-duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygienic and safe environment. Handle cleaning equipment. Elementary stock control.

**ENQUIRIES** : Ms H Human, Tel no. (044) 203-7203  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 11 August 2017