

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF HEALTH**

*In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.*

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

**MANAGEMENT ECHELON**

**POST 30/117** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1(OBSTETRICS AND GYNAECOLOGY)**

(This is a joint staff appointment with the University of Cape Town)  
(Chief Directorate: General Specialist and Emergency Services)

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

**CENTRE** : Mowbray Maternity Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology Registration with a professional council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in MS Outlook, Excel, Word and PowerPoint. Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in accordance with the Level 2 package of care for Obstetrics and Gynaecology. Proven experience with supervising staff, training junior doctors, and managing financial and other resources. Note: No payment of any kind is required when applying for this post. The expected date of the filling of the post is 1 March 2018.

**DUTIES** : Key result areas/outputs: Fulfil the role and duties of Head of the Obstetrics and Gynaecology Department in rendering an efficient and cost-effective specialised Obstetric service to patients managed by the Mowbray Maternity Hospital, including the delivery of outreach and support services. Ensure clinical governance for the Obstetrics Service at Mowbray Maternity Hospital and respond to medical and legal issues as they arise. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient management of the Obstetrics Department in terms of managing staff; reporting; participation in executive management decision-making and planning. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers, Interns, final year UCT Medical students, and ensure that research appropriate to the health setting is promoted at Mowbray Maternity Hospital. Participate in the functioning of the Department of Obstetrics and Gynaecology at the University of Cape Town.

**ENQUIRIES** : Ms JC Joemat, Tel no: (021) 659-5544

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

**FOR ATTENTION** : Ms C Dawood  
**CLOSING DATE** : 11 August 2017

## OTHER POSTS

- POST 30/118** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
Directorate: Infrastructure Sourcing
- SALARY** : R334 545 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Relevant post-matric qualification in procurement and/or the built environment. Experience: Appropriate experience in procurement of built environment-related goods and services in a healthcare environment by means of commodity-driven sourcing strategies, in particular: Executing procurement projects from needs analysis through to contract management stage. The procurement processes prescribed by the Construction Industry Development Board. The local built environment industry, including cost drivers, supply and demand, innovations and vendor landscape. Human Resource Management. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, i.e plumbing, electrical and mechanical maintenance, HVAC, fabric repairs. Demonstrate stakeholder engagement, influencing, expenditure analysis and reporting skills. Financial, commercial awareness and knowledge of Human resource management. Proven experience managing complex projects and computer literacy (Word, Excel and PowerPoint). Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo a competency test.
- DUTIES** : (key result areas/outputs): Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department. Human resource management.
- ENQUIRIES** : Ms S van Breda, Tel no: (021) 483-7810  
**APPLICATIONS** : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.  
**FOR ATTENTION** : Ms C Dawood  
**CLOSING DATE** : 11 August 2017
- POST 30/119** : **ADMINISTRATIVE OFFICER: FINANCE**  
Directorate: Financial Accounting
- SALARY** : R226 611 per annum per annum plus 37% in lieu of service benefits.  
**CENTRE** : Head Office, Cape Town (Stationed at Stikland Hospital)  
**REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Willing to travel and spend long periods away from the home while placed at health institutions within the Western Cape. Experience: Knowledge and appropriate experience in Supply Chain Management, payments, system management, warehousing, ordering and assets. Knowledge and appropriate experience in Finance that in payments, journals and reconciliation of invoices and statements. Competencies (knowledge/skills): Knowledge of computerised Management Financial systems. Knowledge of Supply Chain Management procedures.

Knowledge of Accounting. Computer Literacy. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Process LOGIS and BAS payments. Process orders. Performing warehouse functions. Procuring and accounting for assets. Effect transactions on the LOGIS/Syspro system. Effective maintenance of the LOGIS/Syspro system.

**ENQUIRIES APPLICATIONS** : Ms A Scheckle Tel no: (021) 940 8977

**FOR ATTENTION CLOSING DATE** : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.  
Ms C Dawood  
11 August 2017

**POST 30/120** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**

**SALARY CENTRE REQUIREMENTS** : R226 611 per annum  
Oudtshoorn Hospital (Eden District)  
Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience and knowledge of support services with reference to facility management and supervision. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Working knowledge of Logis. Advanced computer literacy (MS Word, Excel, and PowerPoint). Good written and 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. A practical test may form part of the interview process.

**DUTIES** : (key result areas/outputs): Effective management and supervision of staff for the support sections including Telecommunication, Porter Services, Laundry, Transport Section, Registry, Messenger Service, Residence, and out-sourced contractors. Effective and efficient management of the Registry Section according to Policy. Effective and efficient management of Residence including managing of contracts of residents and learning centrum. Effective contract management of all out-sourced firms operating at Hospital and Clinics. Effective HR functions of Support Services section's staff, discipline and provide support to facility Manger (HRM).

**ENQUIRIES APPLICATIONS** : Ms MJ Coetzee, Tel no: (044) 203-7290

**FOR ATTENTION CLOSING DATE** : The Director: People Practices and Administration, Department of Health, Eden District Office, Private Bag X6592, George, 6530.  
Ms S Pienaar  
18 August 2017

**POST 30/121** : **ADMINISTRATION CLERK: ADMISSIONS**

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum  
Cape Winelands TB Centre (Cape Winelands Health District)  
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient administration and/or Health Information systems in a hospital or Primary Healthcare environment. Appropriate administrative experience. Inherent requirement of the job. Valid (Code EB) drivers licence. Competencies (knowledge/skills): Computer literate in MS Word and Excel. Ability to cope with a high work volume. Ability to deal with information in a confidential manner. Good interpersonal relations and organisational skills. Good 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. A practical test may form part of the recruitment and selection process.

**DUTIES** : (key result areas/outputs): Patient Reception and administration (this includes Admissions). Maintain an effective patient filing system as well as responsible for folder management (i.e. request and retrieve folders). Maintain the effective and efficient general office administration and ad-hoc duties. Assist the Information Management unit in collecting, capturing and validation of data. Switchboard operator.

**ENQUIRIES APPLICATIONS** : Ms Z Williams, Tel no: (023) 348 1391

The Manager: Medical Services, Breede Valley Sub District, Private Bag X3044, Worcester 6849.

**FOR ATTENTION** : Mr E Booyse  
**CLOSING DATE** : 18 August 2017

**POST 30/122** : **ADMINISTRATION CLERK: FINANCE**

**SALARY** : R152 862 per annum  
**CENTRE** : Central Karoo District (Stationed at Beaufort West Hospital) (Eden District)  
**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. Competencies (knowledge/skills): Sound knowledge of the Basic Accounting System (BAS) and of all applicable government legislation. Knowledge of the LOGIS payment system. Computer literacy (MS Word and Excel). Workable knowledge of PFMA, National and Provincial Treasury Directives. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Reconcile (clear) asset and liability accounts on the Basic Accounting System (BAS). Do LOGIS and BAS Transactions (Payments and Journals) within set timeframes. Reconcile Supplier Statements and applicable correspondence in that regard. Handle supplier queries and give timeous feedback. Financial reporting. Filing and safekeeping of documentation.

**ENQUIRIES** : Ms E Abbott, Tel no: (023) 414-8200  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 18 August 2017

**POST 30/123** : **FOOD SERVICE SUPERVISOR**  
(Chief Directorate: Metro District Health Services)

**SALARY** : R127 851 per annum  
**CENTRE** : Metro TB Hospital Centre (Brooklyn Chest Hospital)  
**REQUIREMENTS** : Minimum educational qualifications: General Education and Training Certificate (GETC) /Grade 9 (std 7). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts. Competencies (knowledge/skills): Basic Computer literacy. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Supervise operational food services. Responsible for ensuring quality and risk control. Support the principles of Human Resources. Support financial management.

**ENQUIRIES** : Mr C Van Houten, Tel no: (021) 508-8333  
**APPLICATIONS** : The Chief Executive Officer: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7405

**FOR ATTENTION** : Ms A Isaacs  
**CLOSING DATE** : 18 August 2017

**POST 30/124** : **PORTER**

**SALARY** : R90 234 per annum  
**CENTRE** : Ceres Hospital (Cape Winelands Health District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Experience in hospital environment. Inherent requirements of the job: Ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Competencies (Knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape. Good interpersonal skills. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (Key result areas/outputs): Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital. Check and replace gas cylinders in wards or treatment areas and assist with shifting of medical equipment. Ensure a safe and hygienic work environment. Assist with the removal of bodies from wards and perform relevant duties. Respond to requests from wards and departments. Assist with ambulatory and walking patients.

**ENQUIRIES** : Ms A Pietersen, Tel no: (023) 316 9602  
**APPLICATIONS** : The Medical Manager: Ceres Hospital, Private Bag X54, Ceres, 6835.

**FOR ATTENTION** : Mr W Owen  
**CLOSING DATE** : 18 August 2017

**POST 30/125** : **CLEANER**  
(Chief Directorate: Metro District Health Services)

**SALARY** : R83 766 per annum  
**CENTRE** : Vanguard Community Health Centre  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a cleaner. Experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape. Note: No payment of any kind is required when applying for this post. Successful candidates may be subject to a practical test.

**DUTIES** : (key result areas/outputs): General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls). Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Facility Manager, Housekeeper and colleagues.

**ENQUIRIES** : Ms N Benn, Tel no: (021) 695 8238  
**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** : 18 August 2017

**POST 30/126** : **CLEANER 2 POSTS**  
(Chief Directorate: General Specialist and Emergency Services)

**SALARY** : R83 766 per annum  
**CENTRE** : Worcester Regional Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a health environment. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of standard precautions of Infection, Prevention and Control. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: General cleaning and maintenance (i.e. dust, vacuum, polish, scrub and mop). Ensure that cleaning equipment (e.g. polishing and scrubbing machines, mops, brooms and buckets) are clean after usage and securely stored, according to Infection control standards. Effectively use cleaning agents and stock, as well as elementary stock control. Manage linen and segregation of waste. Responsible for general hygienic and safe environment in line with Infection Control Standards and procedures, including the SEAT.

**ENQUIRIES** : Ms M Kok, Tel no: (023) 348 1228  
**APPLICATIONS** : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester 6849

**FOR ATTENTION** : Ms H Swart  
**CLOSING DATE** : 18 August 2017