

**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 32/189 : **CHIEF EXECUTIVE OFFICER**
(General Specialist and Emergency Services)

SALARY : R 898 743 per annum (Portion of the package can be structured according to individual's personal needs)

CENTRE : Western Cape Rehabilitation Centre, Mitchells Plain

REQUIREMENTS : Minimum educational qualifications: A Degree/ advanced Diploma in a health related field or a 4 year Degree in an appropriate management field. Experience: Appropriate experience in Health Management. Inherent requirement of the job: Applicants should have a proven track record in all major aspects of management within the health-care environment. Valid (Code E/EB) drivers' licence. The ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Management experience in a health environment in order to manage a hospital and facility efficiently and effectively in terms of the Public Service framework in accordance with the strategic direction of the national and provincial Health Department. Proven abilities in the corporate management of a health service care environment. Knowledge and skills in the field of physical rehabilitation. Computer literacy. Note: No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a competency test. Expected date of filling this post is 1 January 2018.

DUTIES : (key result areas/outputs): Comprehensive management of the Western Cape Rehabilitation Centre (WCRC), a provincial hospital for the rehabilitation of people with physical disabilities, inclusive of the Orthotic and Prosthetic Centre (OPC). Overall responsibility for clinical service delivery of the agreed package of care for patients at WCRC and OPC. Overall responsibility for clinical governance of the hospital and facility to ensure effective and efficient management of all aspects of patient care ensuring the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance including all aspects of human resource and development, financial management, information management, estate management and management of support services, which would include a Public Private Partnership (PPP) at Lentegeur site, in terms of the management framework of the Public Service in accordance with strategic direction of the national and provincial Health Department.

ENQUIRIES : Dr S Kariem, Tel no: (021) 918-1506

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

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 25 August 2017

POST 32/190 : **PHARMACY SUPERVISOR GRADE 1**

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

CENTRE : Worcester Community Day Centre, (Breede Valley Sub District) (Cape Winelands Health Districts)

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 with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a

Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to register as a responsible Pharmacist. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Appropriate knowledge of National and Provincial Health policies and Pharmaceutical acts and laws. Appropriate ability to tutor Pharmacist's Assistants and/or Intern Pharmacists. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Provide strategy and support to ensure effective and efficient functioning of pharmacy services in respect of stock procurement, stock control and security, adherence to code list and collating and submitting prescribed pharmaceutical data. Provide quality management implementation in respect of dispensing of prescriptions, chronic medication compliance, rational medicine use, Chronic Dispensing Unit processes (CDU) and compliance to provincial policies. Manage an effective and efficient pharmacy service delivery by ensuring continuity of pharmaceutical care for all patients and promote and implement the use of alternative distribution methods. Effective management and supervision of human resource functions. Manage the pharmaceutical budget and expenditure and ensure compliance to financial prescripts. Provide leadership and represent pharmacy services at Sub-district management meetings.

ENQUIRIES : Mr C Williams, Tel no: (023) 348-8131

APPLICATIONS : The District Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms J Salie

CLOSING DATE : 1 September 2017

POST 32/191 : **CLINICAL PROGRAM COORDINATOR GRADE 1 (DISTRICT CHW AND CHRONIC DISEASE COORDINATOR)**

SALARY : R 394 665 (PN-A5) per annum (plus a non-pensionable rural allowance of 12% of the basic salary).

CENTRE : Central Karoo District (Stationed at Beaufort West Hospital) (Eden District)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime if and when required and travel in the district and to Cape Town. Competencies' (knowledge/skills): Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to the child health programs. Knowledge or experience in CHW or Chronic disease will be an advantage. Able to work independently. Note: Shortlisted candidates will be subjected to a computer literacy test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Provide support to Health Services in the district. Support the interface between PHC, DH and CBS. Health Promotion and Prevention specific projects. CHW Training. Coordinate chronic disease management activities at PHC level in the Central Karoo District. Establish Chronic Care teams on sub district level in the Central Karoo District. Monitor PACK guidelines for all chronic conditions are implemented. File audits of chronic conditions. Monitor and evaluate the Integrated Community Based Services and chronic disease management activities. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promote effective and efficient Health Care to the communities of the delegated District. Assist with NPO contract management.

ENQUIRIES : Ms J Nel, Tel no: (023) 414-8200

APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 25 August 2017

POST 32/192 : **OPERATIONAL MANAGER NURSING (GENERAL: OBSTETRICS (POST NATAL WARD))**

SALARY : R 394 665 (PN-A5) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 Qualification (Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. Inherent requirement of the job: Work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to Nursing within the Public Sector. Ability to function independently as well as part of a multi-disciplinary team. Effective interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. 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.

DUTIES : (key result areas/outputs): Plan, manage, co-ordinate and maintain an optimal quality Nursing Service as an Operational Manager in an Obstetrics/Gynaecology setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

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 : 25 August 2017

POST 32/193 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL) 2 POSTS**

SALARY : Grade A: R167 778 per annum
Grade B: R197 631 per annum
Grade C: R 230 721 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualifications: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/ recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/ recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Good communication skills in at least two of three official languages of the Western Cape. Maintenance and repairs to plant, hospital services and equipment, boilers, laundry equipment and autoclaves and steam reticulation plant. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Assist with the management of the workshops. Responsible for the training, development and supervision of junior staff and assist with staff evaluation. Do maintenance and repairs to plant, hospital services and equipment, boilers, laundry equipment and autoclaves and steam reticulation plant. Attend to emergencies including after hour's repairs and standby duties. Assist in project management and the compilation of minor specifications. Administrative duties including the processing of requisitions, ordering and control of maintenance materials.

ENQUIRIES : Mr D Dryling, Tel no: (021) 938-4241
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
CLOSING DATE : 25 August 2017

POST 32/194 : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**

SALARY : Grade A: R167 778 per annum
Grade B: R 197 631 per annum
Grade C: R 230 721 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Good communication skills in at least two of 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 with the management of the workshops. Responsible for the training, development and supervise junior staff and assist with staff evaluation. Do maintenance and repairs to plant, hospital services and equipment. Attend to emergencies including after hour's repairs and standby duties. Assist in project management and the compilation of minor specifications. Administrative duties including the processing of requisitions, ordering and control of maintenance materials.

ENQUIRIES : Mr P Sishuba, Tel no: (021) 938-6100

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 25 August 2017

POST 32/195 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R 152 862 per annum

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

REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior Certificate Experience: Previous experience in the provision of administrative services in a hospital. Competencies (knowledge/skills): Computer literacy in MS Word and Excel. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Ability to execute duties accurately and thoroughly. Good organisational and interpersonal communication skills. Knowledge of Human Resource Management, labour legislation and the nursing agency tender process. Note: Shortlisted candidates will undergo a competency test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for providing an effective nursing administrative service to the Nursing Department. Effective support towards the functioning of the Nursing Department. Effective use of resources and consumables. Effectively maintained ethical standards and self-development.

ENQUIRIES : Ms M Franken, Tel no: (021) 658-5187

APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch 7700.

FOR ATTENTION : Mr P Petersen

CLOSING DATE : 01 September 2017

POST 32/196 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 3 3 POSTS**
(Chief Directorate: General Specialist and Emergency Services)

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

CENTRE : Forensic Pathology Services, Metro Region

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with having achieved Mathematics, Life Science and/or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 Years appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Required to wear a uniform. No Criminal record. Required to travel for long periods of time. Will be required to work 12 hour shift/office, overtime duties. Ability to lift and work with heavy corpses (mutilated, decomposed and infectious viruses). Will be required to work weekends, public holidays and night shift. Will be required to work at both the Tygerberg and Salt River Forensic

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

DUTIES

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

ENQUIRIES

: Mr K Jones, Tel: no: (021) 826-5736

APPLICATIONS

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

FOR ATTENTION

: Mr B Wepener

CLOSING DATE

: 01 September 2017

POST 32/197

: **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
(Chief Directorate: General Specialist and Emergency Services)

SALARY

: Grade 1: R 148 221 per annum, Grade 2: R 174 591 per annum

CENTRE

: Forensic Pathology Laboratory, Mossel Bay

REQUIREMENTS

: Minimum educational qualification: Senior Certificate (or equivalent) with having achieved English, Mathematics, and Life Science and/or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 year's appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Will be required to wear a uniform. No Criminal record. Will be required to work alone when required and travel for long periods of time. Will be required to work office hours, overtime and standby duties. Ability to lift and work with heavy corpses (mutilated, decomposed and infectious viruses). Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing in at least two of the three official languages of the Western Cape. Above-average computer and software literacy in at least MS Excel and Word. Ability to be trained in forensic investigation, evisceration, 4 x 4 vehicle handling and photography skills. Ability to interpret and apply policies. Note: Shortlisted candidates may be subjected to a psychometric and practical test and a security clearance prior to appointment. Please note that serving Forensic Pathology Officers Grade 1 and 2 employed in a permanent capacity who is not in possession of the advertised minimum educational requirement may be considered for a horizontal transfer regardless of the fact that they are not in possession of the aforesaid minimum educational requirement. No payment of any kind is required when applying for this post.

DUTIES

: Key result areas/outputs: Effective and efficient recovery, storage and processing of deceased, that includes physically collecting, processing, and safekeeping of corpses, information, exhibits and property from incident scenes. An effective forensic autopsy process rendered in accordance with set standards and guidelines by assisting the forensic pathologist in autopsies (evisceration) and x-raying of corpses. Optimal control of reports and specimens during and after the Forensic Mortuary process including the completion and administration of statements and documentation. Render an efficient support service to the Forensic Pathology Laboratory Manager with regard to the

management of the forensic pathology laboratory. Accurate and comprehensive capturing of data onto the Forensic Pathology services IT system and any other data basis provided by the department. Standard Operating Procedures must be adhered to at all times as well as attending court cases and deliver testimony when subpoenaed to do so.

ENQUIRIES : Mr C Huishamen, Tel no: (044) 690-3105
APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
FOR ATTENTION : Mr B Wepener
CLOSING DATE : 01 September 2017

POST 32/198 : **HANDYMAN (ELECTRICAL/AIR CONDITIONING)**

SALARY : R 127 851 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience and knowledge of electrical, air conditioning, refrigeration installations, lighting, mechanical, electrical plant and equipment, buildings, and the associated maintenance procedures. Inherent requirements of the job: Valid (Code B/EB) driver's licence and own reliable transport. Ability to work on ladders and multi-storied buildings. Willingness to work overtime and do standby duties. Competencies (knowledge/skills): Ability to work independently, with good organisational as well as team skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), work independently, as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act. Note: Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post

DUTIES : Key result areas/outputs: Perform electrical, mechanical and general maintenance of plant, equipment and buildings (including after-hour repairs). Assist Artisans with repairs and installation projects. Complete and return repair requisitions, assist in ordering and controlling the workshop, materials and tools. Maintain plant rooms, plant, equipment and work areas in a clean and safe condition. Clean restrooms, ablutions and change area for engineering staff.

ENQUIRIES : Mr D Brindley, Tel no: (021) 658-5124
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7701.
FOR ATTENTION : Mr P Petersen
CLOSING DATE : 01 September 2017

POST 32/199 : **STORES ASSISTANT**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R 90 234 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a stores environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work independently and in a team.

DUTIES : Key result areas/outputs: Deliver stock to wards, departments, theatres and administration building. Ensure issued vouchers are returned to the relevant clerk to capture and file. Assist clerk with the receipt, pack, unpack, store and issue stock according to standards. Safe-keeping of consumables, inventory and stock control and/update stock on bin cards. Assist Clerk with stock-take, general duties and keep the store neat, tidy and clean in order to comply with safety regulations.

ENQUIRIES : Ms N Colburn, tel. no. (044) 802-4332
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr MZ Emandien
CLOSING DATE : 01 September 2017

POST 32/200 : **CLEANER**

SALARY : R 90 234 per annum

CENTRE : Hermanus Hospital, Overstrand Sub-district (Overberg District)

REQUIREMENTS : Minimum Requirement: Basic numeracy and literacy. Experience: General cleaning experience. Inherent requirements of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, day and night duty. Rotate in wards according to the needs of the service. Ability to lift/move heavy equipment and supplies. Relief duties in other departments when necessary, perform overtime and night duty. Competencies (knowledge/skills): Basic knowledge of cleaning and the cleaning of equipment. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to do physical tasks and operate heavy duty cleaning and household equipment. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Responsible for cleaning such as dusting, washing dishes and cutlery, scrubbing, polishing, waste handling and maintenance of general neatness and hygiene of the wards on a daily basis. Ensure correct and cost effective usage of all equipment and stocks. Render assistance to the supervisor with regards to general housekeeping duties such as control of cleaning and household equipment and upkeep of linen.

ENQUIRIES : Mr N Adams, Tel no: (028) 313 5204

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

FOR ATTENTION : Ms A Brits

CLOSING DATE : 01 September 2017