

**PRIVINCIAL 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 36/168 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALITY: CLINICAL HAEMATOLOGY)**

SALARY : Grade 1: R 1 151 088 per annum
Grade 2: R 1 316 136 per annum
Grade 3: R 1 439 112 per annum
(A portion of the package can be structured according to the individual's personal needs. It may be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Clinical Haematology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Clinical Haematology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Clinical Haematology. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Clinical Haematology. 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 employees as Medical Specialist in Clinical Haematology. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime on regular basis. Competencies (knowledge/skills): Extensive experience and specialised knowledge in Haematology. Sound experience and specialised knowledge in Haematology research. Experience and specialised knowledge in teaching of all aspects of Haematology. Qualification as a specialist physician or haematopathologist obtained in a recognised training institution, FCP (SA), FCPATH (Haem) or equivalent UK or USA qualification. Qualification as a Clinical Haematologist: Cert Clinical Haematology (SA) or equivalent UK or USA qualification. Note: No payment of any kind is required when applying for this post. Applicants may be subjected to a competency assessment test. 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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status“.

DUTIES : Key result areas/outputs: Provide, manage or advice regarding both in- and out-patient specialist Haematology services within the division and the metropolitan region. Supervise and train senior registrars in Haematology in the clinical evaluation of patients with Haematology disorders and their treatment. Supervise and train registrars from the Department of Medicine/Division of Haematopathology rotating in Haematology. Supervise and train undergraduate medical students in the department of medicine. Assist the head of division with administrative responsibilities and cost centre functions. Participate fully in all activities of the division including in-patient care, and all teaching and academic activities. Conduct research into haematological disease prevalent in South Africa. Participate fully in academic and committee activities of the Department of Medicine.

ENQUIRIES : Dr F Bassa, Tel no: (021) 938-5403

APPLICATIONS FOR ATTENTION CLOSING DATE : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505
: Ms V Meyer
: 22 September 2017

POST 36/169 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

SALARY CENTRE REQUIREMENTS : R334 545 per annum
: Red Cross War Memorial Children's Hospital, Rondebosch
: Appropriate three-year National Diploma or Degree. Experience: Appropriate knowledge and experience in Financial Administration and Supply Chain Management. Proven supervisory experience. Competencies (knowledge/skills): Able to work independently in a stressful environment. Good managerial and interpretation skills. Advance computer literacy (MS Excel and Word). Sound knowledge of LOGIS, BAS and IPS. Sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and Human Resource policies). Ability to effectively communicate in at least two of the three official languages of the Western Cape. Highly developed problem-solving abilities. Ability to manage and develop staff. Note: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical and competency test as part of the interview process.

DUTIES : Key result areas/outputs: Exercise effective and efficient overall control and monitoring of Supply Chain Management. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous and accurate reporting on SCM information and performance. Ensure effective and efficient management of SCM Systems. Manage an efficient and effective Bid/quotation process and provide support to the QC and CBAC. Facilitate an efficient and effective Demand and Acquisition process. Ensure efficient and effective Contract Management. Manage all relevant Human Resource Management functions in the component, including Discipline, grievances and SPMS.

ENQUIRIES APPLICATIONS : Ms L Lahner, Tel no: (021) 658-5393
: The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION CLOSING DATE : Mr P Petersen
: 22 September 2017

POST 36/170 : **SENIOR STATE ACCOUNTANT**
Directorate: Management Accounting

SALARY CENTRE REQUIREMENTS : R281 418 per annum
: Expenditure Administration, Bellville Health Park
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience. Inherent requirements of the job: Valid (Code EB/B) driver's licence. Willingness to work overtime and to travel if required. Competencies (knowledge/skills): Advanced computer literacy (MS Office: Excel and Word). Excellent interpersonal skills and the ability to interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem solving and lateral thinking skills. Sound understanding of accounting principles. Knowledge of Budget process in Government. Knowledge of In-Year monitoring (IYM). Knowledge of Annual Financial Statements (AFS) reporting. Knowledge of BAS, LOGIS and budgeting process. Knowledge of the PFMA, National and Provincial Treasury Regulations. Ability to analyse information and work with figures. Note: No payment of any kind is required when applying for this post. Short listed candidates must be prepared to do a test as part of the evaluation process.

DUTIES : Key result areas/outputs: Compile monthly expenditure projections, in particular experience with the IYM tool. Detect and correct incorrect accounting entries. Experience in managing Standard Chart of Accounts (SCOA). Experience with Budget Management (e.g. Budget Management Instrument) analysis. Apply management accounting techniques to analyse, project and report on expenses. Apply accrual accounting principles to the extent required by accounting statements. Reporting on expenditure to applicable users/entities. Compiling, analyse and check loaded budget on accounting systems (e.g. BAS). Extensive experience in extracting information/reports from systems (e.g. BAS and Vulindlela) for analysis. Create excel spreadsheets and pivot tables. Supervise and conduct in-house training of sub-ordinates and peers.

ENQUIRIES : Ms B du Randt, Tel no: (021) 815-8602
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 22 September 2017

POST 36/171 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
West Coast TB Complex (based at Sonstraal Hospital)

SALARY : R226 611 per annum
CENTRE : West Coast TB Centre
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate plus competencies. Experience: Appropriate administrative experience in one or more of the following: Supervision, Supply Chain Management, Finance, Labour Relations Human Resources and Facilities Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. 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: Effective and efficient control of the Transport, Telecommunications and Technical service sections. Effective control and efficient operating of Laundry Unit and Linen Bank. Manage grounds, cleaning and security services. Ensure effective management of food services/kitchen staff. Perform general supervision and development of support services personnel and support to Medical Manager. Coordinate all Human Resources activities at the West Coast TB Complex.

ENQUIRIES : Dr JC Cronje, 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 : 29 September 2017

POST 35/172 : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: General Specialist and Emergency Services

SALARY : R152 862 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate patient Administration experience. Inherent requirement of the job: Willingness to work shifts, on public holidays and weekends. Competencies knowledge/skills): Computer literacy. Ability to execute duties accurately and thoroughly. Effective communication in at least two of the three official languages in the Western Cape. Knowledge of JAC error reporting. Knowledge of Clinicom. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Admit and register patients. Ensure availability of patient folders. Patient assessment and accurate data recording. Accurate collection and safekeeping of state money and patient valuables. Handle patient enquiries. Ensure accuracy of accounts. Clear JAC error reporting.

ENQUIRIES : Mr Z Menze, Tel no: (021)402 6288
APPLICATIONS : The Chief Executive Officer: New Somerset Hospital, Private Bag, Green Point, 8001.
FOR ATTENTION : Mr Z Sonkwala
CLOSING DATE : 22 September 2017

POST 36/173 : **ADMINISTRATION CLERK: ADMISSIONS**
Cape Winelands Health District

SALARY : R152 862 per annum
CENTRE : Touwsrivier Clinic, Breede Valley Sub-District
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirement of the job: Valid (code B/EB) drivers licence. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel). Good communication skills (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 results areas/outputs: Registration and accurate data recording on the PHCIS (Primary Health Care Information System) system. Responsible for folder

management file, retrieve folders and file reports. Make appointments for multi-disciplinary team members. Ensure effective and efficient patient and general administrative duties. Render information support to supervisor. Assist in disease prevention- health promotion projects (i.e. distribution of condoms, pamphlets, etc. on farms).

ENQUIRIES : Ms E Fourie, Tel no: (023) 358 1189
APPLICATIONS : The Medical Manager: Brewelskloof Hospital, Private Bag X3044, Worcester, 6849.

FOR ATTENTION : Mr EW Booyse
CLOSING DATE : 29 September 2017

POST 36/174 : **HOUSEHOLD AID**
Chief Directorate: General Specialist and Emergency Services

SALARY : R90 234 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a health care or hospitality environment. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting of heavy equipment. Willingness to work shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Good communications skills (oral and written) in at least two of the three official languages of the Western Cape. Ability to work in a team context. Sound interpersonal skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: General cleaning (i.e. sweep, scrub, mop floors, dust, wash and polish floors and furniture, empty dirt bins daily, clean windows, light shades and walls). Regular cleaning of fridges, microwaves, other equipment and report any repairs that need to be done. Execute cleaning tasks in order to ensure a clean, hygienic and safe environment. Provide water for in-patients. Responsible for refuse handling. Prevent medico-legal incidents. Cost-effective utilisation of consumables and other resources.

ENQUIRIES : Ms GE Sellars, Tel no: (044) 802-4356/7
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr MZ Emandien
CLOSING DATE : 29 September 2017