

**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 38/83 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: PAEDIATRIC ENDOCRINOLOGY)**

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 will be expected of the successful candidate to participate in a system of remunerated commuted overtime)

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

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatric Endocrinology. Registration with a professional council: Registration with the (HPCSA) as Medical Specialist in Paediatric Endocrinology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Paediatric Endocrinology. Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Paediatric Endocrinology. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Paediatric Endocrinology. Inherent requirement of the Job: Perform commuted overtime in the Department of Paediatric Medicine and Child Health, Red Cross War Memorial Children's Hospital and associated hospitals. Competencies (knowledge/skills): Skill in care of children and adolescents with endocrine disorders. Experience in research and research capacity building and people management. Experience in people management. Good communication skills with competency (verbal and written) in at least two of the three official languages of the Western Cape. Demonstrated personal qualities and strengths such as leadership, enthusiasm and commitment. Special interest in Paediatric Endocrine healthcare systems development, support and outreach. Ability to work in a team. 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: Deliver Paediatric Endocrine, Metabolic and Diabetes Clinical services for children and adolescents in the Department of Paediatric Medicine and Child Health. Improve transition services for adolescent patients, facilitating transfer of patients to adult endocrine services. Participate in the after-hours call roster of the Paediatric Endocrine Service. Service Co-ordination and Management Support: Assist in quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related to Paediatric Endocrine burden of disease; manage and support staff and participate in departmental Functional Business Unit activities. Academic Teaching and Research: Leadership of Paediatric Endocrine

research activities in the Department of Paediatric Medicine and Child Health of the University of Cape Town. Active participation in all academic activities in the department. Train under / post graduate medical students and other health personnel. Render Paediatric Endocrine, Metabolic and Diabetes Care in both an inpatient and ambulatory setting at a subspecialist level. Provide a sub-specialist consultative service to colleagues across all platforms. Initiating and sustaining research into endocrine and metabolic disorders.

ENQUIRIES : Dr A Spitaels (email: ariane.spitaels@uct.ac.za) tel. no. (021)404-4468, Dr M Carrihill (email: michelle.carrihill@uct.ac.za) tel. no. (021) 404-4468
APPLICATIONS : the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION : Mr P Petersen
CLOSING DATE : 06 October 2017

OTHER POSTS

POST 38/84 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
 Chief Directorate: Metro District Health Services

SALARY : R 546 315 (PN-B4) per annum
CENTRE : Kleinvlei Community Day Centre
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care, accredited with the South African Nursing Council (R48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to work after hours and do related duties in the Khayelitsha/Eastern Sub-structure. Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team and make decisions. Understanding of the District Health System and Comprehensive Service Plan. Notes: No payment of any kind is required when applying for this post. Shortlisted candidates will be required to do a competencies test.

DUTIES : Key result areas/outputs: Facilitate the development of community participation programmes and facility-based services. Ensure that prescribed policies and procedures are implemented and adhered to. Manage and promote the professional development of personnel at PHC level and promote research in nursing. Ensure quality patient care, efficient financial control and the effective use of all resources. Identify nursing care needs and set standards for patient care. Participate in Human Resource Management and Skills Development and assist with budget control and financial management. Manage Community Centres.

ENQUIRIES : Ms C Steyn, tel. no. (021) 360-4622
APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure Office Building, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.
FOR ATTENTION : Ms Z Willie
CLOSING DATE : 06 October 2017

POST 38/85 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY MANAGEMENT, INFECTION PREVENTION AND CONTROL AND OCCUPATIONAL HEALTH AND SAFETY) (4 POSTS)**
 Chief Directorate: Metro District Health Services

SALARY : R 394 665 (PN-A5) per annum
CENTRE : Northern/Tygerberg Sub-structure Office (1 post), Western/Southern Sub-structure Office (1 post), Klipfontein/Mitchell's Plain Sub-structure Office (1 post), Khayelitsha/Eastern Sub-structure Office (1 post)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). 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 requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Provincial Infection Prevention and control measures and practices. Understanding of Occupational Health and Safety Act, regulations and policies. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research or surveys and compiling comprehensive reports Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS requirement). Ability to facilitate and promote training. Note: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
<u>DUTIES</u>	:	Key result areas/outputs: Develop and ensure implementation of relevant clinical practice guidelines and Standard Operating Procedures (SOP's) in respect of Infection Prevention and Control. Support and engage Facility Managers to support policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy. Provide effective guidance and training in Infection Prevention and Control to all staff. Support quality assurance programmes: monitor adherence to OHS; IPC & Risk Management in line with National and Provincial policies and Core Standards. Support OH&S committee for effective functioning and plan and coordinate OHS meetings.
<u>ENQUIRIES</u>	:	Mr T Abrahams (021) 815-8698
<u>APPLICATIONS</u>	:	The Chief Director: Metro District Health Service, Bellville Health Park, corner of Mike Pienaar and Frans Conradie Drive, Bellville, 7500.
<u>FOR ATTENTION</u>	:	Ms S van Eyssen
<u>CLOSING DATE</u>	:	06 October 2017
<u>POST 38/86</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (HAST: HIV, AIDS, TB AND STI)</u> West Coast District
<u>SALARY</u>	:	R 394 665 (PN-A5) per annum
<u>CENTRE</u>	:	Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (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 Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2017/18). 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. Willingness to travel. Competencies (knowledge/skills): Knowledge, exposure and experience of the HAST program management. Computer literacy (i.e. MS Word, Excel and Power Point), ability to interpret data and work on relevant information systems. Good interpersonal, leadership, communication and report-writing skills. Ability to communicate in at least two of the three official languages of the Western Cape. Note: Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.
<u>DUTIES</u>	:	Key result areas/outputs: Holistic coordination, effective management, implementation and integration of PHC services in regard of the HAST programmes. Monitor and evaluate programme performance indicators (HIV/AIDS/STI/TB) and targets with regard to data collection, validation and interpretation of statistical data and quality improvement. Quality Assurance of

programs in terms of Infection control, Ideal clinic and National Core standards. Enhance linkages to care by liaising with all stakeholders, e.g. TB Complex, NGOs, Local government structures, other departments and private sector to ensure wellness within the community is promoted. Coordinate the Facility Based Services Counsellors. Involvement in training programmes in conjunction with district People Management HRD, TB and HAST manager.

ENQUIRIES : Ms JE Eygelaar, tel. no. (027) 213-4070
APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
FOR ATTENTION : Ms ME Tangayi
CLOSING DATE : 06 October 2017

POST 38/87 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Eden District

SALARY : Grade 1: R 340 431(PN-B1) per annum, Grade 2: R 418 701(PN-B2) per annum, (Plus a non-pensionable rural allowance of 8 % of the basic salary)

CENTRE : Calitzdorp Community Clinic (stationed at Kannaland Sub-district)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or General Nurse(R683) with a diploma in Midwife (R254) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willing to drive the mobile clinic. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage Human Resources.

ENQUIRIES : Mr S Labuscaghne, tel. no. (028) 551-1010
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 13 October 2017

POST 38/88 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Eden District

SALARY : Grade 1: R 340 431 (PN-B1) per annum, Grade 2: R 418 701 (PN-B2) per annum (Plus a non-pensionable rural allowance of 12% basic annual salary)

CENTRE : Murraysburg Community Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience

in nursing after registration as professional Nurse with the SANC in general nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in two of the three official languages of the Western Cape. Knowledge of legislation and policies of the Department of Health relevant to clinical practise.

DUTIES : Key result areas/outputs: Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

ENQUIRIES : Dr AJ Muller, tel. no. (023) 414-8202

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

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 06 October 2017

POST 38/89 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**

SALARY : Grade 1: R 340 431 (PN-B1) per annum, Grade 2: R 418 701 (PN-B2) per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum education qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification with the SANC as mentioned above. Inherent requirement of the job: Willingness to work shifts and after-hours (weekends, public holidays and night-duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (Window: MS Word, Outlook and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills. Note: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

DUTIES : Key result areas/outputs: Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team

regarding nursing programs and regulate/co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
CLOSING DATE

: Ms G E Sellars, tel. no. (044) 802-4536/7
: The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
: Mr MZ Emandien
: 06 October 2017

POST 38/90

: **ASSISTANT DIRECTOR: FINANCE**
Directorate: Financial Accounting

SALARY
CENTRE
REQUIREMENTS

: R 334 545 per annum
: Head Office, Cape Town
: Minimum educational qualification: appropriate 3 years National Diploma/Degree in Accounting. Extensive experience in the preparation of Annual and Interim financial statements as well as an accounting environment. Knowledge of BAS, LOGIS, and SCM will be an added advantage. Inherent requirement of the job: A valid (code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies and procedures. Advanced computer literacy (Excel spread sheets, report writing and drafting of Word documents, MS PowerPoint presentations). Strong people management skills and ability to work in a multi-disciplinary team. Strong technical financial skills including extensive knowledge of the audit and accounting environment, preparation of management reports and the ability to understand, analyse and monitor financial reports. Extensive knowledge of the compilation of Annual and Interim Financial Statements (AFS/IFS), accrual accounting principles, the Modified Cash Standard (MCS) and/or Generally Recognised Accounting Practice (GRAP) Standards and/or International Financial Reporting Standards (IFRS). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Note: Short-listed candidates will be required to do a computer literacy test and presentation as part of the evaluation process.

DUTIES

: (key result areas/outputs): Responsible for the compilation of the AFS and IFS of the Department of Health. Analyse and advise on changes in the Departmental Financial Reporting Framework Guide relating to relevant disclosure notes. Analyse and advise in respect of the relevant MCS, GRAP and IFRS when required. Compile and develop procedures and policies in AFS/IFS requirements. Evaluate institutional responses and inputs during the preparation of the AFS and IFS. Ensure the updating of management information with regards to interim and final external audits. Ensure the Human Resource Management functions of personnel in the unit.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
CLOSING DATE

: Mr R Schroeder, tel. no. (021) 483-3157
: Applications are submitted online via www.westerncape.gov.za/health-jobs
: Ms C Dawood
: 06 October 2017

POST 38/91

: **SENIOR STATE ACCOUNTANT 2 POSTS**
(3 Years Contract)
Directorate: Financial Accounting

SALARY
CENTRE
REQUIREMENTS

: R281 418 per annum plus 37% in lieu of service benefits.
: Head Office, Cape Town
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with extensive experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Knowledge of BAS, LOGIS and support systems will be an added advantage. Inherent requirement of the job: A valid (code B/EB) driver's licence and willingness to travel.

Competencies (knowledge/skills): Extensive knowledge of the compilation of Financial Statements. Advanced computer literacy in Microsoft Office applications (Word, Excel), Analytical and presentation skills. Knowledge of accounting principles and Accrual Accounting. Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting Practice (GRAP) Standards and/or International Financial Reporting Standards (IFRS). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Note: Short-listed candidates may be required to do a computer literacy test and presentation as part of the evaluation process.

DUTIES : Responsible for the review and consolidation of financial inputs used in the compilation of Annual and Interim Financial Statements of the Department of Health. Maintain Head Office disclosure notes Audit File. Analyse and advise on changes in the Departmental Financial Reporting Framework Guide relating to relevant disclosure notes. Analyse and advise in respect of the relevant Accounting Standards. Consolidate disclosure note inputs, check and verify monthly Disclosure Note Reporting. Compile and develop procedures and policies in AFS/IFS requirements. Answering of Audit enquiries. Human Resource Management and Monitoring.

ENQUIRIES : Mr. R Schroeder, tel. no. (021) 483-3157
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 06 October 2017

POST 38/92 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
 Chief Directorate: Metro District Health Services

SALARY : R226 611 per annum
CENTRE : Eerste River Hospital, Khayelitsha/Eastern Sub-structure
REQUIREMENTS : 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. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills in at least two of the three official languages of the Western Cape. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Note: No payment of any kind is required when applying for this post. A practical test may form part of the interview process.

DUTIES : Effective management and supervision of staff for the support sections including Telecommunication, Porter services, Laundry, Transport Section, Registry, Messenger Service, Workshop and out-sourced contractors. Responsible for the effective and efficient rendering of porters and helpdesk co-ordination, burial and bereavement services, security management. Effective and efficient management of the Registry Section according to Policy. 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 Manager (HRM).

ENQUIRIES : Mr GJ Smith, tel. no. (021) 902-8050
APPLICATIONS : The Chief Executive Officer, Eerste River Hospital, Private Bag X5, Eerste River, 7103
FOR ATTENTION : N Wege
CLOSING DATE : 06 October 2017

POST 38/93 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (12 POSTS)**
 CD: Rural District Health Services

SALARY : Grade 1: R 226 083 per annum, Grade 2: R 278 052 per annum, Grade 3: R 340 431 per annum, (Plus a non-pensionable rural allowance is payable at certain areas).

CENTRE : Overberg District: Grabouw CDC (2 posts),
 (Hermanus CDC (1 post),
 Cape Winelands District: De Doorns CDC (1 post),

	Montague CDC (1 post), Wolseley CC (1 post), West Coast District: Vredendal CC (1 post), Clanwilliam CDC (1 post), Vredenburg CC (2 posts), Eden District: Knysna Bitou (1 post), Central Karoo District: Beaufort West PHC (1 post)
<u>REQUIREMENTS</u>	: Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse (Receipt and evidence to practise). Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours and travel if necessary to meet operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Interpersonal, problem solving, planning and organisational skills. Knowledge of relevant legislation, policies and manuals. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literate in Microsoft Word and Excel. Effective and comprehensive report- writing. Key result areas/outputs): 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)"
<u>DUTIES</u>	: Key result areas/outputs: Render a quality integrated comprehensive service within a geographic area. Firm relationships established amongst the different service platforms within health, provincial departments and local civil society structures. Co-ordinate wellness activities for men, women, adolescents, children and with the focus on the 1st 1000Day initiative. Co-ordinate wellness activities with focus on Western Cape on Wellness (WOW) to support all chronic conditions. Community liaison and empowering which address burden of disease (self-management). Support, monitoring and evaluation of health data.
<u>ENQUIRIES</u>	: Overberg District; Ms P Robertson, tel. no. (028) 214-5804, Cape Winelands District: Ms H Liebenberg, tel. no. (023) 348-8116, West Coast District: Ms A Campbell, tel. no. (022) 487-9208, Eden District: Ms E Swanevelder, tel. no. (044) 803-2709, Central Karoo District: Ms A Jooste, tel. no. (023) 414-3590
<u>APPLICATIONS</u>	: Overberg District: Overberg District Office, Private Bag X07, Caledon, 7230. Cape Winelands District: Cape Winelands District Office, Private Bag X3079, Worcester, 6849. West Coast District: West Coast District Office, Private Bag X 15, Malmesbury, 7299. Eden and Central Karoo District: Eden District Office: Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	: Overberg District: Ms A Brits, Cape Winelands District: Ms W Swart-Mouton, West Coast District: Mr E Sass, Eden and Central Karoo District: Ms S Pienaar
<u>CLOSING DATE</u>	: 06 October 2017

POST 38/94 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (Stores)**

SALARY : R 226 611 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in inventory management, procurement processes, systems and LOGIS. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health, including delegations. Good management and supervisory skills. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Extensive knowledge in Inventory (stores) management, procedures and warehouse management. Computer literacy (MS Word, Excel and PowerPoint). Good leadership abilities. 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: Inventory control and warehouse management. Perform LOGIS system controller functions. Ensure store is ESL compliant. Assist with the reporting of the Annual and Interim Financial Statements, as well as the monthly inventory reporting. Assist end-users with Supply Chain Management processes and related queries, provide guidance and identify shortcomings within institution and provide the necessary support. Supervise the Warehouse staff, Identify and provide training to sub-ordinates.

ENQUIRIES : Mr S Goliath, tel. no. (021) 658-5423
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Mr P Petersen
CLOSING DATE : 13 October 2017

POST 38/95 : **ADMINISTRATION CLERK: ADMISSIONS (RECEPTION, FEES DEPARTMENT, INPATIENTS, OUTPATIENTS DEPT. & WARDS) (3 POSTS)**

SALARY : R152 862 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: The ability to work shifts (day or night shift). Experience: Appropriate experience in a Fees-related environment. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Knowledge of Healthnet patient transport on Healthnet. Good communication skills (written and verbal) in at least two or the three official languages of the Western Cape. Strong sense of confidentiality.

DUTIES : Key result areas/outputs: Admit, Attend, transfer and discharge/disposal of patients as per PGWC Hospital Fees policies and procedures & responsible for handling and receiving of public money. Raise invoices as per Hospital Fees policies. Debit Charge Entries to Invoices as per UPFS and PGWC billing procedures. Booking of patient's transport on Healthnet. Cover for colleagues and undertake various other clerical duties as and when required. The ability to collect cash at cash points.

ENQUIRIES : Mr M Halford, tel.no. (021) 404-5327 / Ms N. Fisher, tel.no. (021) 404-2333
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 13 October 2017

POST 38/96 : **ADMINISTRATION CLERK: SUPPORT (CASE MANAGEMENT)**

SALARY : R152 862 (Level 5) per annum
CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Fees/Case Management related environment. Competencies (knowledge/skills): Knowledge of Clinicom, Billing and EDI (Electronic Data Interchange) Ability to work with excel spread sheets, Microsoft word and web based programs (medical aids). Excellent communication, conflict management, interpersonal and leadership skills. Good communication skills (written and verbal) in at least two of the official languages of the Western Cape

DUTIES : Key result areas/outputs: Render administrative support to the Case Manager. Liaise with medical scheme funders with regards to benefits, authorisations, admissions. Liaise with the various role-players i.e. Clinicians, Managed Care Organisations, Medical Scheme and Case Managers to monitor utilisation and update patient's clinical information while in hospital. Liaise, with the Fees Department and the relevant hospital staff with regards to account queries, follow up of outstanding medical scheme balances and the identification of PMB (i.e. ICD10 coding, UPFS procedures codes). Assist with Medikredit EDI rejection reports and ensure corrections are completed timeously and resubmitted to Medikredit. Update records for Case Manager with regards to policies, procedures, and reports.

ENQUIRIES : Ms TJ Augustyn, tel.no. (021) 404-3471

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini

CLOSING DATE : 13 October 2017

POST 38/97 : **ADMINISTRATION CLERK: HUMAN RESOURCE ADMINISTRATION**
Chief Directorate: General Specialist and Emergency Services

SALARY : R152 862 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management and the PERSAL system. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good computer (MS Word, Excel, Outlook) and, numeracy skills. Knowledge of the Human Resource prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

DUTIES : Key result areas/outputs: Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave housing, injury on duty, distribution of payslips, debt management and verify documents and qualifications. Responsible for capturing transactions on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters. Audit personnel, pension and leaves files, handle a variety of personnel enquiries, written and telephonic file personnel data, policies regulations and circulars. Assist with recruitment and selection process.

ENQUIRIES : Mr Emandien, tel. no (044) 802-4509

APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION : Mr MZ Emandien

CLOSING DATE : 13 October 2017

POST 38/98 : **ADMINISTRATION CLERK: SUPPORT**
(Central Karoo District)

SALARY : R 152 862 per annum

CENTRE : Central Karoo District Office, Beaufort West

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Basic knowledge and experience in office administration, financial and procurement administration as well as (LOGIS & BAS). Inherent requirements of the job: Valid Driver's licence (Code B/EB). Competencies (knowledge/skills): Good interpersonal and organisational communication skills. Good communications skills (written and verbal) in at least two of the three official languages of the Western Cape. Good computer skills (MS Word, Excel, Power Point and MS Office).

Appropriate clerical experience. Ability to function as part of a team. Ability to follow through instructions independently. Computer Literacy (MS Word, Excel, Power Point and MS Office).

DUTIES : Key result areas/outputs: Provide leadership, management and governance guidance. General office administration support and duties (i.e. typing of reports, general correspondence, faxing and photocopying of documents, reception). Handle telephonic enquiries, arrange and co-ordinate meetings and assist with agendas and minutes for meetings. Administrative support to the district staff members, including the workshop. Complete monthly and quarterly statistics, including reports for workshop. Maintain quality of services, (i.e. Ideal Clinic at all PHC facilities and National Core Standards). Supply Chain Management, Asset control and stock control.

ENQUIRIES : Ms A. Jooste, tel.no. (023) 414-8200
APPLICATIONS : The District Manager: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 13 October 2017

POST 38/99 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**

SALARY : R 152 862 (Level 5) per annum

CENTRE : Harry Comay Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience and knowledge of LOGIS procurement system. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound theoretical and practical knowledge of Warehouse functions/modules in LOGIS. Applied knowledge of the Accounting Officer System, SCM prescripts, PFMA, PTI and NTR. Problem-solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Word, Excel, Outlook (e-mail) and LOGIS). Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Key result areas/outputs: Receive and issue inventory and distribute items to end-users. Constant spot checks with Bi-annual stock takes and assist with input for the preparation for the annual financial statements (Annexure 6-inventory). Maintain 0-9 files and follow up deliveries. Manage and maintain inventory control and the disposal of store items. Control and monitor minimum and maximum stock levels. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescripts. Perform procurement duties related to IPS processes, evaluation and adjudication on system.

ENQUIRIES : Mr M Mdodeni, tel.no. (044) 814 1122
APPLICATIONS : The District Manager: Eden District, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 13 October 2017

POST 38/100 : **FOOD SERVICE SUPERVISOR**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 127 851 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7 certificate). Experience: Basic appropriate supervisory experience in an Industrial Food Services Unit, within a Health institution. 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): Knowledge of hygiene and safety procedures in an industrial food service unit. Knowledge of MS Word, excel,

Outlook. Knowledge and skills with regards to the operation of an Industrial Food Services Unit. The ability to communicate (read, speak and write) in at least two of the three official languages of the Western Cape.

DUTIES : Key result areas/outputs: Implement Standard menu, production planning and correct procedures for receipt, storage, preparation as well as the allocation of portions and distribution of food. Implement, maintain and supervise safety measures for the preparation of meals and the use of apparatus and equipment and general hygiene in the unit. Implement and maintain security measures to limit the loss of stock, apparatus and equipment in the unit. Implement and maintain all Food Service related SOP's. Assist the Food Service Manager with the checking of duty rosters and HR relative matters (recruitment and selection, orientation of new staff, in-service training, discipline, grievances and staff performance appraisal). Supervise stock levels and Check inventories and take responsibility for the record keeping of Food Service statistics.

ENQUIRIES : Ms L Vermeulen, tel. no. (021) 402 6224

APPLICATIONS : The Chief Executive Officer: New Somerset Hospital, Private Bag, Green Point 8005

FOR ATTENTION : Mr Z Sonkwala

CLOSING DATE : 13 October 2017

POST 38/101 : **TELKOM OPERATOR**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 127 851 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9(STD 7). Experience: Appropriate experience in operating a switchboard. Inherent requirements of the job: Ability to work day and night shifts, weekends and public holidays. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate switchboard equipment effectively and efficiently. Excellent telephone etiquette. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Handle all incoming and outgoing calls, as well as telephonic enquiries. Ensure effective and efficient communication, both internally and externally between staff, clientele and the general public. Process and distribute monthly telephone accounts. Provide clerical and administrative support to the supervisor. Monthly updates of the telephone extension list. Receive and ensure accurate distribution of faxes and other messages.

ENQUIRIES : Ms Hardnick, tel. no. (021) 402-6623

APPLICATIONS : New Somerset Hospital, Private Bag, Green Point, 8051.

FOR ATTENTION : Mr Z Sonkwala

CLOSING DATE : 13 October 2017

POST 38/102 : **STUDENT CLINICAL TECHNOLOGIST (CARDIOLOGY) (2 YEAR CONTRACT) (2 POSTS)**

SALARY : R 107 886 per annum plus 37% in lieu of service benefits.

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualifications: Successful completion of second year towards the National Diploma- Clinical Technology. Current registration with a Tertiary institution for ND: Clinical Technology. Registration with a professional council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA). Full academic transcript must be submitted together with proof of registration with HPCSA. Inherent requirement of the job: These tasks will involve work outside normal working hours when necessary. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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): To acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a clinical technologist in cardiology. Training in this post involves practical training during routine patient care. Perform clinical service in cardiology by providing technologist support under supervision to all components of the cardiology service including: All work in the Cardiac catheterisation laboratory, ECG's (include Holter ECG and stress ECG), Pacemaker evaluation and programming, Echocardiography. Equipment maintenance. Participating in research projects.

ENQUIRIES : Prof A Doubell, tel. no. (021) 938-4400

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

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 06 October 2017

POST 38/103 : **CHILD MINDER**

SALARY : R 107 886 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum requirements: Numeracy and literacy and Child Care Certificate. Experience: No experience required. Inherent requirements of the job: Willingness to work shift and/or rotation basis. Physical fit. Competencies (knowledge/skills): Basic computer skills. Ability to work independently and within a team. Ability to communicate in at least two of the three official languages of the Western Cape. Teaching and training skills. An updated knowledge base of child minding activities. Good interpersonal, supervisory and observation skills.

DUTIES : Key result areas/outputs: Provide quality child care to children at the GSH Childcare Centre. Creating a safe, stimulated and happy environment for the children. Supervision of the children between the ages 0 to 6 years. Provide effective communication within and outside the institution. Report incidents or abnormalities to the relevant manager, parent or guardian.

ENQUIRIES : Ms J, Stevens, tel. no. (021) 404-6194

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini

CLOSING DATE : 13 October 2017

POST 38/104 : **PORTER**

Chief Directorate: General Specialist and Emergency Services

SALARY : R 90 234 per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a Health environment. Inherent requirements of the job: Willingness to work weekends, public holidays and shifts. Must be physically fit and able. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of the Departmental Core values of the Department of Health.

DUTIES : Key result areas/outputs: Transport patients to and from wards or departments. Transport blood specimens, medical records, equipment. Lifting of patients onto a wheelchair and/or a patient trolley. Checking equipment to ensure that it is safe for use. Support to supervisor.

ENQUIRIES : Ms A van Blerk, tel. no. (044) 802-4497}

APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION : Mr MZ Emandien

CLOSING DATE : 13 October 2017

POST 38/105 : **HOUSEHOLD AID**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 90 234 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Experience in ensuring a safe and hygienic clean environment in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including weekends, public holidays. Ability to do physical work and handle machines/apparatus. Willingness to relieve in other departments, change shifts (day and night duty), to work overtime as and when required. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility and work independently. Undergo formal and informal identified in-service training programmes. Good interpersonal relations with supervisor, colleagues, public and patients. Ability to operate machines/equipment in a cost effective manner.

DUTIES : Key result areas/outputs: Use equipment/consumables in a cost effective manner. Cleaning (i.e. mop, sweep, wash and scrub) of surfaces in the counting/soiled area and immediate environment as stated in the daily cleaning programme. Pack linen and stack in bags. Unpack linen on shelves. Distribute linen to various wards/departments. Ensure correct methods of handling and disposal of refuse/waste products. Daily counting of used linen and counting clean linen in the absence of Housekeeper.

ENQUIRIES : Ms F Hardnick, tel. no. (021) 402-6623
APPLICATIONS : The Chief Executive Officer, New Somerset Hospital, Private Bag, Green Point 8005.

FOR ATTENTION : Mr Z Sonkwala
CLOSING DATE : 13 October 2017

POST 38/106 : **FOOD SERVICE AID**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 90 234 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numerical skills. Experience: Experience in an Industrial food service environment in a health facility. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Knowledge and understanding of the basic food groups and cooking methods. Ability to communicate efficiently in at least two of the three official languages of the Western Cape. Ability to be trainable in preparing of normal and therapeutic diets.

DUTIES : Key result areas/outputs: Prepare, cook and serve meals for the patients. Clean and maintain the kitchen area and equipment and maintain hygiene standards. Dress according to Departmental specifications and adhere to Hospital Policy. Prepare food according to standardised recipes. Following and adhere to Health and Safety Regulations and attend in-service training programmes.

ENQUIRIES : Ms L Vermeulen, tel.no. (021) 402-6224
APPLICATIONS : The Manager: New Somerset Hospital, Private Bag, Green Point, 8005.
FOR ATTENTION : Mr Z Sonkwala
CLOSING DATE : 13 October 2017

POST 38/107 : **DRIVER (Light Duty Vehicle)**
(Eden District)

SALARY : R 90 234 per annum
CENTRE : Beaufort West Primary Health (Stationed at Beaufort West Hospital)
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate driving experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours', standby duties and must have sober habits.Ability to lift heavy items. Competencies (Knowledge/skills): Ability to communicate in at least two of the three official languages in the Western Cape.

Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Regulations. NOTE: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Transport official passengers, post, packages and equipment. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes and procedures. Ensure accurate completion of log books and routine administration. Ensure that all vehicles are kept clean and tidy. Effective delivery and collection of all blood products/specimens. Deliver medication, goods and equipment within the PGWC.

ENQUIRIES : Mr H van Wyk, tel.no. (023) 414- 8200

APPLICATIONS : The Manager: Eden District Office, Private Bag X 6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 13 October 2017

POST 38/108 : **CLEANER**
Chief Directorate: Metro District Health Services

SALARY : R 83 766 per annum

CENTRE : Lotus River Community Day Centre

REQUIREMENTS : Minimum requirements: Basic numeracy and literacy skills. 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 pre-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. Adhering 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 G Jones, tel. no. (021) 703-3130

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 : 13 October 2017