

**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 47/103** : **HEAD CLINICAL UNIT (ENDOCRINOLOGY)**

**SALARY** : R1 550 331 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the Stellenbosch University-FMHS)

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Endocrinology. Registration: Registration with the HPCSA as a Medical Specialist in Endocrinology. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA as Medical Specialist in Endocrinology. Inherent requirements of the job: Availability to work afterhours. Competencies (knowledge/skills): Ability to effectively function as a senior specialist managing staff in the wards, clinics and operate within the Departmental organisation and rules. Knowledge of Endocrinology at the level of Head of Clinical Unit. Dedication to patient care and to maintain professional integrity. Ability to function well within a team and the Department. Effective communication with all categories of staff as well as students and active participation in under- and post-graduate teaching and training programmes. Participation in delegated administrative functions. Ability to keep neat and complete records. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Provide Patient Care at the standards required of a Specialist Endocrinologist at level of HOCU in Endocrinology. Teach and lecture Endocrinology and Metabolic diseases to undergraduate, postgraduate students and peers and evaluation of students and peers. Staying abreast of latest developments in Endocrinology and Metabolic diseases. Managing the Hospital and University related managerial tasks and people management. Research related to Endocrinology and Metabolic diseases, and related topics which includes facilitating the research component required by registrars of the HPCSA for specialty registration and publishing in peer reviewed and accredited journals.

**ENQUIRIES** : Prof M R Moosa, tel. no. (021) 938-9044 or Dr R Mistry, tel. no. (021) 938-6267

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

**FOR ATTENTION** : Ms C Dawood

**CLOSING DATE** : 08 December 2017

**POST 47/104** : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**  
Chief Directorate: General Specialist and Emergency Services

**SALARY** : Grade 1: R 991 857 per annum  
Grade 2: R 1 134 069 per annum  
Grade 3: R 1 316 136 per annum  
(A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

**CENTRE** : George Hospital

**REQUIREMENTS** : Requirements Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA)

as Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. 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 a foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after hours. Valid SA driver's (Code B/EB) licence. Competencies (knowledge and skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Computer literacy mandatory. 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): Render an efficient and cost-effective Obstetrics and Gynaecology service to patients managed by the institution and District Health Care Services in the District by balancing throughput with quality. Assist with Effective and efficient administration of the Obstetrics and Gynaecology Department. Ensure the rational use of resources (medical/surgical sundries and equipment). Ability to perform basic laparoscopic surgery. Assist the Head of the department with Antibiotic stewardship. Effective and efficient training of clinical staff, including elective students.
- ENQUIRIES** : Dr ZN North, tel.no. (044) 802-4535
- APPLICATIONS** : To the Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
- FOR ATTENTION** : Ms D Kaars
- CLOSING DATE** : 08 December 2017

#### OTHER POSTS

**POST 47/105** : **ASSISTANT MANAGER NURSING (SPECIALTY: ONCOLOGY OR ADVANCED PSYCHIATRY)**

**SALARY** : R546 315 (PN-B4) per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**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 a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in either Medical and Surgical Nursing Science: Oncology or Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Minimum of 10 years appropriate/recognisable experience in nursing 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 as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: On-call duties and after-hour duties for the Nursing Division. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office suite). In-depth knowledge and understanding of nursing legislation, related legal and ethical

practices, guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently.

**DUTIES** : Key result areas/outputs: Provide innovative leadership in the allocated area (Medical Pavilion, inclusive for Radiation Oncology, Psychiatry, Paediatrics and General Medical wards), to realise the strategic goals and objectives of the Nursing Division. Coordinate the provision of person-centred care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of Nursing care, as well as guidance and participation in improvement projects with regard to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

**ENQUIRIES** : Mr A Mohamed, tel. no. (021) 404-2071

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

**FOR ATTENTION** : Ms N Mbilini

**CLOSING DATE** : 08 December 2017

**POST 47/106** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**  
Cape Winelands Health District

**SALARY** : R394 665 (PN-As) per annum (Plus a non-pensionable rural allowance of 8% of basic annual salary)

**CENTRE** : Ceres Hospital, Ceres

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) 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 and Midwife. 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 work shifts, overtime and on weekends as required. Competencies (knowledge/skills): Decision making, change management, problem solving and Leadership and Governance skills. Knowledge of the current applicable requirements for the maintaining of quality standards and Computer literacy. Proven sound interpersonal and management skills and/or management qualification. Expertise or experience in Quality Assurance and Infection and Prevention Control strategies in health. Note: No payment of any kind is required when applying for this post. Candidates may be required to do a practical test.

**DUTIES** : (key result areas/outputs): Responsible for the management, coordination and delivery of person-centred quality nursing care by the nursing team in accordance with the scope of practice, nursing standards, including ethical and professional principles. Manage the utilisation and supervision of resources effectively. Co-ordinate the provision of effective training, research, maintaining professional growth/ethical standards and self-development. Provide effective support to nursing services, people management of the staff at the facility, including HR and Labour. Ensure the execution of the comprehensive Quality assurance package at the facility. Collect, collate and monitor monthly data and communicate with different role players.

**ENQUIRIES** : Ms R Neethling, tel. no. (023) 316-9604

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

**FOR ATTENTION** : Ms J Salie

**CLOSING DATE** : 08 December 2017

**POST 47/107** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: WELLNESS)**  
Eden District

**SALARY** : Grade 1: R 226 083 (PN-A2) per annum, Grade 2: R 278 052 (PN-A3) per annum, Grade 3: R 340 431 (PN-A4) per annum

**CENTRE** : Kwanokuthula CDC, Knysna/Plettenberg District

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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. 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)"
<b><u>DUTIES</u></b>	:	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. Coordinate wellness activities for men, women, adolescents, children and with the focus on the 1 <sup>st</sup> 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.
<b><u>ENQUIRIES</u></b>	:	Ms E Swanevelder, tel. no. (044) 803-2709
<b><u>APPLICATIONS</u></b>	:	The District Manager: Eden District Office: Private Bag X6592, George, 6530.
<b><u>FOR ATTENTION</u></b>	:	Ms S Pienaar
<b><u>CLOSING DATE</u></b>	:	08 December 2017
<b><u>POST 47/108</u></b>	:	<b><u>COMMUNITY LIAISON OFFICER – GLOBAL FUND (CONTRACT TILL 31 MARCH 2019)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	R226 611 per annum plus 37% in lieu of service benefits.
<b><u>CENTRE</u></b>	:	Cape Winelands District office (Worcester)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate three-year National Diploma or Degree. Inherent requirement of the job: Valid (code B/EB) Driver's licence and willingness to travel. Experience: Appropriate experience with community development or NPO sector. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good coordination skills, project management skills, training skills and computer literacy. Ability to work both as part of a team and independently. Good communication and presentation skills. Note: No payment of any kind is required when applying for this post.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Coordinate and monitor Multi Sectoral Action Teams (MSATS) within each of the 5 sub districts of the Cape Winelands district. Support all Global fund initiatives and activities towards the prevention of HIV/TB. Facilitate community dialogues. Consolidate and prepare reports. Support the implementation of clinic committees.
<b><u>ENQUIRIES</u></b>	:	Ms K Lucas, tel. no. (023) 348-8100
<b><u>APPLICATIONS</u></b>	:	The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849
<b><u>FOR ATTENTION</u></b>	:	Ms JB Salie
<b><u>CLOSING DATE</u></b>	:	15 December 2017

- POST 47/109** : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**  
Eden District
- SALARY** : Grade A: R 167 778 per annum  
Grade B: R 197 631 per annum  
Grade C: R 230 721 per annum
- CENTRE** : Beaufort West Primary Health Care
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience:  
Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Physically fit to perform duties and work at high places and roofs. Work overtime should the need arise, day or night and standby duties. Valid (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Knowledge of laundry equipment, steam boilers, refrigeration systems and other hospital equipment. Good electrical, welding and plumbing skills and knowledge and willingness to perform these duties. Ability to communicate in at least two of the three official languages of the Western Cape. Note: Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
- DUTIES** : Key result areas/outputs: Major repairs of equipment and plant. Plan and design of new installations and perform alterations. Do Installations of specialised systems and equipment. Perform preventative maintenance tasks on critical and specialised equipment. Mentor other technical staff in the application of new technologies and procedures. Perform administrative and related functions with regard to the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman Aids. Manage the entire Workshop and staff when needed, in absence of Foreman.
- ENQUIRIES** : Mr F H du Toit, tel. no. (023) 414-8235
- APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George. 6530.
- FOR ATTENTION** : Ms S Pienaar
- CLOSING DATE** : 08 December 2017
- POST 47/110** : **ADMINISTRATION CLERK: FINANCE (2 POSTS)**
- SALARY** : R152 862 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 Provincial Government Finance. Inherent requirement of the job: Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to rotate within Finance Section and relieve colleagues. Willingness to work overtime when required. Strong sense of confidentiality and trustworthiness. Competencies (knowledge/skills): Knowledge and understanding of LOGIS and/or BAS. Knowledge of Finance and Treasury Regulations and Instructions. Knowledge of Supply Chain Management. Knowledge of the Accounting Officers System. Computer literacy LOGIS and MS Office (MS Word, MS Excel). Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.
- DUTIES** : (key result areas/outputs): Render an effective and efficient sundry creditors payment function. Ensure that invoices are paid within 30 days and that discounts are taken timeously. Effective reconciliation of monthly supplier statements. Render an effective and efficient verifying and pre-authorising function. Maintain and clear Assets and Liabilities accounts. Manage and maintain debtor accounts.

Effective handling of computer systems such as LOGIS and/or BAS. Filing and safekeeping of documents.

**ENQUIRIES** : Ms P Sitonga, tel. no. (021) 658-5194  
**APPLICATIONS** : To the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

**FOR ATTENTION** : Mr P Petersen  
**CLOSING DATE** : 15 December 2017

**POST 47/111** : **ADMINISTRATION CLERK: FINANCE/ADMINISTRATION**

**SALARY** : R152 862 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 a Fees-related environment. Inherent requirements of the job: Willingness to rotate within Finance Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (Microsoft Office). Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Good communication skills (written and verbal) in at least two or the three official languages of the Western Cape. Strong sense of confidentiality and trustworthiness. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.

**DUTIES** : (key result areas/outputs): Follow-up medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. General fees administration and account related duties/enquiries including filing. Check, debit/credit invoices as per UPFS and billing requirements. Cashier duties. Control the JAC Information and JAC Error Report. Complete all BAS transactions including deposits, day ends, journals and special journals. Complete the balancing and reconciliation process between BAS and the AR System. Finalise all EDI processes. Allocation of medical aid and debtor payments. Cover for colleagues and undertake various other clerical duties as and when required.

**ENQUIRIES** : Ms N Jaftha, tel.no. (021) 658-5286  
**APPLICATIONS** : To the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

**FOR ATTENTION** : Mr P Petersen  
**CLOSING DATE** : 15 December 2017

**POST 47/112** : **ADMINISTRATION CLERK: SUPPORT**  
Eden District

**SALARY** : R152 862 per annum  
**CENTRE** : Mossel Bay Sub-District (Primary Health Care Support)  
**REQUIREMENTS** : Minimum educational qualification: Grade 12 /Senior Certificate. Experience: Appropriate experience in office administration. Appropriate clerical experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good verbal, written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Ability to follow through instructions independently. Computer literacy (MS Office, Word, Excel, PowerPoint). Note: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a computer literacy test.

**DUTIES** : (key result areas/outputs): Maintain the effective and efficient general office administration and ad-hoc duties. Maintain effective filling systems. Assist with ordering and maintaining of stock levels, equipment and assets. Daily, monthly and quarterly reporting. Assist with Ideal Clinic standards implementation. Provide administrative support to the Operational Manager Nursing and clinical programme Managers. Engage with public request and patient complaints.

**ENQUIRIES** : Ms MS Manuel, tel.no. (044) 604-6106  
**APPLICATIONS** : To the Eden District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 15 December 2017

**POST 47/113** : **PRINCIPAL FOOD SERVICES SUPERVISOR**  
Eden District

**SALARY** : R152 862 per annum  
**CENTRE** : Knysna Hospital  
**REQUIREMENTS** : Minimum educational qualification: Food Certificate. Experience: Supervisory experience in Food Services Management. Inherent requirement of the job: Valid driver's licence (Code B/EB). Work shifts (including weekends and public holidays) according to operational requirements. Competencies (knowledge/skills): Computer literacy (Word, Excel). Ability to maintain discipline. Good communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Knowledge of pest and infection control. Knowledge of the Occupational Health and Safety Act. Note: No payment of any kind is required when applying for this post. Short listed candidates may be subject to competency testing. CV's should address experience and knowledge extensively with regard to duties above.

**DUTIES** : (key result areas/outputs): Responsible for food services management systems (LOGIS). Effective utilisation and supervision of the food services team. Training of the food services team in all aspects relating to daily tasks. Control of the budget, equipment and supplies. Control and maintain adequate levels of hygiene, safety and security in the kitchen.

**ENQUIRIES** : Mr DW Mathee, tel.no. (044) 302-8406  
**APPLICATIONS** : To the Eden District Office, Private Bag X 6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 15 December 2017

**POST 47/114** : **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 Mathematics, Life Science/Biology and English 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. Required to wear a uniform. No criminal record. Required to work alone 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 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 test and a security clearance prior to appointment. No payment of any kind is required when applying for this post. 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.

**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. Standard Operating Procedures must be adhered to at all times. Accurate and comprehensive capturing of data onto the Forensic Pathology services IT system and any other data basis provided by the department. Attend 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** : 15 December 2017

**POST 47/115** : **FOOD SERVICES AID**  
West Coast District

**SALARY** : R90 234 per annum  
**CENTRE** : Citrusdal Hospital  
**REQUIREMENTS** : Requirements. Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in food service environment, cooking and kitchen cleaning. Inherent requirements of the job: Work shifts and overtime which include weekends and public holidays. Must be physically fit to operate heavy duty cleaning equipment and handle heavy cooking equipment. Competencies (knowledge and skills): Knowledge of hygiene, occupational health, HACCP and safety principals. Ability to (read, speak and write) 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): Assist in the receipt and storage of all provisions and stock in the foodservice unit. Preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

**ENQUIRIES** : Ms NW Smit, tel.no. (022) 921-2153  
**APPLICATIONS** : To the Medical Manager: Citrusdal Hospital, Private Bag X14, Citrusdal, 7300.  
**FOR ATTENTION** : Ms N Smit  
**CLOSING DATE** : 15 December 2017

**POST 47/116** : **FOOD SERVICES AID**  
Overberg District

**SALARY** : R90 234 per annum  
**CENTRE** : Caledon Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Willingness to work shifts and overtime which include weekends and public holidays. Physically strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape (Afrikaans, Xhosa and English). Knowledge of Occupational Health and Safety Act and protocol with regards to nutrition. Sound interpersonal and communication skills. Ability to handle industrial equipment. Note: No payment of any kind will be required when applying for this post.

**DUTIES** : (key result areas/outputs): Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Assist to prepare normal and special diets. Clean all areas, utensils and equipment in the Food Service Unit. Temperature control for food. Maintain general hygiene in the Food Service Unit and other delegated areas. Follow rules of hygiene when using equipment and report of broken equipment. Use precautionary measures with the use of equipment.

**ENQUIRIES** : Ms N Fudu, tel. no. (028) 212-1070  
**APPLICATIONS** : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.  
**FOR ATTENTION** : Ms A Brits  
**CLOSING DATE** : 15 December 2017



**POST 47/117** : **GROUNDSMAN**  
Eden District

**SALARY** : R83 766 per annum  
**CENTRE** : Laingsburg Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in gardening and minor repairs. Inherent requirements of the job: General good health, strong enough to lift up heavy objects, stay on feet for the entire day and perform standby duties. Ability to continue with duties, despite extreme weather conditions. Ability to operate gardening equipment, machinery, handle and maintain tools. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Able to function in a group and individually. Good organisational skills. Note: All candidates will be subjected to a test to establish suitability. No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Maintain grounds and garden. Clean and do maintenance tasks. Manage and remove waste, rubble and refuse. Perform small day to day maintenance and repairs, including Medical Gas/Back-up Generator. Driver-ad hoc.

**ENQUIRIES** : Ms C Bothma, tel. no. (023) 551-1237  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 15 December 2017