

**PROVINCIAL ADMINISTRATION WESTERN CAPE
DEPARTMENT OF EDUCATION**

MANAGEMENT ECHELON

POST 03/217 : **DISTRICT DIRECTOR: METROPOLE SOUTH EDUCATION DISTRICT OFFICE, MITCHELL'S PLAIN (REF: PS 1)**
(Branch: Institution Development and Coordination)
(Chief Directorate: Districts)

SALARY : R948 174 (Salary Level 13).
CENTRE : Cape Town, Mitchell's Plain
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level within an educational environment. Additional requirements: Proven relevant management experience in an education environment. Valid drivers' licence• Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts• Proven excellence in management of district support and/or school management.

DUTIES : Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers Management and governance Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists; Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS), Manage operational interfaces with Head Office components and external agencies; Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management Travel extensively within the district to visit schools.

ENQUIRIES : Mr A Meyer (021) 467-2089
CLOSING DATE : 02 February 2018

POST 03/218 : **DIRECTOR: COMMUNICATION (REF: PS 2)**

SALARY : R948 174 (Salary Level 13). An all-inclusive salary package consists of a basic salary and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE : Cape Town, Head Office

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level.

DUTIES : Provide a communication strategy service: Develop and manage the WCED communications strategy and oversee overall implementation of associated communication plan for the Department. Plan, manage and ensure effective execution of communication strategies for departmental initiatives/programmes/campaigns. *Co-ordinate, source, develop and manage the digital ecosystem* Manage, develop, promote and monitor use of the WCED ePortal facility. Develop and implement a plan for the design and development of resources in the digital ecosystem. Develop all necessary systems and processes to monitor, evaluate and statistically report on e-Content and utilisation of digital resources deployed in support of the e-Education strategy. Provide a corporate communication service (including Edumedia): Render an editorial and media service. Liaise with media and ensure effective WCED media coverage. Render a media monitoring service, and identify and advise on contentious media issues. Draft speeches, articles and presentations. Act as Departmental spokesperson Promote and develop internal and external communications, e.g. newsletters, videos and multimedia. Develop and manage WCED website, general online presence and social media identity Ensure innovative and meaningful utilisation of technology and relevant social platforms for internal and external communications.

Provide a corporate communication service (including Edumedia): Network well and act as the primary communications liaison with other Provincial and National Governmental departments and agencies to facilitate on-going communications. Optimal promotion of the corporate image and identity of the Department. Determine, implement and review management and cooperative communication strategies. Draft communications strategy and oversee overall implementation of associated communication plan for the Department. Provide a departmental client service: Provide manage and administer a professional, effective and efficient client enquiry service for the WCED clients. Manage and develop a team of experienced communications and client service professionals who display the values of the Department. Provide an administrative support service: Render a language service. Translate documents (including examination papers) in all three official languages. Support the implementation of the WCED language policy. Render marketing and events management services Manage and implement the WCED / WGC brand identity with regard to signage and stationery. Plan, develop and manage corporate campaigns. Promote the online WCED corporate identity. Develop and manage delivery of corporate publications, e.g. annual report. Production and Publications (managing and preparing the content of corporate and departmental publications, designing corporate and departmental communication products and material, providing photographic services. Events and Public Participation (managing and co-ordinating National and Provincial events, providing communication project management services, managing a provincial contact list. Advertising, Marketing and Media Support (managing the implementation of the WCED/PGWC's brand identity with regard to stationery, signage and branding, rendering a corporate and departmental branding support function, managing the communication database and distribution of media releases, and a media monitoring service.

ENQUIRIES
CLOSING DATE

: Mr BK Schreuder (021) 467-1935
: 02 February 2018

POST 03/219

: **DIRECTOR: FURTHER EDUCATION AND TRAINING CURRICULUM DEVELOPMENT (REF: PS 3)**

SALARY

: R948 174 (Salary Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

REQUIREMENTS

: An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level

DUTIES

: Manage curriculum development initiatives and research within subject contexts according to national and provincial needs in FET. Contribute to national curriculum policy development. Manage the support, monitoring and evaluation of provincial interventions. Develop policy documents, guidelines and learner and professional learning materials in support of subject areas. Oversee the implementation of support initiatives in collaboration with the Education District offices. Manage the planning, development and provision of e-Support and e-Resources for the different subject areas. Collaborate with relevant role players to ensure the roll-out of e-Learning initiatives. Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Branch, Chief Directorate and Directorate's strategic planning processes. Be actively involved in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against predetermined key measurable objectives and standards. Report to the Chief Director: Curriculum Management and Teacher Development on a regular basis on the activities of the Directorate, and on matters of substantial importance to the Administration. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Participate in the recruitment of appropriate staff to ensure the achievement of the Directorate's Business Plan. Motivate, develop and guide staff professionally within the Directorate, to achieve and maintain excellence in service delivery. Manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Develop a human

resource plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate as well as a work ethic aligned to the values of the Western Cape Government. Manage and promote the maintenance of discipline and professionalism within the Directorate. Participate in the budgeting process at Branch, Chief Directorate and Directorate level. Prepare the Annual and Adjustment Budget's for the Directorate. Take responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Accept overall responsibility for the management, maintenance and safekeeping of the Directorate's assets. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

- ENQUIRIES** : Mr H Mahomed (021) 467-2234
CLOSING DATE : 02 February 2018
- POST 03/220** : **DIRECTOR: INFRASTRUCTURE PROGRAMME DELIVERY (REF: PS 4)**
 : (Branch: Education Planning
 : (Chief Directorate: Physical Resources)
 : Directorate: Infrastructure Delivery Management)
- SALARY** : R948 174 (Salary Level 13). An all-inclusive salary package consists of a basic salary and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE** : Cape Town, Head Office
REQUIREMENTS : Appropriate built environment professional qualification (university degree). Registration with a relevant Professional Council/Board. Public sector management and /or related management experience in the delivery and oversight of infrastructure programmes 6-10 years. A valid drivers' licence. Computer literacy
- DUTIES** : Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan. Capital and scheduled maintenance project Implementation and oversight. Management of the infrastructure budget as infrastructure budget as infrastructure programme manager for assigned projects. Management of day-to-day, routine and emergency maintenance. Knowledge: Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Local Government Building Regulations (where applicable). Occupational Health and Safety Act of 1993 and Regulations. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Treasury Regulations/Practice Notes/ Instructions/ Circulars. Departmental/Provincial Supply Chain Management Policies. National Environmental Management Act of 1998. Skills: Communication skills, language skills, computer skills, planning and organising skills, presentation skills, report writing skills (specifications and submissions), interpretation and interpersonal skills.
- ENQUIRIES** : Ms L McGlenatendolf (021) 467-2030
CLOSING DATE : 02 February 2018
- POST 03/221** : **DIRECTOR: CAPE TEACHING AND LEADERSHIP INSTITUTE (CTLI) (REF: PS 4)**
 : (Branch: Curriculum and Assessment Management)
 : (Chief Directorate: Curriculum Management and Teacher Development)
 : (Directorate: Cape Teaching and Leadership Institute (CTLi))
- SALARY** : R948 174 (Salary Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE** : Cape Town, Kuilsriver
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA; At least 5 years' experience at a middle/senior managerial level within an educational environment. Key performance areas: Line Management: Design learning and

development programmes. Provide curriculum and research development services. Develop learning and development programmes. Assess training and development programmes. Liaise with HEIs regarding development programmes. Market the CTLI. Deliver learning and development programmes. Facilitate and coordinate functional training interventions. Facilitate and coordinate the school business management training programme. Liaise and coordinate the pre-service training programme. Manage awards and excellence programmes. Render support services. Render financial services. Render facility management services. Render course administration. Render general support services.

ENQUIRIES : Mr H Mahomed (021) 467-2234
CLOSING DATE : 02 February 2018

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.

ERRATUM: kindly note that the post of Quality Assurance Coordinator 8 Posts published in DPSA vacancy circular 50 dated 15 December 2017, the closing date has been amended to the 12 January 2018.

MANAGEMENT ECHELON

POST 03/222 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
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 candidate to participate in a system of remunerated commuted overtime).

CENTRE : Lentegour Hospital (The incumbent will be jointly appointed to the Department of Health and the Department of Psychiatry, University of Stellenbosch)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) for Independent Practice as a Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Specialist (Independent Practice) in Psychiatry. Experience:

Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry.

Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry.

Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Available and willing to participate in after-hours duties. Valid (Code B/EB) driver's licence. Competencies (knowledge and skills): Ability to communicate (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. "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 whom 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 specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry, University of Stellenbosch). Other duties as assigned by the Head: Clinical Unit.

ENQUIRIES : Dr RR Allen, via Shirley.Christian@westerncape.gov.za

APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow 7500.

FOR ATTENTION : Ms G Owies

CLOSING DATE : 02 February 2018

POST 03/223 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE)**
Cape Winelands District

SALARY : **Grade 1:** R 991 857 per annum,
Grade 2: R1 134 069 per annum,
Grade 3: R1 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 candidate to participate in a system of remunerated commuted overtime).

CENTRE : Ceres Hospital

REQUIREMENTS : Minimum educational requirement: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience:
Grade 1: None after registration with the HPCSA as Medical Specialist in Family Medicine.
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 a Medical Specialist in Family Medicine.
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 employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and research skills. Good communication skills (verbal and written) in at least two of three official languages of the Western Cape. Computer literacy (Ms Office: Word, PowerPoint and Excel). Clinical competencies (District Hospital package of care and PHC services). 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 whom 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): Be part of the Sub-District Health Services management team and support management in the planning and governance of clinical services in the Sub-district, including supervision, line Management of Medical Officers, and the maintenance of competence of medical practitioners for the Sub-district. Provide a comprehensive Primary Health Care (PHC) package of care to patients, with a person-centred approach, on the DHS platform, (including emergency care, ward rounds, OPD, outreaches to PHC facilities, theatre work, Obstetrics, after-hours duties) in order to ensure efficient delivery of the core package of services at a District Hospital and PHC facilities. Develop, maintain and monitor protocols for proper clinical governance of the PHC services in the Sub-District. Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illnesses including non- communicable

diseases, mental health illnesses and HIV positive patients on ART in the Sub-District. Liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department. Initiate, supervise and conduct research appropriate to the needs of the Sub District and responsible for the Clinical training and learning with health care staff inclusive of registrars and under-graduate students during the course of clinical service provision.”

ENQUIRIES : Dr E Titus, Tel. No. (023) 316-9603
APPLICATIONS : The District Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.
FOR ATTENTION : Ms JB Salie
CLOSING DATE : 02 February 2018

OTHER POSTS

POST 03/224 : **FACILITY MANAGER: PRIMARY HEALTH CARE**
 Chief Directorate: Metro District Health Services

SALARY : R657 558 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Elsie's River Community Health Centre
REQUIREMENTS : Minimum educational qualification: Relevant health related Degree or National Diploma. Experience: Appropriate experience in a managerial position in a NGO, Private Organisation or the Public Sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience. Note: No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.

DUTIES : Key result areas/outputs: General and operational management of a Community Health Centre and related services in the drainage area. Strategic and operational planning and the implementation of operational plans and clinical health programmes. Sound Financial, Supply Chain and Human Resource Management, including Staff Performance Management System. Implement the prescribed package of services. Plan and coordinate the provision of support service systems which will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communication with clients and communities served. Information Management and Quality Assurance programmes.

ENQUIRIES : Mr AE Patientia, Tel. No. (021) 815-8894
APPLICATIONS : The Director: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital, Bellville, 7530 or Private Bag X99, Bellville 7535.
FOR ATTENTION : Ms FG Malan
CLOSING DATE : 02 February 2018

POST 03/225 : **MEDICAL SPECIALIST GRADE 1 TO 3 (5/8TH POST)**

SALARY : Grade 1: R619 911 per annum, Grade 2: R 708 792 per annum, Grade 3: R 822 585 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in microbiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in microbiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Microbiology. Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA as Medical Specialist (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Microbiology. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA as Medical Specialist (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Microbiology. Competencies (knowledge/skills):

Demonstrated experience in the specialty especially insofar as rendering of clinical microbiology and IPC services and development and implementation of medical surveillance programs in the health care work environment, including antibiotic stewardship, implementation of IPC Bundles, etc. Demonstrated experience in postgraduate education and supervision of registrar training. 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 area/outputs): Support the head of Unit for Infection Prevention and Control (UIPC) and guide the healthcare facilities in achieving a high standard and quality of patient care based on IPC processes as part of the Quality Assurance programme of the Western Cape. Clinical service provision in Microbiology and UIPC at a tertiary referral hospital level. Provision of other health services as required at a tertiary referral hospital e.g. health risk assessments of different work places. Provision of postgraduate training and supervision in Microbiology. Provision of on-going in-service training and supervision of medical officers, registrars and other clinical staff in microbiology health matters. Develop and implement research projects pertinent to the research agenda of UIPC services at Tygerberg Hospital. Promote prudent use of antibiotics and support activities and initiatives of the TBH Antibiotic stewardship committee in conformance with provincial and national DOH antibiotic stewardship policies and plans. Ensure effective People Management and cost effective financial management with regard to all clinical cost drivers.

ENQUIRIES : Dr J Meintjes, Tel. No. (021) 938-5051
APPLICATIONS : The Chief Director: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
CLOSING DATE : 02 February 2018

POST 03/226 : **PHARMACIST GRADE 1 TO 3**
 Directorate: Pharmacy Services

SALARY : Grade 1: R 615 945 per annum, Grade 2: R 673 494 per annum, Grade 3: R 736 425 per annum (A Portion of the package can be structured according to the Individual's personal needs).

CENTRE : Head Office, Cape Town (Based at Oudtshoorn Medical Sub-Depot)
REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: Grade 1: None after registration as a pharmacist with the SAPC in respect of SA qualified employees. One-year relevant experience after registration as a Pharmacist with the a recognised foreign health profession council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: A minimum of 5 years' relevant experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 13 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge of good Pharmaceutical Practice and best warehouse practice. Computer literacy and previous logistic experience. Sound knowledge of laws relating to pharmacy. Note: No payment of any kind is

required when applying for this post. All short listed candidates may undergo a technical competency 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 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): Implementation and monitoring of adherence to all Standards Operating Procedure (SOP'S) and guidelines in keeping with legislative requirements and national and provincial policies. Control of DSM principles within the Oudtshoorn Medical Depot. Ensure storage, control and distribution in accordance with GPP. Supervision of stores personnel (Pharmacist's Assistant and General Workers) including development and personnel evaluations. Act as Tutor of Pharmacist's Assistants.

ENQUIRIES : Mr J Vallabh, Tel. No. (044) 203-4702

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

CLOSING DATE : 02 February 2018

POST 03/227 : **OPERATIONAL MANAGER NURSING (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)**

SALARY : R499 953 (PN-B3) per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty. Note: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of interview.

DUTIES : Key result areas/outputs: Responsible for the coordination and delivery of quality nursing care within the Neonatology department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and sub-ordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Mr A Mohamed, Tel. No. (021) 404-2092

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

FOR ATTENTION : Ms N Mbilini

CLOSING DATE : 09 February 2018

POST 03/228 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS AND NEONATOLOGY)**
Chief Directorate; General Specialist and Emergency Services

SALARY : R 499 953 (PN-B3) per annum
CENTRE : Worcester Regional Hospital
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 a duration of at least 1 year accredited with the SANC in advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend standby duties for the hospital. Willingness to work night shift when required. Competencies (knowledge/skills): Management skills: leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills. Human Resource and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing, as well as Midwifery and Neonatology. Knowledge of relevant legislation pertaining to Labour Relations, Nursing Legislation, related legal and ethical nursing practices, relevant Public Sector Policies and Protocols. Note: Shortlisted candidates could be subjected to a competency test on the day of the interview. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for the coordination and delivery of quality nursing care within the Critical Care department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Manage human resources, including staff performance, people development and disciplinary processes. Manage material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.

ENQUIRIES : Ms RM du Plessis, Tel. No. (023) 348-1104
APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms L Koopman
CLOSING DATE : 02 February 2018

POST 03/229 : **CHIEF PHYSIOTHERAPIST GRADE 1**
Chief Directorate: Metro District and Health Services

SALARY : R414 069 per annum
CENTRE : Mitchells Plain Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist. Registration with a professional council: Registration with the HPCSA as Physiotherapist. Experience: A minimum of 3 years' appropriate experience as a Physiotherapist after registration with the HPCSA as an Independent Physiotherapist. Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Specialist clinical physiotherapeutic knowledge and skills in various conditions. Basic financial management. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Ensure that the Physiotherapy service supports the Clinical disciplines within Mitchells Plain hospital with specific focus on the burden of disease of the geographical area. Effective clinical governance and quality assurance of the physiotherapy department. Train junior staff and students.

Effective and efficient operational management of the Physiotherapy department, including HRM, finances and asset management were applicable. Work within a multidisciplinary unit.

ENQUIRIES : Mr M Sunday, Tel. No. (021) 377-4806
APPLICATIONS : To the Chief Executive Officer: Mitchell's Plain District Hospital, Private Bag X9, Mitchell's Plain, 7789.
FOR ATTENTION : Ms CC Johnson
CLOSING DATE : 09 February 2018

POST 03/230 : **OPERATIONAL MANAGER NURSING (GENERAL: MEDICAL WARD, FEMALE)**
Chief Directorate: Metro District Health Services

SALARY : R394 665 (PN-A5) per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : 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. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime and weekends as required. Competencies (knowledge/skills): Good managerial, supervisory, basic computer and decision-making skills. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Proficiency (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. A job description is available on request. Candidates may be subjected to a competency/practical test.

DUTIES : (key result areas/outputs): Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives of the nursing division. Co-ordinate the proper utilisation of physical, human and financial resources in accordance with legislation and policies. Participate in health promotion, illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing personnel and other stakeholders (multi-disciplinary team work). Function as a health care professional according to the applicable norms and standards.

ENQUIRIES : Ms G Mashaba, Tel.No. (021) 360-4200
APPLICATIONS : To the Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783.
FOR ATTENTION : Mr A Ernstzen
CLOSING DATE : 02 February 2018

POST 03/231 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: RESPIRATORY CLINIC)**

SALARY : R394 665 (PN-A5) per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : 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. 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: Willingness to work shifts, public holidays and weekends. After-hour's or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as Labour Legislation and relevant Public Sector Policies, guidelines and protocols. Good verbal and written

communication skills in at least two of the three official languages of the Western Cape. Computer skills (i.e. MS Word, Excel, PowerPoint and Outlook). Ability to manage finances to stay within allocated budgets. Knowledge of FBU Management. Appropriate knowledge/skills in General Nursing Science. Note: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of interview.

DUTIES : Key result areas/outputs: Responsible for the coordination and delivery of person-centered quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

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 : 09 February 2018

POST 03/232 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**
Eden District

SALARY : R394 665 (PN-A5) per annum
CENTRE : Harry Comay Hospital
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. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). 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: Willingness to work overtime and weekends as required. Competencies (knowledge/skills): Good managerial, supervisory, basic computer and decision making skills. Proficiency in at least two of the three official languages of the Western Cape. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills.

DUTIES : Key result areas/outputs: Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives of the Nursing Division. Coordinate the proper utilisation of physical, human and financial resources in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing personnel and other stakeholders (multi-disciplinary teamwork). Function as a health care professional according to the applicable norms and standards.

ENQUIRIES : Ms LB Geweld, Tel. No. (044) 803-9000
APPLICATIONS : The Director: People Management and Administration, Department of Health, Eden District Office, P/Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 02 February 2018

POST 03/233 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: PSYCHIATRIC NURSING SCIENCE)**
Cape Winelands Health District

SALARY : **Grade 1:** R 340 431 (PN-B1) per annum,

<u>CENTRE REQUIREMENTS</u>	: Grade 2: R 418 701 (PN-B2) per annum : Drakenstein Sub-district : 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 nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Current 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 in Psychiatry after obtaining the 1-year post-basic qualification in the specific specialty mentioned above. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Computer literacy (MS Word, Outlook, Excel). Good communication skills in at least two of the three official languages of the Western Cape. Analytical thinking, independent decision making and problem solving skills. Note: 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 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): Provide and co-ordinate an effective and efficient comprehensive mental health service within the sub district and ensure continuity of care. Work in a multidisciplinary team. Assist and monitor the implementation of nursing care plans, the evaluation thereof and perform office and clinical administration. Co-ordinate the Assertive Community Treatment (ACT) project in the Sub-district. Provide support and build capacity of PHC personnel of the Sub-district, students and other health care workers. Liaise and communicate with all relevant departments (internal and external).
<u>ENQUIRIES APPLICATIONS</u>	: Ms J Bosch, Tel. No. (021) 862-4520 : The Primary Health Care Manager, Drakenstein Sub District, Private Bag X3043 Paarl, 7620.
<u>FOR ATTENTION CLOSING DATE</u>	: Ms A Hall : 09 February 2018
<u>POST 03/234</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> Chief Directorate: Metro District Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R281 418 per annum : False Bay Hospital : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate and proven experience in Finance, Revenue, Patient Administration and Supply Chain Management. Proven supervisory experience in public sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good computer literacy skills in (MS Office: Word and Excel). Good knowledge of LOGIS, BAS, Clinicom, AR system and sound knowledge of applicable policies (PFMA, AO system and Treasury Instructions). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Sound knowledge of all

financial systems: BAS, LOGIS, Clinicom and AR system. Note: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Monitor, control and report expenditure and budget related issues. Manage and coordinate the finance (expenditure and revenue), SCM, patient administration activities and functions, within the hospital. Advertise, award and manage contracts and tenders and plan, implement and maintain financial control and handle audit queries. Responsible for internal controls and compliance in Finance and Supply Chain Management. Render a support function to management in terms of Supply Chain Management, budget (expenditure and revenue control). Manage and supervise Support services (kitchen and transport). Manage all Human Resource Management and related functions within the Finance, Supply Chain Management and patient administration components.

ENQUIRIES : Ms S Levy, tel. no. (021) 782-1121
APPLICATIONS : The Manager: Medical Services: False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978.

FOR ATTENTION : Ms L Shoosmith
CLOSING DATE : 09 February 2018

POST 03/235 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (CONTRACT MANAGEMENT)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R226 611 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate plus competencies. Experience: Appropriate experience in the management of service contracts. Inherent requirements of the job: Ability and fitness to physically visit various internal and external hospital grounds on a daily basis. Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three Western Cape official languages. Good organisational, administrative and interpersonal skills. Knowledge of Contract or Project Management. Proven efficiency in computer literacy with Microsoft Excel and Word. 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: Enforcing services contractor compliance. Improving client/customer satisfaction through the contracted services. Effective and efficient Linen and Laundry Management. Effective and efficient monitoring of expenditures against budget. Managing a well organised filing system. Effective management of Human Resources.

ENQUIRIES : Ms ZZZ Kwinana, Tel. No. (023) 348-1277
APPLICATIONS : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms L Koopman
CLOSING DATE : 09 February 2018

POST 03/236 : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Overberg District

SALARY : R226 611 per annum
CENTRE : Swellendam and Cape Agulhas Sub-District (stationed at Bredasdorp)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in an Information Management environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Understanding of Ditcom process. Training skills. Proficiency in at least two of the three official languages of the Western Cape. Advanced computer literacy (Ms Word, Excel, PowerPoint, and Access). 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): Collect, verify and validate data (incl. data auditing). Data verification and submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy.

Responsible for health information management trainings and monitor data trends in Sub-district. Assist in policy formulation and implementation and optimise client service and support. Monitor and evaluate data information. Engagement with stakeholder's, i.e. verbal, telephonic and written correspondence. Compile monthly reports for management and provide feedback. Data administration and maintenance of accurate filing systems (hard copy/electronic). Responsible for and supervise information management staff.

ENQUIRIES : Mr M Khonono, Tel. No. (028) 514 8400
APPLICATIONS : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230
FOR ATTENTION : Ms A Brits
CLOSING DATE : 09 February 2018

POST 03/237 : **ADMINISTRATION CLERK: REGISTRY**
Chief Directorate: Metro District and Health Services

SALARY : R152 862 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Medical Records, Registry and Transport department. Inherent requirements of the job: Willingness to work shifts and overtime. Willingness to rotate and/or relief personnel. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills (verbal and written) in at least two of the three official language of the Western Cape. Computer literacy. Knowledge of Clinicom. Ability to work under pressure. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): File documents in the applicable file neatly in chronological order. Manage Registry; Operating of the franking machine processes smoothly and efficiently. Record file movement on Clinicom. Draw files on request and obtain patient files according to appointments for the following day. File patient related documents. Manage transport department. Submit the monthly statistics on time to the GG Garage (I-Fleetman).

ENQUIRIES : Ms Y Nelukalo, Tel. No. (021) 799-1123
APPLICATIONS : To the Chief Executive Officer: Victoria Hospital, Private Bag X02, Plumstead, 7801.
FOR ATTENTION : Ms N Petersen
CLOSING DATE : 09 February 2018

POST 03/238 : **ADMINISTRATION CLERK: REGISTRY**
Eden District

SALARY : R152 862 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a registry and/or archives environment. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Word, Excel and Outlook). Knowledge of policies regarding registry and archives. Knowledge of working with confidential documents. Ability to effectively multi-task, function independently and under pressure. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Open, sort, distribute and frank mail. Efficient and confidential handling of mail. Open, close, archive files and identify files to be disposed according to National Archives Act, Act 43 of 1996. Effective management of registry equipment and effective support of the Human Resource functions. Maintain updated registers. Order goods/stationary and completion of LOGIS documents.

ENQUIRIES : Mr EJ Jewel, Tel. No (023) 414-8291
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 09 February 2018

POST 03/239 : **ADMINISTRATION CLERK: SUPPORT (ENVIRONMENTAL HYGIENE SERVICES)**

SALARY : R152 862 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in Cleaning, Contract Management, Waste Management and Personnel/Office Management. Competencies (knowledge/skills): Computer literacy (i.e. MS Word and Excel). Sound knowledge in cleaning materials/equipment. Sound knowledge of Human Resource Policies, Disciplinary Code and Procedures. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape and excellent report-writing skills. Note: Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage hygienic responsibilities within allocated areas, including the management of allocated EHS staff and contractors, as well as Waste Management. Provide a safe, cost-effective and an optimal cleaning service, including the supervision of agency staff as per contract. Provide personnel administration duties (i.e. allowances, pay sheets and leave application). Ensure an effective Human Resource Management support function to Administrative Officer with regard to areas of responsibilities such as exits, recruitment and selection and monitoring of registers.

ENQUIRIES : Mr E Cassiem, Tel. No. (021) 404-3237
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 09 February 2018

POST 03/240 : **ADMINISTRATION CLERK: REGISTRY**

SALARY : R152 862 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate medical records experience in the duties of this post. Inherent requirements of the job: Willingness to work irregular hours (i.e. shifts/weekends), when required. High ethical standards as incumbent will have access to confidential files. Ability to lift loads, be on their feet and concentrate for long periods. Competencies (knowledge/skills): In-depth knowledge of the HIS Clinicom system, proven knowledge of medical records processes and procedures. Knowledge and understanding of medical terminology. Ability to identify patient case notes of the various medical clinics/disciplines. Ability to work independently with minimum supervision and effectively within a team. Ability to work with a high degree of accuracy and care under pressure. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy skills. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical skills test.

DUTIES : Key result areas/outputs: Render an effective and efficient medical records service. Complete relevant Clinicom system transactions. Create and maintain an effective filing system. Accurately and timeously file and retrieve all requested patient folders or case notes. Collate and pack case notes in the prescribed order. Prepare case notes for scanning.

ENQUIRIES : Mr WR Weeder, Tel. No. (021) 404-4056
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

ATTENTION : Ms N Mbilini
CLOSING DATE : 09 February 2018

POST 03/241 : **ADMINISTRATION CLERK: SUPPORT (EMERGENCY UNIT: RECEPTION)**

SALARY : R152 862 per annum
CENTRE : Groote Schuur Hospital, Observatory

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 (KPA's) of the post. Inherent requirement of the job: Willingness to work 12-hour shifts and overtime on short notice (which includes night duty, weekends and Public holidays). Experience: Appropriate experience in a fees-related environment. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing, Delta 9 and Finance instructions. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Strong sense of confidentiality. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: In and out- patient administration functions according to PGWC policies and procedures. Clinicom, Billing, Delta 9 and other PGWC system computer duties, including folder control, reception tasks and attending to patient queries (verbal and written) and Folder Management. Admit, attend, transfer and discharge/disposal of patients as per PGWC Hospital Fees policies and procedures. Raising invoices as per Hospital Fees policies and perform the verifying of accounts process. Debit charge entries to invoices as per UPFS and PGWC billing procedures. Responsible to handle and receive public money.

ENQUIRIES : Mr Y Levy, Tel. No (021)404-4251/Mr ME Halford, tel. no. (021) 404-5327

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

FOR ATTENTION : Ms N Mbilini

CLOSING DATE : 09 February 2018

POST 03/242 : **ADMINISTRATION CLERK: WARDS (EMERGENCY CENTRE)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R152 862 (Level 5) per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate clerical experience in a Hospital environment. Inherent requirements of the job: Willingness to work flexi-time/shifts. Relieve other ward Clerks. Competencies (knowledge/skills): Computer literacy (MS Office), (proof must be attached). Knowledge of Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels. Excellent 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 his post.

DUTIES : Key result areas/outputs): Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing unit. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager from patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and complete files and UPFS and other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments.

ENQUIRIES : Ms GE Sellars, tel. no. (044) 802-4356/7

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

FOR ATTENTION : Ms P Doro

CLOSING DATE : 09 February 2018

POST 03/243 : **ADMINISTRATION CLERK: ADMISSIONS**
Eden District

SALARY : R152 862 per annum

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in a patient administration environment. Inherent requirements of job: Valid (Code B/EB) driver's licence. Willingness to do 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime

on short notice. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel). Knowledge of Hospital Fees Memorandum 18. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Note: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Registration and capturing of patient information. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Reception tasks, attend patient queries and folder management. Medical records functions: Keep record, file, retrieve folders, trace old folders, destruct folders and compile new folders. Effective assistance and support to supervisor, colleagues and other institutions.

ENQUIRIES : Mr J Boshoff, Tel. No. (044) 604-6105
APPLICATIONS : The Manager: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 09 February 2018

POST 03/244 : **ADMINISTRATION CLERK: SUPPORT**
Eden District

SALARY : R152 862 per annum
CENTRE : Knysna/ Bitou Sub-District (New Horizon Community Clinic)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration and data experience. Experience in capturing and managing of data on PHCIS; Sinjani; tier.net. Competencies (knowledge/skills): Basic knowledge and experience in Office Administration, Financial and Procurement Administration. Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Office, Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post. A practical competency test will be part of the interview process.

DUTIES : key result areas/outputs): Effective management of communication, and administration support. Maintenance of effective registry functions. Effective registration of clients. Effective management of appointments and defaulters. Effective data management, capturing and administration. Validation of data and support to end-user.

ENQUIRIES : Ms L Ziervogel, Tel. No. (044) 302-8400
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 09 February 2018

POST 03/245 : **ADMINISTRATION CLERK: ADMISSIONS**
Central Karoo District

SALARY : R152 862 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualifications: Grade 12/Senior Certificate. Inherent requirement of the job: Prepared to work 12 hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Experience: Appropriate experience of patient admissions. Competencies (knowledge/skills): Ability to execute duties accurately and thoroughly. Ability to work under pressure. Effective communication in at least two of the three official languages of the Western Cape. Computer literate. 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. Patient enquiries. Ensure accuracy of accounts. Filing of patient folders and documents on a daily basis.

ENQUIRIES : Mr R Maritz, Tel. No. (023) 414-8200
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 09 February 2018

POST 03/246 : **ADMINISTRATION CLERK: ADMISSIONS**
Overberg District

SALARY : R152 862 per annum
CENTRE : Caledon Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience. Inherent requirement of the job: Willingness to work shifts to meet the operational requirements of the hospital. Competencies (knowledge/skills): Computer literacy (MS Windows: Word and Excel). Knowledge of CLINICOM, PCHIS and Admission related systems. Administrative duties. Knowledge of record keeping procedures. Ability to communicate in at least two of the three official languages of the Western Cape. The ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : (key results areas/outputs): Admission of patients, maintain patient appointments and schedule appointments for patients. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, archiving and destruction of folders. Complete registration, accounts in respect of arrears, fees and transport. Responsible for revenue control which include receipt of money, issue of accounts and safekeeping of patient's valuables. Collate patient statistics and reconciliation with Para-medical department records. Responsible for handling telephonic and personal enquiries. Effective support to supervisor and colleagues.

ENQUIRIES : Ms Z Boshoff, Tel. No. (028) 212-1070
APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
CLOSING DATE : 09 February 2018

POST 03/247 : **ADMINISTRATION CLERK: ADMISSIONS**
Cape Winelands Health District

SALARY : R152 862 per annum
CENTRE : Phola Park Clinic
REQUIREMENTS : Minimum qualification requirement: Senior Certificate (or equivalent). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literate (Windows, Excel, Delta9 or PHCIS). A course in Basic Routine Health Information System for Data Capturers. Note. No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Supportive administration functions. Register patients on the Patient Administration System (PHCIS). Responsible for folder management: file, retrieve, archiving and disposal of folders. Maintain patient appointment system. Responsible for effective management of communication (telephonic enquiries). Data management and capturing.

ENQUIRIES : C Solomons, Tel. No. (021) 862-4520
APPLICATIONS : The Primary Health Care Manager: Drakenstein Sub district, Private Bag X3043, Paarl, 7620.
FOR ATTENTION : Ms A Hall
CLOSING DATE : 09 February 2018

POST 03/248 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
General Specialist and Emergency Services

SALARY : **Grade 1:** R 148 221 per annum
Grade 2: R 174 591 per annum
CENTRE : Forensic Pathology Laboratory, Wolseley
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. Will be required to wear a uniform. Will be required to work alone when required and travel for long periods of time. Will be required to work office hours, overtime and standby duties. Ability to lift and work with heavy corpses (mutilated, decomposed and infectious viruses, etc.). 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: No payment of any kind is required when applying for this post. Short listed candidates may be subjected to a psychometric and practical test and a security clearance prior to appointment. Please note that serving Forensic Pathology Officers Grade 1 and 2 employed in a permanent capacity who is not in possession of the advertised minimum educational requirement may be considered for a horizontal transfer regardless of the fact that they are not in possession of the aforesaid minimum educational requirement.

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 M Chabeli, Tel. No. (023) 231-1751

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

FOR ATTENTION : Mr B Wepener

CLOSING DATE : 09 February 2018

POST 03/249 : **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, George

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. Will be 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: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a psychometric and practical test and a security clearance prior to appointment. Please note that serving Forensic Pathology Officers Grade 1 and 2 employed in a permanent capacity who is not in possession of the advertised minimum educational requirement may be considered for a horizontal transfer regardless of the fact that they are not in possession of the aforesaid minimum educational requirement.

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. Adhere to Standard Operating Procedures 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 FG Herwels, Tel. No. (044) 873-4370
APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

FOR ATTENTION : Mr B Wepener
CLOSING DATE : 09 February 2018

POST 03/250 : **HANDYMAN**
Overberg District

SALARY : R127 851 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum requirement: Basic Literacy and numeracy skills. Experience: Appropriate handyman experience within a Health environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime and do standby duties. Competencies (Knowledge/skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations. Note: A practical test may be conducted during the interview process. No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs): Assist with repairs and installation of projects, emergency breakdowns, supervise and in-service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical Basic electrical repairs and installations. Assist in preventive maintenance procedures, including autoclave, steam generators, water tanks, chlorifiers and standby generators. Basic plumbing, refrigeration, carpentry, welding repairs and installations. Obtaining quotations, order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.

ENQUIRIES : Mr A Roets, Tel No. (044) 203-7267
APPLICATIONS : The Manager: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 09 February 2018

POST 03/251 : **ECM SCANNING OPERATOR (2 POSTS)**
Chief Directorate: Metro District and Health Services

SALARY : R127 851 per annum
CENTRE : Mitchells plain Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/ medical records. Enterprise Content Management and KODAK Scan experience. Competencies (knowledge/skills): Experience in data capturing, preparation, scanning, indexing and quality assurance of files. Knowledge of the Western Cape Archive Act. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Windows, Word, Excel). Knowledge of Enterprise Content Management (ECM). Note: No kind of payment is required when applying for this post.

DUTIES : (key result areas/outputs): Collect patient folders in the wards and other service areas, follow-up on outstanding folders in wards and return folders on Clinicom.

Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Prepare episode folders for scanning. Scanning of folders. Deal with emergency requests for finalising of QA Process. Ensure that electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Inter-filing of scanned documents into patient folders.

ENQUIRIES : Mr M Bloomberg, Tel No. (021) 377-4560/Mr S Khampepe, tel.no. (021) 377-4503
APPLICATIONS : To the Chief Executive Officer: Mitchells Plain Hospital, Private Bag X 9 Mitchells Plain, 7789.
FOR ATTENTION : Ms C Johnson
CLOSING DATE : 09 February 2018

POST 03/252 : **ECM SCANNING OPERATOR (4 POSTS)**
 Chief Directorate: Metro District and Health Services

SALARY : R127 851 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scanning centre environment/medical records. Inherent requirement of the job: Willingness to work schedules hours according to operational needs. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, indexing and quality assurance of files and filing. Knowledge of the Western Cape Archive Act. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Windows, Word, Excel). Knowledge of Enterprise Content Management (ECM). 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): Daily collect patient folders in the wards and other service areas and follow-up on outstanding folders in wards. Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Ensure that all processes have been followed for prepping, scanning, indexing quality assurance of files and Filing. Deal with emergency requests for finalising of QA Process. Ensure that electronic folder is created on ECM for each patient and ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned/indexed documentation to ensure that the standards are adhered to.

ENQUIRIES : Mr G Arendse, Tel. No. (021) 360-4281
APPLICATIONS : To the Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783.
FOR ATTENTION : Mr A Ernstzen
CLOSING DATE : 09 February 2018

POST 03/253 : **OPERATOR (PNEUMATIC TUBE STATION)**

SALARY : R107 886 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts (weekends included). Willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Knowledge of the Tube distribution service. Ability to communicate (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. Successful candidates may also be required to undergo competency assessment/proficiency test.

DUTIES : (key result areas/outputs): Responsible for the operational function of the Pneumatic Tube System, the dispatch of tubes and telephonic queries/requests. Responsible for reporting defective specimens. Responsible for transporting specimens from various wards to various laboratories. Responsible for

receipt/dispatch of specimens, postal forms, medical reports and other related documents.

ENQUIRIES : Mr L Terblanche, Tel. No. (021) 404-5037
APPLICATIONS : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 09 February 2018

POST 03/254 : **HOUSEHOLD AID**
Chief Directorate: Metro District Health Services

SALARY : R90 234 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: General hospital cleaning experience. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty cleaning and household equipment. Render a shift service on weekends and public holidays and day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Excellent verbal communication skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for cleaning duties, (i.e. sweep, dust, mop, scrub, polish, refuse handling) and maintain general neatness and hygiene of the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients. Attend in-service training appropriate to service delivery.

ENQUIRIES : Mr TM Gordon Tel. No. (021) 782-1121 ext 110
APPLICATIONS : The Manager: Medical Services, False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978.
FOR ATTENTION : Ms L Shoosmith
CLOSING DATE : 09 February 2018

POST 03/255 : **HOUSEHOLD AID**
West Coast District

SALARY : R90 234 per annum
CENTRE : Radie Kotze Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in hospital/healthy facility. Inherent requirements of the job: Willingness to work shifts, weekends, night-duty and overtime Ability to do physical work and to operate machines/equipment in a cost efficient manner. Willingness to undergo formal and informal in-service training. Competencies (knowledge/skills): Knowledge of cleaning procedures, infection control, safety and food services. Basic knowledge of stock, assets, linen and equipment control. Basic understanding of maintaining a safe and hygienically clean hospital environment and using correct methods of handling and disposal of refuse or waste products. 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): Responsible for cleaning duties including: sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the hospital. Handle of clean and dirty linen as required. Serve meals and beverages to patients including dishing of food. Cost effective utilisation of consumables/resources. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues. Adhere to loyal service ethics.

ENQUIRIES : Ms B Smit, tel.no. (022) 913-1175
APPLICATIONS : To the Director: West Coast District office, Private Bag X15, Malmesbury. 7299.
FOR ATTENTION : Mr E Sass
CLOSING DATE : 09 February 2018

POST 03/256 : **DRIVER (LIGHT DUTY VEHICLE)**
Overberg District

SALARY : R90 243 per annum
CENTRE : Bredasdorp CDC
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience in a health environment. Inherent requirements of the job: Willingness to do standby and overtime duties. Valid (Code B/EB) driver's licence and Public Driving Permit (PDP). Willingness to do after-hour driving. Ability to lift heavy items. Competencies (knowledge/skills): Knowledge of Transport Regulations, Circular 4 of 2000 and good knowledge of the road network in Eden District Region. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility, to work independently. Good interpersonal skills and safe driving skills. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Schedule and plan transport routes for the transport of goods, services, personnel from one point to the other. Load and transport goods (i.e. stock, supplies, specimens, linen and goods) within the sub-district. Effective delivery and collection of all blood products/specimens. Assist the Transport Officer in conducting routine maintenance inspections of vehicle and timeously report defects to maintain transport fleet in roadworthy condition. Ensure accurate completion of log books and routine administration. Ensure that all vehicles are kept clean and tidy.

ENQUIRIES : Mr DW Brecht, Tel. No. (028) 424-2652
APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Britz
CLOSING DATE : 09 February 2018

POST 03/257 : **HOUSEHOLD AID**
Overberg District

SALARY : R90 234 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in a health facility. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays and night duty. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Willingness to rotate in wards according to the needs of the service. Competencies (Knowledge/skills): Basic knowledge of cleaning of equipment. Support to housekeeping supervisor and adhere to policies and cleaning practices. Knowledge of stock, assets, linen and equipment control. 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): Deliver an effective cleaning service such as dusting, washing, polishing, washing, scrubbing and refuse removal. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients.

ENQUIRIES : Ms JA Mahlangu, Tel. No. (044) 604-6104
APPLICATIONS : The Manager: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar,
CLOSING DATE : 09 February 2018

POST 03/258 : **HOUSEHOLD AID**
Eden District

SALARY : R90 234 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a ward, hospital or health environment. Inherent requirements of the job: Perform overtime and night duty when required. Ability to

lift or move heavy equipment and supplies. Competencies (knowledge/skills): Ability to communicate in at least two of three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Handling of clean and dirty linen and disposal of refuse or waste products. Responsible for general hygienic and safe environment. Correct and cost effective usage and operation of equipment and chemicals. Dusting, sweeping, polishing, scrubbing and mopping of floors/passages/furniture, emptying of dustbins. Assist with the serving of meals and beverages to patients. Assist with the stock control of linen and non-surgical equipment at ward level. Relief duties in other departments when necessary, perform overtime and night duty.

ENQUIRIES : Ms H Human, tel. no. (044) 203-7203
APPLICATIONS : The Director: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 09 February 2018

POST 03/259 : **MESSENGER**

SALARY : R90 234 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in a registry environment. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : key result areas/outputs): Deliver folders and other documents to wards and clinics. Collect of folders from different wards and clinics. Follow up queries of folders. Keep register of all folders delivered. Sorting of all incoming folders at Medical Records. Assist with ad hoc task at Medical records.

ENQUIRIES : Ms M Xontana, Tel. No. (021) 938-4512
APPLICATIONS : The Chief Director: Tygerberg/ Dental Hospitals, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms VG Meyer
CLOSING DATE : 02 February 2018

POST 03/260 : **MESSENGER**

SALARY : R90 234 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Physically fit and be on the feet for long periods of time. Ability to lift heavy loads. Competencies (knowledge/skills): Knowledge of folder management procedures. Good communication skills in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Basic computer literacy skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Handle all aspects of collecting and delivery of folders, x-rays, case notes and any other. Sort out folder related queries. Fix broken folders and x-ray packets. Deliver and collect blood specimens and blood hampers. Perform relief duties.

ENQUIRIES : Mr L Terblanche, Tel. No. (021) 404-5037
APPLICATIONS : The Chief Director: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 09 February 2018

POST 03/261 : **GROUNDSMAN (2 POSTS)**
Chief Director: General Specialist and Emergency Services

SALARY : R83 766 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Sound knowledge and experience in gardening. Inherent requirements of the job: Be physically strong to lift heavy equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Able to work independently as well as part of a team. The ability to read, speak and write in two of the three official languages

of the Western Cape. Good problem solving skills and basic knowledge of garden tool maintenance. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Maintaining of gardens, cutting of trees, tend to flower beds and weed eradication. Trimming and cleaning between the fences. Moving of offices and wards on the Estate. Support to colleagues and supervisor. Waste management on Estate. Deliver Pharmacy medicine boxes.

ENQUIRIES : Mr J Wessels, Tel. No. (021) 370-1344

APPLICATIONS : The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.

FOR ATTENTION : Mr T Simpson

CLOSING DATE : 09 February 2018

POST 03/262 : **CLEANER**
Overberg District

SALARY : R83 766 per annum
CENTRE : Villiersdorp Clinic, Theewaterskloof Sub-District
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience as a cleaner. Competencies (knowledge/skills): Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. The ability to function independently and/or as part of a team. The ability to work under pressure. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): General cleaning which include dusting, sweeping, vacuuming, polishing, cleaning of windows and toilets scrubbing and mopping, removal of rubbish bags and cleaning of mobile clinics according to the day or weekly program of the Sister in charge. Relief work at other clinic's when necessary. Render an effective, efficient and safe hygiene service in and around the clinic. Effective management of equipment and stock control. Render support service to the supervisor.

ENQUIRIES : Ms H Blignaut, Tel. No. (028) 840-1460

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

FOR ATTENTION : Ms A Brits

CLOSING DATE : 09 February 2018

POST 03/263 : **GENERAL WORKER**
Overberg District

SALARY : R83 766 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a stores environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work independently and in a team. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Deliver stock to wards and other departments on the hospital premises and clinics in the Overstrand Sub-district. Ensure issued vouchers are returned to the relevant clerk to capture and file. Assist clerk with the receipt, pack, unpack, store and issue stock according to standards. Assist Asset Management with annual count and physical disposal of items. Assist Supply Chain staff with stock take, general office duties and keep the store neat and tidy in order to comply with safety regulations.

ENQUIRIES : Ms CE Langley, Tel. No. (028) 313-5220

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

FOR ATTENTION : Ms A Brits

CLOSING DATE : 09 February 2018

POST 03/264 : **CLEANER (2 POSTS)**
Chief Directorate: Metro District Health Services

SALARY : R83 766 per annum
CENTRE : Delft Primary Health Centre
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to lift or move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): General cleaning and maintenance, i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets are clean after usage and securely stored. Effectively use of cleaning agents and stock as well as elementary stock control. Provide clean linen for consultation rooms and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Assist with the offloading and unpacking of stock. Attend training sessions where applicable.

ENQUIRIES : Mr JC Van Heerden Tel. No. (021) 954-2237
APPLICATIONS : To the People Management Manager: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X 1, Bellville, 7535.

FOR ATTENTION : Ms P Louw
CLOSING DATE : 09 February 2018