

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 05/301 : **MEDICAL SPECIALIST (SUB-SPECIALIST: ENDOCRINOLOGY) (2 POSTS) GRADE 1 TO 3**

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

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialist) in Endocrinology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-Specialist) in Endocrinology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist (Sub-Specialist) in Endocrinology. 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 employees) as Medical Specialist (Sub-specialist) in Endocrinology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist (Sub-Specialist) in Endocrinology. Competencies (knowledge/skills): Extensive specialist knowledge in endocrinology and endocrine research. Specialist knowledge in teaching of all aspects of endocrinology. Good communication as well as analytical and problem-solving skills. A relevant higher degree (preferably PhD) related to Diabetes and Endocrinology. Note: "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)". No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Provide and manage both in-and out-patient specialist endocrine and diabetes services with a patient centred approach. Provide in-patient care to general medicine for approximately 3 months a year. Supervise and train rotating medical registrars and senior registrars in endocrinology in the clinical evaluation of patients with endocrine disorders and their treatment. Supervise and train under- and post-graduate medical students in the Department of Medicine. Provide academic leadership through teaching and training, and conducting and supervising research in endocrinology and diabetes.

ENQUIRIES APPLICATIONS : Prof N Ntusi, Tel. No. (021) 406-6200
To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION CLOSING DATE : Ms N Mbilini
16 February 2018

POST 05/302 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS) (CRITICAL CARE (ICU), OPERATING THEATRES, TRAUMA AND EMERGENCY DEPARTMENTS, CSSD AND GAS STERILISATION DEPARTMENT)**

SALARY : R756 525 (PN-A8) per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory

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. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Competencies (knowledge/skills): Expertise in Quality Assurance, Infection Prevention and Control and Risk Management. Sound knowledge of Financial Management (FBU), Cost Centre and Supply Chain Management. Experience in Change Management, Leadership, innovation and strategic and clinical governance. Computer literacy in all MS Word packages. Human Resource Management, ability to work under pressure, meet deadlines, decision-making and problem-solving. Vast experience in Human Resource Management within a Nursing context. 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: Provide guidance and leadership towards the realization of strategic goals and objectives of the Nursing Division, 24-hours a day, 7 days a week in clinical portfolios. Effective and efficient management of human, financial and material resources. Provide professional, technical and management support to ensure the provision of quality patient care through proper management of nursing care programs. Promote and participate in nursing research, training and development. Develop, implement, maintain and revise policies, regulations, standards. Deputise to the Senior Manager of Nursing Services. Utilize information technology and other management information for the enhancement of the service.

ENQUIRIES APPLICATIONS : Mr A Mohamed, Tel. No. (021) 404-2071/2

FOR ATTENTION CLOSING DATE : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
Ms N Mbilini
16 February 2018

POST 05/303 : **OPERATIONAL MANAGER NURSING (SPECIALITY AREA: PAEDIATRIC AND NEONATOLOGY ICH/HCU)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R499 953 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualifications: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science or Child Nursing Science or Medical and Surgical Nursing Science Critical Care Nursing: Child Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse and midwife. Experience: Minimum of 9 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, conflict resolution skills and knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Basic Computer literacy, good organizational skills and the ability to function under pressure. Ability to communicate in at

<u>DUTIES</u>	:	least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. (key result areas/outputs): Plan, manage, co-ordinate and maintain an optimal, specialized Nursing Service as an Operational Manager in a Neonatal ICU and Pediatric ICU setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Promote quality patient care through the setting, implementation and monitoring of standards. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Basardien, Tel. No. (021) 402-6430
<u>FOR ATTENTION CLOSING DATE</u>	:	The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500. Ms C Veldman 16 February 2018
<u>POST 05/304</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (2 POSTS)</u> Chief Directorate: General Specialist and Emergency Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R394 665 (PN-A5) per annum Worcester Regional Hospital 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. 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 day/night shifts and perform after-hour and weekend stand-by duties for the hospital. 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 and Quality Assurance. 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 may be subjected to a practical and/or competency test. No payment of any kind is required when applying for this post.
<u>DUTIES</u>	:	Key result areas/outputs: Responsible for the coordination and delivery of quality Nursing care within the hospital and FBU's. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant components. Manage Human Resources, including Staff Performance, People Development and Disciplinary Processes. Manage material and financial resources, including bed management. Quality Assurance Management. Provide support and management of FBU Management Principles and effective management of information to enhance service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms RM du Plessis, Tel. No. (023) 348-1104
<u>FOR ATTENTION CLOSING DATE</u>	:	The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850. Ms L Koopman 16 February 2018
<u>POST 05/305</u>	:	<u>CHIEF ARTISAN: GRADE A</u> Chief Directorate: General Specialist and Emergency Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R343 329 per annum Paarl Hospital Minimum educational qualification: Appropriate Trade Test Certificate in Carpentry/Electrical/Plumbing/Mechanical. Experience: 10 Years appropriate post qualification experience as Artisan/Foreman in a Hospital. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness to perform standby duties after hours, over weekends, public holidays and overtime or when the need arises. Competencies (knowledge/skills): Good computer, communication, organising/planning and project management

		skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of the relevant legislative prescripts, policies and procedures. Appropriate supervisory/managerial experience. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test/assessment.
<u>DUTIES</u>	:	(key result areas/outputs): Effective and efficient management of the Workshop including People Management/Supply Chain Management/Finance Management and other resources. Strategic planning and management of hospital maintenance needs, repairs and infrastructure projects. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHS Act and other legislative frameworks. Provide input, assistance and compile technical specifications, draft reports, submissions and perform other relevant administrative tasks.
<u>ENQUIRIES</u>	:	Mr ID Arendse, tel.no. (021) 860-2516
<u>APPLICATIONS</u>	:	To the Chief Executive Officer, Paarl Hospital, Private Bag X3012, Paarl 7620.
<u>FOR ATTENTION</u>	:	Mr RM Petersen
<u>CLOSING DATE</u>	:	23 February 2018
<u>POST 05/306</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: COMMUNITY MENTAL HEALTH)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R 340 431 (PN-B1) per annum, Grade 2: R 418 701 (PN-B2) per annum
<u>CENTRE</u>	:	Witzenberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable 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/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organizational skills. Fluency in at least two of the three official languages of the Western Cape. Knowledge in the use of clinical equipment and control of budget levels. 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): Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the Witzenberg Sub-district. Make biopsychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.
<u>ENQUIRIES</u>	:	Mr L Wawini, Tel. No. (023) 316-9600

APPLICATIONS : The District Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.
FOR ATTENTION : Ms JB Salie
CLOSING DATE : 16 February 2018

POST 05/307 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY) (MIDWIFERY)**
Central Karoo District

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

CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with 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 a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced Midwifery and Neonatal Nursing Science. Inherent requirement of the job: Willingness to work shifts, day-night duty, weekends and public holidays when required. Competencies (knowledge and skills): Good communication and interpersonal skills. Planning and organizational skills Proficient in two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice. 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)"

DUTIES : (key result areas/outputs): Provide optimal, holistic specialized nursing care within set standards and professional or legal framework. Manage Human and Financial resources. Participation in training, research and implementation of the department's values. Participate in the collection and management of data. Promote quality nursing care. Implement infection control and health and safety legislations.

ENQUIRIES : Mr TW Ntombana, Tel. No. (023) 414-8200
APPLICATIONS : The Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 16 February 2018

POST 05/308 : **BED MANAGER**
Chief Directorate: General Specialist and Emergency Services

SALARY : R334 545 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree registrable with an appropriate Health Professions Council. Experience: Appropriate experience in a healthcare environment. Bed manager experience and lean management insight. Competencies (knowledge/skills): Computer literacy (Microsoft Office Package). Good organising and decision-making skills. Ability to work in a team and independently. Good interpersonal skills and the ability to communicate in at least two of the three official languages of 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.
<u>DUTIES</u>	:	Key result areas/outputs: Develop, manage and implement Bed Manager Policies, protocols and procedures within the hospital. Manage information of patients and statistics in relation to bed management. Plan, coordinate and manage patient referrals to other health facilities. Reduction in length of stay of patients in a hospital bed in conjunction with the relevant medical teams. Coordinate the activities of medical, nursing, allied workers and administrative disciplines regarding the planning, processing and utilisation of hospital resources to ensure effective and efficient flow of patients within the institution in participation with other provincial institutions and districts. Manage the transit discharge lounge (i.e. coordinate discharge plan for ambulatory patients, ensure discharge medication, OPD bookings and transport) ensuring reduced congestion within Emergency units which include the monitoring of disposition times.
<u>ENQUIRIES</u>	:	Ms S Basardien, Tel. No. (021) 402-6430
<u>APPLICATIONS</u>	:	The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms C Veldman
<u>CLOSING DATE</u>	:	16 February 2018
<u>POST 05/309</u>	:	<u>ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT) (2 POSTS)</u>
<u>SALARY</u>	:	R152 862 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate Asset Management experience using financial system such as LOGIS, SYSPR and SAP will be an added advantage. Competencies (knowledge/skills): Computer literacy (MS Office: Excel, Word and PowerPoint). Good Interpersonal and communication skills. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and Policies. 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. Shortlisted candidates will be subjected to a practical and competency test as part of the interview process.
<u>DUTIES</u>	:	Key result areas/outputs): Partake in the annual asset count and ad-hoc inspections. Dispose of redundant, obsolete and unserviceable items in accordance with policies. Barcode and track all assets. Update and maintenance of the asset register with regard to equipment purchased, donated, transfers and disposals. Assist with the implementation of relevant asset management policies.
<u>ENQUIRIES</u>	:	Mr C Frank, Tel. No. (021) 404-3248
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<u>FOR ATTENTION</u>	:	Ms N Mbilini
<u>CLOSING DATE</u>	:	23 February 2018
<u>POST 05/310</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: General Specialist and Emergency Services
<u>SALARY</u>	:	R152 862 per annum
<u>CENTRE</u>	:	George Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Inherent requirement of the job: Willingness to rotate within Supply Chain Section and relieve colleagues. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge and practical experience of the LOGIS System and Functional experience in obtaining quotations on an electronic purchasing system. Computer literacy (MS Excel and Word). Good communicate skills (written and verbal) in at least two of the

three official languages of the Western Cape. Knowledge and Practical experience of LOGIS and IPS.

DUTIES : Key result areas/outputs: Perform tasks related to procurement administration such as inviting of quotes on IPS, placing orders, preparing quotes for Quotation Committee and follow-up with suppliers. Warehouse Management and Asset Management duties. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle telephonic and written queries from suppliers and End Users.

ENQUIRIES : Ms N Colburn, Tel. No. (044) 802-4332

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

FOR ATTENTION : Ms AL Groenewald

CLOSING DATE : 23 February 2018

POST 05/311 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (RECEIVING/ASSET MANAGEMENT)**
(Eden District)

SALARY : R152 862 per annum

CENTRE : Oudtshoorn Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting 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. Experience: Appropriate experience in Supply Chain Management, Warehouse or Asset Management. Appropriate experience in LOGIS system. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer Literacy (MS Word, Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management, Warehouse or Asset Management LOGIS functions or Modules in LOGIS. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of LOGIS system, Asset Management functions. Knowledge of the PFMA, Treasury Directives and Legislation pertaining to Asset. Management work environment. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

DUTIES : (key result areas/outputs): Check accuracy and correctness of stock received, signing of GRN/Delivery notes and capture return to supplier and communicate through e-mails, letters etc. Capturing and filing of SRI/RC and capture payments when needed and ensure that payment documents reach the finance section for authorisation. Maintain and update asset register, apply safety regulation at all time. Manage asset movement, inventory update and bar coding. Conduct stock take, report on discrepancies and prevent stock from expiring as well as ad-hoc inspections. Assist with disposal or redundant obsolete and unserviceable items in accordance to the existing prescripts. Update bin cards, checking accuracy of issues, filing of issue vouchers and apply FIFO principles.

ENQUIRIES : Mr H Mapolie, Tel.No. (044) 2037-264

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

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 23 February 2018

POST 05/312 : **ADMINISTRATION CLERK: SUPPORT**
Eden District

SALARY : R152 862 per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior Certificate. Experience: Appropriate experience in office practice and/or administration. Competencies (knowledge/skills): Computer literacy (Word, Excel, Outlook). Knowledge of Hospital Services and/or District Healthcare Service will be an advantage. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of HR department, finance department and facility. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Support the clinical service delivery and clinical governance. Collection and distribution of relevant organisational documents. Responding to basic queries, scheduling appointment such as MMS diary,

taking of messages and relaying to the relevant person when unable to resolve, in closed loop communication. Support the corporate service delivery. Calendar and diary management for the clinical component including leave register. Order stock and workshop requests for the area. Provide assistance to the Medical Manager with the planning and coordination of ad hoc functions, events and meetings including the venue calendar.

ENQUIRIES : Ms C Harding, Tel.No. (044) 802-4534
APPLICATIONS : The Manager: Chief Executive Officer, George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr S Jooste
CLOSING DATE : 16 February 2018

POST 05/313 : **DRIVER (HEAVY DUTY VEHICLE)**

SALARY : R107 886 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: General Educational and Training Certificate (GETC) / Grade 9 (Std 7) Experience: Appropriate driving experience. Inherent requirements of the job: Prepared to work shifts (include weekends and public holidays). Must be of sober habits and ability to lift heavy objects. Valid (code B/EB) driver's licence. Valid Public Drivers Permit (PDP).Willing to perform standby duties and work irregular hours. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the National Road Traffic Regulation. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

DUTIES : (key result areas/outputs): To ensure safe transit of Staff members. Schedule and plan transport routes. Transport and load goods. Inspect vehicles and timely reporting of minor and major defects. Responsible for the completion of trip authorization and logbook. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition and prepare reports for the supervisor if and when needed.

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 : 23 February 2018

POST 05/314 : **GENERAL WORKER (STORES ASSISTANT)**

SALARY : R90 234 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a store. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Assist the Provisioning Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Perform certain messenger duties between the stores and other departments within the hospital environment when required. Clean various stores and non-storage areas within the main stores. Assist in other stores when required.

ENQUIRIES : Mr L Hartnick, Tel. No. (021) 404-2044
APPLICATIONS : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 23 February 2018

POST 05/315 : **PORTER**

SALARY : R90 234 per annum
CENTRE : Red Cross Children's War Memorial Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Porter and/or driving experience in a health facility environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts including nightshifts weekends and public holidays. Physically fit to

perform tasks such as lifting of patients from beds or onto beds and wheelchairs. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to maintain confidentiality. Note: No payment of any kind is required when applying for this post.

DUTIES

: (key result areas/outputs): Accompany walking patients and transport sitting or non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment Centre's. Direct or accompany visitors to various destinations. Assist with the loading of patients in and out of ambulances or vehicles and transfer of patients to beds or trolleys and vice versa. Handle bodies (corpses). Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards. Ensure trolleys, wheelchairs and motor vehicles are maintained and kept clean.

ENQUIRIES

: Mr S Abdurahman, Tel. No. (021) 658-5457

APPLICATIONS

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

FOR ATTENTION

: Mr P Petersen

CLOSING DATE

: 23 February 2018