

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

POST 08/218 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS AND CHILD HEALTH) (12 MONTHS CONTRACT)**

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).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Paediatrics. 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 Paediatrics. 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 Paediatrics. Inherent requirement of the job: A valid (Code E/EB) driver's licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Previous experience in Paediatrics. An interest in academic development preferably proven by previous academic activities. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

DUTIES : key result areas/outputs: Provide service delivery in the Department of Paediatrics and Child Health. Render clinical service by supporting and strengthening TB and HIV services in the community in the Metro East region of Cape Town as well as in- and out-patient management of children in the infectious diseases, general paediatrics and paediatric allergy divisions, as well as teaching and research as per the job description.

ENQUIRIES : Dr G Marinus, tel. no. (021) 938-5752 or Prof H Rabie, tel. no. (021) 938-9197

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

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 9 March 2018

OTHER POSTS

- POST 08/219** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**
- SALARY** : R 657 558 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year Degree/Diploma (or equivalent) qualification. Experience: Extensive experience in all aspects of People Management. Exposure to and experience in the Management Tasks. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strategic thinker, leadership abilities and relationship building. Complex problem solving skills. Judgment and decision-making skills. Computer literacy. Project Management skills. Strategic capability, leadership and critical thinking. Note: No payment of any kind is required when applying for this post.
- DUTIES** : Key result areas/outputs: Explore and implement new ways of delivering services that contribute to the improvement of institutional processes. Create mechanisms to encourage innovation and creativity within functional area e.g. improved strategies for People Management and other support structures. Develop action plans to execute strategic initiatives through systems thinking approach. Change Management. Initiate and support organisational change in order to successfully implement new initiatives as per institutional mandate. Design internal work processes to improve customer service. Functional Performance Areas. Provide professional and specialised advice to Groote Schuur Hospital Managers and Staff regarding all aspects relating to People Management, ensure efficient application of policies, practices and processes. Provide inputs with regard to the compilation and control of the personnel budget in conjunction with the Finance section within the Institution. Create a culture of continuous learning and development. Apply a performance management approach to all aspects related to People Management. Human Resource Management and supervision of staff.
- ENQUIRIES** : Dr B Patel, tel. no. (021) 404-3178
- APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
- FOR ATTENTION** : N Mbilini
- CLOSING DATE** : 9 March 2018
- POST 08/220** : **DEPUTY DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**
Chief Directorate: General Specialist and Emergency Services
- SALARY** : R 657 558 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year Degree/Diploma (or equivalent) qualification. Experience: Appropriate experience in Human Resource Management and/or Facility Management. Management and supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. High level of computer literacy (Microsoft Office package). Ability to lead, innovate and drive change. Ability to work in a team. 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.
- DUTIES** : Key result areas/outputs: Ensure effective and efficient management of all aspects of Human Resources Management, including Labour

Relations and Human Resource Development. Strategic, operational and financial management of all Support Services including: waste management, linen, transport, porters, telecommunications, residence, food services and contracted services. Strategic, operational and financial management of technical services, including maintenance and health technology. Provide strategic management and leadership, as member of Worcester Hospital senior management team.

ENQUIRIES : Ms E Vosloo, tel. no. (023) 348-1113
APPLICATIONS : The Chief Director: General Specialist and Emergency Service, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms G Owies
CLOSING DATE : 9 March 2018

POST 8/221 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R 657 558 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year degree or diploma. Experience: Extensive and proven experience in Financial Management and/or Accounting and /or Supply Chain Management fields. Managerial and supervisory experience pertaining to Finance or Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and understanding of the Treasury Regulations, Public Finance Management Act requirements and the delegations regarding the Accounting Officer System. High level of computer literacy (Microsoft Office package). Strong people management skills, analytical thinking, problem solving, decision making and ability to work in a multi-disciplinary team complying with due dates. Strong technical financial skills, including report-writing according to prescripts and standards. Knowledge of Financial Management Systems, Budget Administration and Accounting Processes. Note: Shortlisted candidates may be subjected to a practical test and/or competency test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage overall performance of Finance, Supply Chain Management, Revenue, Admissions, Medical Records and Information Management departments. Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury Instructions to achieve effective and efficient Corporate Governance. Analyse, interpret and report on relevant financial and performance data for various FBUs, including management. Monitor overall hospital budget, expenditure patterns and revenue projections. Function within the Executive Management Team. Provide support to the Hospital Facility Board's finances. Ensure efficient and responsive procurement processes within the hospital.

ENQUIRIES : Ms E Vosloo, tel. no. (023) 348-1113
APPLICATIONS : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms L Koopman
CLOSING DATE : 9 March 2018

POST 08/222 : **ASSISTANT MANAGER: NURSING (SPECIALITY: PAEDIATRICS AND NEONATOLOGY)**

SALARY : R 546 315 (PN-B4) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma or 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 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". Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management skills. Good organisational skills and the ability to function in a team and under pressure. Strong leadership and good interpersonal communication skills. Note: Please note that competency may be tested as part of the interview process. No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Responsible for management and co-ordination of clinical nursing care in the Paediatric and Neonatology units of the hospital. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth and development and participation in research within the clinical environment. Support or deputise for the deputy manager nursing, and support the Nursing department and the institution.

ENQUIRIES : Ms F Baartman, tel. no. (021) 938-4055

APPLICATIONS : the Chief Director, Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 9 March 2018

POST 08/223 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Metro District Health Services

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

CENTRE : Karl Bremer 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2018/2019. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical

knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer literacy (Ms Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team. 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 Occupational Health Clinical Services at institutional level (promoting Health, safety and Wellness in the workplace). Provide advisory services on all Occupational Health and Safety matters. Render an efficient Administration System/Control for the Occupational Health Clinic. Participate in training programmes in conjunction with Human Resources Development and Training Departments as required. Monitor and evaluate programmes of Occupational Health and Safety goals and targets, including the collection, collation, validation and interpretation of statistical data.
- ENQUIRIES** : Ms E Linden-Mars, tel. no. (021) 918-1276
- APPLICATIONS** : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.
- FOR ATTENTION** : Ms A Dyers
- CLOSING DATE** : 9 March 2018
- POST 08/224** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Eden District
- SALARY** : Grade 1: R340 431 (PN-B1) per annum,
Grade 2: R418 701 (PN-B2) per annum
- CENTRE** : Oudtshoorn Sub-district
- 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 a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Ability to communicate in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook). Note: No payment of any kind is required when applying for this post. "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): Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities.

ENQUIRIES : Ms L Muller, tel.no. (044) 272-7686/2
APPLICATIONS : To the Eden District Office, Private Bag X 6592, George, 6530
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 9 March 2018

POST 08/225 : **ASSISTANT DIRECTOR: LABOUR RELATIONS**
 Chief Directorate: Metro District Health Services

SALARY : R 334 545 per annum
CENTRE : Klipfontein/Mitchells Plain Sub-structure Office
REQUIREMENTS : Minimum educational qualification: An appropriate three year (Diploma/Degree) qualification in Labour Relations. Experience: Extensive experience in Labour Relations in Public or Private Sector. Inherent requirement of the job: Valid (Code EB/B) driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Strong interpersonal and good time management planning skills. Ability to think analytically, knowledge of statistics, application thereof and problem solving. Understanding collective bargaining and dispute resolution in the essential services. Note: No payment of any kind is required when applying for this post.

DUTIES : key result areas/outputs): Give expert advice and support regarding variety of labour relations issues to IMLC and Management. Monitor, coordinate and control labour relations processes. Deal with conflict, dispute settlements and handle grievances. Facilitate training at institutions. Ensure optimal supervision of staff.

ENQUIRIES : Mr A Pretorius, tel. no. (021) 370-5034
APPLICATIONS : The Director: Klipfontein/Mitchell's Plain Sub-structure Office, Lentegour Hospital, Highlands Drive, Mitchells Plain, 7785 or Private Bag X7, Lentegour, Mitchells Plain, 7789.
FOR ATTENTION : Mr RS Jonker
CLOSING DATE : 9 March 2018

POST 08/226 : **SOCIAL WORKER GRADE 2 TO 4**

SALARY : Grade 2: R 278 784 per annum,
 Grade 3: R 341 322 per annum,
 Grade 4: R 419 784 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Bachelor's Degree in Social Work (or equivalent). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience in social work after registration as Social Worker with the SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work weekends and public holidays in all hospital departments, trauma

and medical emergency. Competencies (knowledge/skills): Knowledge of the psycho-social implications of illness and disease. Ability to function within the multi-disciplinary team and under pressure. Good administrative skills and Computer literacy. Knowledge and experience in crisis intervention work. Knowledge and therapeutic skills regarding illness, trauma and loss. Knowledge and skills in training. Knowledge and experience of social work in a tertiary Hospital. Fluency 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): Provide efficient, effective and accountable social work services in the hospital. Therapeutic skills in working with illness, trauma and loss. Participate in training and development. Execute social work administration tasks. Deliver efficient relief social work and general support service. Willingness to work in any department in the hospital. Crisis intervention.

ENQUIRIES : Ms M de Jager, tel. no. (021) 938-4164/5684

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

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 9 March 2018

POST 08/227 : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT: PATIENT ADMINISTRATION (IN- AND-OUT-PATIENTS))**

SALARY : R 152 862 per annum

CENTRE : Groote Schuur hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Fees or Hospital environment. Inherent requirement of the job: Willingness to work shifts and cover for colleagues in areas. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. Ability to accept accountability, responsibility and work independently. Ability to work under pressure. Strong sense of confidentiality. Knowledge of the following: Hospital Fees Memorandum 18, UPFS, HIS Clinicom and Finance Instructions. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: In-patient and out-patient administration functions according to PGWC policies and procedures. Clinicom, Billing and other PGWC system computer duties. Various reception tasks or tasks assigned by immediate Supervisor from time to time. Responsible for handling, receiving of public money, cash collection and banking of State money. Admit, transfer and discharge In-and-Outpatients, patients as per PGWC Hospital Fees policies and procedures, including attending to patient queries (verbal, written and telephonically). Debit charge entries to invoices as per UPFS and PGWC billing procedures, including ICD10 capturing.

ENQUIRIES : Ms B Katzen, tel. no. (021) 404-4486/Mr MZ Bardien, tel. no. (021) 404-3278

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

FOR ATTENTION : Ms N Mbilini

CLOSING DATE : 16 March 2018

POST 08/228 : **ADMINISTRATION CLERK: SUPPORT**
Overberg District

SALARY : R 152 862 per annum

CENTRE : Overberg District Office, Caledon

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Good interpersonal, conflict management and communication skills in at least two of the three official languages of the

Western Cape. Ability to work independently as well as in a team. Knowledge of office administration practices. Computer literacy (Micro Office), typing proficiency and excellent writing skills. Good planning and organisational and problem solving skills. Professional appearance and approach. Maintain high confidentiality and professionalism. Note: No payment of any kind is required when applying for this post. Computer typing and language proficiency tests may be required.

DUTIES : Key result areas/outputs: Office administration. Organise meetings, control agendas and record minutes. Type general correspondence and keep a filing system. General administration duties, typing of quarterly reports, complete monthly and quarterly statistics. Good financial record keeping and stock control. Support Information and Quality Assurance Assistant Directors.

ENQUIRIES : Ms R Zondo, tel. no. (028) 214-5804

APPLICATIONS : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.

FOR ATTENTION : Ms A Brits

CLOSING DATE : 16 March 2018

POST 08/229 : **ADMINISTRATION CLERK: REGISTRY**

SALARY : R 152 862 (Level 5) per annum

CENTRE : Institution: Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum education qualification: Senior (or equivalent) Certificate. Experience: Appropriate experience of Medical Records and Registry Services. Inherent requirements of the job: Willingness to work shifts and overtime when required. Must be willing to rotate and relief personnel. Competencies (knowledge /skills): Computer literacy. 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 results areas/output): Issue and receive folders. Responsible for archiving folders. Issue folders on micro bundles. Ensure folders are Index correctly. Scanning of folders daily. Prepare of folders for scanning. File tracking on Hospital Information System and Trace misfiles. Handle telephone enquiries.

ENQUIRIES : Ms M Xontana, tel. no. (021) 938-4512

APPLICATIONS : The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 16 March 2018

POST 08/230 : **DRIVER (LIGHT DUTY VEHICLE)**
Overberg District

SALARY : R 90 234 per annum

CENTRE : Hermanus Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: A valid (code B/EB) driver's licence. Willingness to work overtime. Willingness to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. The ability to accept accountability and responsibility and to work independently. Knowledge of routine, maintenance, inspections for defects on vehicles. Safe driving skills. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary.

ENQUIRIES : Mr NK Adams, tel. no. (028) 313-5204
APPLICATIONS : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.
FOR ATTENTION : Ms A Brits
CLOSING DATE : 16 March 2018

POST 08/231 : **HOUSEHOLD AID (2 POSTS)**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R 90 234 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience in Household/cleaning environment in a hospital environment. Inherent requirement of the job: Willingness to work weekends, overtime, public holidays, night duty. 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. Adhere to food management policies and practices and the serving of meals to patients. 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, scrubbing, polishing, washing, refuse removal. Perform general household aid duties such as control of cleaning and household equipment, and the care and control of linen. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures.

ENQUIRIES : Ms R Fisher, tel. no. (021) 503-5077
APPLICATIONS : To the Chief Executive Officer: Alexandra Hospital, Private Bag X1 Maitland 7405.
FOR ATTENTION : Ms P Mokhosa
CLOSING DATE : 16 March 2018

POST 08/232 : **CLEANER**
 Eden District

SALARY : R83 766 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a health environment. 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, day and night duty. Rotate in wards according to the needs of the service. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the cleaning equipment. 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 in wards, refuse handling. Linen management and maintenance of general neatness and hygiene in the area. Effective and safe handling and storage of equipment. Serve meals and beverages to patients on ward level. Promote quality assurance, infection control and occupational Health and Safety within the Department. Attend in-service training appropriate to services delivery and optimal support to the supervisor and colleagues.

ENQUIRIES : Ms J Mahlangu, tel.no. (044) 604-6106
APPLICATIONS : To the Manager: Eden District Office, Private Bag X 6592, George, 6530
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 16 March 2018

POST 08/233 : **CLEANER (3 POSTS)**
 Chief Directorate: Metro District Health Services

SALARY CENTRE : R 83 766 per annum
: Post A: Gugulethu Community Health Centre (1 post),
Post B: Crossroads Community Day Centre (1 post),
Post C: Heideveld Community Day Centre (1 post)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to communicate effectively 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): Provide a clean and hygienic environment to prevent the spread of infection. General cleaning and maintenance (i.e. dusting, sweeping, vacuuming, polishing, scrubbing and mopping). Effective utilisation of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Post A: Mr M October, tel. no. (021) 637-1280/1305
Post B: Ms R Malan, tel. no. (021) 385-3031
Post C: Ms A Allie, tel. no. (021) 637-8036

APPLICATIONS : Post A: The Facility Manager: Gugulethu Community Health Centre, NY3, Gugulethu, 7750.
Post B: The Facility Manager: Crossroads Community Day Centre, Conor Of Intsikizi and Gwayi Street, Old Crossroads, 7750.
Post C: The Facility Manager: Heideveld Community Day Centre, Heideveld Road, Heideveld, Athlone, 7764.

FOR ATTENTION : Post A: Mr M October. Post B: Ms R Malan. Post C: Ms A Allie.
CLOSING DATE : 16 March 2018