

**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 32/117** : **DEPUTY DIRECTOR-GENERAL: FINANCE (CHIEF FINANCIAL OFFICER)**  
Branch Finance

**SALARY** : R1 370 973 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Department of Health

**REQUIREMENTS** : Minimum educational qualification: An appropriate post graduate qualification (NQF level 8) as recognized by SAQA plus 8 - 10 years' experience at a Senior Management level. Inherent requirements of the job: Ability to function in a team. Valid (Code B/EB) driver's licence. Willingness to travel. Willingness to work after hours. Competencies (knowledge and skills): Competent in managing computer systems. Computer literacy (MS Office). Knowledge and understanding of relevant laws and regulations, such as the Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions. Skilled in analytical and strategic thinking, negotiating and conflict handling, budgeting and accounting, problem solving and communications. Strong leadership capabilities. Technically proficient in Supply Chain Management, Financial accounting, Management Accounting, Internal control, Internal and external audit and Information systems. Understanding of the financial environment.

**DUTIES** : Financial Planning and performance within policy parameters. Financial execution and efficiency and impact and creative solutions (Asset management and Financial and Accounting management, Supply Chain Management, Financial Risk Management). Financial reporting. Management of Branch. Strategic guidance to HR and Infrastructure Planning and Finance functions across the whole Department. Interface management with several stakeholders. Part of strategic governance of the Department.

**ENQUIRIES** : Mr A van Niekerk, Tel No: (021) 483-8684, Andries.vanNiekerk@westerncape.gov.za

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)

**NOTE** : The Department is busy with a re-organisational exercise and current thinking is that this post-holder will also oversee the People Management and Facilities and Infrastructure Management Chief Directorates.

**CLOSING DATE** : 24 August 2018

**OTHER POSTS**

**POST 32/118** : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL) (ENT, HEAD AND NECK)**

**SALARY** : R1 643 352 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** : Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the Stellenbosch University-FMHS)

**REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical specialist in Ear, Nose and Throat Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Ear, Nose and Throat Surgery. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ear, Nose and Throat Surgery. Inherent requirements of the job: Willingness to work overtime when required. Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. After-hour duty in the

department of Otorhinolaryngology. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Fellowship or experience in Head and Neck Surgery. Ability to teach, train and supervise students, Registrars and Medical Staff. Proven ability in conducting and supervising research. Proven exposure of engagement at all levels of care. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

**DUTIES** : Manage the head and neck surgery division within the department of Otorhinolaryngology. Responsible to provide specialist care for in-and out-patients and surgical procedures to head and neck patients in Tygerberg Hospital and surround. Take part in under-and post-graduate training. Supervise research activities and Active involvement in academic programme in department of Otorhinolaryngology. Maintain a strong, continually updated knowledge base in the discipline. Assist in administration work of the department.

**ENQUIRIES** : Prof J Loock, Tel No: (021) 938-9318

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

**FOR ATTENTION** : Ms C Dawood

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 24 August 2018

**POST 32/119** : **CHIEF ENGINEER GRADE A (MECHANICAL)**

Directorate: Infrastructure Planning

**SALARY** : R991 281 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: Appropriate engineering degree (B Eng/ BSC (Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Six years post-qualification experience required as a registered professional engineer. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design construction, operation, and maintenance of complex buildings and their systems. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES** : Ms M van Leeuwen, Tel No: (021) 483-5084

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 24 August 2018

**POST 32/120** : **MEDICAL OFFICER GRADE 1 TO 3**

West Coast District

**SALARY** : Grade 1: R780 612 per annum

Grade 2: R892 551 per annum

Grade 3: R1 035 831 per annum

(A portion of the package can be structured according to the individual's personal needs).

**CENTRE  
REQUIREMENTS**

: Sonstraal Hospital  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner 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 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner 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 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner 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 applicable South African TB and HIV care guidelines. Knowledge of general medical and surgical conditions on hospital and PHC level. Computer literacy (MS Excel, Word, Outlook etc.). Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability and willingness to do outreach services to clinics throughout the catchment of the West Coast TB Complex, guiding health care colleagues in managing difficult TB cases. Good interpersonal, organisational and teamwork skills.

**DUTIES**

: Provide quality inpatient care to patients in the West Coast TB Complex. Provide an Outreach and Support service to Sub-districts in the catchment of the Complex. Active participation in skills transfer, training and academic opportunities relevant to the post. Participation in Commuted Overtime duties in the West Coast TB Complex. Active involvement in the clinical governance, operational management and quality assurance processes of the Complex.

**ENQUIRIES  
APPLICATIONS  
FOR ATTENTION  
NOTE**

: Dr J Cronje, Tel No: (021) 862-3176  
: To the District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.  
: Mr E Sass  
: No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status)."

**CLOSING DATE**

: 24 August 2018

**POST 32/121**

: **ASSISTANT MANAGER NURSING: SURGERY (SPECIALTY:  
OPHTHALMOLOGY/ORTHOPAEDICS)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R581 826 (PN-B4) per annum  
: Groote Schuur Hospital, Observatory  
: 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 Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in either Medical and Surgical Nursing Science: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with professional council: Current 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. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint). In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure. Qualification in Nursing Management recommended.

**DUTIES** : Provide innovative leadership in the allocated area (Surgical pavilion inclusive of all wards dealing with surgical disciplines, e.g. Ophthalmology, orthopaedic, General Surgery and the Stomatology Department to realise the strategic goals and objectives of the Nursing Division. Coordinate the provision of person-centred care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

**ENQUIRIES APPLICATIONS** : Mr A Mohamed, Tel No: (021) 404-2071  
: To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION NOTE** : Ms N Mbilini  
: No payment of any kind is required when applying for this post. Shortlisted candidate may be expected to undergo a practical computer test.

**CLOSING DATE** : 24 August 2018

**POST 32/122** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
Chief Directorate: Metro Health Services

**SALARY CENTRE REQUIREMENTS** : R532 449 (PN-B3) per annum  
: Kensington Community Day Centre  
: 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. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1 year post-basic qualification in the specific speciality. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities and use of clinical equipment. In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources; Financial guidelines, protocols and control of budget levels. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

**DUTIES** : Operational management of a CDC (Leadership, internal and external governance). Integrated services delivery in rendering comprehensive health. Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, People Management (supervision of staff development and performance management), Finance and Supply Chain Management. Quality management. Infrastructure, maintenance and facilities management.

**ENQUIRIES APPLICATIONS** : Ms LM Appolis, Tel No: (021) 202-0933  
: The Director: Metro Health Services, Southern/Western Sub-structure Office, DP Marais Nurses Home, Corner of White and Main Roads, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION NOTE** : Mr F Le Roux  
: No payment of any kind is required when applying for this post.

**CLOSING DATE** : 24 August 2018

**POST 32/123** : **CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC)**  
Chief Directorate: Metro Health Service

**SALARY** : R440 982 per annum  
**CENTRE** : Eerste River Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer (Independent Practice). Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiography (Independent Practice). Experience: A minimum of 3 years appropriate experience as a Diagnostic Radiography (Independent Practice) after registration with the HPCSA. Inherent requirements of the job: Willingness to work shifts when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to mobile and general radiography protocols. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy in MS Windows (Word, Excel and PowerPoint). Good interpersonal, leadership and project management skills. Knowledge of the Staff Performance Management System, Patient Archiving and Communication Systems. Ability to manage and supervise radiography service delivery with knowledge and skills of general radiography and mobile radiography.

**DUTIES** : Responsible for the control, supervision, delegation and co-ordination of activities in the department (including Ultrasound) and the delivery of a professional radiographic and Ultrasound service to patients within the Sub-structure. Produce diagnostic images of high quality and responsible for staff and student training in your area. Participate in the management of the Radiography cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance and the purchase, use and care of suitable radiation protection equipment. Engage with vendors with regards to the maintenance of equipment. Participate in middle management and delegated management, including statistic collation. Provide technical support (quality management, service implementation) to the Substructure and the PHC platform.

**ENQUIRIES** : Dr A Anthony, Tel No: (021) 902-5073

**APPLICATIONS** : The Acting Chief Executive Officer: Eerste River Hospital: Private Bag X5, Eerste River, 7103.

**FOR ATTENTION** : Ms N Wege

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 24 August 2018

**POST 32/124** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OPD/GIT DEPARTMENT)**

**SALARY** : R420 318 (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: Current registration with the SANC as Professional Nurse and proof of current registration (i.e annual licencing 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 requirements of the job: Willingness to work shifts, public holidays and weekends. After-hours 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 and skills in general nursing science.

- DUTIES** : Responsible for the coordination and delivery of person-centred 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** : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
- FOR ATTENTION** : Ms N Mbilini
- 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.
- CLOSING DATE** : 24 August 2018
- POST 32/125** : **SENIOR STATE ACCOUNTANT (PATIENT FEES ASSESSMENT (BILLING SYSTEM SUPPORT))**  
Directorate: Management Accounting
- SALARY** : R299 709 per annum
- CENTRE** : Head Office, Cape Town based at Stikland Hospital Office
- REQUIREMENTS** : Minimum requirement: Appropriate 3 year National Diploma or Degree. Experience: Appropriate experience in compliance and auditing assessment or a recognised tertiary qualification in compliance and auditing. Appropriate experience in a supervisory and leadership position. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel across the province on a regular basis. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Supervisory and motivation skills, leadership and organisational skills. The ability to interpret and apply financial policies, procedures and prescripts including report writing. Ability to work independently and within a team. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions and ability to liaise with Top Management. Working knowledge in CLINICOM and Accounts Receivable Systems, PFMA (Public Finance Management Act), BAS, Public Hospital Patient Fees. Advanced computer literacy in Microsoft Office applications (MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook).
- DUTIES** : To perform an effective and efficient Compliance Assessment service in the field of Hospital Fees policies in respect of Admission and Reception, handling of State Money and Face Value Forms and Hospital Fees Debt. To perform an effective and efficient Compliance Assessment service in the field of BAS and AR transactions through Excel and Access. To perform an effective and efficient Compliance Assessment service in the field of differences on BAS and AR transactions and that they are identified and comprehensively explained. Effective and efficient supervision, planning and co-ordination of the Assessment Officials and strategic planning and preparations. Professionally communicate both telephonically and in writing with all role players. General office and ad-hoc duties.
- ENQUIRIES** : Ms S Daniels, Tel No: (021) 940-8727
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)
- NOTE** : No payment of any kind is required when applying for this post. A technical competency test will be utilised as part of the selection procedure.
- CLOSING DATE** : 24 August 2018

**POST 32/126** : **SENIOR STATE ACCOUNTANT (HOSPITAL FEES COMPLIANCE AUDITING & BILLING SYSTEM SUPPORT)**

Directorate: Management Accounting

**SALARY** :

R299 709 per annum

**CENTRE** :

Head Office, Cape Town based at Stikland Hospital Office

**REQUIREMENTS** :

Minimum requirement: Appropriate 3 year National Diploma or Degree. Experience: Appropriate experience in compliance and auditing assessment or a recognised tertiary qualification in compliance and auditing. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel across province on a regular basis. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to interpret and apply financial policies, procedures and prescripts including report writing. Ability to work independently and within a team. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions and ability to liaise with Top Management. Working knowledge in CLINiCOM and Accounts Receivable Systems, PFMA (Public Finance Management Act), BAS, Public Hospital Patient Fees. Advanced computer literacy in Microsoft Office applications (MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook).

**DUTIES** :

To perform an effective and efficient Compliance Advisory service in the field of Hospital Fees policies in respect of Billing system support and Hospital Fees Debt. Evaluate compliance to financial legislative framework and reporting on evaluation (Findings and Recommendations) and liaise with management to address areas of non-compliance. Provide recommendations and assist institutions with the implementation of controls to remedy problem areas (improve compliance) including follow up with management that recommendations in respect of findings have been implemented. Professionally communicate both telephonically and in writing with all role players. General office and ad-hoc duties.

**ENQUIRIES** :

Ms S Daniels, Tel No: (021) 940-8727

**APPLICATIONS** :

Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)

**NOTE** :

No payment of any kind is required when applying for this post. A technical competency test will be utilised as part of the selection procedure.

**CLOSING DATE** :

24 August 2018

**POST 32/127** :

**SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**

Chief Directorate: Rural Health Services

**SALARY** :

R299 709 per annum

**CENTRE** :

George Hospital

**REQUIREMENTS** :

Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject. Inherent requirement of the job: Willingness to work overtime when required. Experience: Appropriate relevant working experience in an Information management or data analysis environment. Competencies (knowledge/skills): Good numerical and analytical skills. Monitoring and evaluation of performance, processes and systems as well as experience and knowledge of Information Systems. Advanced MS Excel skills including data analysis, pivot tables, graphical presentation of data. Supervisory or Team leader skills. Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook).

**DUTIES** :

Render ongoing information management support to the hospital, including day to day administration, attending meetings and staff management. Interrogate data and generate reports for planning, monitoring, co-ordination and evaluation of the Health Service. Ensure good quality data, timeous response to queries, compliance and adherence to strict target dates. Perform basic troubleshooting in desktop pc's, printers and applications. Responsible for end-user support and training on information systems in the hospital.

**ENQUIRIES** :

Ms S Janki, Tel No: (044) 802-4365

**APPLICATIONS** :

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

**FOR ATTENTION** :

Mr BH Cassim

**NOTE** :

No payment of any kind is required when applying for this post. Candidates will have to complete a skills competency test.

**CLOSING DATE** :

24 August 2018

**POST 32/128** : **INDUSTRIAL TECHNICIAN PRODUCTION**  
 Directorate: Health Technology

**SALARY** : R242 475 per annum  
**CENTRE** : Clinical Engineering, Goodwood Imaging Unit  
**REQUIREMENTS** : Minimum educational qualifications: National Diploma for Technicians (T, S or N stream) – Electronics and/Electrical –light current, mechatronics or mechanical or Bio-medical or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Experience: Appropriate experience in repair and maintenance to imaging systems and related medical equipment or demonstrate an aptitude for this type of work. Inherent requirements of the job: Valid (Code B/EB) drivers licence and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Competencies (knowledge/skills): Ability to fault find and repair down to component level. Practical hands-on work with the repair of imaging equipment. Experience in the field of computer networking. Computer literate. Good written and verbal communication.

**DUTIES** : Complete task within time limits. Liaise with clients with regard to information and work progress. Ensure compliance with Occupational Health and Safety Act. Ensure continuity of service by assisting other Units, prioritising work and consideration of operational requirements and assist with training of staff and operators. Request parts and service via LOGIS system. Maintaining of maintenance Management system and internal records. Write reports and assist with specifications. Carry out maintenance, repairs and installation of Imaging and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

**ENQUIRIES** : Mr G Lee or Mr H Oosthuizen, Tel No: (021) 591-7126  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)  
**NOTE** : No payment of any kind will be required when applying for this post.  
**CLOSING DATE** : 24 August 2018

**POST 32/129** : **ELECTRO CARADIOGRAM ASSISTANT GRADE 1 TO 2 (CARDIOLOGY)**

**SALARY** : Grade 1: R198 273 per annum  
 Grade 2: R233 553 per annum

**CENTRE** : Red Cross War Memorial Children’s Hospital, Rondebosch  
**REQUIREMENTS** : Minimum educational qualification: Matric Certificate with Life Science/Biology and Mathematics Literacy. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. **Grade 2:** A minimum of 10 years’ relevant experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. Inherent requirement of the job: Willingness to do in-service training. Competencies (knowledge/skills): Ability to work with children of all ages. Ability to work independently as well as in a team and with minimal supervision. Good communication skills. Ability to maintain patient confidentiality. Basic computer literacy. Appropriate previous work experience in the Paediatric health care setting.

**DUTIES** : Take electro cardiograms. Train student clinical technologists, registrars and other medical support personnel. Maintain electrocardiogram equipment. Maintain and manage consumable stock needed for the performance of ECG’s. Keep records up to date. Record data on Clinicom. Develop and update skills in ECG area.

**ENQUIRIES** : Prof J Lawrenson/Ms Y Singh, Tel No: (021) 658-5588  
**APPLICATIONS** : To the Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.

**FOR ATTENTION** : Ms T Nqola  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 24 August 2018

**POST 32/130** : **ADMINISTRATION CLERK: ADMISSIONS**  
 Eden District

**SALARY** : R163 563 per annum  
**CENTRE** : Oudtshoorn Hospital



**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Administrative experience in a Health Facility. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends and Public Holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer Literacy (MS Word, Excel, PHCIS/Clinicom). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team.

**DUTIES** : Render an effective patient registration service and maintain manual patient records. Reception tasks, attend patient queries (verbal and written) and folder management. Admit, attend transfer and discharge/disposal patients as per WCG Hospital Fees policies and procedures. Medical records functions: keep record, file, retrieve patient folders, trace old folders destruct folders and compile new folders. Handle and receive public money. Effective assistance and support to supervisor and colleagues. File patient folders, documents on a daily basis and handle all general administration.

**ENQUIRIES** : Mr H Mapoli, Tel No: (044) 203-7264

**APPLICATIONS** : To the Director: Eden District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 31 August 2018

**POST 32/131** : **FOOD SERVICE AID**  
Chief Directorate: Metro Health Services

**SALARY** : R96 549 per annum

**CENTRE** : Stikland Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES** : Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-preparation and production of all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.

**ENQUIRIES** : Ms J Walters, Tel No: (021) 940-4575

**APPLICATIONS** : To the Chief Executive Officer, Stikland Hospital, Private Bag X13, Bellville, 7530.

**FOR ATTENTION** : Mr CR Solomons

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

**CLOSING DATE** : 31 August 2018

**POST 32/132** : **HOUSEHOLD AID**  
Chief Directorate: Metro Health Services

**SALARY** : R96 549 per annum

**CENTRE** : Metro TB Hospital Centre (Brooklyn Chest Hospital)

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Household Aid in a Hospital environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the cleaning of equipment. The ability to read, write and converse in at least two of the three official languages of the Western Cape (ABET).

**DUTIES** : Effectively maintain a high standard of cleanliness and hygiene in the department. Apply occupational health and safety measures. Effective utilisation of stock and equipment. Render a support to the supervisor.

**ENQUIRIES** : Ms S Ntsabo, Tel No: (021) 508-7406

**APPLICATIONS** : The Chief Executive Officer: Metro TB Hospital Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.

**FOR ATTENTION** : Ms QC Johnson

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 31 August 2018

**POST 32/133** : **CLEANER**  
Chief Directorate: Metro Health Services

**SALARY** : R96 549 per annum

**CENTRE** : Du Noon CHC

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirement of the job: Ability to lift or move heavy equipment and supplies. Competencies (knowledge/skills): Ability to operate machinery and equipment. Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse or waste products and adherence to policy and cleaning practices.

**DUTIES** : General cleaning and maintenance (sweeping, refuse removal, dusting, mopping, scrubbing, polishing with a polisher, cleaning hospital grounds, cleaning of windows, walls and equipment or machines, sorting and provision of hospital linen). Effective utilisation and storage of cleaning material and equipment, stock control, and replenishing of stock in departments. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Maintain high standard of neatness and hygiene in the facility. Optimal support to Housekeeper and colleagues.

**ENQUIRIES** : Ms T Peshwa, Tel No: (021) 200 4500

**APPLICATIONS** : The Director: Metro Health Services, Southern/Western sub structure, DP Marais Nurses Home, Retreat, 7945. Or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION** : Mr F Le Roux

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 31 August 2018