

**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 40/357 : **MEDICAL OFFICER GRADE 1 TO 3 (6/8TH POST) (RADIATION ONCOLOGY)**
(2 Year Contract Post)

SALARY : Grade 1: R585 459 per annum
Grade 2: R669 414 per annum
Grade 3: R776 874 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. 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. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Previous experience in Oncology. An interest in academic development preferably proven by previous academic activities.

DUTIES : Service delivery will be in the Division of Radiation Oncology at Tygerberg Hospital. The clinical service include in and outpatient management of cancer patients as per job description. There are no overtime commitments.

ENQUIRIES APPLICATIONS : Prof H Simonds, Tel No: (021) 938-5992
: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION NOTE : Ms V Meyer
: 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** : 19 October 2018
- POST 40/358** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Rural Health Services
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum
: George Regional Hospital
: 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 the procurement of goods and services and warehouse management in a health care environment. Extensive supervisory experience in a Supply Chain Management environment. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Extensive knowledge and practical experience in LOGIS/SYSPRO and Integrated Procurement Solutions (IPS). Computer literacy in MS Word, Excel and Outlook. Good organisational, managerial and leadership skills. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), as well as Accounting Officer System. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Ensure effective and efficient procurement and contract management for the institution (provisioning and logistics). Inventory control and warehouse management. Responsible for Asset Management processes. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on IPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Manage all relevant Human Resource functions in the component, including leave and performance management and staff development.
- ENQUIRIES APPLICATIONS** : Ms S Janki, Tel No: (044) 802-4365
: The Chief Executive Officer: George Hospital, Private Bag X6534, George 6530.
- FOR ATTENTION NOTE** : Mr BH Cassim
: Shortlisted candidates will be subjected to competency test. No payment of any kind is required when applying for this post. CV's should address experience and knowledge extensively with regard to duties above.
- CLOSING DATE** : 19 October 2018
- POST 40/359** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
West Coast District
- SALARY** : Grade A: R179 523 per annum
: Grade B: R211 464 per annum
: Grade C: R246 870 per annum
- CENTRE REQUIREMENTS** : Matzikama and Cederberg PHC Support and Outreach
: Minimum educational qualification: Appropriate Trade Test Certificate in Electrical. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code E/EB) driver's licence and willingness to travel long distances.

Physically fit to perform duties. Willingness to work irregular hours (i.e. day, night, overtime, after hours, stand-by duties and weekends) and attend to emergencies when required. Valid Wireman's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding exercises and do/service repairs down to component level and competent with hands-on practical work experience. Ability to write and draw specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in Ms Word and Excel, Email and internet use. Appropriate experience in the Electrical field, refrigeration systems and oxygen bank.

DUTIES : Day to day planning and management of job cards for the workshop including: workload management, tracking and logging of jobs (in a register), planning and procurement of materials and equipment and quality control of completed works. Responsible for the maintenance of health facilities and clinics, contract management, People Management and Financial Management that falls under the management and control of Matzikama and Cederberg Sub-district. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Liaise with the relevant Hospital Workshop and also the directorate Hospital Maintenance and Engineering Services, as well as Technical and Engineering Workshop, and assist with the execution of projects by the aforementioned workshops. Assist with mechanical, electrical and carpentry requirements (jobs, tasks, faults) as required and, assist with the compilation of minor specifications and project management of outsourced contracts/jobs.

ENQUIRIES : Mr M Julius, Tel No: (027) 213-2039
APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
FOR ATTENTION : Ms ME Tangayi
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 October 2018

POST 40/360 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
 Chief Directorate: Rural Health Services

SALARY : Grade A: R179 523 per annum
 Grade B: R211 464 per annum
 Grade C: R246 870 per annum

CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Electrical. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Perform standby duties and attend to emergency breakdowns after-hours. Competencies (knowledge/skills): Conversant with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. Appropriate experience in Electrical, Air-conditioning- and Refrigeration Systems. Supervisory experience including People- and Financial Management. Problem solving and analysis skills.

DUTIES : Check, maintain, install and repair electrical, air conditioner and mechanical installations and equipment. Check and reset fire alarms.

Manage and supervise work schedule for the division and assist in supervising and training of staff. Manage and assist with the execution of maintenance projects/repairs within the health facility. Exercise control over tools and materials. Learn, comply and become knowledgeable with in-house systems and procedures.

- ENQUIRIES APPLICATIONS** : Mr GR Abrahams, Tel No: (021) 860-2797
- FOR ATTENTION NOTE** : The Chief Executive Officer: Paarl Hospital, Private Bag X3021, Paarl 7620.
- CLOSING DATE** : Mr RM Petersen
- POST 40/361** : Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.
- ADMINISTRATION CLERK: ADMISSIONS** : 26 October 2018
- WEST COAST DISTRICT** : **ADMINISTRATION CLERK: ADMISSIONS**
- WEST COAST DISTRICT** : West Coast District
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum
- SALARY CENTRE REQUIREMENTS** : Lutzville Community Clinic
- SALARY CENTRE REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in reception, record management and electronic patient registration system. Inherent requirement of the job: Willingness to rotate within reception and Information management. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Good verbal and written communication skills in at least two of the three official languages of the Western Cape.
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.
- DUTIES** : Handle and maintain a sound patient record keeping system. Archive and dispose of all patient records according to prescripts. Maintain a good and accurate filing system of all patient records. Capture and record-keeping of all patient data and clinical notes for monitoring and evaluation purposes. Coordinate all administrative duties within the Clinic. Provide effective support to supervisor and colleagues and effective utilisation of resources.
- ENQUIRIES APPLICATIONS** : Sr SL Saul, Tel No: (027) 217-1671
- FOR ATTENTION CLOSING DATE** : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
- FOR ATTENTION CLOSING DATE** : Ms ME Tangayi
- POST 40/362** : 26 October 2018
- LABORATORY ASSISTANT** : **LABORATORY ASSISTANT**
- LABORATORY ASSISTANT** : Chief Directorate: Emergency and Clinical Support Services
- SALARY CENTRE REQUIREMENTS** : R136 800 per annum
- SALARY CENTRE REQUIREMENTS** : Oral Health Centres, Tygerberg and Mitchells Plain
- SALARY CENTRE REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a Dental Laboratory in all aspects of Dental Laboratory assisting. Competencies (knowledge/skills): Good interpersonal skills. Ability to work as a team member. Aptitude to train on the job. Ability to maintain equipment. Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Invest and pack dentures. Pour and trim models. Articulate working models. Assist Dental Technologists in handling materials, equipment and errands pertaining to their scope of practice. Basic maintenance of Laboratory equipment. Keep proper statistics of work done in input and output registers.
- ENQUIRIES APPLICATIONS** : Mr D Taft, Tel No: (021) 937-3068
- FOR ATTENTION** : The Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505.
- FOR ATTENTION** : Ms N Jooste

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

CLOSING DATE : 26 October 2018

POST 40/363 : **CLEANER**
West Coast District

SALARY : R96 549 per annum
CENTRE : Lapa Munnik Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES : Render effective, efficient and safe hygiene and domestic services in Nursing Component. Render support services to Household supervisor. Contribute to effective management of domestic responsibilities. Contribute to effective utilisation and functioning of apparatus and equipment. Adhere to loyal service ethics.

ENQUIRIES : Ms M Adonis, Tel No: (022) 931-2140
APPLICATIONS : The Director: West Coast District office, Private Bag X15, Malmesbury, 7299.

FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 October 2018

POST 40/364 : **FOOD SERVICES AID**

SALARY : R96 549 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate food preparation experience in an industrial food service unit in a hospital environment. Inherent requirements of the job: Willingness to work shifts during the day, weekends and public holidays. Ability to lift heavy equipment and supplies. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Knowledge of appropriate hygiene and safety procedures in an industrial food service unit. Ability to handle industrial equipment. Ability to communicate effectively within a team. Ability to prepare a meal for a large number of people.

DUTIES : Pre-prepare and prepare meals for normal and special diets. Dish up and distribute meals. Assist with the receipt and storage of food supplies. Maintain general hygiene in the Food Service Unit. Follow hygiene and safety directives for the use of apparatus and equipment. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Assist with the informal in-service training as required.

ENQUIRIES : Ms M Coetzee, Tel No: (021) 658-5407
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 : 26 October 2018

POST 40/365 : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum
CENTRE : False Bay Hospital

- REQUIREMENTS** : Minimum requirement: Basic reading, writing and numerical skills.
Experience: Appropriate experience in a large scale, Food Service Unit.
Inherent requirements of the job: Willingness to work shifts and overtime which include weekends and public holidays. Physical healthy and strong enough 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. The 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. Weighing, dishing and distribution of food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Financial Management and Human Resource support to Supervisor.
- ENQUIRIES** : Ms S Levy Tel No: (021) 782-1121
- APPLICATIONS** : The Manager: Medical Services, False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978.
- FOR ATTENTION** : Ms L Shoosmith
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 October 2018