

**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 46/396 : **MEDICAL SPECIALIST (FAMILY PHYSICIAN)**
Overberg District

SALARY : Grade 1: R1051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 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 : Caledon Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Participate in commuted overtime at Caledon Hospital. Competencies (knowledge/skills): Knowledge and understanding of the Department's Healthcare 2030 vision. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (Ms Word, PowerPoint and Excel).

DUTIES : Key result areas/outputs: Participate in the Hospital and Sub-district Health Services team. Act as coordinator for Family Medicine Registrars allocated to the TWK sub-district as well as co-ordinator of undergraduate medical students from the University of Stellenbosch visiting Caledon Hospital. Supervise the sub-district Medical Officers team and report to Manager: Medical Service with regard to quality of care, clinical governance and training needs. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations, Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services at a District Hospital and PHC platform). Develop, maintain and monitor protocols for proper clinical governance of the services in the Sub-districts. Initiate, supervise and conduct research appropriate to the needs of the Sub-district. In conjunction with Manager: Medical Service, liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department.

ENQUIRIES : Dr MS Rambiyana Tel No: (028) 212-1070
APPLICATIONS : The Director: Overberg District, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
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)”

CLOSING DATE

: 30 November 2018

POST 46/397

: **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS)**

Chief Directorate: Rural Health Services

SALARY

: Grade 1: R1051 368 per annum

Grade 2: R1 202 112 per annum

Grade 3: R1 395 105 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

: Paarl Hospital

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as 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 a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Paediatrics. **Grade 3:** A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirements of the job: 40-hour basic work week and participate in the after-hours call system, with an undertaking to participate in 16-hours commuted overtime per week. Valid (code B/EB) driver’s licence. Competencies (knowledge/skills): Literacy and proficiency in at least two of the three official languages of the Western Cape. Computer literacy. Relevant statutory framework competencies including Healthcare 2030, Best Practice Criteria, National Core Standard, EDL, Standard Treatment Guidelines. Sound knowledge, skill and experience in General Paediatrics and Neonatology. Good interpersonal and communication skills. Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise staff. Actively participate in the academic under- and post-graduate paediatric training program. Good working ethics with children and be an advocate for children’s rights. Support and outreach to district hospitals as necessary.

DUTIES

: Key result areas/outputs: Render an efficient and cost-effective Paediatrics service to patients managed by the institution and District Health Care Services in the district by balancing throughout with quality. Clinical service delivery in Paediatrics. Ensure rational use of resources (medical or surgical sundries and equipment). Academic teaching and audits in General Paediatrics. Plan and partake in the training of staff, including registrars, medical officers, community service MOs, interns, final-year medical students and nursing staff.

ENQUIRIES

: Dr J Murray, Tel No: (021) 860-2603 or e-mail: Jaco.Murray@westerncape.gov.za

APPLICATIONS

: The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl 7620.

FOR ATTENTION

: Mr RM Petersen

NOTE

: Shortlisted candidates will be subjected to competency test. 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)”

CLOSING DATE : 07 December 2018

POST 46/398 : **OPERATIONAL MANAGER (SPECIALTY AREA: OBSTETRICS HIGH CARE)**

SALARY : R532 449 (PN-B3) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: 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 Medical and Surgical Nursing Science: Critical Care, General ICU, Advance Midwifery and Neonatology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in the specialty after obtaining the 1 year post-basic qualification in the relevant specialty as referred to above. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills.

DUTIES : Plan, manage, co-ordinate and maintain an optimal, specialised nursing service as an Operational Manager in an Obstetrics High Care setting. Effective management and utilisation 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. Deliver a support service to the nursing service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mrs F Marthinus Tel No: (021) 938-4055
APPLICATIONS : The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 November 2018

POST 46/399 : **ASSISTANT MANAGER NURSING (AREA: GENERAL NURSING)**
Chief Directorate: Metro Health Services

SALARY : R532 449 (PN-A7) per annum
CENTRE : Oral Health Centres, Tygerberg/Mitchells Plain
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse (Proof of annual licence receipt). Inherent requirement of the job: Willingness to work on the platform of the Oral Health Centre, Tygerberg/Mitchells Plain. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Excellent conflict management, writing and communication skills. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Coordinate, supervise and delegate the provision of effective and efficient patient care through quality nursing care within set standards and legal framework. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor the cost effective

utilisation of human, financial and physical resources. Coordinate the provision of effective training and research. Provide effective support to Nursing Services and maintain professional self-development. Monitor the cleaning/maintenance services of the Institution. Coordinate and process SPMS.

ENQUIRIES : Ms L Cooper Tel No: (021) 937-3141
APPLICATIONS : The Dean/Manager: Oral Health Centre Tygerberg/M/P, Private Bag X1, Tygerberg, 7505.
FOR ATTENTION : Ms N Jooste
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 November 2018

POST 46/400 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS)**
Chief Directorate: Metro Health Services

SALARY : R532 449 (PN-B3) per annum
CENTRE : Delft Community Health Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma or 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 Advance Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable 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 (day and night), weekends and public holidays when required. Competencies (knowledge/skills): Basic computer literacy (MS Word, Power Point, Outlook and Excel). Ability to effectively communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : Plan, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in an Obstetrics setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mr JC Van Heerden Tel No: (021) 954-2237
APPLICATIONS : The Human Resources Manager: Metro District Health Services, Northern/Tygerberg Sub-structure Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
FOR ATTENTION : Ms P Louw
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 November 2018

POST 46/401 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL AND OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Metro Health Services

SALARY : R420 318 (PN-A5) per annum
CENTRE : Northern/Tygerberg Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). 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: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Provincial Infection Prevention and control measures and practices. Understanding of Occupational Health and Safety Act, regulations and policies. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research or surveys and compiling comprehensive reports, Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS and Ideal Clinic requirement). Ability to facilitate and promote training.

DUTIES : Develop and ensure implementation of relevant clinical practice guidelines and Standard Operating Procedures (SOP's) in respect of Infection Prevention and Control and OHS. Support and engage Facility Managers to support policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy & OHS policies. Provide effective guidance and training in Infection Prevention and Control to all staff & OHS. Support quality assurance programmes: monitor adherence to OHS; IPC & Risk Management in line with National and Provincial policies and Core Standards. Support OH&S committee for effective functioning and plan and coordinate OHS & IPC meetings. Support Quality Assurance Programmes i.e. Ideal Clinic and NCS.

ENQUIRIES : Mr S Msolo Tel No: (021) 815-8875
APPLICATIONS : The Director: Metro Health Services, Bellville Health Park, corner of Mike Pienaar and Frans Conradie Drive, Bellville, 7500.

FOR ATTENTION : Ms FG Malan
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 30 November 2018

POST 46/402 : **CHIEF ARTISAN GRADE A (MEDICAL GAS)**
 Directorate: Engineering and Technical Services

SALARY : R365 646 per annum
CENTRE : Head Office, Cape Town based at Bellville Mobile Workshop
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in a relevant field. Experience: 10 years appropriate post- qualification experience as Artisan or Artisan Foreman. Inherent requirements of the job: Willingness to work overtime and perform standby duties. Valid (Code B/EB) driver's licence. Willing to travel throughout the Western Cape Province and stay over when required. Registration is compulsory in terms of the OHS Act specifically concerning the Pressure Equipment Regulation (PER). Competencies (knowledge/skills): Computer literacy (MS Office, E-mail and Web Based Applications). Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Working knowledge of Human Resources practices. Working knowledge and skills of Supply Chain Management and Financial practices. Management skills.

DUTIES : Supervision and management of the applicable workshops and workshop staff. Control over workshop, equipment, tools, plant and spares. Scoping of maintenance projects and subsequent generation of a bill of quantities. Supervision and assistance with the execution of engineering projects/repairs at various Health Institutions and Clinics. Liaise with engineering management and private sector. Planning/scheduling of staff, project plants, repairs and equipment. Budgeting and expenditure control in respect of workshop. Drafting of monthly reports.

ENQUIRIES : Mr S Reichert Tel No: (021) 918-1569
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind will be required when applying for this post. Proven certification with the South African Qualification and Certification Committee (SAQCC Gas) in terms of the installation of medical gas equipment, specifically concerning the Pressure Equipment Regulations (PER)/or The successful candidate will be required to obtain certification with the South African Qualification

and Certification Committee (SAQCC Gas) in terms of the installation of medical gas equipment within his or her first twelve months of employment in the position.

CLOSING DATE : 30 November 2018

POST 46/403 : **FORENSIC TOXICOLOGIST**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R356 289 per annum
CENTRE : Forensic Pathology Services
REQUIREMENTS : Minimum educational qualification: BSc (Hons) Degree in Chemistry, Biochemistry or Toxicology, or an equivalent field with coursework in general and organic chemistry (beyond first year), one course in statistics and at least one full semester course in analytical and/or interpretive forensic toxicology or pharmacology (beyond first year). Experience: Appropriate post-graduate laboratory experience within an analytical chemistry, pharmacology or toxicology laboratory environment is required. Theoretical knowledge and experience in using advanced laboratory equipment/instrumentation such as GC/MS, LC-MS/MS, centrifuges, balances, pipettes – must be evident. Experience in handling human biological samples and other hazardous chemicals/waste. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work independently, set priorities and work efficiently, keep accurate records, and accurately analyse data, while also working in a team and under supervision. Ability to communicate effectively both verbally and in writing, in at least two of the three official languages of the Western Cape, and defend scientific findings in court if applicable. Knowledge of analytical toxicology instrumentation, laboratory safety and quality assurance/quality control procedures and ethical, moral and professional standards in toxicology. Knowledge of chain-of-custody and forensic laboratory requirements, and understanding and adherence to relevant legislation and legal obligations.

DUTIES : Analyse and report (in affidavit/laboratory form) toxicological results to stakeholders in timeous nature. Accession and prepare biological specimens for instrumental analysis. Work on, troubleshoot and maintain equipment and instruments (e.g. GCMS and LCMSMS). Develop and validate instrumental methods, document raw data and monitor results. Maintain Good Laboratory Practice, health and safety requirements and quality guidelines in the laboratory. Provide administrative support, teaching, and research supervision with the academic facility. Ensure items for laboratory are stocked, inventoried and documented.

ENQUIRIES : Ms B Davies Tel No: (021) 406-6026/6412
APPLICATIONS : The Director: Emergency and Clinical Support Services: Forensic Pathology, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
FOR ATTENTION : Ms C Machelm
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment. Possession of or eligibility for certification in toxicology by SACNASP must be obtained before the end of the probation period and maintained as a condition of employment.

CLOSING DATE : 30 November 2018

POST 46/404 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (EPI DISEASE SURVEILLANCE)**
Directorate: Health Support

SALARY : R356 289 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate three-year health related Diploma or Degree (e.g Medical Science, Public Health/Epidemiology, Nursing) or equivalent. Experience: Appropriate experience in disease surveillance, epidemiology and information management. Managerial experience in health programme services. Inherent requirements of the job: Willingness to travel. Valid (Code B/EB) driver's licence. Competencies (knowledge and skills): Project Management skills. Computer literacy (MS Word and Excel, PowerPoint). Technical expertise in surveillance or public health or epidemiology. Ability and willingness to work flexibly as part of a team. Knowledge of the Expanded

Programme on Immunisation (EPI), health legislation, and disease surveillance and outbreak response policies. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Produce situational analysis reports, strategic plans, guidelines and SOPs on vaccine preventable diseases. Investigation, document and follow-up the priority Vaccine Preventable diseases reported and coordinate responses to outbreaks. Manage vaccine preventable disease databases (collection, collation, analysis, interpretation and reporting). Conduct training to improve the capacity of healthcare workers to detect notifiable medical conditions and priority vaccine preventable diseases/conditions. Conduct site visits at hospitals and record reviews for vaccine preventable diseases. Monitoring and Evaluation of the programme and EPI disease surveillance.

ENQUIRIES : Ms C Jacobs Tel No: (021) 483-9964

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

NOTE : No payment of any kind will be required when applying for this post.

CLOSING DATE : 30 November 2018

POST 46/405 : **ASSISTANT DIRECTOR: FINANCE (DATA ANALYSER)**
Directorate: Infrastructure programme

SALARY : R356 289 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or Degree in IT, Mathematics, Accounting or other subject with numerical orientation. Experience: Appropriate relevant experience in public finance and/or built environment will be advantageous. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of SharePoint, similar system or knowledge of SQL Server Integrated Services (SSIS). Advanced computer literacy skills. A proven ability to analyse data. Experience in end user report writing. Strong self-sufficiency and initiative working on large databases. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels.

DUTIES : Business and system analysis. Database development and maintenance (with focus on Excel & SQL Databases). Software development, improvement and maintenance (with focus on SharePoint). Quality control, client liaison and user support. Financial templates creation, management and control. Provide ongoing technical support to ensure effective service delivery to all stakeholders.

ENQUIRIES : Mr E Brown, Tel No: (021) 483-0867

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

NOTE : No payment of any kind is required when applying for this post; a full job description is available upon request.

CLOSING DATE : 30 November 2018

POST 46/406 : **ARTISAN FOREMAN GRADE A (CARPENTRY)**
Directorate: Engineering and Technical Support Services

SALARY : R286 500 per annum

CENTRE : Head Office, Cape Town (Based at Bellville Mobile Workshop)

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Five years post qualification experience in the relevant field Carpentry. Inherent requirement of the job: Valid (Code E/EB) driver's licence. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Produce objects with material and equipment according to job specifications and standards. Repair and service of equipment at facilities, plants and buildings according to standards. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment.

ENQUIRIES : Mr F Ebrahim, Tel No: (021) 918-1507
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 November 2018

POST 46/407 : **ARTISAN FOREMAN GRADE A (PLUMBING)**
Directorate: Engineering and Technical Support Services

SALARY : R286 500 per annum
CENTRE : Head Office, Cape Town (Based at Bellville Mobile Workshop)
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Five years post qualification experience in the relevant field of plumbing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Produce objects with material and equipment according to job specifications and standards. Repair and service of equipment at facilities, plants and buildings according to standards. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment.

ENQUIRIES : Mr F Ebrahim Tel No: (021) 918-1507
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind will be required when applying for this post.
CLOSING DATE : 30 November 2018

POST 46/408 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**
Directorate: Engineering and Technical Support Services

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

CENTRE : Head Office, Cape Town (Based at Metro East District Hub, Lentegour)
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. 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 and willingness to travel throughout the Western Cape. Willingness to perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to do welding work.

DUTIES : Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects or repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen or Chief Artisan with their duties.

ENQUIRIES : Mr O Buys Tel No: (021) 370-1119
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind will be required when applying for this post.
CLOSING DATE : 30 November 2018

POST 46/409 : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**
Directorate: Engineering and Technical Support Services

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

CENTRE : Head Office, Cape Town Based at Metro East District Hub, Lentegour)

- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. 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 requirement of the job: A valid driver's licence (Code B/EB) and willingness to travel throughout the Western Cape. Willingness to perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects or repairs at hospitals and health institutions. Maintain and repairs of plumbing installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr O Buys Tel No: (021) 370-1119
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs
- NOTE** : No payment of any kind will be required when applying for this post.
- CLOSING DATE** : 30 November 2018
- POST 46/410** : **ADMINISTRATION CLERK: SUPPORT**
(12 Months Contract Post)
Overberg District
- SALARY** : R163 563 per annum plus 37% in lieu of service benefits
CENTRE : Otto du Plessis Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in a patient administration environment. Inherent requirements of job: Valid (Code B/EB) driver's licence. Willingness to do 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel) (Please attach proof). Knowledge of Hospital Fees Memorandum 18. Knowledge of Clinicom/Delta 9. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape.
- DUTIES** : Register and capture patient information. Responsible for revenue control, which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Reception tasks, attend patient queries and folder management. Medical records functions: Keep record, file, retrieve folders, trace old folders, destruct folders and compile new folders. Effective assistance and support to supervisor, colleagues and other institutions.
- ENQUIRIES** : Ms S Laubsher, Tel No: (028) 424-1167
APPLICATIONS FOR ATTENTION : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
NOTE : Ms A Brits
Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 07 December 2018
- POST 46/411** : **CLEANER**
Overberg District
- SALARY** : R96 549 per annum
CENTRE : Suurbraak Community Clinic
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Cleaner experience in a Health Environment. Inherent requirements of the job: Willingness to rotate to other clinics. Ability to lift/move heavy equipment and supplies. Competencies (knowledge and skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge with the use of cleaning equipment, cleaning materials and cleaning detergents.
- DUTIES** : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleaning

agents and stock. Responsible for general hygiene and safe environment. Handle cleaning equipment. Handle elementary stock control.

ENQUIRIES : Ms GJ van der Westhuizen, Tel No: (028) 514-8400
APPLICATIONS : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 07 December 2018

POST 46/412 : **FOOD SERVICES AID**
 Chief Directorate: Rural Health Services

SALARY : R96 549 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime, which include weekends and public holidays. Incumbent must be 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 Foodservice 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 food service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operational procedures.

ENQUIRIES : Ms D Koen Tel No: (021) 860-2546
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl 7620.
FOR ATTENTION : Mr RM Petersen
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 07 December 2018

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 03 December 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 46/413 : **ASSISTANT DIRECTOR: DATA AND INFORMATION MANAGEMENT REF No: PT 2018-36**

SALARY : R356 289 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years' relevant experience in Information Management; A valid Code B driving licence. Recommendation: Experience in the following: Database Management and Administration; VBA (Visual basic for Applications); ICT infrastructure, architecture and frameworks; Project Management; Planning and organising. Competencies: Knowledge of the following: Database Management and administration; Provincial

and municipality budget and financial processes; Verbal and written communication skills in at least two of the three official languages of the Western Cape; Proven advanced computer literacy (MS Word, Microsoft Excel, PowerPoint and Microsoft Outlook); Strong interpersonal, collaborative and report writing skills; Outstanding planning, organising and people skills; Ability to perform under pressure.

DUTIES

: Provide a data support function for internal and external stakeholders with the view to budget preparation and finalisation, including to ensure that comprehensive, high quality and up to date information is available; design, develop, maintain and monitor expenditure databases for departmental and municipal budgets to facilitate the compilation of periodic and ad-hoc data sets, and aggregate reports on the state of provincial finances; Create and co-ordinate management reports in response to business user needs; Build capacity among users to utilise databases, data models and data repositories; Assist with the implementation of Corporate Governance of ICT Policy Framework.

ENQUIRIES

: Mr I Batchelor at (021) 483 5703