

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 18 December 2018
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. 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.

**MANAGEMENT ECHELON**

- POST 48/286** : **PROJECT MANAGER: AFTER SCHOOL GAME CHANGER REF NO: CAS 2018-47**  
(1 Year Contract)
- SALARY** : R1 189 338 per annum (Level 14) (All-inclusive salary package)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : B-degree and a post graduate qualification in management; At least 10 years of management experience in complex, multi-stakeholder environments. Competencies: Advanced knowledge of public policy analysis and public policy development processes; Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration and organisational change and development; Advanced knowledge of public communication, public education and public discourse management processes; Knowledge of government policy; Knowledge of inter-governmental and international relations; Knowledge of human resource management processes; Knowledge of financial management processes.
- DUTIES** : Analysis of provincial policy and alignment of critical areas to the After School Programme (ASP); Supporting provincial departments involved in the ASP with respect to strategic planning; Development of appropriate structures and systems for the effective and efficient administration and management of the ASP; Human resource and financial management.
- ENQUIRIES** : Mr S Julie Tel No: (021) 483 3134

**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 48/287** : **DEPUTY DIRECTOR: ENGINEERING AND TECHNICAL SUPPORT**
- SALARY** : R697 011 per annum (A portion of the package can be structured according to the individual's personal needs)

<b><u>CENTRE REQUIREMENTS</u></b>	: Red Cross War Memorial Children's Hospital, Rondebosch : Minimum educational qualification: A Degree or National Diploma for technicians (or Equivalent) (T- or N- or S- Stream) in Mechanical or Electrical Engineering. Experience: Extensive experience in the management of a multi-disciplinary engineering workshop. Extensive experience in Project Management and Safety Management. Extensive experience in the repair, maintenance and installation of electrical or mechanical equipment, systems and plant. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to work overtime. Competencies (knowledge/skills): Knowledge of management and administrative processes in the Public Service. Knowledge of the Management of Safety Systems according to Occupational Health and Safety Act. Knowledge of procurement processes, and Project Management. Ability to perform and evaluate technical proposals and to produce technical reports of a high standard and perform a detailed and critical analysis of the performance of components in the functional fields. Ability to think laterally and implement innovative solutions and solve complex problems. Computer literate, proficient in MS Excel and Word. Good written and verbal communication skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	: Key result areas/outputs: Manage and supervise a multi- disciplinary workshop including the budget and personnel. Ensure that repairs and installations are carried out. Ensure the maintenance, repairs to, and installation of hospital electrical and mechanical equipment, systems and plant. Maintain and implement preventative maintenance schedules. Liaise with clients with regard to information and work progress. Write reports, specifications and call for tenders. Ensure compliance with the Occupational Health and Safety Act at the Institutions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr MA Mukosi Tel No: (021) 658-5091 : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
<b><u>FOR ATTENTION NOTE</u></b>	: Ms T Nqola : No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	: 14 December 2018
<b><u>POST 48/288</u></b>	: <b><u>ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)</u></b> West Coast District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R581 826 (PN-B4) per annum : Malmesbury Community Day Centre : 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. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science, Health Assessment Treatment and Care (R48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills. Ability to function independently as well as in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to communicate effectively (both written and verbal), in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	: Key result areas/outputs: Responsible for operational and strategic management of District Health Services for the Sub-district, i.e CDC's, clinics, mobiles and satellites. Provide clinical supervision and support services at Sub-district level. Ensure efficient financial planning and control and the effective use of all resources. Participate in Human Resource Management and Skills Development

Planning of clinic staff within the Sub-district. Ensure the provision of high quality services measured by outcomes of various quality assurance activities.

**ENQUIRIES** : Ms J van der Westhuizen Tel No: (022) 482-2729

**APPLICATIONS** : The District Director: West Coast District, 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** : 14 December 2018

**POST 48/289** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) (X2 POSTS)**  
Eden District

**SALARY** : R532 449 (PN-B3) per annum

**CENTRE** : Mossel Bay Sub-district:  
Eyethu Community Clinic  
Asla Community Clinic

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Current registration with the SANC as 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 as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel, PowerPoint).

**DUTIES** : Operational management of facility by Management of burden of disease, render clinical and administrative services. Manage Critical Support Services by ensuring Quality data, consumable and drug management, maintenance and infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management by Performance Management and ensure that all personnel undergo training according their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols. Improve quality of services and deliver a patient centred service.

**ENQUIRIES** : Ms M Manuel Tel No: (044) 604-6106

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

**FOR ATTENTION** : Ms S Pienaar

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

**CLOSING DATE** : 14 December 2018

**POST 48/290** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
Overberg District

**SALARY** : R532 449 (PN-B3) per annum

**CENTRE** : Napier Community Clinic

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic 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 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 in the specific specialty after obtaining the 1-

year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape and Computer literacy (MS Word and Excel).

**DUTIES** : Provision of quality comprehensive health care within the facility. Handle personnel matters including supervision and Performance Management, Finances and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Management planning to practice a holistic health service on a short, medium and long term basis. Render clinical services and organise a cost effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Liaise with relevant stakeholders including facility committees and community participation. Collect, verify and timeous submission of accurate statistics and management of critical support services.

**ENQUIRIES** : Ms G Van der Westhuizen Tel. No. (028) 514-1142  
**APPLICATIONS** : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.  
**FOR ATTENTION** : Ms A Brits  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 14 December 2018

**POST 48/291** : **CLINICAL PROGRAMME CO-ORDINATOR**

**SALARY** : R420 318 (PN-A5) per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**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 a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work after-hours. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office and Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape.

**DUTIES** : Co-Ordinate and participate in the teaching of personnel in the clinical areas. Facilitate the basic or post-basic course programmes for nursing staff and manage the identified nurse education programmes in the Nursing department. Evaluate or assess the competencies and skills of speciality nursing personnel. Facilitate the in-service training and competencies as well as the orientation programmes for speciality nurses. Conduct surveys and research relating to nursing education and nursing service matters. Liaise with the Nursing Directorate and relevant nursing colleges for basic or post basic nursing training student placements and provide input at the hospital's nursing training committee meetings.

**ENQUIRIES** : Ms FCG 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** : 14 December 2018

**POST 48/292** : **CLINICAL NURSE PRACTITIONER 1 TO 2 (PRIMARY HEALTH CARE)**  
 Eden District

**SALARY** : Grade 1: R362 559 (PN-B1) per annum  
 Grade 2: R445 917 (PN-B2) per annum

**CENTRE REQUIREMENTS** : Alma Community Clinic, Mossel Bay Sub-district  
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.

**DUTIES** : Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

**ENQUIRIES** : Ms M. S Manuel Tel No: (044) 404-6106  
**APPLICATIONS FOR ATTENTION** : The Manager: Eden District Office, Private Bag X 6592, George, 6530.  
: Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 14 December 2018

**POST 48/293** : **SPEECH THERAPIST GRADE 1 TO 3**  
Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R300 828 per annum  
Grade 2: R352 707 per annum  
Grade 3: R415 482 per annum

**CENTRE REQUIREMENTS** : Worcester Regional Hospital  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist. Registration with a professional council: Current registration with the HPCSA as a Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA in the relevant profession in Speech Therapy (where applicable in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in Speech Therapy 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 10 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in Speech Therapy 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 20 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Excellent communication skills in at least two of the three official languages of the Western Cape. Good report writing, interpersonal, organising, leadership and planning skills as well as computer literacy. Good and sound knowledge of appropriate national and provincial legislation and policies. Ability to work independently and in a multi-disciplinary team.

**DUTIES** : Render diagnostic and therapeutic speech and language services in accordance with patient needs and professional standards. Manage resources optimally and effectively. Participate in the multi-disciplinary team environment both within and outside hospital. Participate and present in-service training and Continuing Education. Perform administrative tasks related to the speech and language service within the hospital.

**ENQUIRIES** : Ms S Jaftha Tel No: (023) 348-6496

**APPLICATIONS** : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION** : Ms H Swart

**NOTE** : Shortlisted candidates may be subjected to a practical 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** : 14 December 2018

**POST 48/294** : **COMMUNICATION OFFICER (X2 POSTS)**  
Directorate: Communications

**SALARY** : R299 709 per annum

**CENTRE** : Head Office, Cape Town (X1 Post)  
DP Marais Hospital, Retreat (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Journalism, Public Relations or Marketing. Experience: An appropriate Communication experience in related working environment or field. Inherent requirement of the job: Valid (Code E/EB) driver's licence. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal, analytical skills and problem-solving abilities. Well-developed writing and editing skills in English, Xhosa or Afrikaans. Reputation Management. Media Liaison. Brand Management. Ability to work independently and operational management capability.

**DUTIES** : Develop and execute awareness communication campaigns. Compile research, co-ordinate, edit and produce communication material. Handling of all queries from the general public through official platforms. Reputation Management including Media liaison (handling of media queries, writing of media releases, media monitoring and evaluation); above and below the line material and brand management. Communication with all staff involved when there is a special event. Identifying interesting and positive stories for the media.

**ENQUIRIES** : Mr M Van Der Heever Tel No: (021) 483-3716

**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** : 14 December 2018

**POST 48/295** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Rural Health Services

**SALARY** : R163 563 per annum

**CENTRE** : George Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Practical experience of LOGIS and the Integrated Procurement System. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions

and the Accounting Officer System. Knowledge of the LOGIS System and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Perform tasks related to procurement administration, such as inviting of quotes on IPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Warehouse management which include the issuing and receiving of stock, maintaining and managing stock levels, ensuring proper warehouse control, capturing of all relevant documentation on LOGIS and keeping updated filing of all documentation. Asset Management which includes proper management of assets pertaining to disposals, capturing of relevant documentation on LOGIS and keeping updated filing of all relevant documentation. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle telephonic and written queries from suppliers and end users.

**ENQUIRIES** : Ms N Colburn Tel No: (044) 802-4560  
**APPLICATIONS** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.  
**FOR ATTENTION** : Mr BH Cassim  
**NOTE** : No payment of any kind will be required when applying for this post.  
**CLOSING DATE** : 14 December 2018

**POST 48/296** : **ADMINISTRATION CLERK: SUPPORT**  
Eden District

**SALARY** : R163 563 per annum  
**CENTRE** : Asla Community Clinic, Mossel Bay Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literate (Windows, Excel). Appropriate course in Basic Routine Health Information System for Data Capturers will be to your advantage.

**DUTIES** : Data management and capturing on Tier.net, SINJANI. Supportive administration functions. Register patients on the Patient Administration System (PHCIS). Responsible for folder management (i.e. file, retrieve, archive and dispose folders). Maintain patient appointment system. Responsible for effective management of communication (telephonic enquiries).

**ENQUIRIES** : Ms M Manuel Tel No: (044) 604-6106  
**APPLICATIONS** : 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** : 21 December 2018

**POST 48/297** : **CLEANER**  
West Coast District

**SALARY** : R96 549 per annum  
**CENTRE** : Radie Kotze 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 B Smit Tel No: (022) 913-1175

**APPLICATIONS FOR ATTENTION** : The District Manager: Private Bag X15, Malmesbury, 7299.  
**NOTE** : Ms C Julius  
**CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 21 December 2018

**POST 48/298** : **TRADESMAN AID**  
West Coast District

**SALARY** : R96 549 per annum  
**CENTRE** : Citrusdal Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime and do standby duties as well as driver functions. Physically able to perform duties required and to handle heavy equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Knowledge of the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to optimally utilise allocated resources such as tools and materials.

**DUTIES** : Complete and efficient execution of instructions which include, amongst others, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations and the planning thereof. Strict adherence to the Occupational Health and Safety Act. Assist Artisan/Handyman in the performance of their duties, as well as driver function when the need arises, in the whole Sub-district. Exercise control over tools, equipment and materials. Provide effective support to supervisor and colleagues.

**ENQUIRIES** : Ms NW Smit Tel No: (022) 921-2153  
**APPLICATIONS FOR ATTENTION** : The Medical Superintendent: Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.  
**NOTE** : Ms NW Smit  
: No payment of any kind is required when applying for this post. A practical test will form part of the selection procedure.  
**CLOSING DATE** : 21 December 2018

**POST 48/299** : **FOOD SERVICES AID**  
West Coast District

**SALARY** : R96 549 per annum  
**CENTRE** : West Coast TB Centre  
**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 fit 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 HACCP, national guidelines on safe preparation, storage and handling of powdered infant formula for the Health Facilities and Home Environment and Health and Safety policies. 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. Render Human Resource Support to Supervisor.

**ENQUIRIES** : Ms M Sedeman Tel No: (022) 487-3294  
**APPLICATIONS FOR ATTENTION** : The Director: West Coast District, Private Bag X15, Malmesbury, 7299.  
**NOTE** : Mr E Sass  
: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.  
**CLOSING DATE** : 21 December 2018

**POST 48/300** : **HOUSEHOLD AID**

**SALARY** : R96 549 per annum

**CENTRE** : Citrusdal Hospital

**REQUIREMENTS** : Basic literacy and numeracy. Experience: Appropriate Hospital/Clinic or other Health Facility cleaning experience. Inherent requirement of the job: Ability to work with heavy duty household/cleaning equipment. Willingness to work shifts, night duty and on public holidays. Competencies (knowledge/skills): Knowledge of infection control and safety procedures of a hospital/clinic environment.

**DUTIES** : Render an effective, efficient and safe hygiene service in the hospital. Cost effective usage of cleaning materials and equipment. Correct handling and disposal of waste and medical waste. Correct handling of soiled linen. Assist with service of meals and beverages to patients. Render a support service to supervisor.

**ENQUIRIES** : Ms L Kotze Tel No: (022) 921-2153

**APPLICATIONS** : The Director: West Coast District, Department of Health, Private Bag X15, Malmesbury, 7300.

**FOR ATTENTION** : Ms L Siegelaar

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

**CLOSING DATE** : 21 December 2018

**POST 48/301** : **HOUSEHOLD AID**

**SALARY** : R96 549 per annum

**CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch

**REQUIREMENTS** : Basic literacy and numeracy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day and night and 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 within the institution. Render support services to Household Supervisor. Contribute to effective utilisation and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics.

**ENQUIRIES** : Ms S Cupido, Tel No: (021) 658-5452/Ms L Chenga Tel No: (021) 658-5436

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

**FOR ATTENTION** : Ms C Davids

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

**CLOSING DATE** : 21 December 2018