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 06/156: HEAD CLINICAL UNIT: MEDICAL (RADIOLOGY)
Chief Directorate: Rural Health Services

SALARY: R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE: George Hospital

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Radiology. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Radiology. Inherent requirements of the job: After-hour clinical service delivery in Radiology. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good literacy and proficiency in at least two of the three official languages of the Western Cape. Computer literacy in (Outlook, Excel, Word and PowerPoint) Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines.

DUTIES:
Render an efficient and cost-effective Radiology service to patients managed by the George Hospital and District Health Care Services in Eden and Central Karoo. Ensure clinical governance for the Radiology Service at both George Hospital and in Eden and Central Karoo Districts. Ensure the effective organisation of the radiology department (including radiation exposure, laboratory investigations, medication, consumables and equipment). Assist with effective and efficient administration of the Radiology Department. Plan and partake in the training of staff including registrars, medical officers, community service MOs’, Interns and final year UCT medical students. Clinical, administrative and financial management of the Radiology Unit in conjunction with the Radiography Manager.

ENQUIRIES: Dr Z North Tel No: (044) 802-4535

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

FOR ATTENTION: Ms C Dawood

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

CLOSING DATE: 01 March 2019

POST 06/157: MANAGER: MEDICAL SERVICES

SALARY: R1 115 874 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: Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years’ appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB)
driver’s licence. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery system, policies and law, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

**DUTIES**

Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Provide a platform for teaching, training, development and research.

**ENQUIRIES**

Dr B Eick Tel No: (021) 404-6288

**APPLICATIONS**

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

**FOR ATTENTION**

Ms N Mbilini

**NOTE**

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

**CLOSING DATE**

01 March 2019

**POST 06/158**: OPERATIONAL MANAGER NURSING (SPECIALTY AREA: ONCOLOGY)

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

**CENTRE**: Tygerberg Hospital, Parow Valley

**REQUIREMENTS**: Minimum educational qualifications: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Oncology. 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 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: Willingness to work shifts, weekends and public holidays when required. 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. 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 Oncology 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. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES: Ms 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: 01 March 2019

POST 06/159: CLINICAL PROGRAMME COORDINATOR GRADE 1(HAST PROGRAMME)
(West Coast District)

SALARY: R420 318 (PN-A5) per annum
CENTRE: Saldanha Sub-district
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current Registration with the SANC as Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies: (knowledge/skills): Computer literacy (MS Word and Excel). Ability to effectively communicate in at least two of the three official languages of the Western Cape. Good interpersonal, leadership and communication skills. Ability to work independently and in a multi-disciplinary team. General programmes and Strategic Planning. Management experience. Experience with statistical data.

DUTIES: Coordination, effective and efficient management of the National HIV/AIDS/STI/TB control programmes within the Sub-district. Involvement in training programmes in conjunction with Human Resources Department. Monitor and evaluate programme goals and targets. Collect, validate and interprete statistical data. Effective implementation of appropriate projects to improve the HIV/AIDS/STI/TB programmes in the Sub-district. Coordination of lay counsellors. Monthly visits to health facilities and service points to provide support and supervision and regular feedback to the facility and service points.

ENQUIRIES: Ms N Mkhwela Tel No: (022) 709-5067
APPLICATIONS: The Manager: Medical Services; Saldanha Bay Sub-District, Private Bag X3, Vredenburg, 7381.
FOR ATTENTION: Mr MZ Emandien
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 01 March 2019

POST 06/160: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OUTPATIENTS)

SALARY: R420 318 (PN-A5) 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. 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 SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. 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 nursing 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 quality Nursing Service as an Operational Manager in the Outpatients department. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical 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**

Ms 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**

01 March 2019

**POST 06/161**

MEDICAL PHYSICIST GRADE 1 TO 3 (5/8TH POST)

**SALARY**

Grade 1: R391 551 per annum
Grade 2: R445 593 per annum
Grade 3: R509 481 per annum

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

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a Professional Council: Registration with the HPCSA as a Medical Physicist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 Years appropriate after registration with the HPCSA as a Medical Physicist. Inherent requirement of the job: Willingness to work after hours and overtime. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.

**DUTIES**

Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Diagnostic Radiology, with support to Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Co-ordinate and supply physics support in the Department of Diagnostic Radiology. Ensure compliance with Department of Health: Radiation Control regulations in Diagnostic Radiology. Assistance with equipment tender preparation, evaluation and commissioning. Assisting with management of staff and departmental administration. Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.

**ENQUIRIES**

Mr C Trauernicht Tel No: (021) 938-6027, E-mail: cjt@sun.ac.za

**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. ‘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: 01 March 2019

POST 06/162: ULTRASOUND RADIOGRAPHER GRADE 1 TO 3
Chief Directorate: Metro Health Services

SALARY:
Grade 1: R374 364 per annum
Grade 2: R440 982 per annum
Grade 3: R519 456 per annum

CENTRE: Khayelitsha District Hospital

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA in Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years’ relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years’ relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years’ relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years’ relevant experience after registration with the HPCSA in Radiography (Ultrasound) 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: Willingness to assist in the geographic area when required. Competencies (knowledge/skills): Thorough knowledge of ante-natal, paediatric, gynaecology, vascular studies and abdominal ultrasound. Good interpersonal skills. Ability to work independently and in a team. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Knowledge of PACS/RIS will be an advantage.


ENQUIRIES: Mr A Cokoyi Tel No: (021) 306-4305
APPLICATIONS: The Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private Bag X6, Khayelitsha, 7783.

FOR ATTENTION: Mr C Louw

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 : 08 March 2019

POST 06/163 : ASSISTANT DIRECTOR: FINANCE (FINANCE/SUPPLY CHAIN MANAGEMENT/REVENUE)

Overberg District

SALARY : R356 289 per annum

CENTRE : Swellendam Hospital (Cape Agulhas Sub-district)


DUTIES : Ensure sound budget management. Ensure that the Asset and Liability accounts are maintained. Ensure effective Supply Chain Management, including contract and asset management Ensure effective Revenue Management Ensure Compliance Management Ensure accurate and credible information in respect of the Financial Statements Ensure Effective management of the Human Resources within the component.

ENQUIRIES : Dr JP Du Toit 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. Shortlisted candidates will be subjected to a practical test.

CLOSING DATE : 01 March 2019

POST 06/164 : ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION

SALARY : R356 289 per annum

CENTRE : Tygerberg Hospital, Parow Valley


DUTIES : Lead, manage, supervise and co-ordinate the work and responsibilities of People Management Administration (Personnel Administration) component. Provide Human Resource Administration service to all employees at the institution. Administer conditions of service, allowances and deductions (housing, medical aid, leave, pension, overtime, commuted overtime and acting). Coordinate and administer COIDA, PILIR and incapacity processes. Manage applications for RWOPS, including capturing and declarations on PERSAL. Ensure implementation and compliance with HR policy and practices. Monitor and manage commuted overtime contracts.

ENQUIRIES : Mr PJ Wolfaardt Tel No: (021) 938-4138

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 : 08 March 2019
POST 06/165 : **ASSISTANT DIRECTOR: COMMUNICATION**
Directorate: Communications

**SALARY** : R356 289 per annum
**CENTRE** : Head Officer, Cape Town
**REQUIREMENTS** :
Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Communication, Journalism or Public Relations. Experience: Appropriate Management, communication, public relations or marketing environment experience. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competences (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Comprehensive media management experience. Sound knowledge of how the media works. Computer literate.

**DUTIES** :

**ENQUIRIES** : Mr M van der Heever Tel No: (021) 483 3716
**APPLICATIONS** : Please submit your application to www.westerncape.gov.za/health-jobs (click “online applications”).
**NOTE** : No payment of any kind is required when applying for this post.
**CLOSING DATE** : 01 March 2019

POST 06/166 : **SENIOR PERSONNEL PRACTITIONER (PEOPLE PLANNING)**
Directorate: People Strategy

**SALARY** : R299 709 per annum
**CENTRE** : Head Office, Cape Town
**REQUIREMENTS** :
Minimum educational qualification: Appropriate National Diploma/Degree in Human Resources/Public Administration/Information Systems or Commerce. Experience: Appropriate experience in Human Resource Management (especially in research as well as Human Resource Planning processes) and Data Base Administration (DBA) in a Microsoft environment as well as Data Analysis. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Advanced analytical skills. Advanced report writing. Skills in MS Office (Word/Excel III or PowerPoint, etc). Advanced Skills in MS Office (Word/Excel and PowerPoint, etc.

**DUTIES** :
Assist with the HR Planning Process as well as the Human Resource Implementation planning process. Provide training to end users of HR planning. Assist with the drawing and analyses of data and reports from applicable systems, i.e. PERSAL xx2019 reports. Draw pivots, do V-Lookups and produce info in Excel report format or PowerPoint. Do research on People Management issues in support of HR Planning. Minute taking at meetings. Assist with the MPAT process. Assist with the bi-annual People Management M&E. Draft circulars and motivations. Maintain an up to date Delegations register. Administer the Delegations Decisions Registers. Assist in maintaining the Exit Interview System of the department. Keep abreast of latest policies and circulars of the Department of Public Services and Administration.

**ENQUIRIES** : Mr CB Lubbe Tel No: (021) 483-4274
**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. Shortlisted candidates will be subjected to a competency based assessment.
**CLOSING DATE** : 08 March 2019

POST 06/167 : **COMMUNICATIONS OFFICER**
Directorate: Communications

**SALARY** : R299 709 per annum
**CENTRE** : Head Office, Cape Town. Stationed at Overberg District Officer, Caledon
**REQUIREMENTS** :
Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Journalism, Public Relations or Marketing. Experience: Appropriate communication experience in related working environment/field. Inherent
DUTIES: Developing and executing awareness communication campaigns. Compile research, coordinate, edit and produce communication material. Handle 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. Communicate with all staff involved when there is a special event. Identifying interesting and positive stories for the media.

ENQUIRIES: Ms M Lesch Tel No: (021) 483-5454
APPLICATIONS: Please submit your application to www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 01 March 2019

POST 06/168: ADMINISTRATIVE OFFICER: SUPPORT SERVICES

SALARY: R242 475 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: Grade 12/Senior Certificate plus competencies. Experience: Appropriate experience in Management or Supervision of staff and services. Inherent requirements of the job: Willingness to work overtime and perform standby duties when required. Willingness to relieve Managers/Supervisors in other departments. Competencies (knowledge/skills): Ability to work independently with minimum supervision and effectively within a team. Ability to work with a high degree of accuracy and care under pressure. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, MS Excel and MS Power Point). Willingness to undergo training. High ethical standards as incumbent will have access to confidential files and patient information. Knowledge of Medico Legal or a Legal background. Knowledge in Human Resource Management.

DUTIES: Manage the operations, including service delivery at Medico Legal Department. Manage the processing of public and patient requests, e.g. RAF, SAPS, Insurance, Medical Reports, Medical Records and COIDA. Effective handling, manage and resolve queries and complaints. Effective communication with external and internal clients. Effective Human Resource Management. Effective management and submission of stats. Effective incident and progress report writing.

ENQUIRIES: Mr JC Corner Tel No: (021) 404-2303
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION NOTE: Ms N Mbilini
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may have to undergo a practical skills test.
CLOSING DATE: 08 March 2019

POST 06/169: 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: Bellville Mobile Workshop
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: A valid driver’s licence (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Occupational Health and Safety Act and Regulations.

DUTIES: Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Western Cape. Maintain and repair laundry equipment, boilers, autoclaves and hot water systems. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES: Mr G Williams Tel No: (021) 830-3772

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: 01 March 2019

POST 06/170: FOOD SERVICES SUPERVISOR
Cape Winelands Health District

SALARY: R136 800 per annum

CENTRE: Montagu Hospital, Langeberg Sub-District

REQUIREMENTS: Minimum educational requirement: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate foodservice experience in an Industrial foodservice unit, within a Health Institution. Supervisory experience. Inherent requirements of the job: Willingness to work shifts (weekends and public holidays). Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western-Cape. Sound communication (read, speak and write) and numerical skills. Knowledge and skills with regards to the operational procedures in an Industrial Food Service Unit, as well as a Milk Kitchen. Knowledge of hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft office.

DUTIES: Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food, supplements, tube feeds and bottle-feeds. Communicate any feedback from staff, patients and/or ward staff to the food service manager. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control. Implement the food service financial management system, to ensure the food expenditure remains within the budget. Compile of duty rosters and HR relative matters. Effective utilisation and supervision of food service team, by means of allocating tasks and co-ordinating work schedules.

ENQUIRIES: Mr P Kleintjies Tel No: (023) 626-8551

APPLICATIONS: The District Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION: Ms JB Salie

NOTE: No payment of any kind is required when applying for this post. Short-listed candidates will be expected to complete a practical test.

CLOSING DATE: 08 March 2019

POST 06/171: DRIVER (HEAVY DUTY VEHICLE)
Chief Directorate: Metro Health Services

SALARY: R115 437 per annum

CENTRE: Alexandra Hospital

REQUIREMENTS: Minimum requirement: Basic Numeracy and Literacy. Experience: Appropriate experience as a Driver. Inherent requirements of the job: Valid Public Driver’s Permit (PDP). Valid code C1 (code 10) driver’s licence. Work overtime as per needs requirement and perform standby duties afterhours, including weekends and public holidays. Sober habits. Competencies (knowledge/skills):

**DUTIES**: Schedule and plan transport routes for the transport of goods, services and personnel from one point to another. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition.

**ENQUIRIES**: Mr MS Ariefdien Tel No: (021) 503-5061

**APPLICATIONS**: The Chief Executive Officer: Human Resource Department, Private Bag X1, Maitland, 7405.

**FOR ATTENTION**: Mr F Leukes

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

**CLOSING DATE**: 08 March 2019

**POST 06/172**: **HOUSEHOLD AIDS (X2 POSTS)**

Chief Directorate: Metro Health Services

**SALARY**: R96 549 per annum

**CENTRE**: Lentegeur, Stikland, Valkenberg, Alexandra and New Somerset Hospitals

**REQUIREMENTS**: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of basic food preparation. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents.

**DUTIES**: Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection. Ensure that cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. (This is not applicable at New Somerset Hospital). Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

**ENQUIRIES**: Ms B Beukes Tel No: (021) 815-8749

**APPLICATIONS**: The Chief-Director: Metro Health Services, Private Bag X15, Parow, 7500.

**FOR ATTENTION**: Ms R Hatting

**NOTE**: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. Kindly indicate your preference of institution on your Z83.

**CLOSING DATE**: 08 March 2019

**POST 06/173**: **FOOD SERVICES AID**

Chief Directorate: Metro Health Services

**SALARY**: R96 549 per annum

**CENTRE**: Valkenberg, Stikland, Alexandra, and New Somerset Hospitals

**REQUIREMENTS**: Basic literacy and numeracy. Experience: Appropriate experience in a large scale Food Service environment. 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. Must be willing to enter hospital wards, large scale freezers and cold rooms. Valid (Code B/EB) drivers licence. (only applicable at Valkenberg Hospital). Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health,
HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES**

- Assist in the receipt and storage of all provisions and stock in the Food Service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescriptions, PAWC recipes and menus. Follow and adhere to elementary control measures and standard operational procedures.

**ENQUIRIES**

Ms B Beukes Tel No: (021) 815-8749

**APPLICATIONS**

The Chief Director: Metro Health Services, Bellville Health Park, Private Bag X15, Parow, 7500.

**FOR ATTENTION**

Ms R Hattingh

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Kindly indicate your preference of institution on your Z83.

**CLOSING DATE**

08 March 2019

**POST 06/174**

**CLEANER**

Garden Route District

**SALARY**

R96 549 per annum

**CENTRE**

Convilie Clinic, George Sub-district

**REQUIREMENTS**

- Minimum requirements: Basic numeracy and literacy skills. Inherent requirement of the job: The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Experience: Appropriate cleaning experience in a health environment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape.

**DUTIES**

- General cleaning and maintenance (sweep, scrub, refuse removal, dust, mop, polish, clean clinic grounds, clean windows and walls). Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Facility manager, Housekeeper and colleagues.

**ENQUIRIES**

Ms MJF Marthinus Tel No: (044) 814-1100

**APPLICATIONS**

The District Manager: Garden Route District, Private Bag X6592 George, 6529.

**FOR ATTENTION**

Ms S Pienaar

**NOTE**

No payment of any kind is required when applying for this post. Successful candidates may be Subject to pre-test.

**CLOSING DATE**

08 March 2019

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: [https://westerncapegov.erecruit.co.za](https://westerncapegov.erecruit.co.za)

**CLOSING DATE**

01 March 2019

**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


SALARY : R242 475 per annum (Level 07)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) plus an accredited Secretarial Certificate/ Diploma with a minimum of 3 years’ relevant experience in office administration and rendering support services to Senior Management. Recommendation: A relevant 3-year tertiary qualification. Competencies: Knowledge of the following; Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.

DUTIES : Provide a secretarial/ receptionist support service to the Senior Manager; Render administrative support services which includes procurement and minute taking; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Ensuring effective flow of information/ documents through the office; Safekeeping and filing of documents; Compile reports and scrutinise routine submissions, reports and draft documents as required; Manage travel arrangements.

ENQUIRIES : Adv. G Kode Tel No: (021) 483 2593