ANNEXURE T

PROVINCE ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

MANAGEMENT ECHELON

POST 10/207 : DIRECTOR: DISTRICT HEALTH SERVICES
Garden Route and Central Karoo District

SALARY : R1 005 063 per annum (a portion can the package can be restructured according to the individual's personal needs)

CENTRE : Garden Route and Central Karoo Districts, George

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF 7) in a Health related field or 4-year degree in an appropriate management field with at least 5 years’ experience at a middle or senior management level. Experience: Extensive managerial experience in Rural Health Services. Inherent requirement of the job: Valid (Code B/EB) drivers License and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of Rural Health System (DHS) policies. Knowledge of financial and human resource management applicable to the public service. Proven experience in the provision and management of health services.

DUTIES : Management the implementation of the full package of health services (including district hospital, primary health care and home and community-based services) within the Garden Route and Central Karoo districts, in line with the relevant Department policies. Manage the implementation of priority health programs within the districts. Ensure that quality of care is maintained and is improved in the Garden Route and Central Karoo Districts. Responsible as budget holder and financial manager for the districts. Responsible for the Humana Resources Management in the Garden Route and Central Karoo Districts. Co-ordinate the rendering of professional support services (including information management) within the districts. Manage key partnerships within the Districts District, other government department, non-profit organisations (NPOs), local government, and private sector.

ENQUIRIES : Dr R Crous Tel No: (044) 694 0047

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. Applicants may be subjected to a competences assessment test.

CLOSING DATE : 29 March 2019

OTHER POSTS

POST 10/208 : HEAD CLINICAL UNIT GRADE 1 (MEDICAL: NEPHROLOGY AND HYPERTENSION)

SALARY : R1 643 352 per annum (A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.)

CENTRE : Groote Schuur Hospital, Observatory (This is a joint staff appointment with the University of Cape Town)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Nephrology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Nephrology. Experience: A minimum of 3 years’ appropriate experience as a Medical Specialist after
registration with the HPCSA as Medical Specialist in Nephrology. Competencies (knowledge/skills): Sound knowledge of renal medicine and hypertension. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in the renal and hypertension clinics and medical wards. Administrative, clinical and financial management of the Endocrine division.

**DUTIES**: Render an efficient and cost-effective service to patients. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient administration of the Division of Nephrology and Hypertension. Plan and partake in the training of staff including registrars, medical officers, community service MO’s, interns and UCT medical students. Conduct and supervise research.

**ENQUIRIES**

Prof N Ntusi, Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.za

**APPLICATIONS**

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

**FOR ATTENTION**

Ms C Dawood

**NOTE**

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

**CLOSING DATE**

29 March 2019

**POST 10/209**

**HEAD CLINICAL UNIT GRADE 1 (MEDICAL: NEUROLOGY)**

**SALARY**

R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs). It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.

**CENTRE**

Groote Schuur Hospital, Observatory (This is a joint staff appointment with the University of Cape Town)

**REQUIREMENTS**

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurology. Experience: A minimum of 3 years’ appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Neurology. Competencies (knowledge/skills): Sound knowledge of neurological medicine. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in the neurology clinics and medical wards. Administrative, clinical and financial management of the Division of Neurology.

**DUTIES**: Render an efficient and cost-effective service to patients. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient administration of the Division of Neurology. Plan and partake in the training of staff including registrars, medical officers, community service MO’s, interns and UCT medical students. Conduct and supervise research.

**ENQUIRIES**

Prof N Ntusi, Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.za

**APPLICATIONS**

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

**FOR ATTENTION**

Ms C Dawood

**NOTE**

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

**CLOSING DATE**

29 March 2019

**POST 10/210**

**HEAD CLINICAL UNIT GRADE 1 MEDICAL (GENERAL PAEDIATRICS)**

Chief Directorate: Metro Health Services

**SALARY**

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

**CENTRE**

New Somerset Hospital

**REQUIREMENTS**

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: A minimum of 3 years’ appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to do
outreach and perform overtime duties as necessary. Competencies (knowledge/skills): Literacy and proficiency in at least two of the three official languages of the Western Cape. Computer literacy. Have a good understanding of district level child health services and programmes. Relevant statutory framework competencies, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Practical experience in General Paediatrics and Neonatology. Management experience.

**DUTIES**

Function as the Head of the Paediatric Department (including Neonatology) and Functional Business Unit at New Somerset Hospital (NSH), including playing a coordinating role for Paediatric and Neonatal services in the hospital’s drainage area. Clinical service delivery in Paediatrics and Neonatology. Ensure effective and efficient clinical governance and management of the NSH Paediatric department with regard to clinical, human and financial resources. Ensure rational use of resources (medical or surgical sundries and equipment) and act as gatekeeper with the use of expensive resources. Play a lead role in rendering efficient and cost effective Paediatric service to patients managed by the institution and its referring facilities in the catchment area of NSH. Participate as required in Health Services coordination and oversight structures. Conduct academic teaching and research in General Paediatrics. Plan and participate in the education and training of staff, including registrars, medical officers, community service MO’s, interns, medical students and nursing staff.

**ENQUIRIES**

Dr D Stokes Tel No: (021) 402-6408 or 402-6304

**APPLICATIONS**

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

**FOR ATTENTION**

Ms C Dawood

**NOTE**

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

**CLOSING DATE**

29 March 2019

**POST 10/211**

**DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT**

Chief Directorate: Metro Health Services

**SALARY**

R697 011 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE**

Southern/Western Sub-structure Office, Retreat

**REQUIREMENTS**


**DUTIES**

Provide professional and specialised support to the Sub-structure Director regarding establishment management (extensive knowledge of PERSAL recommended). Provide management support with regard to the compilation and control of the personnel budget of the Sub-structure. Implement human resources and labour relations policies and plans e.g. Human Resource Plan, Performance Management and Improvement Plans, Workplace Skills Plan. Identify, analyse and resolve HR challenges collaboratively. Ensure effective and efficient personnel administration service to the Sub-structure office and Primary Health Care Platform. Manage transversal substructure priorities based on Monitoring and Evaluation of Performance Management Indicators for good corporate governance and continuous quality improvement in People Management.

**ENQUIRIES**

Ms MW Smith Tel No: (021) 202-0956

**APPLICATIONS**

The Director: Metro Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION**

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

**CLOSING DATE** : 29 March 2019

**POST 10/212** : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA)**
Chief Directorate: Metro Health Services

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

**CENTRE** : Retreat CHC

**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma/Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing 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 specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Provide relief services within the team and provide after hour cover and work shifts as required. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies.

**DUTIES** : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Trauma complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the operating trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Infrastructure change and project management.

**ENQUIRIES** : Ms L Appolis Tel No: (021) 202-0883

**APPLICATIONS** : The Director: Metro Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION** : Mr F Le Roux

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

**CLOSING DATE** : 29 March 2019

**POST 10/213** : **ASSISTANT MANAGER NURSING AREA: GENERAL (NIGHT DUTY)**
Chief Directorate: Rural Health Services

**SALARY** : R532 449 per annum

**CENTRE** : George Hospital

**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. 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. Inherent requirements of the job: Willingness to work overtime should the need arise, day or night. Willingness to perform duties at irregular hours: e.g. 12-hour shifts. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Excellent writing and communication skills in at least two of the three official languages of the Western Cape. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health and conflict management skills. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards.
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 as well as validate and interpret statistical data. Manage and monitor the cost-effective utilisation of human, financial and physical resources as well as providing effective support to Nursing Services and maintain professional self-development. Co-ordinate the provision of effective training and development of nursing staff in conjunction with Human Resources Department. Coordinate and monitor critical hospital support functions after hours in collaboration with clinical and facilities management. Develop/establish and maintain constructive working relationships with nursing and other stakeholders.

ENQUIRIES: Ms GE Sellars Tel No: (044) 802-4536
APPLICATIONS: The Chief Executive Officer, George Hospital, Private Bag X6534, George, 6530.
NOTE: No payment of any kind is required when applying for this post. Candidates may be subject to a practical test.
CLOSING DATE: 29 March 2019

POST 10/214: CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC)

SALARY: R440 982 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer (Independent practitioner). Experience: A minimum of 3 years’ experience as a Diagnostic Radiographer after registration with the HPCSA. Inherent requirement of the job: Willingness to work shifts. Competencies (knowledge/skills): Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Extensive radiographic experience and knowledge of radiography protocols. The candidate must be computer literate and communicate in at least two of the three official languages of the Western Cape (written and verbal). Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory and managerial skills. Manage and supervise a sub-section of the department with knowledge, experience and skills in general, trauma, emergency, theatre and mobile radiography, Fluoroscopy, Computerised Tomography and PACS.

DUTIES: Responsible for the control, supervision, delegation and coordination of activities in a sub-section of the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Participate in the management of the cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Assistant Director.

ENQUIRIES: Ms N Behardien-Peters Tel No: (021)-404-4187
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 29 March 2019

POST 10/215: RADIOGRAPHER GRADE 1 TO 3 (ULTRA-SONOGRAPHER)

Chief Directorate: Rural Health Services

SALARY: Grade 1: R374 364 per annum
Grade 2: R440 982 per annum
Grade 3: R519 456 per annum
CENTRE: George Hospital
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in
Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA as a Radiographer (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 requirements of the job: Physically able to perform the duties required. Willingness to render after-hours service. Competencies (knowledge/skills): Thorough knowledge of ultrasonography techniques and protocols, as well as the ability to work independently and in a team. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good interpersonal communication, decision-making and conflict Management skills, as well as knowledge of radiation protection and sonography equipment safety. Computer literacy (MS Word, PowerPoint and Excel).

**DUTIES**: Responsible for the smooth running of the department and professional service to patients. General care of patients and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Participate in CPD training programmes.

**ENQUIRIES**: Ms S Loff Tel No: (044) 802-4567

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

**FOR ATTENTION**: Mr BH Cassim

**NOTE**: No payment of any kind is required when applying for this post. Candidates, 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**: 29 March 2019

**POST 10/216**: QUALITY ASSURANCE MANAGER

Chief Directorate: Metro Health Services

**SALARY**: R356 289 per annum

**CENTRE**: Valkenberg Hospital

**REQUIREMENTS**: Minimum educational qualification: Health related Degree or National Diploma registrable with a South African Statutory Health Professions Council. Experience: Extensive experience in a Health Sciences Environment. Managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills) Ability to think and function independently, display advanced computer literacy skills in full Microsoft Package. Ability to understand and apply the medico-legal framework of the existing legislation, report writing and to critically analyse data by using Patient information systems. Knowledge of Quality Assurance frameworks, Occupational Health and Safety Act and Infection control practices. The ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**: Deal with all consumer related enquiries and develop an improvement plan. Manage and Supervise staff. Manage the Quality Assurance portfolio for the facility, by analysing and reporting all aspects of the programme. Monitor and evaluate all risks and interventions and support an effective Infection Control and
Occupational Health and Safety Programme through stakeholder collaboration. Prepare management reports and provide statistical data. Promote the integration of the Batho Pele principles for the facility’s personnel.

ENQUIRIES: Ms T Ellis Tel No: (021) 826-5808
APPLICATIONS: Please submit your applications to: www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 29 March 2019

POST 10/217:
SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS
Chief Directorate: Metro Health Services

SALARY: R299 709 per annum
CENTRE: Alexandra Hospital

DUTIES: Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Work Place Skills Plan. Consult and advise Line Managers on all LR and HRD and Training policies, procedures and interventions. Co-ordinate induction training. Interpret LR and HRD and Training policies and prescripts and manage/monitor its implementation. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD and Training Committee. Represent the hospital at all LR and HRD and Training forums and provide feedback/advice accordingly.

ENQUIRIES: Ms. Genni Engelbrecht Tel No: (021) 503-5017
APPLICATIONS: Please submit your applications to: 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/practical test.
CLOSING DATE: 29 March 2019

POST 10/218:
ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)
Chief Directorate: Metro Health Services

SALARY: Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum
CENTRE: Mitchell’s Plain District Hospital
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) and willing 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/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES: Mr N Neethling Tel No: (021) 377-4344
**APPLICATIONS** : The Chief Executive Officer: Mitchells Plain Hospital, Private Bag X9, Mitchells Plain, 7789.

**FOR ATTENTION** : Ms CC Johnson

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

**CLOSING DATE** : 05 April 2019

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**POST 10/219** : **ARTISAN PRODUCTION GRADE A TO C (GENERAL ENGINEERING)**

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

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** :
- Minimum educational qualification: Appropriate trade test certificate in the Mechanical or Millwright Fields. 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: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure. High level of computer literacy with the ability to write Specifications. Multitask and skills in Project management and Medical Gas Field.

**DUTIES** :
Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division’s control. Collect, Log, and Track repair requisitions. Assist in ordering and controlling the workshop materials, Gasses and tools. Manage all contractors, contracts and liaise with Engineering. Keep record of all repairs and perform the necessary administrative functions. Liaise with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Clean areas where work has been carried out.

**ENQUIRIES** : Mr D Smith Tel No: (021) 404-6201/072 8697238

**APPLICATIONS** : The Chief Director: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Ms B Alexander

**NOTE** : Shortlisted candidates will be subjected to a practical test. No payments of any kind is required when applying for this post. Candidates who previously applied for this position are encouraged to reapply.

**CLOSING DATE** : 29 March 2019

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**POST 10/220** : **ADMINISTRATION CLERK: ADMISSIONS**
(Overberg District)

**SALARY** : R163 563 per annum

**CENTRE** : Caledon 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 (KRA’s) of the post. Experience: Appropriate experience in operating PHCIS/CLINICOM systems. Inherent requirements of the job: Willingness to work shifts (including night duty, weekends and public holidays) and work overtime on short notice to meet operational requirements. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Knowledge of record keeping procedures. Knowledge of the UPFS policy and procedures. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. The ability to accept accountability and responsibility and to work independently.

**DUTIES** :
Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep record, file and retrieve folders, trace old folders and compile new folders, archive and destruct folders. Effective support to supervisor and colleagues. Cashier duties, accurate collection, safekeeping of
state money, control, which includes receipt of money, issue of receipt and account to patient.

ENQUIRIES : Ms Z Boshoff Tel No: (028) 212-1070
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 : 05 April 2019

POST 10/221 : CLEANER (X3 POSTS)
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum
CENTRE : Lotus River CDC (X1 post)
Grassy Park CDC (X1 post)
District Six CDC (X1 post)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Inherent requirement of the job: District Six CDC - Will be expected to work extended hours. 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 hospital 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. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Facility manager, Housekeeper and colleagues.

ENQUIRIES : Ms G Jones Tel No: (021) 703-3131 – Lotus River CDC
Mr M Lingani Tel No: (021) 707-6300 – Grassy Park CDC
Mr T Abrahams Tel No: (021) 833-5400 – District Six CDC

APPLICATIONS : The Director: Metro Health Services, Southern/Western sub structure, DP Marais Nurses Home, Retreat, 7945. or P.O. Box 30360, Tokai, 7966.
FOR ATTENTION : Mr F Le Roux
NOTE : No payment of any kind is required when applying for this post. Shot-listed candidates may be requested to write a competency test.
CLOSING DATE : 05 April 2019

POST 10/222 : PORTER
Garden Route District

SALARY : R96 549 per annum
CENTRE : Riversdale Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate knowledge and experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift. Willingness to handle bodies (corpses). Ability and willingness to handle heavy objects. Good interpersonal relationships. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Accompany walking patients and transporting sitting, non-walking patients per wheelchair/trolley between reception, the wards, the pharmacy, the theatre, the Riversdale Clinic and the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medicine, medical and other documentation (patient files and reports) between reception, the wards, pharmacy, Riversdale Clinic, administration and treatment areas. Assist with shifting of heavy medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards to the mortuary.

ENQUIRIES : Mr P M Moolman Tel No: (028) 713 8643
APPLICATIONS : The Manager: Garden Route 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 : 05 April 2019