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 18/329 : ARTISAN PRODUCTION GRADE A TO C (ELECTRICIAN)
Cape Winelands District Office

SALARY

Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

CENTRE

Drakenstein Sub District Office, Paarl

REQUIREMENTS

Minimum educational qualification: Appropriate Trade Test Certificate. Experience:

Grade A: No experience required.
Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.
Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.

Inherent requirements of the job: Valid (Code E/EB) driver’s license. Physically fit to perform duties. Willingness to work irregular hours (i.e. day, night, overtime, after hours and weekends) when required. Competencies (knowledge/skills): Appropriate computer literacy in Ms Word, Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding exercises and do/service repairs down to component level. Competent with hands-on practical work experience. Ability to write specifications (to describe the quality of jobs to be done and services to be rendered), in writing, and per drawings.

DUTIES

Day to day planning, and management of job cards for the workshop including workload management, tracking and logging of jobs, planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Liaise with the relevant Hospital Workshop and also the directorate Hospital Maintenance and Engineering Services, as well as Technical and Engineering Workshop.

APPLICATIONS

Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE

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

CLOSING DATE

14 June 2019

POST 18/330 : ADMINISTRATION CLERK: ADMISSIONS (PHC FACILITY)
Cape Winelands Health Services

SALARY

R173 703 per annum

CENTRE

Wolseley Clinic, Witzenberg Sub-district

REQUIREMENTS

Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Willingness to work overtime when required. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills. Ability to maintain confidentiality. Excellent communication skills (verbal and written) in two of the three official languages of the Western Cape.
**DUTIES**: Compile headcount daily, weekly and monthly data and capturing of data, compliments and complaints on Sinjani. Complete registers, ordering and stock management as requested by the Operational Manager. Appointments list for follow up clients be generated from Tier.net and folder drawn according to Tier.net appointment list. Folders prepared for next day (blood results filed/ stickers printed), manage withdrawal of inactive folders & safe storage. If new client facility folder to be opened- correct stationary placed in folder and stickers to be printed, patient routed to appropriate HCW. Manage appointments electronically or on diary, ensure an orderly filing system.

**APPLICATIONS**: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

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

**CLOSING DATE**

14 June 2019

**POST 18/331**

ADMINISTRATION CLERK: SUPPORT (WARDS)
West Coast District

**SALARY**

R173 703 per annum

**CENTRE**

Radie Kotze Hospital

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience within a hospital environment. Appropriate experience of patient information systems e.g. Clinicom. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to deal with information in a confidential manner. Good interpersonal relations, organisational skills and customer care. Practical experience in computer literacy (MS Word and Excel). Knowledge of Staff information system e.g. NIMS.

**DUTIES**

Effective and efficient patient administration, including checking that all patients are admitted on Clinicom, ensuring that all fees admin related documents are signed, ensuring availability of folders and necessary documents for admissions. Management of material resources, assets and ordering of ward stock. Information management, ensuring timeous submission of statistics. Perform administration duties including typing, filling, faxing and correspondence, dealing with telephonic inquiries and keeping notice boards tidy. Contribute towards generation of revenue for the institution. Deal with discharges, appointments, ICD10 Codes and that prescription charts are sent to pharmacy. Support to supervisor and colleagues.

**ENQUIRIES**

Mr N Goeieman Tel No: (022) 913-1175

**APPLICATIONS**

The District Office: Private Bag X15, Malmesbury, 7299. Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

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

**CLOSING DATE**

14 June 2019

**POST 18/332**

PORTER
West Coast District

**SALARY**

R102 534 per annum

**CENTRE**

Swartland Hospital

**REQUIREMENTS**

Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Porter experience. Inherent requirement of the job: Willingness to work shifts and over weekends. Ability to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out of ambulances. Collect and distribute patient records and relevant documentation. Assist with shifting of medical equipment. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards/departments.

**ENQUIRIES**

Mr G Waneburg Tel No: (022) 487-9202

**APPLICATIONS**

The District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 June 2019