ANNEXURE N

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.

ERRATUM: Kindly note that the post of Assistant Director: labour relations Post No: 45/223: Centre west coast district, advertised in public service vacancy circular 45 date 13 December 2019 it has been withdrawn sorry for the inconvenience.

OTHER POSTS

POST 01/127: ASSISTANT MANAGER NURSING (SPECIALTY UNIT: OPERATING THEATRE)

SALARY : R614 991 per annum (PN-B4)
CENTRE : Groote Schuur Hospital, Observatory
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 Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional body: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

DUTIES : (key result areas/outputs): Provide innovative leadership in the allocated area (Operating Theatre and Recovery Room) to realise the strategic goals and objectives of the Nursing Division. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

ENQUIRIES : Mr A Mohamed, Tel No: (021) 404-2071, E-mail: Aghmat.Mohamed@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE : 31 January 2020

POST 01/128: ASSISTANT MANAGER: NURSING (SPECIALITY AREA) AREA: TRAUMA AND EMERGENCY

SALARY : R614 991 per annum (PN-B4)
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 as Professional Nurse with the South African Nursing Council. A post basic nursing qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or General with duration of at least 1 year, accredited with the South African Nursing Council in the
specialty referred to above. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Will be required to work shifts, weekends and public holidays. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification or skills.

DUTIES

(key result areas/outputs): The candidate will be responsible for management and co-ordination of clinical nursing care in the trauma and emergency area. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical environment. Support the Nursing department and the institution.

ENQUIRIES:

Ms FCG Marthinus, Tel. No: (021) 938-4055 or email: Francilene.Marthinus@westerncape.gov.za

APPLICATION

Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications"

NOTE:

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

CLOSING DATE:

31 January 2020

POST 01/129

ASSISTANT MANAGER NURSING (AREA: NIGHT DUTY)

Chief Directorate: Metro Health Services

SALARY:

R562 800 per annum (PN-A7)

CENTRE:

Victoria Hospital

REQUIREMENTS:

Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma 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: Valid (code B/EB) driver’s licence. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing service within the scope of practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of legal and ethical legislations and policies related to nursing practices, Health Care and the Public Service. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES:

(key result areas/outputs): Provide leadership, guidance, technical and management support to ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Participate in the analysis, formulation and implementation of nursing guidelines, practises, standards and procedures. Ensure that prescribed policies and procedures are adhered to. Co-ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Continuously monitor and evaluate nursing service practices and clinical outcomes to ensure the delivery of cost effective quality health care. Effective resource (human, financial and physical) planning and management in accordance with relevant directives and legislation. Effective utilisation of information technology and information systems to ensure accurate statistical data collection and capturing. Provide effective support to management and establish and maintain constructive working relationships with all other stakeholders.

ENQUIRIES:

Mr P Jeftha, Tel. No: (021) 799-1125, E-mail: Patrick.Jeftha@westerncape.gov.za

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 : 31 January 2020

POST 01/130 : OPERATIONAL MANAGER NURSING (SPECIALITY: OPERATING THEATRE)

SALARY : R562 800 per annum (PN-B3)
CENTRE : Groote Schuur Hospital, Observatory
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 accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. 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 specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

DUTIES : (key result areas/outputs): Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery and research.

ENQUIRIES : Mr A Mohamed, Tel. No: (021) 404-2071, E-mail: Aghmat.Mohamed@westerncape.gov.za
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 : 31 January 2020

POST 01/131 : OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: PAEDIATRIC WARD)
Chief Directorate: Metro Health Services

SALARY : R444 276 per annum (PN-B3)
CENTRE : Karl Bremer Hospital
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: Registration with the SANC as Professional Nurse. Experience: A minimum 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays and weekends. After-hours or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer skills (MS Word, Excel, PowerPoint and E-mail). Ability to manage finances to stay within allocated budgets. Knowledge of Financial Management. Appropriate knowledge/skills in general nursing science.
DUTIES: Responsible for the coordination and delivery of person-centred quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

ENQUIRIES: Ms E Linden-Mars, Tel. No: (021) 918 1224, E-mail: Ethel.Linden-Mars@westerncape.gov.za

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: 31 January 2020

POST 01/132: OPERATIONAL MANAGER NURSING (GENERAL)

SALARY: R444 276 per annum (PNA-5)

CENTRE: Mitchells Plain District Hospital

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. Experience: Grade 1: Minimum of 7 years appropriate/recognisable experience in nursing after registration as Inherent requirements: Ability and willingness to work shifts which includes after hours hospital cover including weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES: Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection. Analysis and interpretation. Service delivery – facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and unit Annual. Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES: Ms A Brown, Tel. No: (021) 377-4410 or email: Aletta.Brown@westerncape.gov.za

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: 31 January 2020

POST 01/133: CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE)

SALARY: Grade 1: R383 226 (PN-B1) per annum

CENTRE: D’Almeida CDC, Mossel Bay 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. A post-basic qualification with 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 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. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

**DUTIES**

(key result areas/outputs): Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO’s. Collect data and submit reports on or before time. Provide PHC services to the surrounding farming communities. Manage human resources.

**ENQUIRIES**

Ms M. S Manuel Tel. No: (044) 404-6106 or email: Maria.Manuel@westerncape.gov.za

**APPLICATION**

Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

**NOTE**

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

**CLOSING DATE**

31 January 2020

**POST 01/134**

**PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: HIGH CARE)**

Chief Directorate: Metro Health Services

**SALARY**

Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)

**CENTRE**

Victoria Hospital

**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 Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of annual registration with the SANC (2019/2020). Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirement of the job: Provide relief services within the team and provide after hour cover and work shifts as required. 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**

(key result areas/outputs): Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards.

**ENQUIRIES**

Mr P Jeftha, Tel. No: (021) 799-1125, E-mail: Patrick.Jeftha@westerncape.gov.za

**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**

31 January 2020
**POST 01/135** : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)

Chief Directorate: Metro Health Services

**SALARY**

Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)

**CENTRE**

Victoria Hospital

**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 the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of annual registration with the SANC (2019/2020). Experience:

**Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in an Operating Theatre Unit after obtaining the 1 year post-basic qualification referred to above. Inherent requirement of the job: Willingness to work shifts and week-ends. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards realisation of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing, as well as day patient care.

**DUTIES**

(key result areas/outputs): Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Effective utilisation of Human and Material Resources. Participate in training, development and research. Supervise and assist Staff Nurses and Nursing Assistants. Deliver a support service to the Nursing Service and the institution. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Order medication and stock control.

**ENQUIRIES**

Mr P Jeftha, Tel. No: (021) 799-1125, E-mail: Patrick.Jeftha@westerncape.gov.za

**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**

31 January 2020

**POST 01/136** : ASSISTANT DIRECTOR: ASSET MANAGEMENT

**SALARY**

R376 596 per annum

**CENTRE**

Groote Schuur Hospital, Observatory

**REQUIREMENTS**


**DUTIES**

(key result areas/outputs): Effectively and efficiently provide leadership and manage the Asset Management Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of Asset Management policies, regulations, prescripts and instructions. Manage the Assets (major and minor) and related processes of the hospital in respect of: Annual asset planning and asset count, monthly assets and financial statement reconciliations, variance analysis and implementing corrective action and liaise with various role-players and stakeholders on different levels to ensure effective Asset Management. Real time capturing of acquisitions, transfers, re-evaluations, disposals, bar-coding, movements, reports and update of Asset Register. Liaise with auditors (external and internal) and deal with audit queries. Manage the performance, training and development of staff in the Asset Management Unit.
ENQUIRIES : Ms A Bezuidenhout, Tel. No: (021) 404-3248, E-mail: annelise.bezuidenhout@westerncape.gov.za
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 : 31 January 2020
POST 01/137 : ASSISTANT DIRECTOR: CORPORATE SERVICES (ADMINISTRATION MANAGER)
(6 Month Contract)
West Coast District
SALARY : R376 596 per annum, plus 37% in lieu of benefits
CENTRE : Berg River Sub-district, Radie Kotze Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree.
Experience: Appropriate experience and knowledge of the management of support services with reference to people management, finance and supply chain management and facility management and supervision. Inherent requirement of the job: Valid (code B/EB) driver’s licence. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills in at least two of the three official languages of the Western Cape. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.
DUTIES : (key result areas/outputs): Efficient and effective strategic planning of the corporate services in the Berg River Sub-district (Radie Kotze Hospital, Lapa Munnik Hospital with support to PHC Services). Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support to Medical Manager and management team.
ENQUIRIES : Dr C Prins, Tel. No: (022) 487-9201, E-mail: Carlo.Prins@westerncape.gov.za
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 : 31 January 2020
POST 01/138 : COMMUNITY LIAISON OFFICER
Central Karoo District
SALARY : R316 791 per annum
CENTRE : Central Karoo District Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree.
Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirement of the job: Valid (Code B) driver’s licence and willingness to travel. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination skills, project management skills and training skills. Computer literacy.
DUTIES : (key result areas/outputs): Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the communities and health in order to realize community participation in Health. Overall coordination and monitoring of the on-going activities within the committees and community structures within the Central Karoo District in order to build healthy communities (Wellness and events). Assist and support with the establishment and implementation of clinic committees/statutory structures. Consolidate and prepare all relevant reports.
ENQUIRIES : Ms J Nel, Tel. No: (023) 814-2351, E-mail: Janine.Nel@westerncape.gov.za
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 : 31 January 2020
POST 01/139 : ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)
Cape Winelands Health District

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

CENTRE : Brewelskloof Hospital, Breede Valley Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate of an accredited institution. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence and own reliable vehicle for overtime duties. Ability to perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders and work at heights. Competencies (knowledge/skills): Appropriate experience in the carpentry field, general carpentry repairs and partitioning. Ability to work independently and under pressure, with good organisational skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.

DUTIES : (key result areas/outputs): Maintenance and repair of all plant and equipment at Brewelskloof Hospital and Clinics in the Breede Valley Sub-district under the supervision of the Artisan Foreman. Maintain and repair carpentry installations and equipment at the institution. Manufacture wooden structured items and laying of floor covering, tiles and drywalling where required. Perform necessary administrative functions, train and supervise subordinates and manage performance of staff. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with maintenance projects as required.

ENQUIRIES : Mr G Scanlen, Tel. No: (023) 348-1347; E-mail: Gerrit.Scanlen@westerncape.gov.za

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 : 31 January 2020

POST 01/140 : ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
West Coast District

SALARY : R173 703 per annum

CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district

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 practical Asset Management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Physically able to lift/move heavy objects and supplies. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management. Knowledge of Asset Management (LOGIS functions or Modules in LOGIS). Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Maintain and update asset register. Procure assets and services on IPS and adjudicated. Ensure all transactions comply with the legislative requirements. Manage asset movement, inventory update, bar-coding and maintenance of equipment. Undertake Interim and Annual Financial Stock takes, reporting of losses, theft, shortages and surpluses as well as monthly reporting. Ensure disposals of assets pertaining to SCM policies and procedures.

ENQUIRIES : Ms ME van Vuuren, Tel.No: (022) 709 7213 or email: Margaret.Vanvuuren@westerncape.gov.za

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 : 31 January 2020

POST 01/141 : ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)
Chief Directorate: Metro Health Services

SALARY : R173 703 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience regarding the Personnel administration. Appropriate Personnel Experience. Appropriate experience in Recruitment and Selection processes. Competencies (knowledge/skills): Good computer (MS Word and Excel), numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Proficient (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Human Resource prescripts in the Public Service.

DUTIES : (key result areas/outputs: Effectively handle all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters. Assist with all other administrative functions in the personnel component. Handling the Recruitment and Selection processes within the institution. Audit personnel, pension and leave files.

ENQUIRIES : Ms CC Johnson, Tel. No: (021) 377-4499 or email: Clara.Johnson@westerncape.gov.za
APPLICATION NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 31 January 2020

POST 01/142 : ADMINISTRATIVE CLERK: SUPPORT SERVICES

SALARY : R173 703 per annum
CENTRE : Groote Schuur Hospital, Observatory

DUTIES : (key result areas/outputs): Provide admin and secretarial support services to the department. Provide telephonic support for staff allocations and clinical services. Type documents, reports, assist with daily and after-hours staff roster, correspondence, photocopy, email and fax relevant documents. Setup meetings, arrange logistics and take minutes at meetings. Order stationary, equipment and office consumables. Collate and ensure timeous submissions of statistics data.

ENQUIRIES : Mr J Corner, Tel. No: (021) 404-2303 email: jonathan.corner@westerncape.gov.za
APPLICATION NOTE : No payment of any kind is required when applying for this post. Shortlisted candidate will be subjected to a practical test.
CLOSING DATE : 31 January 2020

POST 01/143 : SOCIAL AUXILIARY WORKER GR 1 TO 3 (2 POSTS)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R148 215 per annum
Grade 2: R176 982 per annum
Grade 3: R211 323 per annum
CENTRE : Kraaifontein Community Health Centre (1 Post), Delft Community Health Centre (1 Post)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the South African Council for Social Services Professions (SACSSP) as a Social Auxiliary Worker. Experience: Grade 1: None experience required. Grade 2: A minimum of 10 years’ appropriate experience in Social Auxiliary Worker after registration as a Social Auxiliary Worker with the SACSSP and successful completion of 2nd academic year of an
appropriate qualification that allows for registration as Social Worker with SACSSP.

**Grade 3:** A minimum of 20 years appropriate experience in Social Auxiliary Work after registration as a Social Auxiliary Worker with the SACSSP or 10 years’ experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP or No experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP. Inherent requirement of the job: Valid Code (B/EB) driver’s licence. Willingness to work flexitime. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Ability to work in a team or as a member of a multi-disciplinary team. Knowledge of the various aspects of palliative care in a Community Health Centre setting. Skills in grief and bereavement counselling, psycho-social assessment and administration. Sound knowledge of relevant community resources. Good interpersonal and written and verbal communication skills.

**DUTIES:**
(key result areas/outputs: Undertake psychosocial assessments, appropriate community referrals, future plans for patients. Counselling patients and families. Maintain all administration functions on work undertaken. Undertake telephonic patient follow up and provide appropriate follow up to multi-disciplinary team and undertake training as requested.

**ENQUIRIES:**
Mr AE Patientia, Tel No: (021) 815 8894 or email: Alfonso.Patientia@westerncape.gov.za

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

**CLOSING DATE:**
31 January 2020

**POST 01/144:**
LINEN SUPERVISOR

**SALARY:**
R145 281 per annum

**CENTRE:**
Groote Schuur Hospital, Observatory

**REQUIREMENTS:**
Minimum educational qualification: General Education and Training Certificate (GETC)/grade 9 (Std 7). Experience: Appropriate linen management experience in a healthcare environment. Inherent requirements of the job: Willingness to work weekends and public holidays. Perform relief duties within the hospital linen management setup. Must be able to lift heavy linen bags. Competencies (knowledge/skills): Ability to work under pressure. Ability to achieve and maintain good interpersonal relations with staff and the service provider. Good numerical skills. Ability to communicate effectively in two of the official languages of the Western Cape. Knowledge of and the ability to interpret the Western Cape Hospital Linen Management Policy.

**DUTIES:**
(key result areas/outputs: Effective quality control of outsourced hospital linen. Assist with the monitoring of contractual obligations with regard to the contracted hospital linen service provider. Counting and reconciliation of Bulk Clean and soiled Hospital Linen. Be part of the Linen pre-condemning committee of the hospital. Perform certain filing/computer and admin functions. Liasie with various internal departments regarding hospital linen matters. Required to work in the soiled and clean linen areas of the hospital’s Linen Bank.

**ENQUIRIES:**
Ms U Sandle, Tel. No: (021) 404-4388, E-mail: Unathi.Sandle@westerncape.gov.za

**APPLICATIONS FOR ATTENTION:**
To 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:**
31 January 2020

**POST 01/145:**
HANDYMAN

**SALARY:**
R145 281 per annum

**CENTRE:**
Cape Winelands Health District

**REQUIREMENTS:**
Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance and repairs. Appropriate experience in workshop related tasks. Inherent requirements of the job: Ability to do stand-by duties as required. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Be conversant with the
requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and welding tasks. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Preference would be given to candidates who have done the SAQCC gas: Safe Handling Course or LPG SASA Course.

**DUTIES**

(key result areas/outputs): Assist with repairs and installation of objects, emergency breakdowns, supervise and in-service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings, mechanical and refrigeration. Assist in preventive maintenance procedures, including autoclave, steam generators, water tanks, and calorifiers and air conditioners/cold rooms. Basic welding repairs and installations. Obtain quotations, order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.

**ENQUIRIES**

Mr GFW Scanlen, Tel. No: (023) 348-1347/1320, E-mail: Gerrit.Scanlen@westerncape.gov.za

**APPLICATIONS FOR ATTENTION**

To Medical Manager, Brewelskloof Hospital, Private Bag X3044, Worcester, 6849.

**NOTE**

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

**CLOSING DATE**

31 January 2020

**POST 01/146**

**GENERAL WORKER (ENVIRONMENTAL AND MEDICAL WASTE)**

**SALARY**

R102 534 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy skills. Inherent requirements of the job: Willingness to work weekends and public holidays. Ability to handle heavy objects or boxes. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES**

(key result areas/outputs): Collect waste or medical waste from different wards or theatre, any other area as well as the external pick up points. Effectively operate equipment to perform cleaning functions. Provide effective support to the Principal General Foreman with regards to the cleaning of the institution.

**ENQUIRIES**

Ms C Johnson, Tel No: (021) 938-5327 or email: Courtney.Johnson@westerncape.gov.za

**APPLICATIONS FOR ATTENTION**

To The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**NOTE**

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

**CLOSING DATE**

31 January 2020

**POST 01/147**

**PORTER**

Chief Directorate: Rural Health Services

**SALARY**

R102 534 per annum

**CENTRE**

Paarl Hospital

**REQUIREMENTS**

Minimum requirement: Basic Numeracy and Literacy skills. Experience: Appropriate porter experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober habits, physically fit to lift patients from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment. Prepared to handle corpses (deceased bodies). Prepared to work in all departments/wards in hospital. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work under pressure, unsupervised and in a team context.

**DUTIES**

(key result areas/outputs: Safe transport of patients on trolleys, beds and wheelchairs to and from different departments/wards and in and out of ambulances/private vehicles. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment. Effective & efficient control of equipment and reporting any defects of trolleys and wheelchairs to supervisor. Take responsibility for transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards/departments and transport blood and blood products.

**ENQUIRIES**

Ms GP Storm, Tel. No: (021) 860-2844 or email: Genevieve.Storm@westerncape.gov.za

**APPLICATIONS FOR ATTENTION**

To The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.
FOR ATTENTION: Mr K. Cornelissen
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 31 January 2020

POST 01/148: FOOD SERVICE AID
Garden Route District

SALARY: R102 534 per annum
CENTRE: Mossel Bay Hospital
REQUIREMENTS: Minimum educational qualification: Basic Literacy. Experience: Appropriate experience in a large food service unit. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Knowledge and understanding of the basic food groups and cooking methods. Ability to communicate efficiently in at least two of the three official languages of the Western Cape. Ability to be trained in preparing of normal and therapeutic diets.

DUTIES: (key result areas/outputs: Assist in receipt, store of all provisions and stock in the food service unit. Prepare, produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures. Provide milk feed to babies that are safe and made according to the Standard Operational Plan.

ENQUIRIES: Mr B Caffoen, Tel No: (044) 604-6114 or email: Benjamin.Caffoen@westerncape.gov.za
APPLICATION: The Director: 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: 31 January 2020

POST 01/149: DRIVER (LIGHT DUTY VEHICLE)
Chief Directorate: Metro Health Services

SALARY: R102 534 per annum
CENTRE: Gugulethu Community Health Centre

DUTIES: (key result areas/outputs): Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting of vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary.

ENQUIRIES: Mr M October, Tel. No: (021) 633 0020 or email: Martin.Oktober@westerncape.gov.za
APPLICATION: The Facility Manager, Gugulethu Community Health Centre, NY3 Cnr NY77 & NY78 Gugulethu, 7750.

FOR ATTENTION: Mr M October
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 31 January 2020

POST 01/150: CLEANER
Chief Directorate: Rural Health Services

SALARY: R102 534 per annum
CENTRE: Worcester Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in health environment. Competencies (knowledge/skills): Good
communication skills in two of the three official languages of the Western Cape. Knowledge of Standard Precautions of Infection Prevention and Control.

**DUTIES:**
(key result areas/outputs: General cleaning and maintenance (dusting, vacuuming, polishing, scrubbing, mopping). Ensure that cleaning equipment e.g. polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored, according to Infection control standards. Effectively use cleaning agents and stock as well as elementary stock control. Management of linen and segregation of waste. Responsible for general hygienic and safe environment in line with Infection Control Standards and procedures, including the SEAT.

**ENQUIRIES:**
Ms M Kok, Tel. No: (023) 348-1228 or email: Margareth.Kok@westerncape.gov.za

**APPLICATION:**
The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester 6849

**FOR ATTENTION:**
Ms H Swart

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

**CLOSING DATE:**
31 January 2020