ANNEXURE O

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 02/159 : DEPUTY DIRECTOR: LABOUR RELATIONS
Directorate: Labour Relations

SALARY : R733 257 per annum (A portion of the package can be structured according to the individuals’ personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS :
Minimum educational qualification: An appropriate 3 year Degree/Diploma in Public Management, Labour Relations or Human Resource Management. Experience: Appropriate experience in a collective bargaining environment at various levels. Inherent requirements: Valid Code (B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): In depth knowledge and understanding of all Labour legislation with specific reference to Collective Bargaining. A thorough understanding of all relevant collective agreements regulating the management of collective bargaining within the public sector. Effective negotiating experience at various levels and your involvement with the concluding of collective agreements would be an advantage. Knowledge of Dispute Resolution Legislation. Managerial and Leadership Skills. Verbal and written communication skills in at least two official languages of the Western Cape. Computer Literacy in MS Word, Excel and Outlook.

DUTIES :
Represent the Department at various Collective Bargaining Forums. Manage and coordinate Employer’s obligations and responsibilities emanating from the Public Health and Social Development. Sectorial Bargaining Council (PHSDSBC) and Provincial Chambers. Monitor the full implementation of collective agreements. Managing strikes and provide strategic advice related to pickets, protest action and strikes and ensure the implementation the Department’s contingency plans. Ensure the effective functioning of the provincial chamber of the PHSDSBC and Institutional Consultative Forums and recommend interventions where necessary. Forums and recommend interventions where necessary. Provide a high level advisory service to support the strategic objectives if the department. Manage and supervise staff.

ENQUIRIES :
Mr RJ Roman Tel No: (021) 483-5089 or email: Richard.Roman@westerncape.gov.za

APPLICATIONS :
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 :
07 February 2020

POST 02/160 : DEPUTY DIRECTOR: FINANCIAL MANAGER
(Metro Health Services)

SALARY : R733 257 per annum

CENTRE : Northern/Tygerberg: Sub-structure Office

REQUIREMENTS :
Minimum educational qualification: An appropriate 3-year Degree/Diploma in Financial Management or Supply Chain Management field. Experience: Appropriate experience that focuses on the Key Performance Areas (KPA’s) of the post. Inherent requirement of the job:
Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Extensive knowledge of relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e. Excel spreadsheets, report-writing, drafting of Word documents and MS PowerPoint presentations).

**DUTIES**

Responsible for the budget control and monitor expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversee the payment process to NPOs. Ensure compliance to finance and supply chain policies, PFMA and regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain Management indicators and performance. Provide oversight and management of professional support services in the Sub-structure. Responsible for the Human Resource Management of personnel in the division.

**ENQUIRIES**

Ms JO Arendse Tel No: (021) 815-8854 or email: Juanita.Arendse@westerncape.gov.za

**APPLICATIONS**

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**

07 February 2020

**POST 02/161**: DEPUTY DIRECTOR: FINANCE, SCM AND INFORMATION

Metro Health Services

**SALARY**: R733 257 per annum

**CENTRE**: Lentegeur Hospital

**REQUIREMENTS**: Minimum educational qualification: An appropriate 3-year Degree/Diploma. Experience: Extensive and proven experience in Financial Management and/or Accounting and/or Supply Chain Management fields. Managerial and supervisory experience pertaining to Finance or Supply Chain Management and/or Information Management. Inherent requirement of the job: A valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Communication in at least two fo the three official languages of the Western Cape. High level of computer literacy (Microsoft Office package). Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the delegations regarding the Accounting Officer System. Knowledge of Financial Management Systems, Budget Administration and Accounting Processes. Knowledge of Information Management Systems in a Health Environment. Strong people management skills, analytical thinking, problem solving, decision making and ability to work in a multi-disciplinary team complying with due dates. Strong technical financial skills, including report writing according to prescripts and standards.

**DUTIES**

Analyze, interpret and report on relevant financial and performance data for various FBUs, including management. Co-ordinate processes to ensure compliance with PFMA Act, Supply chain policies, regulations as well as Treasury Instructions to achieve effective and efficient Corporate Governance. Ensure efficient and responsive procurement processes within the hospital. Function within the Executive Management Team. Manage overall performance of Finance, Supply Chain Management, Revenue, Admissions, Medical Records and Information Management departments. Monitor overall hospital budget, expenditure patterns and revenue projections. Provide support to the Hospital Facility Board’s finances.

**ENQUIRIES**

Dr. BL Swartz Tel No: (021) 3701411 Email: Beryldene.Swartz@westerncape.gov.za

**APPLICATIONS**

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**

07 February 2020
POST 02/162 : CHIEF ARTISAN: GRADE A
Garden Route District

SALARY : R386 487 per annum
CENTRE : Garden Route District Office
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 10 years appropriate post-qualification experience as an Artisan/Artisan Foreman. Inherent requirements of the job: Responsible for duties in the Garden Route and Central Districts. Prepared to travel in the entire Western Cape Province. Valid (Code B/EB) driver’s licence. Perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders and work at heights. Competencies (knowledge/skills): Technical design and analysis knowledge. Technical report-writing and Technical consulting. Production, process knowledge and skills. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to health-related Engineering.

DUTIES : Co-ordinate the maintenance and repair requirements for health facilities of the two districts. Do maintenance and repairs to plants and equipment. Planning and scheduling of engineering projects. Compiling of specifications for engineering projects. Management and supervision of workshop and staff.

ENQUIRIES : Dr T Marshall Tel No: (044) 803-2700/2752 or email: Terence.Marshall@westerncape.gov.za
APPLICATIONS : 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 : 07 February 2020

POST 02/163 : PROJECT MANAGER: (ICT GOVERNANCE)
Directorate: Information Management

SALARY : R376 596 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree. Experience: Appropriate experience in a Project Management environment. Appropriate experience in Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): A high level of computer literacy (Advanced MS Office). Good communication and inter-personal skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and Service Level Agreement.

DUTIES : Provide project management support services for new and existing health ICT Systems. Co-ordinate ICT Governance Structures. Develop and implement the ICT Strategic and Operational Plans for the WCG Health. Develop a process to manage application, data and network security for WCG Health. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements.

ENQUIRIES : Ms N Roodt Tel No: (021) 483-8801 or email: Natasha.Roodt@westerncape.gov.za
APPLICATIONS : apply online: www.westerncape.gov.za/health-jobs (Click “Online Applications”)
NOTE : No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.
CLOSING DATE : 07 February 2020

POST 02/164 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

SALARY : R376 596 per annum
CENTRE : Northern/Tygerberg Sub-structure
REQUIREMENTS: Minimum educational qualification: Appropriate three-year National Diploma or Degree in a Finance related field. Experience: Appropriate knowledge and supervisory experience in Financial Administration and Supply Chain Management. Competencies (knowledge/skills): Extensive knowledge of the LOGIS/SYSPRO or a similar procurement management system. Able to work independently in a stressful environment. Good managerial and interpretation skills. Advance computer literacy (MS Excel and Word). Knowledge of BAS and IPS. Knowledge of applicable policies (PFMA, AO System, Treasury Instructions and Human Resource policies). Ability to effectively communicate in at least two of the three official languages of the Western Cape. High developed problem-solving abilities. Ability to manage and develop staff.

DUTIES: Exercise effective and efficient overall control and monitoring of Supply Chain Management. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous and accurate reporting on SCM information and performance. Ensure effective and efficient management of Supply Chain Management Systems. Manage an efficient and effective Bid/quotation process and provide support to the QC and CHBAC. Assist with the transversal SCM/Procurement functions across the Central Hospitals. Facilitate an efficient and effective Demand and Acquisitioning process. Ensure efficient and effective Contract Management. Manage all relevant Human Resource Management functions in the component, including discipline, grievances and SPMS.

ENQUIRIES: Ms N Booysen Tel No: (021) 815-8856 or email: Noleen.Booysen@westerncape.gov.za

APPLICATIONS: 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: 07 February 2020

POST 02/165: COMMUNITY LIAISON OFFICER
Garden Route District

SALARY: R316 791 per annum

CENTRE: Garden Route District Office

REQUIREMENTS: Minimum educational qualification: Appropriate 3 year Diploma/Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel. Willingness to attend community meetings after working hours 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 (MS Word, PowerPoint and Excel).

DUTIES: Facilitate and support the nomination and appointment process of Clinic Committee and Facility Board members. Monitor the handover of appointment letters to successful and unsuccessful nominated candidates. Support the sub districts managers with the establishment, orientation and training of the Clinic Committee members. Support other components in the District Office by attending other District community meetings as needed.

ENQUIRIES: Ms I Reynierse, Tel. No: (044) 803-2700/2749 or email: Ina.Reynierse@westerncape.gov.za

APPLICATIONS: The People Management Manager: Metro Health Services, Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.

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

CLOSING DATE: 07 February 2020
POST 02/166 : STERILISATION OPERATOR
Chief Directorate: General Specialist and Emergency Services

SALARY : R122 595 per annum
CENTRE : Worcester Hospital
REQUIREMENTS : Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Experience and appropriate knowledge of CSSD. Inherent requirements of the job: Willingness to work shifts (day and night), as well as public holidays. Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of the sterilisation process. Good interpersonal and numerical skills. The ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Deliver/collection soiled equipment to and from the theatres and various other departments with a heavy duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilise of instruments, linen and supplies as well as assisting with stock taking. Clean, control and test instrument washing machines, autoclaves and other equipment in the department. Operate autoclaves and instrument washing machines and ETO (gas sterilisation) procedures. Issue sterile stock according to departmental needs. Order, monitor, control and maintain stock levels. Fold and sterile linen packs, as well as condemning of linen.

ENQUIRIES : Ms S Nieuwoudt Tel No: (023) 348-6455, Email: Sandra.Nieuwoudt@westerncape.gov.za
APPLICATIONS : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
CLOSING DATE : 14 February 2020

POST 02/167 : CLEANER
Metro Health Services

SALARY : R102 534 per annum
CENTRE : Bothasig Community Day Centre
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. ABET (be able to read and write). Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : General cleaning and maintenance (dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls). Ensure that cleaning equipment e.g. polisher and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleansing agents and stock as well as elementary stock control. Provide clean linen for hospital and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Effective Waste Segregation and waste management. Attend training sessions where applicable and conduct in-service training to staff.

ENQUIRIES : Ms D Poole Tel No: (021) 558 5010, Email: deidre.poole@westerncape.gov.za
APPLICATIONS : The People Management Manager: Metro Health Services, Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 February 2020
POST 02/168 : MESSENGER

SALARY : R102 534 per annum
CENTRE : Tygerberg Hospital, Parow
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Experience as a messenger in a hospital environment. Inherent requirement of the job: Physically able to move freely between various areas of the hospital. Competencies (knowledge/skills): Good interpersonal relationship. Ability to communicate with people on all levels. Ability to handle information as confidential and function independently. Ability to perform duties accurately and with precision. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Sound knowledge and experience in the handling of mail.

DUTIES : Render general messenger service. Collect and deliver letters. Collect and deliver faxes. Collect and deliver printing works. Distribute and place all official approved notices and bulletins on the notice boards.

ENQUIRIES : Ms D Mentor Tel No: (021) 938 4224, Email: Duralon.Mentor@westerncape.gov.za
APPLICATIONS : The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505
CLOSING DATE : 14 February 2020

POST 02/169 : PORTER

SALARY : R102 534 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience in the health sector porter services. Inherent requirements of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one’s feet for long periods. Must be prepared to handle bodies (corpses). 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 independently, under pressure, unsupervised and in a team context.

DUTIES : Efficient and safe handling and transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Effectively and efficiently managed Mortuary Services, including transportation of corpses from wards to the mortuary and entering detail in mortuary register. Efficiently and effectively controlled equipment and reporting any defects to trolleys/wheelchairs to supervisor. An effectively supported HR function.

ENQUIRIES : Mr JP Arendse Tel No: (023) 348 1125, Email: John.Arendse@westerncape.gov.za
APPLICATIONS : The attention of Mrs H Swart to the Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 February 2020