IN ANNEXURE BB

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.

MANAGEMENT ECHELON

POST 07/220: DEPUTY DIRECTOR-GENERAL: OPERATIONS

SALARY: R1 521 591 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE: Head Office, Cape Town

REQUIREMENTS: Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA with a minimum of 8 - 10 years' experience at a senior managerial level. Inherent requirements of the job: Willingness to travel. Willingness to work additional hours as required. Valid (Code B/EB) driver's licence.

Competencies (knowledge/skills): The ability to provide a vision and set direction to meet the strategic objectives of the department and inspire others to deliver on the Division’s mandate. Ability to provide strategic direction in terms of health services within South Africa. The ability to identify service delivery barriers/inefficiencies as well as policy gaps and to implement mitigating interventions/initiatives. The ability to prioritise in a resource constrained environment not compromising service quality and standards. The ability to drive Change Management initiatives and strategic organisational objectives and to utilise resources effectively and economically to achieve key deliverables. Extensive knowledge of the following: Health legislation in order to give sound advice and leadership, Health system development and strengthening strategies, Continuous quality improvement strategies, Service, corporate and quality management competencies with specific reference to the Health Care environment, Clinical risk management. The ability to apply financial concepts and processes to determine the financial impact of Business decisions. The ability to allocate resources appropriately to meet strategic objectives within budgetary constraints. The ability to manage budgets, control cash flow, institute risk management and administer generally recognised financial practices in order to ensure the achievement of strategic objectives. Understand the strategic and operational matters related to the joint mandate with universities to train health sciences trainees and provide a platform for teaching and research. Possess public relations skills, negotiation and facilitation skills as well as presentation and public speaking skills. The ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the Western Cape Health Services.

DUTIES: Provide Strategic leadership, oversight and accountability in respect of the rendering of efficient and cost effective health service functions in support of departmental service delivery, which includes the following: Health services in five rural and metro districts with specific focus on the District Health service delivery continuum and as well as general specialist hospital, specialised hospitals and oral health services, within the context of an inter-sectoral approach. Central and Tertiary Hospital Services in Groote Schuur Hospital, Tygerberg Hospital and Red Cross Hospital in support of the geographic service continuum. Emergency and clinical services support functions across the health service components. Drive and coordinate the Branch's strategic planning process in a seamless and integrated manner to ensure alignment with the departmental corporate and strategy functions, as well as other sectors outside the department. Lead and manage the relationship between internal and external stakeholders. Responsible for overall people management within the Branch: Operations sound employee relations and diversity management. Responsible for overall Financial Management of Branch: Operations.

ENQUIRIES: Dr K Cloete Tel No: (021) 483-6034

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**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**

13 March 2020

**OTHER POSTS**

**POST 07/221**

**ASSISTANT MANAGER NURSING (HEAD OF NURSING)**

West Coast District

**SALARY**

R562 800 per annum (PN-B1)

**CENTRE**

Radie Kotze 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: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at strategic or operational management level. Inherent requirements of the job: Willingness to work overtime, weekends and public holidays to meet the operational needs. Valid code B/EB driver’s licence. Willingness to travel. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Good managerial, supervisory, negotiation, people, problem solving, change management, decision making, disciplinary and conflict management skills. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Computer literacy (MS Word, PowerPoint and Excel).

**DUTIES**

Effective overall management support, coordination, guidance and supervision of holistic nursing services in Radie Kotze and Lapa Munnik Hospitals towards the realization of strategic goals and objectives. Management and utilisation of Human, physical and financial resources in accordance with relevant directives, policies and legislation. Provide professional, technical and management support (Strategic Advisory Role) for the provision of Quality Patient Care through Proper Management of Nursing care programs. Maintain constructive working relationships with nursing personnel, PHC management and other stakeholders (multidisciplinary team work). Co-ordinate the provision of effective training and research.

**ENQUIRIES**

Dr CS Prins Tel No: (022) 487-9254

**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**

13 March 2020

**POST 07/222**

**OPERATIONAL MANAGER NURSING (SPECIALTY AREA: ADVANCED MIDWIFERY AND NEONATOLOGY)**

**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. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with 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 as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputizing for Assistant Manager: Nursing. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and

**DUTIES**

Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department. Participate in formulating, 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 under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES**

Mr A Mohamed
Tel No: (021) 404-2071

**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**

13 March 2020

**POST 07/223**

THERAPEUTIC AND MEDICAL SUPPORT SERVICE PROGRAMME CO-ORDINATOR

Directorate: Information Management

**SALARY**

R466 119 per annum

**CENTRE**

Head Office, Cape Town

**REQUIREMENTS**

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Experience: Grade 1: A minimum of 3 years appropriated experience in Diagnostic Radiography after registration with the Health Professions Council of South Africa (HPCSA). Registration with the council: Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel. Competencies (knowledge/skills): Medical Imaging domain knowledge is required, coupled with strong business orientation and a broad experience in managing Information Management, Information Technology related activities and medico legal risks. Knowledge of PACS/RIS Systems, solutions and applicable international standards (DICOM, IHE, HL7). Knowledge of CR and Digital imaging modalities and medical imaging workflow. Knowledge of other clinical digital systems. Knowledge of Vendor Neutral Archive systems. Excellent communication skills, in order to manage the change management process within the facility and to achieve full acceptance of the system after clinical go-live, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority.

**DUTIES**

Manage the PACS/RIS and other clinical programme for the province in its central, regional and large district hospitals; this includes standardised design parameters, implementation, monitoring and evaluation. Document the workflow and current business processes applicable to the RIS and other clinical systems in designated healthcare facilities. Ensure integration of the RIS or other clinical system with the HIS system and coordinating of the implementation. Prepare the sites (including server rooms and technical infrastructure) and install the PACS/RIS and/or other clinical solutions at designated hospitals. Manage and support all technical aspects of PACS/RIS and the Vendor Neutral Archive. Manage and support all technical aspects of Clinical digital systems. Monitor the effective and efficient functioning of PACS/RIS within the Western Cape including the Vendor Neutral Archive. Monitor the effective and efficient functioning of Clinical digital systems within the Western Cape.

**ENQUIRIES**

Ms DJ Purdy
Tel No: +27 (0) 823736049

**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**

13 March 2020
POST 07/224  :  CLINICAL PROGRAMME COORDINATOR: GRADE 1 (CLINICAL NURSE TRAINING)
Overberg District

SALARY  :  R444 276 per annum (PN-A5)
CENTRE  :  Overberg District Office
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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with the professional council: Current registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration a Professional Nurse with the SANC in General Nursing. Inherent requirement of the Job: Valid (Code B/EB Manual) drivers licence and willingness to travel in the district or as required. Competencies (knowledge/skills): Practical experience in training and facilitation will be an advantage. Excellent interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literate (MS Word, Excel, PowerPoint). Ability to interpret and apply policies as well as analysis of Health System information. Knowledge of development and analysis of protocols and guidelines as well as Acts and procedures. Project management skills as well as good report writing skills and facilitation skills. Experience and ability to transfer knowledge and skill in a group as well as individually.

DUTIES  :  Coordinate and facilitate the development and implementation of orientation/induction programmes of nurses as well as facilitate the procurement of clinical learning opportunities for all nursing and professional allied health staff including formal/external training opportunities for professional staff. Manage and monitor the professional development and training functions within the District by overall integrated planning, coordination and facilitation of nurse training programs and related allied health professionals. Coordinate, presenting, monitor and facilitate the development and implementation or orientation/induction programmes as well as mentorship programmes. Support, facilitate, monitor and coordinate by effective training to community health workers and support to NGO sector with skills development and training.

ENQUIRIES  :  Ms P Robertson Tel No: (028) 214-5800
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. It will be expected of shortlisted candidates to do a practical test.
CLOSING DATE  :  13 March 2020

POST 07/225  :  CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 (PRIMARY HEALTH CARE) (X3 POSTS)
Cape Winelands Health District

SALARY  :  Grade 1: R383 226 (PN-B1) per annum
          Grade 2: R471 333 (PN-B2) per annum
CENTRE  :  Dalvale Clinic (X1 Post)
          Wellington CDC (X2 Posts)
REQUIREMENTS  :  Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience 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 1year
post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B) driver’s licence. Willingness to work after hours when necessary. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills (i.e. MS Word, Excel, Outlook).

DUTIES:
(key result areas/outputs): Manage and provide clinical comprehensive PHC service. Plan and implement health promotion and prevention activities. Link to the community structures and community based services. Collect data and submit reports. Provide PHC services to other facilities in Drakenstein Sub-district when needed.

ENQUIRIES:
Ms J Bosch Tel No: (021) 877-6400

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:
13 March 2020

POST 07/226:
PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)
Chief Directorate: Rural Health Services

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

CENTRE:
George Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science. 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 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 Advanced Midwifery and Neonatology Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. 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 the realisation of strategic goals and objectives of the Obstetric and Neonatology Department.

DUTIES:
Ensure quality patient care regarding the identification of Nursing care needs, the planning and implementation of nursing care plans and the education of Nursing personnel as a Professional Nurse in an Obstetric and Neonatology service. Render and supervise specialized clinical Nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES:
Ms J Ehlers Tel No: (044) 802-4356/7

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. “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration.
in a specific category with the relevant council (including individuals who must apply for change in registration status.

**CLOSING DATE** : 13 March 2020

**POST 07/227** : PACS/RIS ADMINISTRATOR

**SALARY** : R376 596 per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Information Technology. Experience: Appropriate experience in Information Technology or Picture Archiving and Communication Systems (PACS). Inherent requirements of the job: Willingness to perform after duties and being on call. Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Basic knowledge of PACS/RIS Systems and applicable international standards (DICOM, IHE, HL7). Ability to work under pressure, independently, in a team context and training all categories of staff. Basic knowledge of Information Technology, Patient confidentiality and medico-legal risks. Knowledge of Medical Imaging modalities and workflow.

**DUTIES** : Control and participate in delivering optimal diagnostic imaging service. Manage and support all technical aspects of PACS/RIS. Monitor the effective and efficient functioning of PACS/RIS within the imaging department. Assist with input to the Departmental strategic and financial aspects of PACS/RIS. An efficient and effective support service to the PACS/RIS Administrator, Provincial Radiographic PACS/RIS co-ordinator and other digital Radiographic departments within your geographical area with regards to PACS/RIS services.

**ENQUIRIES** : Ms N Behardien Peters/Mr S Moosa Tel. No: (021) 404-418

**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** : 13 March 2020

**POST 07/228** : ASSISTANT DIRECTOR: FINANCE (SUPPLY CHAIN MANAGEMENT/REVENUE/PATIENT ADMIN/INFORMATION MANAGEMENT)

Cape Winelands Health District

**SALARY** : R376 596 per annum

**CENTRE** : Langeberg Sub district (Based at Robertson Hospital)

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate relevant experience in Finance, Revenue, Patient Administration, Supply Chain, and Information management. Appropriate experience in budget and expenditure control, and supply chain management. Experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirements of the job: Practical workable knowledge of LOGIS, BAS and CLINICOM/PHCIS. Valid (Code B/EB) drivers’ licence. Willingness to work after hours when required. Competencies (knowledge/skills): Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to meet need and to recognise and respond to problematic matters and ability to work independently and part of a team. Ability to communicate in at least two of the three official languages of the Western Cape. Good written and verbal communication skills.

**DUTIES** : Strategic and Operational Management of Finance and Supply chain management. Strategic and Operational Management of Revenue and Patient Administration. Strategic and Operational Management of the Case Manager Services. Strategic and Operational Management of Information Management. Management of Line functions and support to Medical Manager, Department heads and Primary Health services. Manage contracts administration related to hospitality services, estate management including gardening services, security, registries, staff accommodation.

**ENQUIRIES** : Dr EW Steinmann Tel No: (023) 626-8543

**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** : 13 March 2020

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POST 07/229 : SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT
Saldanha Sub-district

SALARY : R316 791 per annum
CENTRE : West Coast District (Stationed at Vredenburg Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources Management. Experience: Appropriate Human Resource Administration, supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) driver’s licence. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD’s, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).

DUTIES : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.

ENQUIRIES : Mr RS Liedeman Tel No: (022) 487-9278
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 : 13 March 2020

POST 07/230 : SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT
Chief Directorate: Rural Health Services

SALARY : R316 791 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in the procurement of goods and services and warehouse management. Appropriate supervisory experience in a Supply Chain Management environment. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS and MS Office). Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. Responsible for Asset Management processes. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on IPS. Accurate and timely preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Manage all People Management related functions within the component.

ENQUIRIES : Ms S Janki Tel No: (044) 802-4365
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: 13 March 2020

POST 07/231: INDUSTRIAL TECHNICIAN GENERAL ENGINEERING
Directorate: Engineering and Technical Support

SALARY: R257 508 per annum

CENTRE: Clinical Engineering, based at Goodwood, Dental Unit

REQUIREMENTS: Minimum educational qualification: National Diploma for Technicians (T-or-S-Stream) (or equivalent) in Engineering or registration with the Engineering Council of South Africa (ECSA) as a professional Technician. Inherent requirements of the job: Valid Code (B/EB) drivers license and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Experience: Appropriate experience with repair, maintenance and installation of dental and related equipment medical equipment or demonstrate an aptitude for this type work. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Competent with hands-on practical work. Computer literate. Good written and verbal communication.

DUTIES: Completing task within time limits. Liaising with clients about information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other Units, prioritising work, considering operational requirements and assist with training of staff and operators. Requesting of parts and service via Logis system. Maintaining of Maintenance Management and internal records. Write reports and assist with specifications. To carry out maintenance, repairs and installation of dental and related medical equipment. Visit institutions to maintain service routes and preventative maintenance.

ENQUIRIES: Mr A Moelich/Mr G Lee Tel No: (021) 590 5007 Tel No: (021) 590 5005

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: 13 March 2020

POST 07/232: ARTISAN PRODUCTION GRADE A TO C (PAINTING)
Directorate: Engineering and Technical Support Services

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

CENTRE: Bellville Mobile Workshop, Karl Bremer

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 requirement of the job: A valid driver’s license (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.


ENQUIRIES: Mr F Ebrahim Tel No: (021) 918-1570

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: 13 March 2020

POST 07/233: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)

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

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 asset management experience. Inherent requirement of the job: Valid code (B/EB) driver’s license. Competencies (knowledge/skills): Computer literacy (MS Office: Excel, Word and PowerPoint). Good Interpersonal and communication skills. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury, regulations and Policies.

DUTIES:
Partake in the annual asset count and adhoc inspections. Disposal of redundant, obsolete and unserviceable items in accordance with policies. Barcoding and tracking of all assets. Updating and maintenance of the asset register with regard to equipment purchased, donated, transfers and disposals. Assist with the implementation of relevant asset management policies.

ENQUIRIES:
Mr C Frank Tel No: (021) 404-3248

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:
13 March 2020

POST 07/234:
STERILISATION OPERATOR SUPERVISOR (CSSD)
Chief Directorate: Metro Health Services

SALARY:
R173 703 per annum

CENTRE:
Helderberg Hospital

REQUIREMENTS:
Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9 (Std 7)). Experience: Appropriate experience and knowledge in CSSD or relevant field. Inherent requirement of the job: Ability and Willingness to work shifts, including weekends and public holidays, as requested. Competencies (knowledge/skills): Good interpersonal, decision making and problem solving skills. Ability to manage subordinates and to work in a co-operative way within a team context. Ability to read, write and converse in at least two of the three official languages of the Western Cape.

DUTIES:
Effective supervise and manage CSSD staff, (i.e. responsible for planning duty rosters, daily tasks, annual leave, performance evaluation, in-service training and assist in discipline and grievance handling). Quality assurance by means of effective infection prevention, control and risk management, implement relevant policies, protocols and procedures and ensure maintenance of a clean, safe and hygienic environment at all times. Develop and implement basic standard operating procedures. Assist with planning, organising and monitoring of all activities within the CSSD.

ENQUIRIES:
Ms A Theron Tel No: (021) 850-4708

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:
13 March 2020

POST 07/235:
ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
Directorate: Supply Chain Management Sourcing

SALARY:
R173 703 per annum

CENTRE:
Head Office, Cape Town

REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with extensive experience that focuses on the Key Performance Area’s (KRA’s) of post. Experience: Appropriate experience in a similar Secretariat role within public sector Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Excellent written and verbal communication skills, with focus on compilation of professional documents. Ability to proofread and fact-check complex documents. Ability to plan and schedule workload to enable working under pressure and meeting of deadlines. Ability to assimilate and interpret detailed information. Client orientation and customer focus, while remaining assertive. Computer literacy (Word, Excel and PowerPoint).
Integrity, reliability and discretion in handling confidential information. Knowledge of supply chain management legislation and related prescripts.

**DUTIES**

Manage the appointment of DBAC/TC members throughout their tenure, ensuring that no appointments lapse without replacement members being identified and appointed. Control the quality, accuracy and completeness of compiled memoranda submitted for consideration by DBAC/TC. Ensure timeous compilation and distribution of DBAC and TC meeting packs. Compile resolution documents for submission to the Chairperson and Delegated Official. Compile minutes of DBAC/TC meetings within 1 working day of meeting taking place. Relief of Personal Assistant to the Director: Supply Chain Sourcing during planned/unplanned absences.

**ENQUIRIES**

Ms S Roy Tel No: (021) 483-6093

**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**

13 March 2020

**POST 07/236**

**LAUNDRY AID**

Overberg District

**SALARY**

R102 534 per annum

**CENTRE**

Otto Du Plessis Hospital, Bredasdorp

**REQUIREMENTS**

Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to relieve in other departments. Valid (Code B/EB) driver’s licence. Ability to do physical hard work and stand for long hours. Competencies (knowledge/skills): Good interpersonal relations with supervisor, colleagues and the public. Ability to function in a group. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to sort and count linen. Knowledge of using washing machines/tumble dryers.

**DUTIES**

Collect/deliver either soiled/clean linen with a trolley from and to wards. Empty linen bags, sorting, counting and cleaning of area. Load/off load linen bags on and off truck. Pack shelves in linen bank and packing of linen for dispatching. Render a support service to supervisor and act as relief driver for Linen Bank. Wash, dry and iron small quantities of linen, clothing and other textiles.

**ENQUIRIES**

Mr DW Brecht Tel No: (028) 424-2652

**APPLICATIONS**

The Overberg District: Private Bag X07, Caledon, 7230.

**NOTE**

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

**CLOSING DATE**

13 March 2020

**POST 07/237**

**GENERAL WORKER (STORES)**

Chief Directorate: Rural Health Services

**SALARY**

R102 534 per annum

**CENTRE**

George Hospital

**REQUIREMENTS**

Minimum requirement: Basic literacy and numeracy skills. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES**

Perform certain messenger duties between the stores and other departments within the hospital environment. Clean various stores and non-storage areas within the main stores. Ensure issue vouchers are returned to the relevant store clerk, signed by the receiving department, to capture and file. Assist store clerk with deliveries, pack, unpack, store and issue stock according to the standard procedures. Safe-keeping of consumables, inventory and stock control. Assist store clerk with stock-take, general duties and keep the store neat, tidy and clean in order to comply to safety regulations.

**ENQUIRIES**

Ms MD Erasmus Tel No. (044) 802-4560

**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.

**CLOSING DATE**

13 March 2020

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POST 07/238 : FOOD SERVICES AID
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be fit and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES : Assist in the receipt and storage of all provisions and stock in the Food Service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Follow and adhere to Health and Safety prescripts. Follow and maintain general hygiene and safety directives in the food service unit, including for the use of apparatus and equipment and washing of crockery, cutlery and cooking utensils – including reporting of broken apparatus and equipment. Assist with the informal in-service training of new employees.

ENQUIRIES : Ms S Mgumane Tel No: (021) 850-4726
APPLICATIONS : Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.
FOR ATTENTION : Mr A Joubert
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 March 2020