

**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.

CLOSING DATE : 26 June 2020
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 Deputy Director: Quality Assurance, Directorate: Health Impact Assessment (Head Office, Cape Town) advertised in Public Service Vacancy Circular 14 dated 29 May 2020, Ref no 14/82 the closing date has been added as follows: 19 June 2020

OTHER POSTS

POST 15/70 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (CARDIOTHORACIC SURGERY) (5/8TH)**

SALARY : Grade 1: R691 275 per annum
 Grade 2: R790 389 per annum
 Grade 3: R917 283 per annum
 (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Cardiothoracic Surgery. Registration with a professional council: Registration as a Cardiothoracic Surgeon with the Health Professions Council of South Africa (HPCSA). Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Cardiothoracic Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Cardiothoracic Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Cardiothoracic Surgery. Competencies (knowledge/skills): Ability to work in a team under pressure.

DUTIES : Provision of evidence-based quality patient care which includes pre-operative, operative and post-operative care of Cardiothoracic Surgery patients. Maintaining a safe, efficient, appropriate environment for quality patient care. Educating and training of all trainees and members of the Cardiothoracic team. Supervision and facilitation of post graduate research projects. Active involvement in clinical research. Effective administration and management of the Cardiothoracic unit and theatre.

ENQUIRIES APPLICATIONS : Prof JT Janson Tel No: (021) 938-9438
 : 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. 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. Please note that the afore-said concession is only applicable on the health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status)"

POST 15/71 : **ASSISTANT MANAGER NURSING (SPECIALTY: ONCOLOGY, PSYCHIATRY) (WARDS)**

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 a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and surgical Nursing Science: Oncology Nursing or Advance Psychiatric Nursing. Registration with a professional council: Current registration with SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in Oncology Nursing or Advance Psychiatric Nursing after obtaining the one-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Extensive knowledge in Oncology or Advance Psychiatric Nursing Science. Leadership and the Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework; Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including communication and computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

DUTIES : 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. Functional Business FBU management principles and provide effective support: management of human, material and financial resources. 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. Participate in and encourage nursing research.

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

POST 15/72 : **OPERATIONAL MANAGER (SPECIALTY: NEPHROLOGY)**

SALARY : R562 800 per annum (PN-B3)
CENTRE : Tygerberg Hospital, Parow Valley

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: Nephrology or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with the professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirement of the job: Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in The Nephrology Unit. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the

area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
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.

POST 15/73 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH)**

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

CENTRE : Western Cape College of Nursing
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 accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with the SANC. 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 in the specific specialty after obtaining the 1 year post-basic qualification in Occupational Health Nursing Science. Inherent requirements of the job: Willingness to travel to all campuses. Valid code (B/EB) driver's license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer skills.

DUTIES : Provide occupational/ student health services and refer to appropriate level of care where necessary. Coordinate and maintain occupational health services across WCCN campuses. Provide advisory services on OHS and IPC matters. Coordinate health promotion and wellness initiatives. Conduct occupational health risk assessments and develop improvement plan in collaboration with the management team. Ensure legal compliance with the OHS policy, OHS Act and related statutes. Management of the clinic.

ENQUIRIES : Dr Tendani Mabuda Tel. No: (021) 684 1202
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.

POST 15/74 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY)**

Garden Route Health District

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

CENTRE : Oudtshoorn 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. Post-basic qualification with duration of at least 1 year in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. 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 in the specific specialty after obtaining the 1-year post-basic qualification as

- mentioned above. Inherent requirement of the job: Valid (Code B/EB) drivers license and willingness to travel. Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Computer literacy (MS Office). Proficiency in Ophthalmic Clinical practice.
- DUTIES** : Ensure efficient planning, control and the effective use of all resources. Ensure that all prescribed health policies are implemented. Liaise with all role-players within the Knysna/Bitou sub-district to ensure appropriate service delivery. Responsible for operational management of Sub-district Ophthalmic Health Services, (i.e. Hospital; CDC, clinics, mobiles and satellites).
- ENQUIRIES APPLICATIONS** : Ms J Matyhila Tel No: (044) 203-7205
: 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.
- POST 15/75** : **QUALITY ASSURANCE COORDINATOR**
West Coast District
- SALARY CENTRE REQUIREMENTS** : R376 596 annum
: West Coast District Office (Stationed at Saldanha Bay Sub-district)
: Minimum educational qualification: Appropriate 4-year Health Related Diploma/degree that is registrable with any of the statutory bodies of South Africa. Experience: Appropriate experience in Quality Assurance (QA), Infection Prevention Control (IPC) and Occupational Health and Safety (OH and S). Appropriate management experience. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel extensively within the rural districts. Competencies (knowledge/skills): Ability to analyse and interpret Health Systems information, compile reports and present the data to direct planning. Have knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook). Have the Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : To support the Health Establishment staff and Sub District Management Team, with the implementation of the Ideal Hospital/Clinic Realisation and Maintenance and Promulgated Norms and Standards requirements. To ensure the maintenance of the Infection Prevention and Control (IPC) standards. To establish measures that will ensure Health and Safety of staff and users. To help build the competency of staff by identifying, planning and addressing Quality Improvement (OI), Infection. Prevention and Control (IPC) and Occupational Health and Safety training needs. To Monitor data quality in the Health Establishment and update the Health Establishment Training data base.
- ENQUIRIES APPLICATIONS** : Ms E Van Ster Tel No: (022) 487-9269
: 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.
- POST 15/76** : **MEDICAL PHYSICIST (INTERN)**
- SALARY CENTRE REQUIREMENTS** : R352 395 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: An appropriate qualification that allows for registration with the HPCSA as Medical Physicist (Intern). Registration with a professional council: Registration with the Health Profession Council of South Africa as a Medical Physicist Intern. Competencies (knowledge/skills): Be a highly motivated and methodical individual who pays attention to detail and the ability to work under pressure and meet deadlines. Computer literate. Good communication and interpersonal relationship skills. Insight and problem solving capabilities. Mathematical competency. Understand the theoretical physics of radiotherapy, diagnostic radiology and nuclear medicine.
- DUTIES** : The candidate will undergo internship training for a minimum of 2 years as an intern medical physicist according to the HPCSA-accredited training program at Groote Schuur Hospital. The candidate is expected to take part in all quality control, dosimetry, brachytherapy and radiation protection calculations and measurements performed in the Division. The candidate will be expected to perform routine medical physics duties under supervision.

ENQUIRIES : Ms Nanette Bruwer Tel No: (021) 404-6266/76, fax (021) 404-6269
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.

POST 15/77 : **CASE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R316 791 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: A health-related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment and Managed Health Care policies and protocols. Appropriate experience in ICD-10 diagnostic and procedural code assignment. Competencies (knowledge/skills): Knowledge of Uniform Patient Fee Schedule, ICD-10 and the Medical Schemes Act 131 of 1998 and Regulations i.e. (PMB Legislation). Knowledge of EDI (Electronic Data Interchange), Managed Health Care standards and patient billing. Ability to link patient diagnoses with procedure codes. Computer Literacy (MS Word/Excel). Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Perform hospital Case Management functions wrt authorisation, benefit management and review of clinical information for externally funded clients. Co-ordinate the workflow processes between clinical and admin personnel supporting various role players within the hospital wrt ICD-10 codes, prescribed minimum benefits and account queries. Conduct clinical audits of Medical Aids and State Departments, eg. RAF and COIDA to ensure accuracy of invoices. Implement Case Management policies, protocols and procedures within the hospital. Provide quotations to privately funded and foreign patients and compile statistical reports. Supervision of staff and liaison with relevant role players in matters relating to Case Management.

ENQUIRIES : Ms K. Jackson Tel. No: (012-799 1290)
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. This post will not be linked to any of the Occupational Specific Dispensations.

POST 15/78 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION AND HOSPITAL FEES) AND MEDICAL RECORDS**
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 Revenue (Hospital Fees and Patient Administration) and Medical Records. Appropriate supervisory experience. Inherent requirements of the job: Valid (code B/EB) drivers licence. Willingness to travel and work after hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, Clinicom, BAS and JAC as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6) and patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and strong sense of responsibility. Good organisational and administrative skills and the ability to function in a team and under pressure.

DUTIES : Manage Patient Administration Services, Medical Records and Fees Department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA. Interpretation and communication of Finance Instructions and Revenue Notices. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Conduct and attend meetings and forums. Ensure effective Human Resources Management: disciplinary procedures as well as supervision and evaluation of personnel under your control.

ENQUIRIES : Ms L Odendaal Tel No: (044) 802-4347

- 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.
- POST 15/79** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Overberg District
- SALARY** : R316 791 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in budget and expenditure control, and supply chain management. Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Competencies (knowledge/skills): Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS, Clinicom and Account Receivable). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. 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. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
- DUTIES** : Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts. Ensure sound labour practices are executed and implemented. Responsible for Inventory control, warehouse management and Asset Management processes. Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes. Supervise Patient Administration, Medical Records, and Hospital Fees Departments.
- ENQUIRIES** : Ms CE Langley Tel No: (028) 313-5220
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.
- POST 15/80** : **ADMINISTRATION CLERK: SUPPORT (ADMISSIONS) (X2 POSTS)**
Overberg District
- SALARY** : R173 703 per annum
CENTRE : Hermanus CDC
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Administration experience in Hospital or Clinic Environment. Experience in PHCIS system. Inherent requirement of the job: Valid (B/EB) drivers license. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Strong organisational skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work on Primary Health Care Information System.
- DUTIES** : Open patient files, keep record, file and retrieve folders. Admission and registration of patients. Record admission statistics. Accurate data capturing on computer. Administration duties. Sort patient records. Book outpatient transport.
- ENQUIRIES** : Ms MA Samuels Tel No: (028) 313-5301
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.
- POST 15/81** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
Central Karoo District
- SALARY** : R173 703 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Inherent requirement of the job: Valid (Code B/EB) drivers licence.

- Competencies (knowledge/skills): Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge of PERSAL.
- DUTIES** : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, RWOPS, Appointments, Service Terminations and audit personnel/leave records. Assist with recruitment and selection process. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties, attending meetings.
- ENQUIRIES** : Mr EJ Jewel Tel No: (023) 414-8291
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.
- POST 15/82** : **ADMINISTRATION CLERK: SUPPORT**
Overberg District
- SALARY** : R173 703 per annum
CENTRE : Otto du Plessis Hospital, Cape Agulhas Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a patient administration environment. Inherent requirements of job: Valid (Code B/EB) drivers license. Willingness to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel) and data capturing. Knowledge of Hospital Fees Memorandum 18. Knowledge of Clinicom /Delta 9. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Reception, Registry and Records Management skills. Knowledge of Leave policy, Finance/Supply Chain policies and applicable Public Service prescripts.
- DUTIES** : Registration and capturing of patient information. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Reception tasks attend patient queries and folder management. Medical records functions: Keep record, file, retrieve folders, trace old folders, deconstruct folders and compile new folders Effective assistance and support to supervisor, colleagues and other institutions.
- ENQUIRIES** : Ms S Laubscher Tel No: (028) 424-1167
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.
- POST 15/83** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
Overberg District
- SALARY** : R173 703 per annum
CENTRE : Caledon Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPAs) of the post. Inherent requirement of the job: Willingness to rotate within Supply Chain Section and relieve colleagues. Experience: Appropriate experience in Supply Chain Management, Warehouse/Asset Management. Appropriate experience in LOGIS system. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge and practical experience of the LOGIS system, Asset Management functions. Computer literacy (MS Excel and Word). Good communication skills (written and verbal) in at least two of the three

- official languages of the Western Cape. Ability to work in a physically demanding environment.
- DUTIES** : Perform all Warehouse Management duties. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Conduct stock-taking and ad-hoc inspections. Complete monthly Inventory Reporting. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Handle telephonic and written queries from suppliers and End Users.
- ENQUIRIES** : Mr G Bucchianeri Tel No: (028) 212-1070
- 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.
- POST 15/84** : **ADMINISTRATION CLERK: WARDS (X3 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R173 703 per annum
- CENTRE** : Wesfleur Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative experience in health/hospital environment. Inherent requirement of the job: Willingness to work weekends and night shift if needed. Competencies (knowledge/skills): Good communication skills in at least two or the three official languages of the Western Cape. Competent in Microsoft Excel and Microsoft word. Ability to maintain confidentiality. Ability to work under pressure.
- DUTIES** : Effective and efficient ward administration (telephonic enquiries, typing, faxing, photocopying etc.). Effective management of financial resources/ordering of consumables from SCM. Complete and accurate compilation of monthly statistics. Perform general administrative duties.
- ENQUIRIES** : Ms LA Abrahams, Tel. No: (021) 571-8060
- 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.
- POST 15/85** : **TELEKOM OPERATOR**
Overberg District
- SALARY** : R145 281 per annum
- CENTRE** : Caledon Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard and a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Handling of the Switchboard equipment and related tasks such as answering telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order and report and follow up all faults to BCX. Administration of monthly telephone accounts, monitor, place and keep record off all cellular, national and international calls. Manage Internal Mobile phones, keep the operator's directory up to date, speed dials of the hospital and Clinics. Provide administrative support to the supervisor, registry functions, record, distribute incoming and outgoing mail.
- ENQUIRIES** : Ms N Fudu Tel No: (028) 212 1070
- APPLICATIONS** : The Overberg District Office: N2 Highway, Caledon Hospital, Private Bag X07, Caledon, 7320.
- FOR ATTENTION** : Ms A Kriel
- NOTE** : No payment of any kind is required when applying for this post.
- POST 15/86** : **HEALTH PROMOTER (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R145 281 per annum

<u>CENTRE</u>	:	Du Noon CHC (X1 Post) Mamre CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7. Experience: Appropriate experience in working in communities and informal settlements. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Render a Health Promotion service within Facilities and surrounding Community. Plan and implement health projects in facilities, schools and communities to meet objectives. Assist and strengthen COPC in the community. Liaise with stakeholders to promote an integrated approach to health care. Render Health education sessions and support to clients. Assist teams with health promotion during campaigns and keep effective record of activities and consumables. Work together with students, assist them with health promotion projects and compile community profiles. Support to Facility Manager at Facilities.
<u>ENQUIRIES</u>	:	Du Noon CHC: Mr W Caesar Tel. No: (021) 200-4500, Mamre CDC: Ms A Marcus Tel No: (021) 576-1175
<u>APPLICATIONS</u>	:	The Director: Metro Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.
<u>FOR ATTENTION NOTE</u>	:	Mr F Le Roux No payment of any kind is required when applying for this post.
<u>POST 15/87</u>	:	<u>PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R102 534 per annum Vanguard Community Health Centre Minimum requirement: Basic Numeracy and literacy skills. Experience: Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays and over weekends. Ability to perform tasks such as lifting of patients from or onto beds, trolleys and wheelchairs, in and out of vehicles. Prepared to carry folders to departments and maintain folder archives store. Prepared to handle bodies or corpses. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Maintain wheelchair register, keep wheelchairs clean and in a good condition; liaise with SCM for needs. Carry stock orders from main facility store & pharmacy and deliver the to various departments Assist and accompany walking, sitting, non-walking or disabled patients and transport patients per wheelchair or trolley between various departments including ambulance. Assist with checking and replacement of oxygen cylinders in wards or treatment areas. Assist with shifting of medical equipment between departments and stores, and report any defects.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Whyte Tel No: (021) 695-8261 The Director: Metro District Health Services, Southern/Western Sub-structure, People Management, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.
<u>FOR ATTENTION NOTE</u>	:	Mr F Le Roux No payment of any kind is required when applying for this post.
<u>POST 15/88</u>	:	<u>PORTER</u> Cape Winelands Health District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R102 534 per annum Robertson Hospital, Langeberg Sub-District Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for the transportation of corpses from

wards to the mortuary and entering details in the mortuary register and responsible for cleaning of mortuary. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas.

ENQUIRIES : Mr P Kleintjies Tel No: (023) 626 8551
APPLICATIONS : the Manager: Medical Services: Langeberg Sub District Office, Private Bag X617, Robertson, 6705.

FOR ATTENTION : Ms T Padiachy
NOTE : No payment of any kind is required when applying for this post.

POST 15/89 : **DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum requirement Basic numeracy and literacy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (B) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies (knowledge/skills): Excellent verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of routine maintenance and inspections, for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks.

DUTIES : Daily transporting of official passengers, post, packages, medication, goods and equipment. Collect and deliver blood products. Conduct routine maintenance and cleaning of GG vehicles. Conduct routine inspection of vehicles and report defects.

ENQUIRIES : Ms S Levy Tel. No: (021) 782-1121/ 5205
APPLICATIONS : The Manager: Medical Services: False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978

FOR ATTENTION : Ms L Shoosmith
NOTE : No payment of any kind is required when applying for this post.

POST 15/90 : **HOUSEHOLD AID (X2 POSTS)**
Overberg District

SALARY : R102 534 per annum
CENTRE : Hermanus CDC (X1 Post)
Overstrand Sub-district (X1 Post)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/ clinic environment. Inherent requirements for the job: Physically able to lift and move heavy objects. Ability to operate machinery and equipment. Relief duties in other departments when necessary perform overtime and night duty. Competencies (knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Good interpersonal skills.

DUTIES : Provide a clean, hygienic and safe environment within the Hospital.ie (sweeping, scrubbing, refuse removal, High dusting, mopping, polishing, cleaning Hospital grounds, cleaning of windows and walls). Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Ensure correct and cost effective usage of all equipment and stocks.

ENQUIRIES : Ms MA Samuels Tel No: (028) 313-5200
APPLICATIONS : The Director: Overberg District Office, Private Bag X 07, Caledon, 7230.
FOR ATTENTION : Ms A Krie
NOTE : No payment of any kind is required when applying for this post.

- POST 15/91** : **CLEANER: SESSIONAL (X2 POSTS)**
 (Contract Period 1 July 2020 till 31 March 2022)
 Cape Winelands Health District
- SALARY** : R14 046 per annum 4 Hours per week (R67.53 per hour) (X1 Post), 16 Hours per week: R 56 184 per annum (R67.53 per hour) (X1 Post)
- CENTRE** : Breedevalley Primary Health Care, Breedevalley Sub-district
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Inherent requirement of the job: The ability to do physical tasks, operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Responsible for cleaning, including sweeping, dusting, mopping, scrubbing, polishing, refuse removing and maintenance of general neatness and hygiene of the clinics. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients. Adhere to safety measures when handling waste. Attend in-service training appropriate to service delivery. Relieve grounds man duties when necessary
- ENQUIRIES** : Ms S Gagu Tel No: (023) 8142-262
- APPLICATIONS** : The Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 684.
- FOR ATTENTION** : Mrs JB Salie
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are short-listed for interviews may be expected to complete a practical test.