

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 24 August 2020

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered. The following post is being re-advertised. Applicants who previously applied must re-apply as your previous application will not be considered.

OTHER POST

POST 19/267 : **SCIENTIST (PRODUCTION LEVEL): CLIMATE CHANGE AND RISK ASSESSMENT REF NO: AGR 10/2020 R1**

SALARY : Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
Grade C: R797 670 - R939 621 per annum (OSD as prescribed)

CENTRE : Agriculture, Western Cape Government

REQUIREMENTS : Science Degree (Bsc) (Hon) in Agriculture or an appropriate 4 year Agricultural Degree; Compulsory registration with the SACNASP as a professional Natural Scientist in Agricultural Sciences; A minimum of 3 years post qualification natural scientific experience in climate change and risk related disciplines; A valid code B driving licence. Recommendation: An MSc or Ph.D Degree; Sound knowledge and experience on climate change and its role in the agricultural sector, preferably in the Western Cape. Competencies: Knowledge of the following: Research Programme and Project Management and its principles (scientific methodologies and data analysis, including Budget Management); Understanding of regulations/policies/prescripts and procedures in government; Ability to do technology transfer to various stakeholder groups; Ability to publish popular publications and scientific papers; Communication (written, verbal and presentation) skills; Proven computer literacy in MS Office; Excellent interpersonal relations; Ability to work under pressure.

DUTIES : Develop and implement research methodologies, systems and standard operating procedures in risk assessing and climate change (including the identification of gaps in the knowledge base and development of appropriate interventions; Monitoring and evaluation of research projects and performing scientific functions that require interpretation in the absence of an established framework; Providing scientific support and advice on agricultural risks and climate change to agricultural stakeholders); Perform research data analysis: Climate smart agriculture and agricultural risk reduction including leading the implementation of Climate Smart Agriculture (CSA) to proactively manage and reduce agricultural risks relating to climate change; Leading awareness and capacity building initiatives and leading effective communications and technology transfer relating to Climate Smart Agriculture (CSA), including the implementation of the SmartAgri Plan and its updates, and any other CSA initiatives; Research and development: Scientific leadership in terms of agricultural risk assessment and climate change (including the initiation and management of agri-risk projects with focus on Climate Smart Agriculture (CSA), and the identification of agri-risk challenges/ gaps and the prioritisation of research needs through consultation with stakeholders); Human capital development and administrative and related functions.

ENQUIRIES : Dr I Trautmann at Tel No: (021) 808 5012

DEPARTMENT OF COMMUNITY SAFETY

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OTHER POST

- POST 19/268** : **INVESTIGATING OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 16/2020**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year relevant investigation or related experience; A valid code B driving license. Competencies: Knowledge of the following: Legal administration and processes; Relevant legislation; Management processes in the public service; Western Cape Community Safety Act; South African Police Act and Constitutional Dispensation; Skills: Written and verbal communication in at least two of the three official languages of the Western Cape; Client care; Conflict resolution; Leadership; Interpersonal; Problem solving; Report writing and presentation; Research and Investigation skills; Proven computer literacy.
- DUTIES** : Gather evidence (e.g. affidavits, witness statements); Coordinate and handle complaints; Consult/Liaise with various role-players; Update case-flow management system; Drafting of reports and correspondence to internal and external stakeholders; Report and present evidence on investigations; Maintain stakeholder relations with role-players.
- ENQUIRIES** : Ms N Arabi at Tel No: (021) 483 0669

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 24 August 2020
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 19/269** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): ENVIRONMENTAL LAW ENFORCEMENT REGION 1 REF NO: EADP 21/2020**
- SALARY** : R402 045 per annum (OSD as prescribed)
- CENTRE** : Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An Honours Degree or higher qualification in Environmental Management/Natural Sciences/Law/Policing or related qualification; A valid Code B driving licence. Recommendations: Working knowledge of

Environmental Law Enforcement; Experience in forensic investigations, administrative and/or criminal enforcement; Completed Environmental Management Inspector training course. Competencies: Knowledge in the following: Environmental legislation, Constitutional law, administrative law, criminal law, EMI (Environmental Management Inspectorate) Operating Manual; Interpretation and application of legislation; Principles of environmental management; Policies and procedures of the Directorate/Department; EMI and Public Service Code of Conduct; Communication (written and verbal) skills; Client orientation and customer focus.

- DUTIES** : Conduct Investigation into complaints of non-compliance with environmental legislation; Draft administrative enforcement documents; affidavits; specialist reports and any other documents with evidential value as well as recording all progress in the investigation diary; Compile comprehensive case dockets/files with admissible evidence; Assist and partake in joint enforcement investigations and operations with external law enforcement agencies and other organs of state; Provide accurate reporting information and partake in awareness raising and capacity building programmes.
- ENQUIRIES** : Mr A Bassier at Tel No: (021) 483 3506

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 19/270** : **HEAD CLINICAL UNIT: GRADE 1 (DENTAL: ORAL MEDICINE AND PERIODONTICS)**
Chief Directorate: Metro Health Services

- SALARY** : Grade A: R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs).

- CENTRE** : Oral Health Centres
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council as Dental Specialist in the specialty Oral Medicine and Periodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in the specialty Oral Medicine and Periodontics. Experience: A minimum of 3 years appropriate experience as Dental Specialist after registration with the HPCSA as a Dental Specialist in the specialty Oral Medicine and Periodontics. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Analytical and problem-solving skills. Appropriate experience in research and clinical supervision and training of staff and students at under-graduate and post-graduate levels. Computer literacy. Good communication in at least two of the three official languages of the Western Cape. Proven ability to conduct and supervise research activities. Proven Management experience. Proven record of strong leadership abilities.

- DUTIES** : Implementation, monitoring and evaluation of dental services with respect to the Oral and Medicine and Periodontology Speciality on the Oral Health Teaching platform. Operational and clinical research. Perform administrative activities related to the position. Provide leadership and management within the Oral Health Teaching platform. Render general and specialist dental services at the Oral Health Teaching platform. Supervision and leadership role with regards to teaching, training and education of post-graduate and under-graduate students.

- ENQUIRIES** : Prof NG Myburgh Tel No: (021) 937 3001/2
- 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** : 21 August 2020

<u>POST 19/271</u>	:	<u>CLINICAL MANAGER: GRADE 1 (MEDICAL)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs) (Plus a rural allowance of 18% of basic salary).
<u>CENTRE</u>	:	Caledon Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (B/EB) drivers' license. Clinical work. Commuted overtime. Clinical/Corporate Management. Competencies (knowledge/skills): Extensive clinical, surgical, obstetrical, anaesthetic and relevant experience. Additional postgraduate qualification in Family Medicine or other specialty will be beneficial. Extensive knowledge of national, provincial and institutional health delivery system and policies. Strong leadership, motivational and interpersonal skills. Excellent communication skills (written, verbal) in at least two of the three official languages of the Western Cape. Computer literacy with proficiency in MS Word, Excel and PowerPoint. Analytical and innovative thinking.
<u>DUTIES</u>	:	Strategic management of clinical services in addressing the burden of disease. Clinical service delivery as part of a multi-disciplinary team and responsible for clinical service delivery. Ensure clinical governance of doctors and Allied Health Professionals in co-operation with the Family Physician. Ensure skills development and in-service training of the multi-disciplinary team. Human Resource Management of the doctors and Allied Health Professionals. Financial management of laboratory services, blood, medication and medical/surgical consumables. Engage with all relevant stakeholders regarding clinical services.
<u>ENQUIRIES</u>	:	Dr MS Rambiyana Tel No: (028) 212-1070
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	21 August 2020
<u>POST 19/272</u>	:	<u>DEPUTY DIRECTOR: PROFESSIONAL SUPPORT SERVICES (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R869 007 per annum (A portion of the package can structure according to the individual's personal needs)
<u>CENTRE</u>	:	Klipfontein/Mitchells Plain Sub-structure Office (X1 Post) Khayelitsha/Eastern Sub-structure Office (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year health related National Diploma or Degree registrable with the South African Pharmacy Council (SAPC), South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: Extensive experience in the Public Sector Health Services or Health Service Management or Health Support Services. Extensive experience in policy and planning, project management and quality management. Extensive experience in Public Health preferably with a post graduate qualification in Public Health (or equivalent). Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Advanced computer literacy with experience in document and report writing and monitoring and evaluation. Knowledge of the District Health Services (DHS) and Good Interpersonal and leadership skills. Knowledge of policy as well as application of regulations, policies and procedures relevant to Health service, planning and quality improvement. Knowledge and Knowledge of Occupational Health and Employee Health and Wellness.
<u>DUTIES</u>	:	Co-ordinate research and projects identified by the District Management. Strategically co-ordinate quality improvement initiatives for the District, inclusive of establishing functional quality management structures across the service platform. Co-ordinate the District Health Plan development process for the sub-structure. Strategic preparation for registration with the office for Standards Compliance (National Core Standards) (NCS). Drive and co-ordinate the District Health Expenditure Review process. Assist with infra-

- structure projects as identified and manage inter-sectoral initiatives for the Sub-structure.
- ENQUIRIES** : Ms PG Olckers, Klipfontein/Mitchells Plain Sub-structure Tel No: (021) 370-5007, Dr MT Phillips, Khayelitsha/ Eastern Sub-structure Tel No: (021) 360-4622
- 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** : 21 August 2020
- POST 19/273** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District
- SALARY** : R562 800 per annum (PN-B3)
- CENTRE** : Kranshoek Community Clinic
- 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 and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in relevant specialty. Inherent requirement of the job: Valid (Code B/EB) drivers' license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and implementation.
- DUTIES** : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information Management with regard to data collection, verification, report writing and submission of data. Human Resource Management i.e. supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
- ENQUIRIES** : Ms L Ziervogel Tel No: (044) 302-8400
- 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** : 21 August 2020
- POST 19/274** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District
- SALARY** : R562 800 per annum (PN-B3)
- CENTRE** : Thembaletu CDC
- 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 and Midwifery. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Current registration with SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in relevant specialty. Inherent requirement of the job: Valid (Code B/EB) drivers license. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Ability to communicate (verbal and written) in at least two of the three official languages

- of the Western Cape. Computer literacy (MS Office: Word, Excel and PowerPoint).
- DUTIES** : Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected area. Overall management of clinic.
- ENQUIRIES** : Ms MJF Marthinus Tel No: (044) 814-1100
- 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** : 21 August 2020
- POST 19/275** : **QUALITY ASSURANCE MANAGER (DISTRICT)**
Chief Directorate: Metro Health District
- SALARY** : R470 040 per annum
- CENTRE** : Khayelitsha Eastern Sub Structure Office
- REQUIREMENT** : Minimum educational qualification: Appropriate 4-year diploma/degree in Health Sciences. Experience Extensive professional clinical experience in a health environment. Inherent requirement of the job: Valid Code (B/EB) drivers license. Competencies (knowledge/skills): Advanced Computer literacy skills (MS Word, Excel and PowerPoint), Project, Report Writing and Risk Management skills. Knowledge in Total Quality Management, Occupational Health and Safety, Infection Prevention and Control, Health, Legislative framework and office of health standards compliance. Excellent planning and organisational skills with the ability to establish and maintain QA structures. Sound interpersonal, managerial, communication and leadership skills. Good verbal and writing skills in at least two of the three official languages of the Western Cape. Analytical strategic thinking and creativity, functioning independently with the ability to capture, interpret and report on relevant data.
- DUTIES** : Formulate Quality Assurance Policies and Strategies, provide expert guidance and support for implementation. Effective co-ordination, control, monitoring and evaluation of Quality Improvement, Risk Management, Occupational Health and Safety and Infection Prevention and Control programs. Support the Health Establishment staff and Executive Management with the implementation of the Ideal Health Establishment Realisation and Maintenance (IHRM) and Office of Health Standard Compliance (OHSC) requirements. Co-ordinate interventions aimed at improvement of Patient Experience of care, consumer quality and staff knowledge. Effective leadership, implementation and management of the Quality Assurance programs. Perform any other delegated duties including the establishment and maintenance of functional Quality Assurance Committees in the Sub-Structure.
- ENQUIRIES** : Ms C Steyn Tel No: (021) 360-4713
- 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** : 21 August 2020
- POST 19/276** : **OPERATIONAL MANAGER NURSING (GENERAL)**
West Coast District
- SALARY** : R444 276 per annum
- CENTRE** : Lapa Munnik Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/ Degree) in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, day or night when required. Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Basic Computer Literacy. Ability to

communicate in at least two of the three languages of the Western Cape. Knowledge of appropriate SANC rules and regulations. Knowledge of policies and procedures applicable to the profession. Ability to function independently and as part of a multi-disciplinary and Strategic Planning team. Effective communication, leadership, decision making and supervisory skills. Good interpersonal skills.

- DUTIES** : Coordinate optimal holistic Nursing Care provided within set standards and a professional/legal framework within areas. Participate in the analysis, formulation, and implementation of nursing guidelines, practice standards and procedures. Manage and effectively utilise all resources. Maintain professional growth/ethical standards and self-development. Provide effective support to Nursing Services. Participate in training and research. Supervise support services in cooperation with Sub- District Management including: effective management of cleaning services, food services, information management, finance management with input in budget monitoring, people management, case management and grounds maintenance in collaboration with the Head of Administration. Direct interaction and involvement in the primary health care services platform of the Bergriver Sub – district and commitment to the promotion of integrated health care service.
- ENQUIRIES** : Dr C Prins Tel No: (022) 931 2337
- 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** : 21 August 2020

POST 19/277 : **OPERATIONAL MANAGER NURSING GRADE 1: GENERAL (MEDICAL WARD)**

- SALARY** : R444 276 per annum (PN-A5)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: 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 nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. 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.

- DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in the Medical ward. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical 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.
- CLOSING DATE** : 21 August 2020

POST 19/278 : **CHIEF ARTISAN: GRADE A (ELECTRICAL/AIR-CONDITIONING AND REFRIGERATION)**
Chief Directorate: Metro Health Services

- SALARY** : R386 487 per annum

- CENTRE REQUIREMENTS** : Mitchells Plain District Hospital
 : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: 10 years appropriate post qualification experience as Artisan/Artisan Foreman. Inherent requirements of the job: A valid (Code B/EB) drivers license. Willing to perform standby duties when necessary and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Appropriate knowledge to supervise the electrical, air-conditioning and refrigeration division. Computer literacy, Word and Excel spreadsheets. Proficiency in at least two of the three official languages of the Western Cape.
- DUTIES** : Supervise workshop staff. Responsible for the training, development and supervision of junior staff and assist with staff evaluation. Control over maintenance and repairs to plant, hospital services and equipment, autoclaves and steam reticulation plant. Attend to emergencies including after hour's repairs and standby duties. Assist in project management and the compilation of minor specifications. Budgeting and expenditure control in respect of workshop.
- ENQUIRIES APPLICATIONS** : Ms F Carelse-Johnson Tel No: (021) 377-4307
 : 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. Short-listed candidates may be subjected to a competency test.
- CLOSING DATE** : 21 August 2020
- POST 19/279** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)**
 Garden Route district
- SALARY** : Grade 1: R383 226 per annum (PN-B1)
 Grade 2: R471 333 per annum (PN-B2)
- CENTRE REQUIREMENTS** : Knysna Hospital
 : 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 and Midwife. Post-basic qualification with 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 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: Willingness to work overtime and on public Holidays when required. Competencies (Knowledge/skills): Good communication (verbal and written) in at least two of the three official languages of the Western Cape. Good Interpersonal, problem solving and organisational skills. Knowledge of relevant legislation, policies and manuals. Basic computer skills.
- DUTIES** : Provide an optimal holistic perinatal care, and education according to individual needs of patients' family and communities. Participate in training, development and research. Effective utilisation of resources. Deliver a support service to the Nursing Service and the institution. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms GA Lloyd, Tel No: (044) 302-8440
 : 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 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** : 21 August 2020
- POST 19/280** : **CSSD MANAGER**
- SALARY** : R376 596 per annum
CENTRE : Groote Schuur hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in Sterilisation and Decontamination Services as a junior manager/supervisor. Competencies (knowledge/skills): Sound knowledge of sterilisation and gas sterilisation practices and Decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework. Understanding of and competency in Public Sector financial management system including budgeting and expenditure control. Understanding of and competency of Human Resource Management and Development particularly as it applies to the public levels and skills mix, skills development and training, discipline and labour relations.
- DUTIES** : Manage, organise and control Central of Central Sterile Services Department (CSSD) and Gas Sterilisation Units (GSU). Human resource management of the CSSD and GSU. Financial resource management of CSSD and GSU. Infrastructure management of CSSD and GSU. Conduct research and operational investigation.
- 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.
CLOSING DATE : 21 August 2020
- POST 19/281** : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health District
- SALARY** : R376 596 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate and proven Managerial experience in Financial and Supply Chain Management in a Hospital environment. Appropriate experience in Public Finance Management and Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Must have a high level of computer literacy and have knowledge of related procurement systems Must have strong verbal and written communication skills in at least two of the three official languages of the Western Cape. Have the ability to interpret and compile complex Finance & SCM reports, including compilation and submission of Annual and Interim Financial Statements Management, supervisory and leadership skills as well as strong analytical and problem-solving abilities. Extensive knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and policies.
- DUTIES** : Ensuring Sound Supply Chain Management processes are followed in terms of Demand, Acquisition, Warehouse, Contract and Asset Management for New Somerset Hospital. Financial Management by ensuring effective Creditors Management, Management of Expenditure as well as Asset and Liability Accounting for the institution. Ensure Internal Control Measures are in place to maintain Compliance to Policies and Prescripts for the Finance and Supply Chain Management components. Control and analyse monthly reporting, implement change management where shortcomings are identified and monitor progress. Effective management of Human Resources in the Finance and Supply Chain Management Components. Effective management of Human Resources in the Finance and Supply Chain Management Components. Perform SCM Leadership to support and guide staff, implement improvement plans to increase SCM Performance. Responsible to ensure

timeous submission of accurate Interim and Annual Financial Statements for the institution on all facets of Finance & SCM.

ENQUIRIES APPLICATIONS : Mr R Cajada Tel No: (021) 402-6594
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
 : 21 August 2020

POST 19/282 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
 Garden Route District

SALARY CENTRE REQUIREMENTS : R316 791 per annum
 : PHC Support and Outreach George (Stationed at Garden Route District Office)
 : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Health Information Management. Appropriate experience in the HAST Program (e.g. TIER.net, ETR.net). Inherent requirements of the job: Prepared to travel in the district and province. Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Advanced computer literacy. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to Health Information Management. Insight into bio-statistical and epidemiological information. Good interpersonal and leadership skills.

DUTIES : Ensuring unit is a knowledge repository for the district. Utilising data repository for district management. Ensuring data Integrity and quality data. Support and empowerment of sub district Information Management units. Ensuring Information Management compliance in the context of the Auditor-General inspections. Supervision of staff.

ENQUIRIES APPLICATIONS : Dr T Marshall Tel No: (044) 803-2700/2752
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
 : 21 August 2020

POST 19/283 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
 Garden Route District

SALARY CENTRE REQUIREMENTS : R316 791 per annum
 : Knysna /Bitou Sub-district (Stationed at Knysna Hospital)
 : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience health information management. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willingness to travel. Competencies (knowledge/skills): A thorough working knowledge of current computer software systems utilised by the Department of Health (Sinjani, Clinicom, Etr.Net and PHCIS); understanding of the Ditcom process and IT Helpdesk procedure. Advanced computer literacy (MS Word, Excel, PowerPoint, and Access) and knowledge with regard to hospital and primary health care operational and management data. Proficient in at least two of the three official languages of the Western Cape. Effective training, presentation, interpretation of Information, communication, interpersonal, leadership and conflict resolution skills. Logical thinker, with eye for detail and ability to produce accurate and reliable outputs within a deadline-driven environment.

DUTIES : Co-ordinate, collect, collate, capture and verify all relevant health data according to the provincial policies and SOPs. Assist with data quality monitoring, verification and submission to and from Sub-district Information Office in prescribed format and according to the Information Management Policy. Assist in monitoring of data trends in the Sub-district health facilities. Participate in Sub-district health information coordinating activities. Monitor data trends for Sub-district and provide regular reports/feedback to management. Co-ordinate health information activities and support management, supervisor and colleagues. Maintain information systems: hard/software. Conduct and assist with audits.

ENQUIRIES APPLICATIONS : Ms L Ziervogel Tel No: (044) 302-8402
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

CLOSING DATE : 21 August 2020

POST 19/284 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Head Office, Cape Town

SALARY : R316 791 per annum
CENTRE : Directorate: Supply Chain Management (Infrastructure Sourcing)
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies. Appropriate experience managing complex projects. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Knowledge commodity exposure across a range of FM services e.g. plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Knowledge of demonstrable stakeholder engagement and influencing skills. Knowledge of financial and commercial awareness. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills.

DUTIES : Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health. Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. Drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department.

ENQUIRIES : Ms E Du Plessis Tel No: (021) 483-8453
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 : 21 August 2020

POST 19/285 : **INDUSTRIAL TECHNICIAN: PRODUCTION**
Head Office, Cape Town

SALARY : R257 508 per annum
CENTRE : Directorate: Health Technology (Clinical Engineering, based at Goodwood, Dental Unit)
REQUIREMENTS : Minimum educational qualification: National Diploma for Technicians (T, S or N Stream) in Electronics, Mechanical, Mechatronics 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 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 schedules.

ENQUIRIES : Mr A Moelich / Mr G Lee Tel No: (021) 590 5007 / (021) 590 5005
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 : 21 August 2020

- POST 19/286** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
Head Office, Cape Town
- SALARY** : Grade A: R190 653 per annum
Grade B: R224 574 per annum,
Grade C: R262 176 per annum
- CENTRE** : Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop, Karl Bremer)
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) driver's license 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.
- DUTIES** : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr L Semono Tel No: (021) 830 3752
- 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** : 21 August 2020
- POST 19/287** : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health District
- SALARY** : R173 703 per annum
- CENTRE** : Helderberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in Patient Admissions, including the Clinicom System. Inherent requirement of the job: Prepared to work 12-hour shifts, which include night duty, weekends, public holidays and work overtime as required. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Good numerical skills. Computer literacy. Ability to accept accountability, responsibility and work independently.
- DUTIES** : Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Render support to ensure an effective service with regard to patients and clients, admissions, transfers, discharges, registration, assessment, opening of folders and raising of invoices. Responsible for recording of manual statistics / midnight statistics. Responsible for effective record keeping and safe custody of patient's belongings. Responsible for handling telephonic and personal enquiries with regard to patients. Report all MVA's and WCA's to AFACT Hotline. Assist with relieve duties within the Admissions office. Support the supervisor, colleagues and other departments.
- ENQUIRIES** : Ms C Swartz Tel No: (021) 850-4887
- 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** : 21 August 2020
- POST 19/288** : **ADMINISTRATION CLERK: ADMISSIONS**
Garden Route District
- SALARY** : R173 703 per annum
- CENTRE** : Riversdale Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in electronic patient administration. Inherent requirement of the job: Must be prepared to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Valid

(Code B/EB) drivers license. Competencies (knowledge/skills): Sound communication skills, with internal and external clients (verbal and written), numerical skills and the ability to maintain confidentiality in two of the three official languages of the Western Cape. Knowledge and experience in electronic patient administration. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Assessment of patients according to the means test when admitting patients, update patient information, maintain patient appointments and schedule appointments for patients in accordance with Hospital Memorandum 18, UPFS Manuel, Clinicom and Accounts Receivable System. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the Clinicom system. Debtor assessment of patients and data capturing of patient information on the Clinicom system. Drawing of folders.

ENQUIRIES : Mr H Crous Tel No: (028) 713-8642
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 : 21 August 2020

POST 19/289 : **ADMINISTRATION CLERK: FINANCE/ADMIN**
West Coast District

SALARY : R173 703 per annum
CENTRE : Swartland 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 (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Asset Management. Appropriate experience in LOGIS & Integrated Procurement system. Inherent requirements of the job: Valid (Code B/EB) driver's license. Perform paid overtime when required. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of the compilation of financial statements and disclosure notes. Extensive knowledge of Asset Management in a LOGIS environment. Problem solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Ability to function independently as well as part of a multi-disciplinary team. Computer literacy (MS Office: Word, Excel, Outlook (e-mail) and LOGIS).

DUTIES : Maintain a credible and effective asset register. Perform monthly BAS and LOGIS reconciliations. Manage asset movement and bar coding. Undertake Interim and Annual Financial asset counts, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Assist with monthly, IFS and AFS reporting. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Manage demand, procurement assets, disposals and the Equipment Procurement Plan. Advertise, award and manage contracts and tenders. Assist with SCM reporting including, the AFS and IFS.

ENQUIRIES : Ms V Groenewald Tel No: (022) 487-9200
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. Short-listed candidates may be required to do a competency test as part of the interview process.

CLOSING DATE : 21 August 2020

POST 19/290 : **ADMINISTRATION CLERK: SUPPORT**
Emergency and Clinical Services Support

SALARY : R173 703 per annum
CENTRE : Emergency and Clinical Services Support
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Appropriate experience in LOGIS & Integrated Procurement system. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good

- communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Ability to work under pressure.
- DUTIES** : Ensure that all administrative tasks are carried out timeously. Ensure that all documentation for payments is captured correctly and timeously. Liaise with supplier to assist in timeous deliver. Assist with efficient and effective condom procurement and distribution. Arrange meetings for logistics management partners. Provide support to the helpdesk should this be required.
- ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804
- 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. Short-listed candidates may be required to do a competency test as part of the interview process.
- CLOSING DATE** : 21 August 2020
- POST 19/291** : **TELKOM OPERATOR**
Groote Schuur Hospital
- SALARY** : R145 281 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard, 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** : Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and record all cellular, national and international calls made. Effectively perform duties in the paging office including sending of bulk sms'. Report all faults to Telkom and other technical service providers. Assist with administration duties at the Telephone Exchange.
- ENQUIRIES** : Mr JC Corner Tel No: (021) 404-2303
- APPLICATIONS** : Please submit your application for the attention of Mr MS Benjamin to the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 21 August 2020
- POST 19/292** : **HEALTH PROMOTER**
Chief Directorate: Metro Health Services
- SALARY** : R145 281 per annum
- CENTRE** : Dr Abdurahman Community Day Centre
- REQUIREMENTS** : 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 drivers' license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy.
- DUTIES** : Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Assist and strengthen COPC in the community. Liaise with community's health co-ordinating structures, departments, local government and other stakeholders to promote integrated approach to health care. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilisation of all available resources. Keep effective record of activities and consumables. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services). Support to Manager at Facility.
- ENQUIRIES** : Ms M Boonzaaier Tel No: (021) 638 -3319

APPLICATIONS : The Director: Klipfontein Mitchell's Plain Sub-structure Metro Health Services, Lentegeur Hospital, Highlands Drive, Mitchells Plain, 7785 or Private Bag X7, Lentegeur, Mitchells Plain, 7789.

FOR ATTENTION : Mr RS Jonker

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

CLOSING DATE : 21 August 2020

POST 19/293 : **TELKOM OPERATOR**
Chief Directorate: Metro Health Services

SALARY : R145 281 per annum

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard and a messaging system. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal skills. Excellent telephone etiquette. Computer literacy (MS Office: Word, Excel and PowerPoint).

DUTIES : Deliver effective and efficient telephone service to LGH and its clients. Deliver effective and efficient billing system. Deliver and effective and efficient reception and security service for Administrative Building. Support to Supervisor and Support Service Sections scheduling meetings and minute taking. Provide effective secretarial relief services to Deputy Director Medical Support and CEO office.

ENQUIRIES : Ms C Peters, Tel No.: (021) 370-1197

APPLICATIONS : The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.

FOR ATTENTION : Mr T Twalo

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

CLOSING DATE : 21 August 2020

POST 19/294 : **CHILD MINDER**
Red Cross War Memorial Children's Hospital

SALARY : R122 595 per annum

CENTRE : Red Cross War Memorial Children's Hospital

REQUIREMENTS : Minimum educational qualification: Numeracy and Literacy and a Child Care Certificate. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shift weekends and public holidays and overtime and/or rotation basis. Competencies (knowledge/skills): Ability to work independently and within a team. Ability to perform child minding activities, multitask and take overall responsibility for each child. Educare teaching and training skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Provide quality childcare to children at the Red Cross War Memorial Children's Hospital Chéche and create a safe, stimulated and happy environment for the children. Supervise/look after the children between the ages 4months to 6 years. Receive the children and parents in a warm and professional manner. Provide effective communication within and outside the institution. Report incidents or abnormalities to the relevant manager, parent or guardian. Basic education and training of children and monthly reporting. Maintain a clean and healthy environment to prevent infections.

ENQUIRIES : Ms G Cloete Tel No: (021) 658-5063

APPLICATIONS : Please submit your application for the attention of Ms T Nqola to the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag x 5, Rondebosch, 7700.

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

CLOSING DATE : 21 August 2020

POST 19/295 : **STERILISATION OPERATOR PRODUCTION**
Chief Directorate: Metro Health Services

SALARY : R122 595 per annum

CENTRE : Oral Health Centre

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and appropriate

knowledge of CSSD. 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 reading and writing skills in at least two of the official languages of the Western Cape.

DUTIES : Deliver/collect soiled equipment to and from the sterilisation and various other departments with a heavy-duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilise of instruments, and other equipment in the department. Operate autoclaves and instrument washing machines. Issue sterile stock according to the departmental needs. Fold and sterilize linen packs. Monitor, control and maintain stock levels. Perform ad-hoc duties at Oral Centre, Mitchells Plain.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE CLOSING DATE : Ms V Naido Tel No: (021) 370-4479
: The Dean/Manager, Oral Health Centre Private Bag X1, Tygerberg, 7505.
: Ms N Jooste
: No payment of any kind is required when applying for this post.
: 21 August 2020

POST 19/296 : **TRADESMAN AID**
West Coast District

SALARY CENTRE REQUIREMENTS : R102 534 per annum
: Swartland Hospital, Malmesbury
: Minimum requirement: Basic numeracy and literacy skills. Experience. Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirement of the job: Valid (code B) drivers' licence. Competencies (knowledge/skills): Physically able to do hard manual labour. Ability to do overtime and standby duties. Ability to read and write written instructions. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Provide assistance to the maintenance of buildings and equipment. Provide assistance with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Provide assistance with other support functions of a workshop as well as control of tools. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE CLOSING DATE : Mr CA Vermaak Tel No. (022) 487 9226
: The Director: West Coast, Private Bag X15, Malmesbury, 7299
: Mr E Sass
: No payment of any kind is required when applying for this post.
: 21 August 2020

POST 19/297 : **PORTER**

SALARY CENTRE REQUIREMENTS : R102 534 per annum
: Tygerberg Hospital, Parow Valley
: Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Willingness to handle bodies (corpses). Willingness to work irregular hours as required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to handle heavy objects.

DUTIES : Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to, from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE CLOSING DATE : Ms CB Johnson Tel No: (021) 938-5327
: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
: Ms NL Kearns
: No payment of any kind is required when applying for this post.
: 21 August 2020

POST 19/298 : **MESSENGER**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Bellville Health Park

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate registry experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to pick up heavy bags filled with post and goods. Relieve registry clerk on request. Competencies (knowledge/skills) Must be dedicated, a team player, innovative and self-motivated. Good verbal and written communication skills in at least two of the official languages of the Western Cape. Planning, organising and client orientation skills.

DUTIES : Collecting, delivery and distribution of all files, post and correspondence to and from various Directorates in Bellville Health Park. Collecting and delivery of postal items from and to Post Office. Collecting and distributing of newspapers to all officials within the Bellville Health Park. Preparing of file covers and letters for franking. Assist registry personnel and all other officials within Bellville Health Park upon request. Ensure that documents for photocopying and binding are handled.

ENQUIRIES : Mr L Moolman Tel No: (021) 815-8724

APPLICATIONS : The Chief Directorate: Metro Health Services, Private Bag X15, Parow, 7500

FOR ATTENTION : Ms G Owies

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

CLOSING DATE : 21 August 2020

POST 19/299 : **GROUNDSMAN**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in gardening and maintenance of large grounds. Inherent requirement of the job: Be physically strong. Competencies (knowledge/skills): Good communication and interpersonal skills. Able to work independently, as well as part of a team. Ability to read, speak and write in two of the three official languages of the Western Cape. Good problem-solving skills and be physically strong. Basic knowledge of garden tool maintenance.

DUTIES : Maintain gardens, cut trees, tend to flower beds and weed eradication. Perimeter and fence inspection. Moving of offices and wards on the estate. Support to colleagues and supervisor. Office and furniture movement.

ENQUIRIES : Mr M Chrystie Tel No: (021) 370-1146

APPLICATIONS : The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.

FOR ATTENTION : Mr T Twalo

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

CLOSING DATE : 21 August 2020

POST 19/300 : **GENERAL WORKER: STORES**

SALARY : R102 534 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in Supply Chain Management in a hospital environment. Inherent requirements of the job: Physical ability to pick up heavy boxes or bags. Willingness to assist with stock-taking. 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 : Timeous delivery of stock to wards, departments, theatres and clinics in a cost effective and safe manner. Rotate store stock (first in, first out). Clean stores on a regular basis. Assist with safe-keeping of stock.

ENQUIRIES : Mr DB Van der Linde Tel No: (021) 938-4016

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms NL Kearns

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

CLOSING DATE : 21 August 2020

POST 19/301 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Mamre Community Day Centre
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience. Competencies (knowledge/skills): Good interpersonal 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.

DUTIES : General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Facility manager and colleagues.

ENQUIRIES : Ms A Marcus Tel No: (021) 576 1175
APPLICATIONS : The Director, Metro Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION : Mr F Le Roux
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 August 2020

POST 19/302 : **FOOD SERVICES AID**
Red Cross War Memorial Children's Hospital

SALARY : R102 534 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Basic reading, writing and numerical skills. Experience: Appropriate experience in an industrial food service unit in a hospital environment. Inherent requirements of the job: Willingness to work shifts during the day, weekends and public holidays. The ability to lift heavy equipment and supplies and stand on feet for most of the day. Dress according the departmental specifications. Work a 10-hour day shift and weekends. Competencies (knowledge/skills): The ability to read, speak and write in two of the three official languages of the Western Cape. Knowledge of appropriate hygiene and safety procedures in an industrial food service unit. The ability to handle industrial equipment. The ability to communicate effectively.

DUTIES : Pre-prepare and prepare meals for normal and special diets. Dish up and distribute meals. Assist with the receipt and storage of food supplies. Maintain general hygiene in the Food Service Unit. Follow hygiene and safety directives for the use of apparatus and equipment. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Assist with the informal in-service training as required.

ENQUIRIES : Ms. M Coetzee Tel No: (021) 658-5407
APPLICATIONS : Please submit your application for the attention of Ms Z Richards, to the Chief Executive Officer, Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 August 2020