

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

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 22/264 : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Groote Schuur Hospital

SALARY : R733 257 per annum (A portion of the package can structure according to the individual's personal needs)

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: A 3-year National Diploma/Degree in Information Management or Public Administration/management NQF level 6/7. Experience: Extensive experience in Information Management, Patient Fees and Admin with extensive experience in a supervisory capacity. Inherent requirements of the job: Valid driver's license (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Problem solving, lateral thinking and data analytic skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Information Management, Patient Fees and Admin.

DUTIES : (key result areas/outputs): Effectively and efficiently provide leadership and manage in the Information Management, Patient Fees and Admin sections in the Finance Directorate, to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance to all policies, regulations, prescripts and instructions. Utilize available technology to meet the requirements of every changing healthcare environment. Monitor that the patient administration and billing systems are utilized correctly and implement strategies to reach collections targets and to ensure audit compliance. Liaise with auditors (external and internal) and deal with audit queries. Must adhere to the requirements of the different levels of reporting i.e. Provincial and National levels. Manage the performance, training and development of staff in the Information Management, Patient Fees and admin department. Manage the production of relevant, timeous and accurate operational reports.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3248

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

NOTE : A competency test may form part of the selection process. No payment of any kind is required when applying for this post.

CLOSING DATE : 02 October 2020

POST 22/265 : **FACILITY MANAGER (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

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

CENTRE : District Six Community Day Centre

REQUIREMENTS : Minimum educational qualification: Appropriate Health Degree or Health Related National Diploma. Experience: Appropriate experience in a managerial position in an NGO, Private Organisation or the state sector. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer Literacy. Prove leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.

DUTIES : General and operational management of a Community Health Centre and related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes. Sound Financial, Supply Chain and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with clients and communities served. Information and data management. Community engagement.

ENQUIRIES : Ms L Appolis Tel No: (021) 202-0933/885

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 : 02 October 2020

POST 22/266 : **ASSISTANT MANAGER NURSING (SPECIALTY UNIT: OPERATING THEATRE)**

SALARY : R614 991 (PNB4) per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

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

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

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. Shortlisted candidate may be expected to undergo a practical computer test.

CLOSING DATE : 02 October 2020

POST 22/267 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: OBSTETRICS)**
Rural Health Services

SALARY : R562 800 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Advanced Midwifery and Neonatology nursing science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Proof of annual registration with SANC.

Experience: A minimum of 9 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the above-mentioned period must be appropriate and recognizable experience after obtaining the post basic qualification. Inherent requirement of the job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office). Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning & implementation of nursing care and the guidance of nursing & other personnel. Manage human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms D Williams / Ms J Ehlers Tel No: (044) 802-4537
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates may be subjected to a practical and/or competency test. No payment of any kind is required when applying for this post.

CLOSING DATE : 02 October 2020

POST 22/268 : **OPERATIONAL MANAGER NURSING: PRIMARY HEALTH CARE (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : R562 800 (PN-B3) per annum
CENTRE : Goodwood CDC (X1 Post)
 Ravensmead CDC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with 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 the specific speciality. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function independently in a multidisciplinary team and the ability to direct the team to ensure good nursing care. Computer literacy (MS Office). Good interpersonal and leadership skills. In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Strong sense of responsibility.

DUTIES : Community Participation. Control over infrastructure, maintenance and security. Effective communication on all levels of service delivery. 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 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. Liaise with relevant stakeholders including Facility Committees.

ENQUIRIES : Mr AE Patientia Tel No: (021) 815-8894
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 : 02 October 2020

POST 22/269 : **ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY: GRADE 1 (PERFUSION)**

SALARY : Grade 1: R517 326 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Inherent requirement of the job: After- hours service is compulsory. Competencies (knowledge/skills): Knowledge in all aspects of Cardiothoracic procedures. Skilled in all aspects of Cardiothoracic perfusion. Knowledge of Supply Chain and Financial regulations in the acquisition of equipment and consumables. Skills to purchase new equipment and consumables. Good computer skills in MS Word and Excel. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work without supervision and work within a group with all levels of staff. Must be able to lead and manage the cardiovascular perfusion team. Must be able to work under pressure. Understanding of procurement process. Capable of maintaining confidentiality. Training. Paediatric cardiopulmonary bypass.

DUTIES : Optimal patient care. Operation of heart/lung machine during cardiac surgery in adult and paediatric patients. Equipment Resource Management. Human Resource Management. Troubleshooting of equipment. Maintenance of equipment. Training. Research.

ENQUIRIES : Dr K Maart Tel No: (021) 938-4141
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 : 02 October 2020

POST 22/270 : **CHIEF CLINICAL TECHNOLOGIST: GRADE 1 (PERFUSION)**

SALARY : Grade 1: R466 119 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA in the relevant profession. Inherent requirement of the job: After- hour's service is compulsory. Competencies (knowledge/skills): Knowledge in all aspects of cardiothoracic procedures. Skilled in all aspects of cardiothoracic perfusion. Knowledge of Supply Chain and Financial regulations in the acquisition of equipment and consumables. Skills to purchase new equipment and consumables. Good computer skills in MS Word and Excel. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work with and without supervision and work within a group with all levels of staff. Must be able to manage the cardiovascular perfusion. Must be able to work under pressure. Understanding of procurement process. Capable of maintaining confidentiality. Training. Paediatric cardiopulmonary bypass.

DUTIES : Training of students. Optimal patient care. Equipment Resource Management. Human Resource Management. Troubleshooting of equipment. Maintenance of equipment. Training. Research. Adult and Paediatric cardiopulmonary bypass.

ENQUIRIES : Dr K Maart Tel No: (021) 938-4141
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 : 02 October 2020

<u>POST 22/271</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R444 276 per annum
<u>CENTRE</u>	:	Cape Town Reproductive Clinic
<u>REQUIREMENTS</u>	:	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: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy. Prove leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Health sector experience. Exposure to managerial functions in Primary Health Care Facilities and use of clinical equipment. In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources; Financial guidelines, protocols and control of budget levels. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
<u>DUTIES</u>	:	Operational management of a CDC (Leadership, internal and external governance). Integrated services delivery in rendering comprehensive health. Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, People Management (supervision of staff, development and performance management), Finance and Supply Chain Management. Quality management. Infrastructure, maintenance and facilities management.
<u>ENQUIRIES</u>	:	Ms LM Appolis Tel No: (021) 202-0933/885
<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>	:	02 October 2020
<u>POST 22/272</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R444 276 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree) 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 South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and insight of relevant legislation and policy related to nursing within the Public Service. Knowledge of the Public Finance Management Act & departmental policies. Knowledge of the Nursing information Management Systems (NIMS). Basic computer literacy.
<u>DUTIES</u>	:	Coordinate, implement and monitor the strategic objectives of the Nursing department, facility and Department of Health. Supervise, plan and coordinate the provision of an effective and holistic nursing care service within the legal and professional framework. Ensure effective People Management and People Development within the Department including staff performance and disciplinary processes. Ensure effective management and utilisation of human, financial and physical resources to ensure optimal functioning in the unit, in accordance to all relevant directives and legislation. Initiate and participate in training, development and research within the nursing department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the department. Deliver an

effective support service to the Nursing Management and the Institution. Promote infection, prevention and control, quality assurance and occupational health & safety.

ENQUIRIES : Ms LT Beukes Tel No: (021) 508-7406
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 : 02 October 2020

POST 22/273 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Prince-Albert Clinic and Klaarstroom Mobile

SALARY : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE : Central Karoo District
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: A valid driver's license (Code B/EB) and willing to drive Mobile Clinic. Willingness to work overtime when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.

DUTIES : Collect, verify and submit accurate statistics timeously. Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

ENQUIRIES : Mr WJ Erasmus Tel No: (023) 414-8200
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 : 02 October 2020

POST 22/274 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (EMS INSPECTORATE)**
Directorate: Inspectorate (Professional Support Services)

SALARY : R376 596 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year Health-Related National Diploma/Degree that is registrable with the Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in an emergency medical service environment and appropriate exposure to the management of an emergency medical service. Inherent requirements of the job A valid (Code B/EB) driver's license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Insight into Ambulance Service and Health Care legislation. An understanding of clinical activities, needs, norms and standards across all types of ambulance/emergency medical services. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to ambulance services and infrastructure design i.e. Ambulance Act 3 of 2010,

PN 180, Emergency Services Regulations, Office of Health Standards of Compliance. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of budgeting processes, financial management, the levying and collection of fees in terms of applicable legislation.

DUTIES : Conduct ambulance service inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – Ambulance Act 3 of 2010, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise ambulance services on technical, clinical and operational aspects relating to corrective steps where services do not conform to governing legislation. Offer support to the licensing process of Ambulance Services in the Province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management duties of the division.

ENQUIRIES : Ms K Jacobs Tel No: (021) 483-3303
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 : 02 October 2020

POST 22/275 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**

SALARY : R376 596 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Supply Chain Management or Public Administration/management NQF level 6/7. Experience: Appropriate experience in asset management and in a supervisory capacity. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of Asset Management computer system Syspro as well as MS Excel, word, power point and pivot tables. Superior knowledge and understanding of relevant Assets Management legislation and regulations.

DUTIES : Effectively and efficiently provide leadership and manage the Asset Management Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of Asset Management policies, regulations, prescripts and instructions. Manage the Assets (major and minor) and related processes of the hospital in respect of: Annual asset planning and asset count, monthly assets and financial statement reconciliations, variance analysis and implementing corrective action and liaise with various role-players and stakeholders on different levels to ensure effective Asset Management. Real time capturing of acquisitions, transfers, re-evaluations, disposals, bar-coding, movements, reports and update of Asset Register. Liaise with auditors (external and internal) and deal with audit queries. Manage the performance, training and development of staff in the Asset Management Unit.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3248
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 : 02 October 2020

POST 22/276 : **DIAGNOSIS RELATED GROUPS COSTING SPECIALIST**

Emergency and Clinical Support Services

SALARY : R316 791 per annum
CENTRE : Directorate: Clinical and Coding
REQUIREMENTS : Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate organisational knowledge and experience level of clinical coding, DRGs, UPFS and/or Activity Based Costing in South Africa. Inherent

requirement of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook). Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Accurate record keeping and general office and ad-hoc duties. Perform assessment and analysis of related clinical and financial information in order to perform accurate and comprehensive DRG coding and costing. Professional communication both telephonically and in writing with all role players. Support sub-projects added to Diagnostic Coding, eCCR and DRG Implementation. To ensure all audited data are allocated to a DRG utilising the DRG encoder. To manage service utilization by care coordination in order to meet the comprehensive Health needs of the individual client and to ensure quality and cost-effective outcomes. To perform assessment and costing of audited data through utilisation of clinical records, accounts and invoices and capture data utilising the DRG costing tool.
- ENQUIRIES** : Ms P Fourie Tel No: (021) 826-5745
- 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** : 02 October 2020

POST 22/277 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)**
Red Cross War Memorial Children's Hospital

SALARY : R316 791 per annum

CENTRE : Red Cross War Memorial Children's Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience in a Supply Chain Management environment. Appropriate supervisory experience in the procurement of goods and services, Bids & Contract management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Extensive knowledge of and practical experience in Logis and or Syspro and the Integrated Procurement Solutions (IPS). Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of the Bids and contract management process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations. Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and 16B.

DUTIES : Effective and efficient management of the Procurement in a Logis and Integrated Procurement Solutions (IPS) environment. Perform the duties as an Approver on IPS. Manage an effective and efficient Demand and acquisition process. Management of supplier non-performance. Manage an effective and efficient Bid/quotation process and provide support to the QC and CBAC. Ensure efficient and effective Contract management. Ensure fully effective Procurement processes. Accurate and timeous reporting of information to Head Office and other stakeholders. Assist with the compilation of the Annual and Interim Financial statements. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively perform administrative tasks expected of a supervisor/manager. Performance and development of own staff. Perform all relevant Human Resource management functions including discipline, Grievances and SPMS.

ENQUIRIES : Mr S Ntsonkotha Tel No: (021) 658-5892

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 : 02 October 2020

POST 22/278 : **COMMUNITY LIAISON OFFICER**

SALARY : R316 791 per annum
CENTRE : Cape Winelands District Office, Worcester
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good coordination skills, project management skills, training skills and computer literacy. Ability to work both as part of a team and independently. Good communication and presentation skills.

DUTIES : Overall co-ordination and monitoring of the on-going activities within communities and community structures within the Cape Winelands district. Engaging with all relevant stakeholders to ensure the realisation of Western Cape Government Health's Vision and Mission regarding community involvement and participation. Facilitate community dialogues. Consolidate and prepare reports. Support and assist with establishing and implementation of clinic committees.

ENQUIRIES : Ms H Liebenberg Tel No: (023) 348-8118
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 : 02 October 2020

POST 22/279 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**
Directorate: Supply Chain Management (Clinical Sourcing)

SALARY : R316 791 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Procurement or Health-related. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Extensive knowledge of Bid and Contract Management. Good organisational skills. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication in at least two of the three official languages of the Western Cape. Knowledge of the PFMA, National Treasury Regulations and Preferential Procurement Regulations.

DUTIES : End-to-end management of the sourcing process: integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing: conduct market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Delivery of optimal commercial benefits to the Department.

ENQUIRIES : Ms R Philander Tel No: (021) 483-8266
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 : 02 October 2020

POST 22/280 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

SALARY : R316 791 per annum

- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
 : Minimum educational qualification: Appropriate 3-year National Degree/Diploma. Experience: Appropriate experience in Bids and Contract Management, Goods and Services procurement processes. Competencies (knowledge/skills): Appropriate knowledge and experience in Supply Chain Management, bid administration, tendering processes and provisioning of Goods and Services (inventory, consumables, etc.). Extensive knowledge of the LOGIS/SYSPRO or a similar Procurement Management System. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officers System of the Department of Health, including delegations, IPS (Integrated Procurement Solution) system. Ability to interpret and apply financial policies, procedures and prescripts. Knowledge of demand, acquisition, provision, contract and bid management policies, prescripts and procedures. Computer literacy. All-round operational experience in Supply Chain Management.
- DUTIES** : Assist and support the Assistant Director and other senior management in achieving the Supply Chain strategic and operational objectives of the institution. Effective reporting to management. Assist and guide with the compilation of a Procurement Plan and relieve in higher supervisor post when required. Provide internal support and advice on SCM Policies and procedures to management and end-users. Perform service contracts (formal and informal), manage the Bid administration process and provide up-to-date training and guidance to staff in all aspects of bid and procurement processes. Ensure completeness and accuracy of requisitioning, awarding and ordering. Ensure prompt processing of bid documentation and full compliance to all legislative regulations for all contracts for the institution. Includes renewals and amendment of contracts and dealing with audit queries. Serve as active member of Quotation Committee, provide advice, statistical information and adjudication of quotations.
- ENQUIRIES APPLICATIONS** : Mr N Martin Tel No: (021) 938-5607
 : 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.
 : 02 October 2020
- POST 22/281** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (HEALTH INSPECTORATE)**
 Directorate: Inspectorate (Professional Support Services)
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum
 : Head Office, Cape Town
 : Minimum educational qualification: Matric with higher certificate NQF 5 in a business management and/or administration field. Experience: Appropriate experience in general office administration. Appropriate experience to a business management environment. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Licensing and Inspectorate Component and Directorate Professional Support Services. Client and task orientated. A sound knowledge of the functions and duties of Provincial Government Western Cape. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail. Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist in the office with regard to ambulance services licensing and inspections, planning and assisting in the execution of such inspections and handle the correspondence relating to ambulance services inspections. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Comprehensive administrative support to the Office of the Deputy-Director with the appropriate documentation and administration before, during and after meetings. Perform office support service effectively and professionally. Human Resource Management as it relates to the supervision of sub-categories of staff and assist with the management of the duties of the division. Execute the correct procedure in levying and collecting of inspection fees from ambulance services in terms of applicable health legislation.

ENQUIRIES : Mr M Memani Tel No: (021) 483-8669
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 : 02 October 2020

POST 22/282 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
 Central Karoo District

SALARY : R257 508 per annum
CENTRE : Murraysburg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Ability to maintain confidentiality. Ability to supervise the relevant components. Computer literacy (MS Word, Excel, PowerPoint). Good communication, interpersonal, organisational and leadership skills. Sound knowledge or working experience of BAS, LOGIS, CLINICOM, PERSAL.

DUTIES : Effective and efficient Human Resource Management functions as a satellite of Beaufort West Hospital. Effective and efficient Supply Chain Management, Financial Administration, Revenue and Assets. Implement and monitor policies, circulars, finance instructions and other relevant legislative prescripts. Implement measures to address shortcomings identified through audits. Management functions as a satellite of Beaufort West Hospital. Prepare and submit Human Resource related reports and statistics. Supervision and administrative duties relating to Support Service sections, including Food Service Unit, Laundry, Workshop/Maintenance functions, registration, general workers, mortuary and Transport.

ENQUIRIES : Ms F Fass Tel No: (049) 844-0142
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 : 02 October 2020

POST 22/283 : **ARTISAN PRODUCTION: GRADE A TO C (CARPENTRY)**

SALARY : Grade A: R190 653 per annum
 Grade B: R224 574 per annum,
 Grade C: R262 176 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Conversant with the requirement of the Machinery and Occupational Health and Safety Act. Ability to manage a workshop. Project Management Skills.

DUTIES : Carry out routine inspection, maintenance and repairs including alteration and installation of building/carpentry/furniture, fittings and in the manufacturing of assistive devices. Assist Artisan Foreman with administration, planning and schedules. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Do quality assurance on all maintenance and repair work performed and keep register of all work done. Liaise with all relevant personnel in ensuring Groote Schuur Hospital is within regulations regarding carpentry department. Liaise with service providers and agents to negotiate quotations and maintenance. Supervise and training of staff.

ENQUIRIES : Mr AK Mgcodo / Mr E Orgill Tel No: (021) 404-6251 / 6208
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 : 02 October 2020

<u>POST 22/284</u>	:	<u>ARTISAN PRODUCTION: GRADE A TO C (MILLWRIGHT/PLUMBING)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE REQUIREMENTS</u>	:	Brewelskloof Hospital, Breede Valley Sub-district Minimum educational qualification: Appropriate Trade Test Certificate in Millwright or Plumbing. 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. Willingness to work irregular hours (e.g. overtime, after hours, standby duties and weekends) and attend to emergencies when required. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to do welding work.
<u>DUTIES</u>	:	Perform standby duties. Perform necessary administrative functions. Control over tools and materials and train and supervision of subordinates. Assist with the execution of engineering projects/repairs at the hospital and health institutions within the Breede Valley Sub District. Maintain and repairs of installations and equipment at the hospital and health institutions within the Breede Valley Sub District. Assist Artisan Foremen/Chief Artisan with their duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Scanlen Tel No: (023) 348 1347 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 02 October 2020
<u>POST 22/285</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration / Admissions in a Hospital Environment. Inherent requirement of the job: Prepared to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Assessing of patients according to the means test (income). Cash Management. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening folders. Registration and capturing of patient information on Clinicom. Switchboard and patient enquiries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TI Sebezela Tel No: (021) 571-8053 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 02 October 2020
<u>POST 22/286</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Cape Winelands Health District
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groendal Community Day Clinic, Franschoek Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the Health Information Systems of the Department e.g. PHCIS, eTIER.net and Sinjani. Inherent requirements of the job: Willingness to work overtime when required. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and

		communication skills. Computer literacy (MS Word, Excel and Outlook). Basic routine Health Information System for Data Capturers (HISDC Project).
<u>DUTIES</u>	:	Provide supportive administration functions e.g. preparation of folders for the next day, completion of registers etc. Register patients on the Patient Administration System (PHCIS). Responsible for folder management i.e. filing, retrieving, archiving and disposal of folders. Maintain patient appointment system. Responsible for effective management of communication (telephonic enquiries). Responsible for data management and capturing.
<u>ENQUIRIES</u>	:	Ms MM Muller Tel No: (021) 808-6109
<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>	:	02 October 2020
<u>POST 22/287</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)</u> Directorate: Supply Chain Sourcing Sub-Directorate: Infrastructure Sourcing
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	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 focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience performing administration and possess Supply Chain Management experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook). Good communication (verbal and written), planning and organisational skills. Ability to work under pressure, pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Perform general office administration. Provide administration for Infrastructure Sourcing People Management matters. Render an effective Supply Chain Management administrative support service. Perform an administrative function for complaints raised via and experienced by Infrastructure Sourcing. Provide an overall support role to the Manager of the Infrastructure Sourcing component.
<u>ENQUIRIES</u>	:	Ms S van Breda Tel No: (021) 483-7810
<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>	:	02 October 2020
<u>POST 22/288</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (WARDS)</u> West Coast District
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Vredenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in office administration, financial and procurement administration. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays and perform overtime when and as required. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills in at least two of the three official languages of the Western Cape. Practical experience in computer skills (MS Word and Excel). Maintain and exercise confidentiality of patient's information at all times. Good interpersonal relations, organisational skills and customer care. Knowledge of the information systems i.e. Clinicom. Knowledge of LOGIS, Staff information system e.g. NIMS and the Mental Health Act; 17 of 2007.
<u>DUTIES</u>	:	Effective and efficient patient administration through liaison with clients, record keeping, documentation, faxing, filing, correspondence and telephone enquiries; keeping notice boards tidy. Effective and efficient patient administration including checking that all patients are admitted, discharged and transferred on Clinicom/information system and that prescription charts are sent to pharmacy. Ensure that all fees and administrative related documents are signed, ensuring availability of folders and necessary documents for

admission. Management of material resources, assets and ordering ward stock via LOGIS/procurement system. Information management – data collection, capturing thereof and ensure timeous submission of statistics. Support to supervisor and colleagues with administration tasks which includes typing, filing, faxing and correspondence, deal with telephone enquiries, keep notice board tidy and act as secretariat in various meetings.

ENQUIRIES : Ms CH Oosthuizen Tel No: (022) 709-5099
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 : 02 October 2020

POST 22/289 : **ADMINISTRATION CLERK: SUPPORT**
West Coast District

SALARY : R173 703 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Excellent filing and recordkeeping skills. Good verbal and written communication skills and ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in MS Word and MS Excel and data capturing skills. The ability to accept accountability and responsibility and to work independently and in a multi-disciplinary team.

DUTIES : Act as first contact point for the Nursing Manager’s office and managing the reception point. Manage telephonic and client communication and responsible to make appointments. Keep relevant records, file and retrieve folders, trace old folders, compile new folders and destruct folders. File folders, documents on a daily basis and handle all general administration duties. Maintain appointments and schedule appointments for people who want to talk to the manager. Assist with initiating procurement activities. Maintain link with the People Management office. Act responsible with regards to service ethics, norms and standards.

ENQUIRIES : Ms CH Oosthuizen Tel No: (022) 709-7214
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 : 02 October 2020

POST 22/290 : **STERILISATION OPERATOR PRODUCTION**
(Chief Directorate: Rural Health Services)

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

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

ENQUIRIES : Ms S Nieuwoudt Tel No: (023) 348-6455
APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms H Swart

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/291 : **STERILISATION OPERATOR PRODUCTION**

SALARY : R122 595 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) Grade 9(std. 7). Experience: Appropriate experience working in a decontamination and sterilisation unit within a hospital. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. 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 relations skills and ability to work in a co-operative way within a team context. Foundation courses in sterilisation and decontamination recommended. Basic understanding of disinfection, decontamination and sterilisation.

DUTIES : Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilise instruments and supplies. Assist with folding of surgical gowns, folding and packing surgical linen. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Assist with lifting up and pushing heavy equipment. Assist with processing of respiratory equipment. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.

ENQUIRIES : Ms B Ludick Tel No: (021) 658-5763
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/292 : **FOOD SERVICES AID**
West Coast District

SALARY : R102 534 per annum
CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large scale food service environment. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, quality portion control of food according to standardised recipes. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day and willing to enter and work in hospital wards and in a high stress environment. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of hygiene, occupational health, hazard analysis and critical control points (HACCP) and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills.

DUTIES : Pre-prepare, weigh, produce, dish and distribute all normal and therapeutic diets for patients and assist with stock control. Maintain food hygiene, other hygiene and reduce risk within the department. Assist in in-house training and follow and adhere to Occupational Health and Safety prescripts. Render Support to supervisor and colleagues ensuring a quality assurance and a patient centered experience by high quality of work performance.

ENQUIRIES : Ms F Janse van Rensburg Tel No: (022) 814-0032
APPLICATIONS : Please submit your application: To the Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

FOR ATTENTION : Mr MZ Emandien
NOTE : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/293 : **HOUSEHOLD AID (X3 POSTS)**
Groote Schuur Hospital

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience appropriate experience as a cleaner within a Hospital environment and experience in Waste management. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Excellent health status- be able to work with cleaning materials and lifting of equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, Terminal Cleaning and handling cleaning equipment. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, refuse handling and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Attend in-service training appropriate to service delivery.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404-3237
APPLICATIONS : Please submit your application to the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Mr MS Benjamin
NOTE : A competency test will form part of the interview process. No payment of any kind is required when applying for this post.

CLOSING DATE : 02 October 2020

POST 22/294 : **MESSENGER (MEDICAL RECORDS)**
Groote Schuur Hospital

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in the duties of this post in a medical records registry at any state hospital. Inherent requirements of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads. Competencies (knowledge/skills): Knowledge of folder management procedures. Ability to safely operate a tow tractor / tow tug. Good knowledge of Groote Schuur Hospital locations. Good communication skills in at least two of the three official languages of the Western Cape. Basic Computer literacy.

DUTIES : (key result areas/outputs): Collect folders, x-rays and other case notes or items from various clinical and admin areas. Deliver folders, x-rays and other case notes or items to various clinical and admin areas. Fix broken folders and x-ray packets. Operate tow tractor / tow tug.

ENQUIRIES : Mr WR Weeder Tel No: (021) 404-4056
APPLICATIONS : Please submit your application to the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Mr MS Benjamin
NOTE : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 02 October 2020

POST 22/295 : **PORTER**
Red Cross War Memorial Children's Hospital

SALARY : R102 534 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical abilities. Experience Appropriate porter duty experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including

- nightshifts, weekends and public holiday. 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.
- DUTIES** : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centers. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards. Transport of Blood and Specimen.
- ENQUIRIES** : Mr J Van Rooi Tel No: (021) 658-5457
- APPLICATIONS** : Please submit your application to the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
- FOR ATTENTION** : Ms T Nqola
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 02 October 2020
- POST 22/296** : **HOUSEHOLD AID**
(Garden Route District)
- SALARY** : R102 534 per annum
- CENTRE** : Riversdale Hospital
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays and night duty. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning of equipment. Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Responsible for cleaning duties (i.e. dust, wash, scrub, polish, waste handling) and maintenance of general neatness and hygiene of the wards daily. Responsible for general cleanliness of wards and adherence to OHS and IPC policies. Perform food service duties according to HACCP principles and food service unit policies. Render assistance to the supervisor with regards to general housekeeping duties such as control of cleaning and household equipment and upkeep of linen. Support to Nursing staff with regards to control of cleaning and household equipment, and upkeep and management of linen in the hospital environment.
- ENQUIRIES** : Mr P Moolman Tel No: (028) 713-8643
- APPLICATION** : The Manager: Garden Route District Office, Private Bag X6592, George, 6530.
- FOR ATTENTION** : Ms S Pienaar
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 02 October 2020
- POST 22/297** : **HOUSEHOLD AID**
(Chief Directorate: Metro Health Services)
- SALARY** : R102 534 per annum
- CENTRE** : Valkenberg Hospital
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of basic food preparation. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents.
- DUTIES** : Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection and ensure that the cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. Responsible for general

hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Mr M Photo Tel No: (021) 8265 801
APPLICATIONS : The Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, 7935.
FOR ATTENTION : Ms A Stephens
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/298 : **DRIVER (LIGHT DUTY VEHICLE)**
 (Chief Directorate: Metro Health Services)

SALARY : R102 534 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience as a driver. Inherent requirements of the job: Valid Public Drivers Permit (PDP). Code (B/EB/C1) driver's licence. Good physical health. Work overtime as per needs requirement, shifts and perform standby duties afterhours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of Transport Circular U2 of 2000. Good knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills. Ability to work among psychiatric patients. Communication in at least two of the three official languages of the Western Cape.

DUTIES : Transport patients, goods, services and personnel from one point to another. Deliver and collect all daily post to the relevant institution on a daily basis. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy.

ENQUIRIES : Mr MS Ariefdien Tel No: (021) 503-5000
APPLICATIONS : The Human Resource Department, Alexandra Hospital, Private Bag X1, Maitland, 7405.
FOR ATTENTION : Mr F Leukes
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 22/299 : **CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: 190**
 Branch: People Management Practices

SALARY : R1 189 338 per annum plus benefits (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Cape Town

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at senior managerial level. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Additional Requirements: A post graduate qualification in Human Resources, Personnel Management, Public Administration and Management or Business Administration. A valid code EB driver's license.
<u>DUTIES</u>	:	Render people planning and empowerment services. Participation, interpretation and implementation of National specific human resource policies. Develop and interpret the implementation of departmental specific human resource policy as well as input to provincial policy. Develop and maintain human resource information and knowledge management system. Provide human resource research and product development. Develop and maintain human resource plan (including EE). Coordinate organisational development interventions, job evaluation and change management. Monitor, evaluate and report on HR matters. Manage employee Health and Wellness and HR special programmes (Human Rights, SDIP, HIV/Aids, Youth, Gender equity, Disability, EE, EAP, OHSA). Management of performance management systems (PS & Educators). Recruit people and administer the organisational establishment. Administration of recruitment, selection and placement. Render a PERSAL control service. Maintain staff establishments. Render people service benefits and registry service. Implementation and maintenance of systems, procedures and processes to administer people management functions. Administration of service conditions. Render an exit management service. Render personnel registry service. Provide human resource information (inclusive of statutory reporting). Provide inputs in National Committees / Sub Committee to ensure effective and efficient human resource administration. Promote sound employee relations. Manage interaction with organised labour. Ensure behaviour normalisation. Deal with labour disputes. Implement strategies to prevent labour unrest. Manage training w.r.t labour relations issues.
<u>ENQUIRIES</u>	:	Mr LJ Ely Tel No: 021 - 467 2537
<u>CLOSING DATE</u>	:	02 October 2020
<u>POST 22/300</u>	:	<u>DIRECTOR: DISTRICT DIRECTOR REF NO: 188</u> Branch: Education District Office Metro East
<u>SALARY</u>	:	R1 057 326 per annum (Level 13). plus benefits An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE</u>	:	Kuilsriver
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level within an educational environment. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Additional Requirements: Proven relevant management experience in an education environment. Valid drivers' licence. Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts. Proven excellence in management of district support and/or school management. Recommendation: A successful track record as a Principal of a well-performing school will be a recommendation.
<u>DUTIES</u>	:	Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management., Circuit Managers, Management and governance, Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists. Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS). Manage operational interfaces with Head Office components and external agencies. Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.
<u>ENQUIRIES</u>	:	Mr HA Lewis Tel No: (021) 467 2105
<u>CLOSING DATE</u>	:	02 October 2020

OTHER POSTS

- POST 22/301** : **DEPUTY DIRECTOR: SALARIES REF NO: 186**
Branch: Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum plus benefits (Level 11)
: Cape Town
: A B. Degree or equivalent qualification in Financial Accounting with at least 5 years' experience in a Financial Accounting environment, inclusive of a minimum 3 years management/supervisor experience. A valid driver's license (Code B/EB). Proven Knowledge of Accounting standards, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge of Risk Management and Auditing; Sound Knowledge of financial information systems; Sound knowledge of Supply chain management; Financial Delegations; Cash flow. Project Management and organisational skills; Report writing; MS Office applications; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement.
- DUTIES** : Monitor compliance with all applicable prescripts and regulations. Develop and implement policies and procedures dictating salary administration processes. Provide inputs to the quarterly and annual financial statements (IFS and AFS) and related audit and review processes. Ensure that all outstanding inter-departmental salary receivables are followed up, cleared and reconciled. Provide effective and efficient salary support to the WCED. Ensure PERSAL exceptions are followed up and cleared. Management and control of the investigation of balances in relevant ledger accounts and ensure that these balances are cleared monthly. Prepare and submit monthly, bi-annual and annual tax reconciliation to SARS timeously including management of SARS payments. Management of IRP5 administration including balancing manual IRP5 totals with amounts paid to SARS and capture manual IRP5's on SARS software. Manage the administration of salary deductions and claim process. Manage service termination procedures. Handle the payment of and overpayment of salaries and allowances including salary recalls. Ensure effective and efficient payroll/salary administration and pay sheet control. Manage monthly reconciliation on pay sheets distributed and ensure that pay sheets are certified as required by Treasury Regulation. Render an effective and efficient financial registry and mailing service. Manage the relevant sub-directorate in line with the strategic objectives of the Department. Identify staff capacity needs and ensure training interventions and provide financial training of all relevant personnel.
- ENQUIRES CLOSING DATE** : Mr Z Mpisi, Tel No: (021) 467 2511
: 02 October 2020
- POST 22/302** : **ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 171**
Branch: Education District Office Cape Winelands
- SALARY CENTRE REQUIREMENTS** : R376 596 (Level 09)
: Worcester
: National Diploma (NQF 6) or degree plus 3 years administrative experience. A valid driver's licence. Knowledge of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and financial skills.
- DUTIES** : Manage and coordinate support to Public Schools (including hostels) with the implementation of new/existing financial-, records- and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.
- ENQUIRIES CLOSING DATE** : Mr J Benjamin Tel No: (023) 348 4600
: 02 October 2020

POST 22/303 : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: 174**
 Branch: Physical Resource Planning & Property Management

SALARY : R376 596 (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) or Degree in Real Estate or related Property Management fields plus relevant experience. 3 years of experience post qualification, valid driver's licence and computer literacy.

DUTIES : Implement land affairs matters. Update Immovable Asset Register. Administer leases. Administer Municipal Accounts. Administer use of utilities.

ENQUIRIES : Mr G Coetzee, Tel: 021 - 467 9337
CLOSING DATE : 02 October 2020

POST 22/304 : **OFFICE MANAGER: OFFICE OF THE DDG: EDUCATION PLANNING REF NO: 177**
 Branch: Education Planning

SALARY : R376 596 (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) or Degree qualification with 3 years proven office management experience; Recommendation: Experience in an education environment; Valid driver's licence; Advanced knowledge of the South African Schools Act; Knowledge of all legislation related to the key performance areas as they affect districts; Proven excellence in management of district support and/or school management.

DUTIES : Render secretariat support to the DDG in specific meetings/forums/committees of the Department and external forums where applicable e.g. secretary of highly confidential and sensitive meetings. Manage all administrative support functions, including documents of a very sensitive nature, in the Office of the DDG, ensuring the proper flow of information and correspondence to and from the DDG. Execute research, analyse information and compile complex documents/submissions of strategic nature for the DDG, EXCO and members of Top Management including drafting of presentations to the HoD, as instructed by the DDG. Draft replies/memoranda of strategic nature on behalf of the DDG specifically with respect to stakeholders. Manage parliamentary questions and enquiries. Operational planning and work organisation of the Branch. Develop and maintain systems, procedures and protocols. Manage the resources, including office budgets, of the Branch. Manage, co-ordinate and provide technical support.

ENQUIRIES : Mr S Abrahams, Tel No: (021) 467 2076
CLOSING DATE : 02 October 2020