

**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 23/148** : **MANAGER: MEDICAL SERVICES GRADE 1**  
Groote Schuur Hospital

**SALARY** : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. 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 (Code B/EB) drivers licence. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery system, policies and law, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

**DUTIES** : (key result areas/outputs): Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Provide a platform for teaching, training, development and research.

**ENQUIRIES** : Dr B Eick, Tel No.: (021) 404-6288

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 9 July 2021

**POST 23/149** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (FAMILY PHYSICIAN)**  
Overberg District

**SALARY** : Grade 1: R1 106 040 per annum  
Grade 2: R1 264 623 per annum  
Grade 3: R1 467 651 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.

**CENTRE** : Caledon Hospital

**REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in

Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Participation in Commuted Overtime at Caledon Hospital Competencies (knowledge/skills): Knowledge and understanding of the Department's Healthcare 2030 vision. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (Ms Word, PowerPoint and Excel).

**DUTIES** : (key result areas/outputs): Participate in the Hospital and Sub-district Health Services team. Act as coordinator for Family Medicine Registrars allocated to the TWK sub-district as well as co-ordinator of undergraduate medical students from the University of Stellenbosch visiting Caledon Hospital. Responsible for clinical governance within the sub-district and report to the quality of care, the training needs as well implementing the Quality Improvement Plan. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations, Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services at a District Hospital and PHC platform). Develop, maintain and monitor protocols for proper clinical governance of the services in the Sub-district. Initiate supervise and conduct research appropriate to the needs of the Sub-district. Implement the Outreach and support policy of the Department with the relevant stakeholders.

**ENQUIRIES APPLICATION** : Dr MS Rambiyana, Tel No: (028) 212-1070  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. 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** : 9 July 2021

**POST 23/150** : **OPERATIONAL MANAGER NURSING: (SPECIALTY) OPERATING THEATRE AND CSSD**  
Chief Directorate: Rural Health Services

**SALARY** : R562 800 per annum (PN-B3)  
**CENTRE** : Paarl 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 and Midwife/Accoucheur. A 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 the SANC as a Professional Nurse and Midwife/Accoucheur. 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 in the specific speciality after obtaining the one-year post basic qualification in the relevant speciality. Inherent requirements of the job: Valid (code B/EB) drivers licence. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Deputising for the Assistant Manager, Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation, related legal and ethical nursing practices and their impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and technical, including PC literacy (MS Word, Excel,

- PowerPoint and Outlook) skills. Demonstrate an excellent understanding of People Management (HR), finance policies and practices. Knowledge of Functional Business Unit (FBU's). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Plan, lead, organise, coordinate and control the provision of holistic and specialised nursing services. Effectively manage all resources within the prescripts of People Management, Finance and other relevant directives. Ensure the delivery of quality nursing care within set standards of a professional and legal framework. Coordinate the provision of, and active participation in, effective training and research to maintain and ensure achievement of CPD, self-development, professional growth and ethical standards. Provide active support to Nursing- and Hospital Leadership in leading the change process.
- ENQUIRIES APPLICATION** : Mr S Bruiners, Tel No: (021) 860-2522
- NOTE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- CLOSING DATE** : No payment of any kind is required when applying for this post.  
9 July 2021
- POST 23/151** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (CLINICAL TRAINING CO-ORDINATOR FOR PRIMARY HEALTH CARE AND ACUTE SERVICES)**  
Garden Route district
- SALARY** : Grade 1: R383 226 per annum (PN-B1)  
Grade 2: R471 333 per annum (PN-B2) Plus a rural allowance of 8% of basic salary.
- CENTRE REQUIREMENTS** : Oudtshoorn Sub- district  
Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade1:** 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 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 (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care and acute services field of practice. Communication skills in at least two of the three official languages of the Western Cape. Basic computer skills in MS Word, Excel, Outlook. Relevant knowledge, skills and experience in training and practical mentorship.
- DUTIES** : (key result areas/outputs): Analyzing training needs and resources of clinical personnel at Oudtshoorn Sub district level. Planning and co-ordinating clinical training, skills development and maintenance of competence interventions in the Oudtshoorn Sub-district. Presentation facilitation and co-ordination of clinical service related to training programs at Oudtshoorn sub district. Monitoring, evaluation and reporting of clinical training and clinical skills development interventions at Oudtshoorn-Sub district. Support the Internal and External Interface strengthening with the focus on the COPC Model Support the Operational Managers to obtain and maintain Ideal Clinic status.
- ENQUIRIES APPLICATION** : Ms J Matyhila, Tel No: (044) 203-7205
- NOTE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- CLOSING DATE** : No payment of any kind is required when applying for this post. 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)"  
9 July 2021
- POST 23/152** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT**
- SALARY** : R376 596 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year qualification (National Diploma/Degree). Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Appropriate Skills Development experience. Knowledge of a variety of work ranges and procedures such as: Finance, Human Resource matters, training and development, planning and organising, administration procedures relating to specific working environment, how to research/gather information and analyse. Problem solving, organising, strategic planning, conflict resolution, presentation, and facilitation. Proven knowledge of Public Service Regulations, Prescripts and Acts.

**DUTIES** : (key result areas/outputs): Capacitating of all SDFs and Learning Committees Co-ordination of all community capacity development projects and training interventions including internships. Coordination of Employee wellness programmes, Public Service Induction Programmes and ABET/AFET. Management of bursaries and learnerships Programmes. Monitoring & Evaluation of all skills development interventions QTR, ATR. Personnel and Budget Management including 1%. Planning and coordination, Identification, Management and implementation of skills development interventions for Clinical and Support staff including training obtained at PTI.

**ENQUIRIES** : Mrs J Johnson, Tel No: (021) 938-4430

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 9 July 2021

**POST 23/153** : **ASSISTANT DIRECTOR: FINANCE**  
Overberg District

**SALARY** : R376 596 per annum

**CENTRE** : Swellendam and Cape Agulhas Sub-districts (Stationed at Swellendam Hospital)

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate experience in budget and expenditure control. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirement of the job: A valid Code B/EB driver's license and willingness to travel and work after hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to meet need and recognize and respond to problem matters. Ability to work independently and part of a team. Ability to communicate in at least two of the three official languages of the Western Cape. Practical workable knowledge of LOGIS, BAS, CLINICOM/PHCIS. Good written and verbal communication.

**DUTIES** : (key result areas/outputs): Strategic and Operational Management of Finance and Supply Chain Management Strategic and operational Management of Revenue and Patient administration and Operational Case Management Services Ensure sound budget management. Ensure that the Asset and Liability accounts are maintained. Ensure effective Supply Chain Management, including contract and asset management Ensure effective Revenue Management Ensure Compliance Management. Ensure accurate and credible information in respect of the Financial Statements. Ensure Effective management of the Human Resources within the component.

**ENQUIRIES** : Mr AP Niekerk, Tel No: (028) 214-5800

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 9 July 2021

**POST 23/154** : **ASSISTANT DIRECTOR: FINANCE**  
Chief Directorate: Metro Health Services

**SALARY** : R376 596 per annum

**CENTRE** : Western Cape Rehabilitation Centre

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate knowledge and experience in Financial Administration and Supply Chain Management. Proven supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to manage and develop staff. Excellent computer literacy

skills in (Microsoft Office (especially), Ms Word, Excel, etc). Extensive knowledge of EPS, LOGIS and BAS with sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and HRM). Good managerial and interpretation skills. Good written and communication skills in at least two of the three official languages of the Western Cape. Highly developed problem-solving abilities. Proven ability to work independently in a high-pressure environment while complying to due dates.

**DUTIES** : (key result areas/outputs): Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure effective and efficient management of SCM Systems. Ensure efficient and effective Contract Management. Ensure timeous and accurate reporting on SCM information and performance. Facilitate an efficient and effective Demand and Acquisition process. Manage all relevant Human Resource Management functions in the component, including Discipline, grievances and SPMS. Manage an efficient and effective Bid/quotation process and provide support to the QC and CBAC. Overall management of Supply Chain Management (SCM) functions and ensure the effective and efficient application of procurement policies and processes, including demand management, acquisition management, contract management, logistics management, asset and disposal management and the institutionalization of proper SCM practice.

**ENQUIRIES APPLICATION** : Mr A Kannemeyer, Tel No: (021) 370-2318.  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 9 July 2021

**POST 23/155** : **INDUSTRIAL TECHNICIAN: U-HEAD CLINICAL ENGINEERING**  
Groote Schuur Hospital

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Groote Schuur Hospital  
: Minimum educational qualification: National Diploma in Engineering (T; S or N stream) in mechanical engineering or proof of registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience in the repair and maintenance of surgical instruments, theatre equipment and precision engineering. Appropriate experience in managing, planning and organising maintenance schedules on medical equipment. Inherent requirements of the job: Must have the ability and experience to operate mechanical machinery i.e. lathe, milling machine. Competencies (knowledge/skills): Computer literate (Excel, MS Word, Outlook, etc.). Able to compile technical specifications for medical equipment. Possess accurate technical ability and insight in order to solve problems. Must be able to manufacture and design parts out of various materials (i.e. Brass, Steel, Perspex etc.).

**DUTIES** : (key result areas/outputs): Carry out maintenance, repairs, routine inspection and evaluation of surgical instruments and related hospital equipment. General administrative duties as required by Clinical Engineering i.e. write reports, specifications and record keeping of all repair and maintenance activities in the Instruments Section. Manage and negotiate service contracts. Liaise with hospital staff and private sector employees. Train junior staff and hospital personnel. Manage the Instruments workshop.

**ENQUIRIES APPLICATION** : Mr L van Niekerk, Tel No: (021) 404-4402  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 9 July 2021

**POST 23/156** : **CLINICAL PAIA ADMINISTRATOR: INFORMATION MANAGEMENT**  
Directorate: Information Management

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum  
: Head Office, Cape Town  
: Minimum educational qualification: Health related qualification. Registration with a professional council: Registrable with SA Nursing Council or other health related professional body. Experience: Appropriate experience in a health-related profession. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge /skills): Ability to manage a transversal function. Adherence to legal prescripts. Understanding of medico-legal risk. Attention to detail. Organisational and networking skills. Good interpersonal and communications skills. Computer literacy.

- DUTIES** : (key areas/outputs): Provide specialised clinical support to the Deputy Information Officer. Assess medico-legal risk in requested records and liaise with medico-legal advisor. Assess the right of access to requested records. Oversee compliance with the PAI Act and regulations. Draft statutory and management reports and manuals. Conduct liaison and training across the department. Supervise PAIA staff. Supervise and monitor administrative processes.
- ENQUIRIES APPLICATIONS** : Mr E Reynolds, Tel No: (021) 483-4661  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Preference will be given to candidates with Health Quality Assurance experience
- CLOSING DATE** : 9 July 2021
- POST 23/157** : **ARTISAN FOREMAN: GRADE A (ELECTRICAL)**  
Cape Winelands Health District
- SALARY CENTRE REQUIREMENTS** : Grade A: R 304 263 per annum  
: Stellenbosch Hospital  
: Minimum educational qualification: An appropriate Trade Test Certificate. Experience: 5 years' appropriate experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Ability to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Technical analysis and report writing skills and Supervisory skills. Inventory Control System knowledge. Ability to draw up specifications for contract work, contractors and site inspections.
- DUTIES** : (key result areas/outputs): Oversee production of objects with material and equipment according to job specifications. Ensure maintenance, inspection, repair and servicing of electrical items and all other equipment. Ensure compliance with quality assurance with regard to the facility as well as equipment. Perform administrative and related functions with regard to the workshops. Manage performance of staff and supervision of the workshop. Drafting of specification for contract work, contractors and sight inspections.
- ENQUIRIES APPLICATION** : Ms K Rossouw, Tel No: (021) 808-6178  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 9 July 2021
- POST 23/158** : **INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION (BUILDING MANAGEMENT SYSTEM)**  
Groote Schuur Hospital
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum  
: Groote Schuur Hospital  
: Minimum educational qualification: National Diploma or equivalent (T- or N- or S-Stream) in Electrical Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate experience in the field of the Engineering Building Management Systems. Appropriate project and contract management experience. Inherent requirements of the job: A valid vehicle drivers licence. Competencies (knowledge/skills): Knowledge of Building Management Systems networks and communications. Ability to monitor and acknowledge faults through the BMS software. Ability to carry out general electrical and/or electronic tasks. Ability to communicate in at least two of the three official languages of the Western Cape. Computer Literacy (MS Word, MS Excel, MS Outlook).
- DUTIES** : (key result areas/outputs): Maintenance and repairs to building management systems and affiliated plant equipment. Maintenance and repairs to fire detection systems. Maintain and conduct repairs to access control system. Control of works order with maintenance management. Assist with department expenditure control. Training and development of staff. Provide strategic planning for the division and the equipment maintenance under the divisions control. Keep an up-to-date record of systems and administration functions regarding the division's functioning and the equipment maintenance and evaluation. Perform various health technology audits, assessments and analysis.
- ENQUIRIES** : Mr AK Mgcodo, Tel No: (021) 404-6251, Mr A Nober, Tel No: (021) 404-5055

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post. Potential candidates might be subjected to a competency test.  
**CLOSING DATE** : 9 July 2021

**POST 23/159** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (TELEPHONE EXCHANGE)**  
Groote Schuur Hospital

**SALARY** : R257 508 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the management of a Telephone Call Centre. Appropriate experience in Personnel Management. Appropriate experience in Contract Management. Inherent requirements of the job: Willingness to do standby and overtime duties as per operational requirements. Relieve and other related duties. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Labour Law and the basic Conditions of Employment Act (BCEA). Knowledge of a Private Automatic Branch Exchange (PABX). Extensive knowledge in technical aspects of telephone systems. Computer literacy (MS Office) and typing proficiency.

**DUTIES** : (key result areas/outputs): Manage the operations of the Telephone Exchange and provide admin support to the Clinical Heads and Head of Department. Personnel Management, including submission of monthly reports, monthly stats and maintain the telephone directory. Ensure that all equipment at Telephone Exchange including the electronic switchboard and all telephone equipment and telephone lines are in a good working condition. Respond and resolve all queries and complaints, including telephone faults and repairs. Assist in the Call Monitoring Office, Paging and ensure that on call rosters are sent out daily.

**ENQUIRIES** : Mr J Corner, Tel No: (021) 404-2303  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may have to undergo a practical skills test.

**CLOSING DATE** : 9 July 2021

**POST 23/160** : **INDUSTRIAL TECHNICIAN SUPERVISOR (X-RAY) CLINICAL ENGINEERING**

**SALARY** : R257 508 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: A National Diploma, (T, S or N Stream in Light Current- or Electrical- Engineering Field) or a B-tech, degree in Electronic engineering. Experience: Appropriate experience in the repair, maintenance and installation of X-ray and related equipment and be willing to be trained in-house in the specific field of Imaging. Inherent requirement of the job: Valid (Code B/EB) drivers licence and own reliable transport in order to perform above mentioned duties. Competencies (knowledge/skills): Ability to provide on the job training and monitoring of junior technicians. Computer literate (MS -Word, -Excel and -Access), ability to perform admin duties and good communication skills (written and verbal) in at least two official languages of the Western Cape. Proven previous repair, maintenance and QA knowledge and experience in Medical Imaging Equipment (including X-rays). Technical ability to identify and perform fault finding down to component level by means of circuit diagrams and test gear and do repairs. Well-developed electronic, electrical and mechanical technical service and repair skills and knowledge. Willingness to perform standby, after hour call-out duties and overtime functions when and if required.

**DUTIES** : (key result areas/outputs): Ensuring that the equipment meets the legal and safety requirements of the manufacturers, users, and statutory bodies. Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Liaison with hospital personnel and private sector representatives. Maintain a detailed and accurate administrative system for example service history, expenditure, and tracking inventory and ensuring compliance of the OHS Act of 1993. Perform acceptance inspection and testing for new or donated equipment. Perform Electro-Mechanical repairs, routine maintenance, inspections, quality assurance testing and evaluation of relevant Medical equipment belonging to Tygerberg Hospital and any institutions under its control. Responsible to the Unit Manager of the Electronic workshop. Training and monitoring of junior technical staff.

**ENQUIRIES APPLICATION** : Mr J du Preez, Tel No: (021) 938 4634 or Ms M. Rossouw, Tel No: (021) 938 4634  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 9 July 2021

**POST 23/161** : **ARTISAN PRODUCTION GRADE A TO C: GENERAL ENGINEERING (MEDICAL GAS)**  
Groote Schuur Hospital

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

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate trade test certificate in the Mechanical or Millwright Fields. 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: Valid (Code B/EB) driver's licence. Working outside of normal office hours. Being available in case of emergencies. Fit and able to work in confined spaces. Competencies (knowledge/skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure. Computer literacy with the ability to write Specifications. Multitask and skills in Project Management and Medical Gas Field.

**DUTIES** : (key result areas/outputs): Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division's control. Collect, log, and track repair requisitions. Assist in ordering and controlling the workshop materials, gasses and tools. Manage all contractors, contracts and liaise with Engineering. Keep record of all repairs and perform the necessary administrative functions. Liaise with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Clean areas where work has been carried out.

**ENQUIRIES APPLICATION** : Mr R van Schalkwyk, Tel No: (021) 404-6289, Mr D Smith, Tel No: (021) 404-6201  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Shortlisted candidates will be subjected to a practical test. No payments of any kind is required when applying for this post. Candidates who previously applied for this position are encouraged to reapply.

**CLOSING DATE** : 9 July 2021

**POST 23/162** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**  
Chief Directorate: Metro Health Centres

**SALARY** : R173 703 per annum

**CENTRE** : Northern/Tygerberg Sub-structure

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate/Grade 12 (or equivalent). Experience: Appropriate experience within the Health Information Management environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficiency in at least two of the three languages of the Western Cape. Working knowledge and experience around PHC data (including HAST data). Knowledge with regards departmental information systems. Advance computer literacy (MS Word, Excel and PowerPoint) good numerical, organisational and analytical thinking skills.

**DUTIES** : (key result areas/outputs): Data submission monitoring and capturing – routine and non-routine data. Assist with data quality monitoring – validation, verification, data/trend analysis. Perform an office administration role - i.e. minute taking, filing, copies and logistical arrangements and assist with preparing presentations and reports. Provide general IM support to all Information Management and HAST clerks at facility level. Assist with pre-determined objective audits and assist with ICT requests.

**ENQUIRIES** : Mr M Khomono, Tel No: (021) 815-8562

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 9 July 2021



- POST 23/163** : **SECRETARY (ORAL HYGIENE DEPARTMENT)**  
Chief Directorate: Metro Heath Centres
- SALARY** : R173 703 per annum  
**CENTRE** : Oral Health Centres  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate with Typing or Computyping or Computer Applications Technology as major. Experience: Appropriate Secretarial, Personal Assistant or Office Management experience. Competencies (knowledge/skills): Ability to ensure confidentiality of sensitive information. Ability to use own initiative and work independently. Ability to work accurately and work under pressure. Advanced computer literacy (MS Word, Excel and Powerpoint). Excellent organisation, planning and co-ordinating skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills.
- DUTIES** : (key result areas/outputs): Handling of all students queries regarding academic records and clinical performance. Issue of quarterly report to HOD of all student quotas, rankings and marks. Manage diary, calls, invitations and queries of the HOD. Record keeping of student marks in order to compile annual/promotion marks. Recording/taking and drawing up of Agendas and Minutes for forthcoming meetings. Required to perform ad-hoc duties at Mitchells Plain, Oral Health Centre. Typing of notices, correspondence, official documentation, student manuals, lecturers, lecture.
- ENQUIRIES** : Dr P Brijlal, Tel No: (021 937 3126/ 3162.  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 9 July 2021
- POST 23/164** : **STERILISATION OPERATOR PRODUCTION (CSSD)**  
Chief Directorate: Metro Health Services
- SALARY** : R122 595 per annum  
**CENTRE** : Oral Health Centre  
**REQUIREMENTS** : Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and 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** : (key result areas/outputs): 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 sterilize 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, Mitchell's Plain.
- ENQUIRIES** : Ms L Cockrell, Tel No: (021) 937-3058  
**APPLICATION** : The Dean/Manager, Oral Health Centre Private Bag X1, Tygerberg, 7505.  
**FOR ATTENTION** : Ms. N. Jooste  
**NOTE** : No payment of any kind is required when applying for this post. A competency test may form part of the selection process.  
**CLOSING DATE** : 9 July 2021
- POST 23/165** : **MESSENGER 23/**  
Groote Schuur Hospital
- SALARY** : R102 534 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirement 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): Good communication skills in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Basic computer literacy skills.
- DUTIES** : (key result areas/outputs): Collecting and delivery of posts (i.e. letters, memos, etc.), folders, x-rays, case notes and any other documentation. Assist Ward Clerks to locate patient folders throughout the entire Hospital. Deliver and collect blood specimens,

blood hampers, or any other blood related products (i.e. Plasma), etc. Collect medication at Pharmacy as well as assisting with the collection of Folders from Medical Records department. Perform relief duties as well as basic record-keeping of all documentation.

**ENQUIRIES** : Mr L Terblanche, Tel No: (021) 404-5037  
**APPLICATION** : The Chief Executive Officer: Grootte Schuur Hospital, Private Bag X4, Observatory, 7935.  
**FOR ATTENTION** : Mr MS Benajmin  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 9 July 2021

**POST 22/166** : **HOUSEHOLD AID (3 POSTS)**  
Grootte Schuur Hospital

**SALARY** : R102 534 per annum  
**CENTRE** : Grootte Schuur Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner within a Hospital environment and experience in Waste management. Inherent requirement 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): Appropriate knowledge of routine cleaning processes, Terminal Cleaning and handling cleaning equipment. Ability to effectively communicate in at least two of the three official languages spoken of the Western Cape.

**DUTIES** : (key result areas/outputs): 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  
**APPLICATION** : The Chief Executive Officer: Grootte Schuur Hospital, Private Bag X4, Observatory, 7935.  
**FOR ATTENTION** : Mr MS Benajmin  
**NOTE** : No payment of any kind is required when applying for this post. A competency test will form part of the interview process.  
**CLOSING DATE** : 9 July 2021

**DEPARTMENT OF THE PREMIER,  
WESTERN CAPE GOVERNMENT**

**CLOSING DATE** : 12 July 2021  
**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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

**POST 23/167** : **HUMAN RESOURCE CLERK: VETTING, REF NO: DOTP 17/2021**  
**SALARY** : R173 703 per annum (level 5)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); No criminal record. Recommendation: Appropriate tertiary qualification; Experience within a Human Resource environment; A valid Code B (or higher) driving licence. Competencies:

Proven computer literacy in MS Word and Excel; Good planning and organising skills; Communication (written and verbal) skills; Ability to work under pressure and meet deadlines.

**DUTIES**

: Administer Personnel Suitability Checks and taking of fingerprints of candidates at different locations; General office administration; Database Management; Reception duties.

**ENQUIRIES**

: Mr F Gerber at Tel No: (021) 483 6028

**APPLICATIONS**

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