

**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 33/196 : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**
Directorate: Engineering and Technical Services

SALARY : Grade A: R618 732 per annum
Grade B: R707 451 per annum
Grade C: R797 670 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Head Office, Cape Town
Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Registration with a professional council: Registration with the SACQSP as a professional Quantity Surveyor. Experience: Grade A: At least 3 years' appropriate/recognisable experience in this profession after qualification. Grade B: At least 14 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Grade C: At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Knowledge of the Western Cape Infrastructure Delivery Management System (WC IDMS) and also knowledge of risk analysis and risk mitigation strategies. Understanding of the health service delivery platform, indicators and service plan and how that links with infrastructure. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES : Develop templates and assist in the drafting of standard tender and contract documentation. Investigate proposals for innovative service delivery mechanisms for Routine and Day-to-Day Maintenance. Prepare schedules for Maintenance projects for U-amp and Budget statements. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring of contracts, assist with and manage Maintenance contracts. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES APPLICATIONS : Mr C Badenhorst Tel No: (021) 830 3752
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.
: 04 October 2021

POST 33/197 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

SALARY : R562 800 per annum (PN-B3) (Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE REQUIREMENTS : Greyton Community Clinic (Bereaville and Vorsterkraal)
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in

Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

DUTIES : Responsible for the management and coordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPS, HAST School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organise a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.

ENQUIRIES : Ms N Peton Tel No: (028) 212-1070
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 October 2021

POST 33/198 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Cape Winelands Health District

SALARY : R562 800 per annum (PN-B3)
CENTRE : Nduli CC
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. A post-basic qualification with duration of at least 1-year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

DUTIES : Manage, control, act in facet of Health, support, security, cleaning-Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procuring. Implement policies, prescripts and protocols regarding the mentioned facets. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in Community involvement. Collect, verify and timeous submit accurate statistics.

ENQUIRIES : Mr L Wawini Tel No: (023) 316-9600

- 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 candidates will be subject to a Competency test.
- CLOSING DATE** : 04 October 2021
- POST 33/199** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District
- SALARY** : R562 800 per annum (PN-B3)
- CENTRE** : De Doorns CC, Breede Valley Sub District
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. 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 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid Code (B/EB) driver’s license. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
- DUTIES** : Provision of quality comprehensive health care within the facility. Handle personnel matters including supervision and Performance Management, Finances and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Management planning to practice a holistic health service on a short/medium/long term basis and rendering of Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Liaise with relevant stakeholders including facility committees and community participation. Collection, verification and timeous submission of accurate statistics and management of critical support services.
- ENQUIRIES** : Ms A Rossouw Tel No: (023) 348-1316
- 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. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test.
- CLOSING DATE** : 04 October 2021
- POST 33/200** : **ASSISTANT DIRECTOR: MEDICAL BIOLOGICAL SCIENCES: GRADE 1**
- SALARY** : Grade 1: R517 326 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Biological Scientist in Reproductive Biology. Registration with a professional council: Registration with the HPCSA as a Medical Biological Scientist Reproductive Biology. Experience: A minimum of 3 years appropriate experience as Medical Biological Scientist after registration with the HPCSA as Medical Biological Scientist in Reproductive Biology. Inherent requirement of the job: Interest in and ability to do research and to teach and train student interns in a Reproductive Biology milieu. Competencies (knowledge/skills): Theoretical and practical knowledge of Andrology and assisted reproductive technology related subjects and procedures. Ability to teach and train student interns in Reproductive Biology. Training and teaching experience of student interns and post graduate students in the field of Reproductive Biology. General management experience of all aspects of an Andrology/ART laboratory. Ability and interest to perform patient orientated research in order

		to improve diagnostic procedures. Ability to work with computers and possession of good communication skills. Ability to work well within a group. Proven research outputs in the field of Reproductive Biology.
<u>DUTIES</u>	:	Provide clinical service in Andrology and Infertility unit within a team. Teaching and training of student interns [medical scientists and clinical technologists]. Patient oriented research. Assisting in the effective administration of Andrology/IVF laboratory service and laboratory personnel. Assisting and supervising in daily routine laboratory procedures.
<u>ENQUIRIES</u>	:	Prof T Matsaseng Tel No: (021) 938 5487
<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>	:	04 October 2021
<u>POST 33/201</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE1 GENERAL (HIV/AIDS)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	R444 276 per annum (PN-A5)
<u>CENTRE</u>	:	Michael Mapongwana Community Day Centre
<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 Professional Nurse. Experience: A minimum of 7 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape and Computer literacy (MS Word and Excel). Experience in working in an HAST (TB + ARV) setting.
<u>DUTIES</u>	:	Provide an effective and efficient comprehensive HIV/ARV primary healthcare package. Plan and organise clinics, complete and sign off statistics. Involvement in community outreach projects to achieve targets and health education of patients and public staff/health care users. Financial planning and maintaining indirect controlling of expenditure. Professional development of staff, i.e. assessing in-service training needs, planning, implementing of training programmes. Effective operational management at clinic level. Collaborate with NPO to achieve targets and improve quality care.
<u>ENQUIRIES</u>	:	Ms K Jacobs Tel No: (021) 361-3353
<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. Shortlisted candidates will be subjected to a computer literacy test.
<u>CLOSING DATE</u>	:	04 October 2021
<u>POST 33/202</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 GENERAL (ADOLESCENT SERVICES)</u>
<u>SALARY</u>	:	R444 276 per annum (PN-A5)
<u>CENTRE</u>	:	Groote Schuur Hospital
<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 Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Perform after-hour duties as required and experience in adolescent care/development. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including

<u>DUTIES</u>	:	computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and dealing with child and adolescent services. Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing the Adolescent Friendly Services, within a Multidisciplinary Team. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Mohamed Tel No: (021) 404-2071
<u>NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 04 October 2021
<u>POST 33/203</u>	:	<u>QUALITY ASSURANCE MANAGER</u> (Chief Directorate: Metro Health Services)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum Mowbray Maternity Hospital Minimum educational qualification: Appropriate 3-year Health related National Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council or equivalent. Experience: Appropriate experience in Health Services. Competencies (knowledge/skills): Knowledge of the Quality Management Framework as well as the Occupational Health and Safety Act, Infection Prevention and Control standards, and Health Risk Management. Strategic leadership and management skills in creative problem solving, decision-making, research, with the ability to analytically interrogate information, and prepare and present reports to internal and external stakeholders using the Microsoft Office Suite (Excel, Word, PowerPoint and Outlook). Ability to direct a multi-disciplinary team within the parameters of matrix management to ensure good quality Healthcare in the Institution, understanding healthcare legislation and related legal and ethical healthcare practices. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Effective development, coordination, monitoring and evaluation of the quality management programme, and quality improvement initiatives. Ensure effective systems are developed and maintained for assurance including Occupational Health and Safety, Infection Prevention and Control, Risk Management and Disaster Management. Coordinate interventions aimed at improving the patient experience and respond to consumer enquiries by investigating and managing complaints and adverse incidents within the context of Functional Business Unit (FBU) management, in addition to supporting activities that demonstrate appreciation and care of staff. Ensure that the Institution achieves compliance with all applicable regulatory requirements including the Ideal Hospital Monitoring Framework requirements and the OHSC Norms and Standards, and coordinate and participate in audits to maintain quality. Collect and analyse statistical data and prepare management reports to internal and external stakeholders. Develop standard operating procedures in line with applicable health policies and standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms JC Joemat Tel No: (021) 659-5544
<u>NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. All short-listed candidates will be subjected to competency testing. 04 October 2021
<u>POST 33/204</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY CENTRE</u>	:	R316 791 per annum Worcester Regional Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Health Information Management / Knowledge Management. Inherent requirements of the job: Valid (Code B/EB) drivers' license, willingness to travel and work after-hours when required. Competencies (knowledge/skills): Working knowledge of health application systems: Sinjani, Clinicom, NetTerm, and SharePoint. Knowledge of SCM processes to procure ICT hardware, DITCOM, and IT Helpdesk procedure. Advanced computer literacy (MS Word, Excel, PowerPoint, SharePoint, MS Teams). Knowledge with regards to Hospital data definitions, data flow policy, data sign-off policy, CMI, and Hospital business processes. Training, presentation, communication, interpersonal, leadership, and conflict resolution skills. Logical thinker, with eye for detail to produce accurate and reliable outputs within a deadline-driven environment.
- DUTIES** : Ensure data collection, aggregation, and reporting of data elements adhere to sound data quality practices and information management policies. Interrogate the quality of data, generate reports for planning, monitoring, and evaluation. Analyze and interpret hospital performance data. Coordinate information activities, campaigns, meetings, training, and provide support to supervisor. Maintain information systems, oversee the roll-out of new system applications and ICT equipment. Conduct internal audits and provide data quality improvement recommendations. Perform People Management, labour, and disciplinary responsibilities of staff in your control.
- ENQUIRIES** : Ms GE Barnardt Tel No: (023) 348-6458
- 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** : 04 October 2021
- POST 33/205** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
- SALARY** : R173 703 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Asset Management Systems and processes. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Function independently as well as within a group. Good Organisational skills. Good interpersonal and communication skills. Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury regulations and policies. Assist with general tasks within the Asset Management Unit. Ability to communicate in two of the three official languages of the Western Cape.
- DUTIES** : Conduct asset counts and adhoc inspections. Partake in the disposal of obsolete, redundant and unserviceable items in accordance with existing policies and procedures. Barcoding and tracking of all assets. Updating and maintenance of the asset register with regard to equipment purchased, donated, transfers and condemning. Provide administrative support to supervisor. Assist with the implementation of relevant asset management policies and procedures.
- ENQUIRIES** : Mr C Harris Tel No: (021) 938-5502
- 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** : 04 October 2021
- POST 33/206** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**
- SALARY** : R173 703 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate Stores experience in a Hospital environment. Inherent requirement of the job:

Willingness to rotate within Supply Chain Section (Stores) and relieve colleagues. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer Systems. Knowledge of Inventory and Warehouse Management. Computer literate (i.e. MS Excel and Word). Good interpersonal and communication skills. Knowledge and practical experience of a warehousing/logistics system. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of Inventory and Warehouse Management.

DUTIES : (key result areas/outputs): Perform tasks related to stores such as receiving of inventory, issuing and follow –up with vendors. Warehouse Management duties. Capture various documentation on the Supply Chain System (Syspro) and filing of documents. Ensure compliance to all relevant prescripts related to the Supply Chain (Stores). Handle telephonic and written queries from Vendors and End Users. Stock counts: to verify stock holding and identify slow moving stock. Assist with the supervision of General Stores Assistants.

ENQUIRIES : Mr LF Campher Tel No: (021) 938-5546/ Mr. B.R. Scholtz Tel No: (021) 938-4631

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 : 04 October 2021

POST 33/207 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**

SALARY : R173 703 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in Supply Chain Management (the procurement of equipment, provisioning of goods and services) or appropriate experience in Finance Administration. Appropriate experience in procurement of Hospital Engineering and Clinical Engineering needs (Goods and Services, maintenance and repairs, etc.) will be a definite advantage. Appropriate experience of using the Electronic Purchasing System (ePS) quotation tool and Syspro. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and Outlook). Knowledge of and exposure to the Public Finance Management Act (PFMA), AOS, PT,NT instructions and regulations. Knowledge and experience of the ePS,Syspro/Logis procurement system.

DUTIES : Obtain quotations for Hospital Engineering and Clinical Engineering needs (Goods and Services, maintenance and repairs, etc) via the Electronic Purchasing System (ePS). Place orders at companies using the SYSPRO system. Complete entries on all kinds of procurement documents, registers and contract management tool schedules. File and maintain all source and contract documents. Perform other tasks as provided by the supervisor of Supply Chain Management. Handle telephonic and written enquiries from suppliers (companies) and user departments.

ENQUIRIES : Ms M Stemmet Tel No: (021) 938 4147

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 : 04 October 2021

POST 33/208 : **ADMINISTRATION CLERK: SUPPORT**

Garden Route District

SALARY : R173 073 per annum

CENTRE : Sedgefield Clinic, Knysna Sub-district

REQUIREMENTS : Minimum educational qualification: Senior certificate / Grade 12. Experience: Appropriate Administrative experience in a Health Facility. Appropriate experience in PHCIS. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team.

DUTIES : Admit, register patient on PHCIS and ensure availability of patient folders with patient centred approach. Registry documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders and compile new folders – manage general admin and record management. Assist with ordering of stock from SCM and stock control. Act responsible with regard to service ethics, norms and standards. Responsible for handling of patient enquiries in an effective manner.

ENQUIRIES : Ms PM Peters Tel No: (044) 501-5700

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 : 04 October 2021

POST 33/209 : **ADMINISTRATION CLERK: ADMISSIONS (X4 POSTS)**
(Chief Directorate: Metro Health Services)

SALARY : R173 703 per annum

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration in Public or Private Hospital environment set-up. Inherent requirements 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): Computer literacy. Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Registration and capturing of patient information on CLINICOM. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening folders. Assessing of patients according to the means test (income). Cash Management, including receiving, safekeeping and counting of cash for Banking Switchboard and patient enquiries.

ENQUIRIES : Mr TI Sebezela Tel No: (021) 571-8053

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 : 04 October 2021

POST 33/210 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
Overberg District

SALARY : R173 703 per annum

CENTRE : Caledon Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in Supply Chain Management, Asset/Warehouse Management. Inherent requirements of the job: Valid (Code E/EB) drivers’ licence. Willingness to rotate within Supply Chain Section and relieve colleagues. Competencies (knowledge/skills): Knowledge of the LOGIS System, Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to work in a physically demanding environment.

DUTIES : Perform tasks related to procurement administration, such as inviting of quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing of relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly BAS and LOGIS reconciliation reporting. Receiving services and preparing batches for payment. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle all telephonic and written queries from relevant suppliers and end users.

ENQUIRIES : Mr G Bucchianeri Tel No: (028) 212-1070
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 October 2021

POST 33/211 : **HANDYMAN**
(Chief Directorate: Rural Health Services)

SALARY : R145 281 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum requirement: NQF 3 (Grade 10 or equivalent). Experience: Appropriate experience in repairs and maintenance of hospital equipment and infrastructure. Inherent requirements of the job: Valid Code EB drivers' license. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Competencies (knowledge/skills): Ability to work independently, good organisation and team skills and the ability to operate and use required tools and equipment skillfully and safely. Good communication skills (verbal and written) in at least two of three official languages of the Western Cape. Ability to plan ahead (pro-active), work independently, as well in a team and comply with in house systems and procedures. Strict adherence to the Occupational Health and Safety Act.

DUTIES : Carry out maintenance and repairs of hospital equipment and infrastructure. Complete and return repair requisitions and assist with the control and requisitioning of materials and parts. Clean areas where work has been carried out by engineering staff. Ensure that all tools and materials are available before commencing any tasks.

ENQUIRIES : Mr L Du Plessis Tel No: (044) 802- 4488
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 candidates may be subjected to a practical test.

CLOSING DATE : 04 October 2021

POST 33/212 : **DRIVER (LIGHT DUTY VEHICLE)**
(Cape Winelands Health District)

SALARY : R102 534 per annum
CENTRE : Brewelskloof Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: A valid code (B/EB) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime. Willingness to perform standby duties. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. The ability to accept accountability and responsibility and to work independently. Knowledge of routine, maintenance, Inspections for defects on vehicles. Safe driving skills.

DUTIES : Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed 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. Perform administrative and relieve duties when required or necessary.

ENQUIRIES : Ms L Jendrissek Tel No: (023) 348-1397
APPLICATIONS : The Director, Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms JB Salie
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 October 2021

POST 33/213 : **HOUSEHOLD AID**
(Garden Route District)

SALARY : R102 534 per annum
CENTRE : Oudtshoorn Hospital

- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts, weekends, night duty and overtime. Ability to do physical work and operating machines or equipment in a cost-effective manner. Willingness to undergo formal and Informal training. Experience: Appropriate cleaning experience within a health-related environment. Competencies (knowledge and skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team as well as the public. Ability to work in a team environment and independently. Good communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Effective linen management. Serving of meals and beverages to patients on ward level. Cost effective utilization of consumables or resources. Assist with loading and off-loading of stock. Attend in-service training appropriate to services delivery and optimal support to the supervisor and colleagues. Effective management of waste.
- ENQUIRIES** : Ms H Human Tel No: (044) 203-7203
- APPLICATIONS** : To the District Manager: Garden Route District, Private Bag X6539, George, 6530
- FOR ATTENTION** : Ms S Pienaar
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 04 October 2021