

**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 40/146 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R562 800 (PN-B3) per annum
CENTRE : Nomzamo CDC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): The ability to manage operation in a Primary Health Care Facilities. Computer literacy (MS office). Proven transformation leadership abilities. Good interpersonal, people and change management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions. Ability to formulate collaborative relationship with various stake holders across the primary health care platform.

DUTIES : Leadership, Guidance and Support to overall management to achieve operational goals and objectives. Support to Manager using information to enhance service delivery and priority programs as co-ordination of higher education students, NPO's and relevant stake holders. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Assist with the Monitoring of Facilities Management, Maintenance and Infrastructure implementation plans. Co-ordinate and evaluate Community Orientated Primary Health Care Services. Support to Facility Manger with community governance structures and processes.

ENQUIRIES : Ms NM Matiso Tel No: (074)199-8834
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 subjected to a computer literacy test.

CLOSING DATE : 26 November 2021

POST 40/147 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

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

CENTRE : Gansbaai Clinic Overstrand 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. 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 and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirement of the job: Valid (Code B/EB) driver's 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-centered 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 satellite 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, COPC, 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 M A Samuels Tel No: (028) 313-5200
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 : 26 November 2021

POST 40/148 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY, CLINICAL NURSE TRAINER)**

Chief Directorate: Metro Health Services

SALARY : Grade1: R383 226 (PN-B1) per annum
 Grade 2: R471 333 (PN-B2) per annum

CENTRE : Khayelitsha District 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. Post-basic qualification with duration of at least 1 year accredited with the SANC in in Advanced Midwifery and Neonatal Nursing Science. Registration with professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of procedures and processes related to nurse training and education. Knowledge and understanding of nursing code of ethics and professional practice of the SANC. Knowledge of PMTCT, IMCI, RTHB, MBFI, PFPF, PFC, HCT, Post Natal care and Presentation skills desirable. Ability

	:	to function independently as well as part of a multidisciplinary team. Computer literacy essential (Ms Word, PowerPoint, Excel and Outlook).
<u>DUTIES</u>	:	Effective management of clinical teaching programs in the Maternal and Child Health Stream. Facilitate and teach the clinical programs developed for the Maternal and Child Health Stream. Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses. Evaluate / assess the competencies and skills of nursing personnel in the Maternal and Child Health stream to ensure safe and competent nurses. Effective management and utilisation of physical, material and financial resources within the nurse training department. Maintain ethical standards and promote professional growth and self – development.
<u>ENQUIRIES</u>	:	Ms G Mashaba Tel No: (021) 360-4408
<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. Candidates who are not in possession of the required qualifications will be appointed into the general stream and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could be found. 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 to register with the South African Nursing Council (SANC) and proof of payment of the prescribed registration fees to the SANC are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in a specific post basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/149</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT</u> Directorate: Information Management
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	(Head office -Based at Groote Schuur Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Information Management and Information Systems. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Knowledge and experience in software development using .net or pl/sql. Knowledge and experience of the processes in the software development lifecycle. Knowledge and experience in business and systems analysis. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Access). Experience using cloud technologies (Azure, AWS, Oracle).
<u>DUTIES</u>	:	Provide second line support for key ICT solutions. Analysis and requirements gathering for software development and procurement of ICT solutions. Develop and maintain software solutions and its related components. Complete documentation (Entity relationship diagrams, context diagrams etc.) for the software being developed. Assist with continuous integration and continuous deployment for the software development projects.
<u>ENQUIRIES</u>	:	Mr N Fredericks Tel No: (071) 682-5817
<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>	:	26 November 2021
<u>POST 40/150</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (REVENUE, MEDICAL RECORDS AND INFORMATION MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Stikland Hospital

- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Hospital Fees. Appropriate experience in relevant Hospital Information Management System. Competencies (knowledge/skills): Advanced Computer Literacy. Knowledge of all relevant financial regulations/ instructions. Knowledge of Clinicom, AR, BAS, JAC. Knowledge of Public Financial Management Act. Proficiency in two of the three official languages of the Western Cape.
- DUTIES** : Administration of Records Management Section by prompt and accurate supplying of files (med records) to reception, storage, tracking and control thereof. Manage information by analyzing, interpreting and presentation. Management account statements by EDI Management Queries resolution, Monthly Clinicom/ BAS reconciliation and mandatory Monthly Reporting. Management of Revenue Section by keeping patients informed with regard to account balances; enquiries updating of information; reconcile of attendances as well as disposals and Cash – ups. Supervision and control of Admissions, Fees, Medical Records and Information Management sections by efficiently administrating admissions of patients; ensuring that all relevant information is obtained from patient; a positive patient experience is created and CLINICOM is updated. Support to staff and supervisor.
- ENQUIRIES** : Mr B Mlambo Tel No: (021) 940 4530
- 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** : 26 November 2021
- POST 40/151** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Overberg District
- SALARY** : R316 791 per annum
- CENTRE** : Swellendam and Cape Agulhas Sub-district (stationed at Swellendam Hospital)
- REQUIREMENTS** : Minimum educational qualification: An Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in health Information Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and overnight. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Intermediate to advanced computer literacy especially in MS Office with good numerical and analytical skills to support report writing, interpretation, analysis of data management projects/interventions. Advanced knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health e.g. SINJANI, Clinicom PHCIS, Ideal Health Facility, Business Intelligence, TIER.net and office 365 environment. Knowledge and experience in planning and policy development process.
- DUTIES** : Ensure good quality data, compliance and adherence to legislative target dates. Regular stakeholder engagement, support and feedback (written and verbal). Compiling and presentation of monthly Reports and helping with information management during campaigns. Adhere to national/provincial data policies and maintain good quality data at all times within the District/Sub-district. Support with monthly sub-district Monitoring and Evaluation events. Conduct audits within the Sub-district when assigned or needed. Project management with regards to Data, IT matters and Systems optimisation where you apply your technical knowledge. Perform Supervisory function within the Health Information Management team within the Sub-district and ensure that staff are skilled to perform their duties. Interrogate Data and generate reports e.g. via SINJANI, Business Intelligence and other related health systems.
- ENQUIRIES** : Ms G Van der Westhuizen Tel No: (028) 514-8400
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 November 2021

<u>POST 40/152</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> Overberg District
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Hermanus Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain. Appropriate experience in budget and expenditure control, and supply chain management. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Extensive knowledge and practical experience in LOGIS and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS, Clinicom and Account Receivable). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
<u>DUTIES</u>	:	Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes Responsible for Inventory control, warehouse management and Asset Management processes. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts Supervise Patient Administration, Medical Records, and Hospital Fees Departments. Ensure sound labour practices are executed and implemented.
<u>ENQUIRIES</u>	:	Ms CE Langley Tel No: (028) 313 5220
<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>	:	26 November 2021
<u>POST 40/153</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE (REVENUE/FEES)</u> Overberg District
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<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 focuses on the Key Performance Areas (KRA's). Experience: Appropriate experience in a Debt and Revenue Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18 and Hospital Information System (Accounts Receivable System, Clinicom, JAC). Knowledge of Budgeting, PFMA, Treasury and Finance Instructions. Ability to work under pressure, independently and meet timeframes. Good communications skills (written and verbal) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Financial Management Administration via instructions and systems (HIS, BAS, Cash Management, Credit Balances and JAC). Debt management of patient fees (irrecoverable debt and debt relief delegations). Revenue Manage Patient Fees (EDI, Follow-Up of medical aid and non-medical aid invoices, RAF, foreign patients, research patients and state departments). Management of patient folder / - recordkeeping systems. Management of personnel within the component, liaison with other departments and management team.
<u>ENQUIRIES</u>	:	Mr G Bucchianeri Tel No: (028) 212-1070
<u>APPLICATIONS</u>	:	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 : 26 November 2021

POST 40/154 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**
Garden Route District

SALARY : R173 703 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL and Recruitment and Selection). Inherent requirement of the job: Prepare to work overtime when required Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer Literate (i.e. MS office package, e-mail and internet). Ability to meet deadlines and to maintain confidentiality.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips and debt management and also verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintenance of registers, i.e. PILIR, RWOPS, Appointment and service terminations. Assist staff, supervisor, management and members of the Public with regard to Human resource and Personnel matters. Provide an effective support service to supervisor (i.e. relief duties and attending meetings).

ENQUIRIES : Mr WA Phillipus Tel No: (044) 604-6112
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 : 26 November 2021

POST 40/155 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
Overberg District

SALARY : R173 703 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management, Warehouse and Asset Management. Appropriate experience in LOGIS system. Inherent requirements of the job: Valid Code (B/EB) drivers' license. Competencies (knowledge/skills): Knowledge and or practical experience of the LOGIS System, Warehouse and Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to work in a physically demanding environment.

DUTIES : Perform all Warehouse Management duties. Capture various documentation on the Supply Chain Systems (LOGIS) and filing of source documents. Conduct stock-taking and ad-hoc inspections. Complete and submit monthly Inventory Reporting. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Handle telephonic and written queries from suppliers and End Users. Assist colleagues in Supply Chain Management component.

ENQUIRIES : Ms CE Langley Tel No: (028) 3130-5220
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 November 2021

POST 40/156 : **ADMINISTRATION CLERK: FINANCE / ADMIN**
Garden Route District

SALARY : R173 703 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience in Hospital Fees Department. Appropriate experience in petty cash management. Appropriate cashier experience in the Public Sector. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and Outlook). (Attach proof). Knowledge of PFMA Act, Treasury Regulations and Instructions and Division of Revenue Act (DORA). Excellent interpersonal skills and the ability to maintain confidentiality and communicate in two of the three official languages of the Western Cape. Knowledge of Hospital Fees, Clinicom, AR, UPFS and BAS.

DUTIES : Effective and efficient management of Accounts Receivables and ICD 10 coding. Perform Cashier duties (Collection of state monies, allocations on BAS, issuing of receipts, capturing day end confirmations and safe keeping of state monies. Management of Petty Cash. Follow up on outstanding accounts and attend to account queries.

ENQUIRIES : Ms R Hariparsad Tel No: (044) 805 4609
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 : 26 November 2021

POST 40/157 : **TRADESMAN AID**
Chief Directorate: Metro Health Services

SALARY : R122 595 per annum
CENTRE : Victoria Hospital, Wynberg
REQUIREMENTS : Minimum requirement: Grade 10 (or equivalent). Inherent requirements of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Ability to communicate efficiently in at least two of the three official languages of the Western Cape. Good interpersonal skills.

DUTIES : Assist with maintaining, installation and repairing water reticulation systems. Assist with maintaining and opening sewage system. Assist with maintaining, installing, repairing, modifying and manufacture items, equipment and machines in the mechanical field. Assist with maintain and repair Workshop Tools and Equipment.

ENQUIRIES : Mr G Turner Tel No: (021) 799-1171
APPLICATIONS : The Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801
FOR ATTENTION : Ms Z Peter

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 November 2021

POST 40/158 : **HOUSEHOLD AID (X2 POSTS)**
(Garden Route District)

SALARY : R102 534 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Willingness to perform overtime and relief work. Ability to perform physical tasks, e.g. lifting heavy equipment. Willingness to works shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Good communications skills (oral and written will be tested) in at least two of the three official languages of the Western Cape. Ability to work in a team. Sound interpersonal skills.

DUTIES : General cleaning which includes sweeping, scrubbing, mopping of floors, dusting, washing and polishing of floors and furniture, emptying dirt bins daily, cleaning windows, light shades, walls, linen and clothing. Regular cleaning of fridges, microwaves and other equipment and report any repairs that need to be done. Execute cleaning tasks in order to ensure a clean, hygienic and safe environment. Fill up water dispensers for visitors or out-patients and provision of water for in-patients. Responsible for refuse handling, stock control of equipment, linen and supplies as well as cost-effective utilisation of consumables and other resources. Attend in-service training appropriate to service delivery and prevention of medico-legal incidents.

ENQUIRIES : Ms LK de Goede Tel No: (044) 802-4352
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr B Cassim
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 November 2021

POST 40/159 : **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 shifts, weekends, overtime, public holidays and night duty. Valid Code B/EB driver's license. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning 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, linen, waste and medical waste handling) and maintenance of general neatness and hygiene of the wards on a daily basis. 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 housekeeping supervisor and nursing staff with regards to general housekeeping duties such as control of cleaning, 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
APPLICATIONS : 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 : 26 November 2021