

**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 44/240** : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE)**  
Cape Winelands Health District

**SALARY** : Grade 1: R1 122 630 per annum  
Grade 2: R1 283 592 per annum  
Grade 3: R1 489 665 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 REQUIREMENTS** : Ceres Hospital, Witzenberg Sub-District  
: 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 a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years appropriate experience after registration with the HPCSA (or recognized 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 after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030 and excellent administrative and research skills. Good communication skills (verbal and written) in at least two of three official languages of the Western Cape. Computer literacy (Ms Office: Word, PowerPoint and Excel). Clinical competencies (District Hospital package of care and PHC services).

**DUTIES** : Be part of the Sub-District Health Services management team and support management in the planning and governance of clinical services in the Sub-district. Provide a comprehensive Acute and Primary Health Care (PHC) package of care to patients, at District Hospital and PHC facilities with a COPC approach, (including emergency care, ward rounds, OPD, outreaches to PHC facilities, theatre work, Obstetrics, after-hours duties) in order to ensure efficient delivery of the core package of services. Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illnesses including non- communicable diseases, mental health illnesses and HIV + patients on ART in the Sub-District. Conduct clinical audits, appropriate to the needs of the Sub District and liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department. Initiates supervise and conduct research appropriate to the needs of the Sub District and will be responsible for the training and learning of health staff and medical registrars and students. Successful candidate is expected to participate Commuted overtime (1st, 2nd and 3rd calls).

**ENQUIRIES APPLICATIONS** : Dr E Titus Tel No: (023) 316-9600, Email: [Elton.titus@westerncape.gov.za](mailto:Elton.titus@westerncape.gov.za)  
: 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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status)."

**CLOSING DATE** : 28 December 2021

- POST 44/241** : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A**  
Directorate: Infrastructure Programme Delivery
- SALARY** : R1 058 469 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Degree in Built Environment field. Registration with a professional council: Registered as a Professional Construction Project Manager with SACPCMP. Experience: Six years post qualification experience required. 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): Computer literacy (MS Office). Experience in and understanding of the design and construction of complex buildings with specific reference to hospitals. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
- DUTIES** : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils People Management. Financial Management. Mentoring of Candidates.
- ENQUIRIES** : Ms L Spieringshoek-Martins Lynn.Spieringshoek@westerncape.gov.za
- APPLICATIONS** : 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** : 28 December 2021
- POST 44/242** : **DEPUTY DIRECTOR: HOSPITAL FEES: BILLING SYSTEMS SUPPORT**  
Directorate: Management Accounting
- SALARY** : R744 255 per annum, (A portion of the package can structure according to the individual's personal needs)
- CENTRE** : Head Office, Cape Town based at Stikland Hospital – Naomi House)
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics or Accounting. Experience: Appropriate experience in development and maintenance of billing systems. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Extensive knowledge of the following: Chapter 18: Procedure Manual: Hospital Fees Structure, The Public Finance Management Act (Act 1 of 1999), Hospital Fees Policies and Procedures. Managing of Information, Audit query management, Disciplinary and Grievance Procedure and Recruiting and Appointment Procedures. Problem solving, Analytical and innovating thinking, Strategic planning skills, Advanced Computer literacy and proficiency with word processing, spreadsheets, data management software, data reconciliation between systems, Report writing, Planning and organising, Managerial functions, Policy formulation and financial management. Identifying and evaluating new technological developments and determining their appropriateness for application and the re-engineering of business processes. Ability to design and

implement internal systems and controls. Auditing and evaluation technique. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Knowledge and understanding of hospital fees structure, policies and procedures. Knowledge of UPFS tariffs and policies.

**DUTIES** : Contribute and advice on effective compliance auditing service regarding Billing Systems to internal as well as external clients. To manage and to provide input for the development of specifications and directives for the enhancements and maintenance of hospital fees Billing systems to ensure compliance. To provide support for the development of systems and policies in order to ensure effective and efficient Hospital Fees information. To perform and provide advice on the rendering of an effective and efficient compliance auditing and training service in the field of Hospital Fees tariffs, policies and procedures. To provide support to the Sub-directorate Revenue Control regarding the development and implementation of hospital fees policies, procedures and tariffs. To manage and lead the sub-directorate effectively and efficiently. To analyse and reconcile data iro Accounts Receivable with Underlying Systems and Third Parties' systems. Management of human and other resources of the sub-directorate to enhance effective, efficient and accountable service delivery.

**ENQUIRIES** : Ms D Mogane Tel No: (021) 815-8643  
**APPLICATIONS** : 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** : 28 December 2021

**POST 44/243** : **CLINICAL PSYCHOLOGIST: GRADE 1 TO 3**  
Chief Directorate: Metro Health Services

**SALARY** : R724 062 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Alexandra Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Inherent requirement of the job: Availability to work after hours, when required. Valid Code B/EB driver's license. Experience: **Grade 1:** None after registration with the HPCSA as Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. 1 Year relevant experience after registration with the HPCSA as Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years relevant experience after registration with the HPCSA as Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years relevant experience after registration with the HPCSA as Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years relevant experience after registration with the HPCSA as Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years relevant experience after registration with the HPCSA as Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Adaptability to different clinical settings and adjusted placement requirements. Good communication skills (written and spoken) in at least 2 of the 3 official languages of the Western Cape.

**DUTIES** : Complete administrative tasks effectively. Participation in academic research. Participation in any project or clinical initiative that falls under the rubric of Alexandra Hospital's annual operational plan (AOP). Provide psychological consultation to the OPD multi-disciplinary team and appropriate outreach and support. The provision of psychological therapies and the clinical assessment of community-based children and adults with intellectual and developmental disabilities and complex mental health needs at the Outpatient Department (OPD). Training and supervision of intern clinical psychologists and involvement in teaching, training and academic research supervision to psychology, medical and other undergraduate/postgraduate students.

**ENQUIRIES** : Dr O Coetzee Tel No: (021) 503-5026/7 or [Ockert.Coetzee@westerncape.gov.za](mailto:Ockert.Coetzee@westerncape.gov.za)  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The post is advertised on joint conditions of employment between the Western Cape Department of Health and the Department of Psychiatry and Mental Health (University of Cape Town).
<b><u>CLOSING DATE</u></b>	:	28 December 2021
<b><u>POST 44/244</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY) (OPERATING THEATRE COMPLEX AND CSSD)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R571 242 per annum
<b><u>CENTRE</u></b>	:	Mowbray Maternity Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post basic nursing qualification in Operating Theatre Nursing Science with a duration of at least 1 year accredited with the SANC in the relevant specialty. Proof of registration with the SANC as Professional Nurse and Midwife with the proof of current registration i.e., annual licensing receipt for 2021. Experience: At least 5 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, and night duty when required. Competencies (knowledge/skills) -Ability to effectively communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the setting, implementation, and monitoring of standards.
<b><u>DUTIES</u></b>	:	Manage the utilization and supervision of all resources effectively. Coordinate the provision of training and research effectively. The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality Obstetric Services within standards and a professional / legal framework. Provision of effective support to nursing services and hospital management and maintain professional growth/ethical standards and self-development. Maintain and develop required standards of infection control and exercise overall control of the Central sterilisation Unit.
<b><u>ENQUIRIES</u></b>	:	Mrs M Holland Tel No: (021) 659-5550
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	28 December 2021
<b><u>POST 44/245</u></b>	:	<b><u>FACILITY MANAGER: ORTHOTICS AND PROSTHETIC CENTRE</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R477 090 per annum
<b><u>CENTRE</u></b>	:	Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year Degree/Diploma in a Health related or Managerial field. Experience: Appropriate management experience. Inherent requirements of the job: Valid Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (Microsoft Office Package). Ability to communicate in at least two of the three official languages of the Western Cape. Strong leadership skills used to bring about positive cultural change and a highly productive and engaged workforce. Problem-solving, decision-making, negotiation and conflict-resolution skills. Operational and general management of the Orthotic and Prosthetic Centre and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks. Competency in Public Sector People Management, Financial Management and Supply Chain Management. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) skills.
<b><u>DUTIES</u></b>	:	Operational and general management of the Orthotic and Prosthetic Centre and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks. Comprehensive Strategic and Operational Leadership and

Management of Orthotic and Prosthetic services (including Orthopaedic footwear) for WCDOH (excluding Eden/Karoo). Comprehensive Clinical Governance of O & P services, including the development and implementation of clinical protocols, NCS and OHS Act compliance, QA and QI. Comprehensive People Management and Development of all staff in the component. Liaison with internal (DOH) stakeholders (Metro East, West and Rural) to improve continuity of care. Liaison with external stakeholders (Tshwane University of Technology and other Western Cape Higher Education Institutions) in respect of training, research and innovation in the field. Analysis and interpretation of data.

**ENQUIRIES** : Mr H Human Tel No: (021) 370-2313  
**APPLICATIONS** : 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 be subjected to a practical assessment.  
**CLOSING DATE** : 28 December 2021

**POST 44/246** : **THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME CO-ORDINATOR GRADE 1**  
 (12 Months Contract)  
 Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R473 112 per annum, plus 37% in lieu of service benefits  
**CENTRE** : Northern/Tygerberg Sub-structure Office  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA). Experience: **Grade 1:** A minimum of 3 years appropriate/recognisable experience in the relevant profession after registration with the Health Professions of South Africa (HPCSA). Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of the district health service platform. Good interpersonal skills and ability to work well with stakeholders at all levels. Ability to function independently. Ability to analyse data and prepare reports for management decision and reporting.

**DUTIES** : Co-ordinate of the Therapeutic and Medical support services across the platform. Plan and execute projects related to the improvement of services. Monitor and evaluate programme performance. Identify training opportunities for Allied Health Professions. Identify system improvements. Provide input into or manage special projects or organisational strategies affecting therapeutic and medical support services.

**ENQUIRIES** : Ms L Najjaar Tel No: (021) 815-8865  
**APPLICATIONS** : 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** : 28 December 2021

**POST 44/247** : **CHIEF MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1**  
 Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R473 112 per annum  
**CENTRE** : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Orthotist and Prosthetist. Registration with a professional council: Registration as a Medical Orthotist and Prosthetist with the HPCSA. Experience: A minimum of 3 years appropriate experience in Orthotic / Prosthetic services after registration with the HPCSA as a Medical Orthotist and Prosthetis. Inherent requirements of the job: Valid Code B/EB) driver's license. Competencies (knowledge/skills): Strong innovative, leadership, problem-solving, decision-making, negotiation and conflict-resolution skills. Special expertise/competency in Prosthetics and service delivery mechanisms in accordance with the DOH's HC 2030 strategic plan and Rehabilitation Position Paper (2015). Competency in Public Sector People-, Finance & Supply Chain Management processes. Competency in information management with appropriate computer literacy skills. Computer literacy (Microsoft Office Package). Ability to communicate in two of the three official languages of the Western Cape.

**DUTIES** : Strategic- and Operational Management of the Prosthetic section (OFS) at the Orthotic & Prosthetic Centre, WCDOH. Comprehensive Clinical Governance & Clinical Practice review, including the development and implementation of

clinical protocols, guidelines, SOP's. Comprehensive People, Financial & Supply Chain Management of the prosthetic section, within allocated resources and according to prescripts. Estate- and Asset Management, including participate in the OPC refurbishment project. Liaison with internal & external stakeholders as required to improve the continuity of care. Information Management duties.

**ENQUIRIES** : Mr H Human Tel No: (021) 370-2313  
**APPLICATIONS** : 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 be subjected to a practical assessment.  
**CLOSING DATE** : 28 December 2021

**POST 44/248** : **CLINICAL PSYCHOLOGIST: GRADE 1 TO 3 (5/8TH POST) (ADULT NEUROPSYCHIATRY)**

**SALARY** : Grade 1: R452 538 (5/8th) per annum  
Grade 2: R528 054 (5/8th) per annum  
Grade 3: R612 831 (5/8th) per annum  
(A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration as a Clinical Psychologist with the HPCSA. Experience: **Grade 1:** None after registration with the HPCSA as Psychologist in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as req  
Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Ability to communicate in two of the three official languages of the Western Cape. Comprehensive knowledge of clinical psychology in general. Comprehensive knowledge of the Mental Health Care Act 17 of 2002 and ethos of the Professional Board of Psychology. Computer literate.

**DUTIES** : Assist intern clinical psychologist supervision. Execute psychometric and neuropsychological assessments. Participate in the Psychology Department meetings. Perform clinical assessments, diagnostic formulations and provide appropriate treatment interventions and/or referral to internal and external agencies. Perform relevant administrative tasks. Render clinical psychology services to patients presenting with psychiatric conditions and co-morbid psychological difficulties.

**ENQUIRIES** : Dr Riaan Olivier [mrolivier@sun.ac.za](mailto:mrolivier@sun.ac.za) / Dr Christina van der Merwe [christina@sun.ac.za](mailto:christina@sun.ac.za) Tel No: (021) 938 6287/ 9455

**APPLICATIONS** : 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** : 28 December 2021

**POST 44/249** : **CHIEF ARTISAN: GRADE A**  
Chief Directorate: Metro Health Services

**SALARY** : R392 283 per annum  
**CENTRE** : Valkenberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Appropriate ten (10) years post qualification experience as an Artisan. Inherent requirement of the job: Valid Code B/EB driver's license. Willingness and ability to perform standby duties after-hours and over weekends/public holidays when the need arises. Competencies (knowledge/skills): Appropriate supervisory/managerial experience. Appropriate building management experience. Good computer literacy skills.

- Organising and project management skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of the relevant legislative prescripts, policies and procedures.
- DUTIES** : Effective and efficient management of the Workshop, including People Management/Supply Chain Management/Finance Management and other resources. Strategic planning and management of hospital maintenance needs and infrastructure projects. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks. Provide input and assistance with technical specifications. Draft monthly reports and perform other relevant administrative tasks.
- ENQUIRIES** : Ms Pumeza Solani Tel No: (021) 826 5789
- APPLICATIONS** : 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** : 28 December 2021
- POST 44/250** : **ASSISTANT DIRECTOR: SUPPORT SERVICES (POLICY DEVELOPMENT)**
- SALARY** : R382 245 per annum
- CENTRE** : Directorate: Strategic Planning and Coordination (Head Office, Cape Town)
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year Diploma/Degree in public policy and/or research methodology. Experience: Appropriate policy development experience. Inherent requirement of the job: Valid (Code E/EB) driver's license. Competencies (knowledge/skills): Critical thinking and analytical skills. Complex problem-solving ability. Leadership and social influence (stakeholder management). Advanced communication skills (read, speak and write) in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist with developing policy advice to guide decision-makers with prioritisation, implementation and monitoring of interventions. Coordinate the policy life cycle, synthesise diverse information and evidence, assess the quality and limitations of research, identify measurable and meaningful indicators of effectiveness, plan and manage work. Engage stakeholders and build relationship capital to understand diverse perspectives, co-create solutions and support implementation. Contribute to activities related to setting vision, strategic direction & statutory planning and incorporate future focus into policy design.
- ENQUIRIES** : Ms N Wilson Tel No: (021) 483-2768, Email: Nicola.Wilson@westerncape.gov.za
- APPLICATIONS** : 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** : 28 December 2021
- POST 44/251** : **ASSISTANT DIRECTOR: FINANCE**
- SALARY** : R382 245 per annum
- CENTRE** : Western Cape College of Nursing
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Financial accounting, Financial Management or a related financial field. Experience: Appropriate experience and advance proficiency in Financial and Management Accounting. Appropriate management level experience within a Financial Accounting or similar environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of best practices in procurement. Working knowledge and experience of computerized Management Financial systems (BAS/LOGIS) related to Assets and Liabilities accounts, debts, revenue and payments. Extensive knowledge of National and Provincial polices and legal frameworks regarding the management of public finances, including treasury regulations and Public Finance Management Act requirements. Appropriate and proven managerial experience showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regards to human resources. Excellent communication and conflict management skills. Proven computer literacy with proficiency in i.e. MS Word, Excel and PowerPoint.
- DUTIES** : Pro-Active management and maintenance of the expenditure and revenue budgets of the college. Ensuring timely and accurate financial and management information for strategic decision-making. Assist with the development of revenue generation opportunities and overseeing effective revenue collection and debt control. Ensuring effective and efficient control measures and internal control systems. Implement Internal controls to ensure compliance with

standing financial regulations and instructions. Effective management of the Supply Chain Management process including warehousing and finance, as well as Asset Management. Coordination of the audit process for the college. Administer the College Council Funds. Assist with Year-end and In-Year Monitoring (monthly) reporting and compliance controls. Supervision, training and development of staff within the component.

**ENQUIRIES** : Dr T Bock Tel No: (021) 684-1202  
**APPLICATIONS** : 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 will be subjected to a competency test.  
**CLOSING DATE** : 28 December 2021

**POST 44/252** : **ASSISTANT DIRECTOR: STATUTORY BODIES (CONTRACT LINKED TO THE TERM OF OFFICE OF THE CURRENT MEC: HEALTH)**

**SALARY** : R382 245 per annum, plus 37% in lieu of service benefits  
**CENTRE** : Office of the MEC: Health (Head Office, Cape Town)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate National Diploma or equivalent (NQF 6) qualification in a health, business or administration field. Experience: Appropriate experience in a health, business or administration environment. Appropriate experience in stakeholder engagement/management. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel throughout the Western Cape. Willingness to work unusual/ long hours. Security clearance. Competencies (knowledge/skills): Excellent interpersonal, negotiation, networking and decision-making skills. Excellent verbal and written communication skills in at least 2 of the 3 official languages within the Western Cape. Excellent time management. Computer proficiency in Ms Word, Excel, Power Point and Outlook. Ability to interpret, implement and review policies. Knowledge of Cabinet and Parliamentary processes in South Africa.

**DUTIES** : Facilitate the appointments to various statutory bodies (Provincial and District Health Councils, Health Facility Boards, Clinic Committees, Mental Health Review Boards) in accordance with the relevant pieces of legislation. Monitor and support the effective functioning of statutory bodies. Set up and manage meetings between the MEC and the statutory bodies as required and directed by the MEC. Liaise with heads of components in the Department of Health, with other Departments and all relevant internal and external stakeholders to coordinate the functioning of statutory bodies. Provide real-time comprehensive support to the MEC regarding appointments and functioning of statutory bodies.

**ENQUIRIES** : Mr Ndoda Mavela Tel No: (021) 483-3316 / 073 875 8343  
**APPLICATIONS** : 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** : 28 December 2021

**POST 44/253** : **SYSTEM CONTROLLER**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : R321 543 per annum  
**CENTRE** : Directorate: Forensic Pathology Services, Observatory Forensic Pathology Institute

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National diploma/degree in Information Management/Systems or related qualification. Experience: Appropriate experience in System Administration. Appropriate comprehensive training, working experience and knowledge of Information Management System(s). Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel within Forensic Pathology Facilities and to work overtime. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Good meeting and presentation skills and the ability to liaise between different parties at senior management level. Competency in desktop support. High level computer competency in Microsoft Office Suite.

**DUTIES** : Manage the Laboratory Information Management System. Support Information and operational management with regard to statistical and/or reporting from the systems. Provide technical support for ICT processes within the Directorate. Train, develop and provide end-user support.

**ENQUIRIES** : Mr M Vismer Tel No: 061 546 0319  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Candidates will be subjected to a psychometric evaluation before appointment. No payment of any kind is required when applying for this post.



**CLOSING DATE** : 28 December 2021

**POST 44/254** : **CASE MANAGER**

**SALARY** : R321 534 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Experience: An appropriate three-year health related National Diploma/Degree or equivalent registrable with a health-related qualification (or equivalent) registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Appropriate experience in Case Management or in a clinical environment. Competencies (knowledge/skills): Ability to link patient diagnosis (ICD10 Coding) with procedure codes. Knowledge of the Uniform patient Fee Schedule (UPFS) and ability to perform clinical audits of patient accounts. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills and the ability to act independently, objectively and with confidence. Computer literate (Microsoft Office). Ability to work under pressure, handle a high work volume and meet strict deadlines. Knowledge of the Medical Scheme Act 131 of 1998 and relevant PMB Regulations. Clinical background will serve as an advantage.

**DUTIES** : Manage the workflow and personnel of the Case Management department. Manage and implement Case Management policies, protocols and procedures in the hospital. Liaise with Funders and Managed care organisations and Administrators with regards to MHC policies, protocols, optimal fund utilisation, clinical information diagnostic and procedural coding. Complete queries/requests of the Medical Scheme follow-up section timeously. Conduct clinical audits of patients accounts and ensure clinical auditing of the account controllers is accurate. Queries will include drafting of motivational letters where possible, obtaining authorisation, concurrent review of patient clinical information, i.e. length of stay, level of care, clinical coding and PMB. Provide Case management statistics on a weekly/monthly basis. Provide quotations to all patient classifications.

**ENQUIRIES** : Ms J Jooste Tel No: (021) 938-4140  
**APPLICATIONS** : 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. This post will not be linked to any of Occupation Specific Dispensations.

**CLOSING DATE** : 28 December 2021

**POST 44/255** : **ADMINISTRATIVE OFFICER: FINANCE (ACCOUNT CONTROLLER)**

**SALARY** : R261 372 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 appropriate experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: In-depth understanding and experience of clinical procedures/services in various clinical disciplines. ICD10 coding experience. Competencies (knowledge/skills): Proven training in Anatomy and Physiology or a Nursing background. Knowledge of Prosthetic Devices and High-Cost Consumables. Knowledge of a patient fees tariff structure. Good interpersonal skills and the ability to act independently, objectively and with confidence. Computer literate Ability to work under pressure, handle a high work volume and meet strict deadlines.

**DUTIES** : Clinical auditing of patient accounts in compliance with the Uniform Patient Fees Structure and relevant financial prescripts. Ensure that all prosthesis, high-cost consumables and high-cost pharmaceuticals are charged timeously Provide quotations and interact with clinical personnel with regards to clinical procedures. Handle queries including 3rd party queries. Ensure accurate interpretation and implementation of policy, protocols and hospital procedures in respect of H2, H3 and Private patients (externally funded patients). Assist Case Manager with clinical updates, assign ICD10 codes, obtain authorisation and liaise with the Medical Schemes. Query codes as needed to obtain clarification of charted documentation to accurately assign ICD] O codes Actively participates in training of ICD] O coders. Ensure compliance of coding rules and regulations. Compile and submit statistics on a weekly/monthly basis. Work as a team to meet departmental goals.

**ENQUIRIES** : Ms J Jooste Tel No: (02) 938 -4140  
**APPLICATIONS** : 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** : 28 December 2021

**POST 44/256** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R261 372 per annum  
**CENTRE** : Victoria Hospital, Wynberg  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health. Knowledge of the Compliance process. Knowledge of the Contract Management. Knowledge of System Management. Knowledge of Inventory control. Knowledge of Warehouse process. Knowledge of Asset Management. Good organising skills. Good communicating skills. Computer literacy (MS Word, Excel, PowerPoint). Extensive knowledge of the LOGIS systems.

**DUTIES** : Management of Logis System to ensure optimal utilization. Accurate and timeous reporting as per requirements. Provide an effective and efficient Asset Management. Facilitate the Disposal of Assets, Gifts and Donations, and Asset Reporting. Demand Management and Acquisition Management, for Hospital and Clinics. Effective and Efficient Warehouse Management. Effective and Efficient Monthly Reporting. Effective and efficient Management of the Human Resources in the SCM Component. Effective co-operation and support to supervisor, colleagues, and members of the management team.

**ENQUIRIES** : Ms K Jackson Tel No: (021) 799-1290, Email: Kathleen.Jackson@westerncape.gov.za

**APPLICATIONS** : 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** : 28 December 2021

**POST 44/257** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Central Karoo District

**SALARY** : R261 372 per annum  
**CENTRE** : Beaufort West Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate support services administration experience. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Computer literacy (MS Office Excel, Word, Outlook). Good written and verbal communication in at least two of the three official languages of the Western Cape. Excellent organisational skills, the ability to function independently as well as in a multi-disciplinary team. Knowledge of contract management. Knowledge of food services, laundry services, reception and telecommunication.

**DUTIES** : Responsible for support services including the provision of food services, laundry services, telecommunication, reception service, hospital accommodation facilities and cleaning services. Responsible for contract management relating to outsourced service providers ie security service and pest control. Responsible for supervision of staff including staff performance and disciplinary matters. Training and development of staff.

**ENQUIRIES** : Ms APP Zenzile Tel No: (023) 414-8280  
**APPLICATIONS** : 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** : 28 December 2021

**POST 44/258** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: WELLNESS PROGRAM)**  
West Coast District

**SALARY** : Grade 1: R260 760 per annum  
Grade 2: R320 703 per annum  
Grade 3: R388 974 per annum  
**CENTRE** : Swartland PHC

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent 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 (Annual Practising Receipt). Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognized experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours, travel and to meet the operational requirements. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills as well as ability to work in a team across service platforms. Knowledge of relevant legislation, policies incl. Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in community health care, programs and services. Computer literate in Microsoft office programs. Ability to communicate in 2 of the 3 official languages of Western Cape.
- DUTIES** : External interface management by planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions e.g. Diabetes, hypertension, TB, HIV, mental health. Coordinate and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.
- ENQUIRIES** : Ms J van der Westhuizen Tel No: (022) 482-2729
- APPLICATIONS** : 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. You will be required to do a practical computer exercise.
- CLOSING DATE** : 28 December 2021
- POST 44/259** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (X2 POSTS)**  
Chief Directorate: Metro health Services
- SALARY** : R176 310 per annum
- CENTRE** : Alexandra 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 – Provisioning. Appropriate working experience in Store / Warehouse environment. Appropriate experience in Asset Management. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of Supply Chain Management processes and the accounting Officer System. Computer literacy (MS Word and Excel). Sound theoretical and practical knowledge of Warehouse, Assets and Procurement functions.
- DUTIES** : Perform general LOGIS system functions pertaining to Warehousing. Ensure that all transactions comply with legislative requirements. Perform all Asset related functions. Update and maintain the asset register for equipment purchased, donated, transfers and disposals. Perform the duties of procurement of goods and services. Assist, rotate, handle queries and relief functions within all general tasks within the Supply Chain Management.
- ENQUIRIES** : Ms C Moodley Tel No: (021) 503-5069
- APPLICATIONS** : 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** : 28 December 2021
- POST 44/260** : **ADMINISTRATION CLERK: (SUPPORT) WORKSHOP**  
Chief Directorate: Metro Health Services
- SALARY** : R176 310 per annum

**CENTRE REQUIREMENTS** : Oral Health Centres  
 : Minimum educational qualification: Senior Certificate (or equivalent).  
 : Experience: Appropriate experience in office practice and/or administration in a  
 : Workshop environment. Competencies (knowledge/skills): Ability to understand  
 : and communicate effectively in at least two of the three official languages of the  
 : Western Cape. Advanced computer proficiency in Microsoft Word, Excel,  
 : Access and PowerPoint.

**DUTIES** : Assist with procurement of good and services. Maintenance of the attendance  
 : registers, administration duties and keep of statistics. Handling of all  
 : correspondence for the technical Service Office (Workshop). Receive items  
 : delivered by the Main Store and check for correction. Assist with spot checks  
 : and stock taking on stock items in the Mini Technical Store. Assist with record  
 : keeping in the Mini Technical Store., keep stores neat and serve as liaison  
 : officer between Finance, Human Resources and Main Stores.

**ENQUIRIES APPLICATIONS** : Ms N Jooste Tel No: (021) 937-3144/3136/3176  
 : 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.  
 : 28 December 2021

**POST 44/261** : **ADMINISTRATION CLERK: SUPPORT (PRIMARY HEALTH CARE)**  
 : Garden Route District

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
 : Grootbrak CC, Mossel Bay Sub-district  
 : Minimum educational qualification: Senior Certificate (or equivalent).  
 : Experience: Appropriate administrative experience. Appropriate experience in  
 : Sinjani, Tier.dot and PHCIS systems. Inherent requirement of the job: Valid  
 : (Code B/EB) driver's license. Competencies (knowledge/skills): Language  
 : proficiency in at least two of the three official languages of the Western Cape.  
 : Good interpersonal and communication skills. Computer literate (Windows,  
 : Excel). Appropriate course in Basic Routine Health Information System for Data  
 : Capturers will by to your advantage.

**DUTIES** : Data management and capturing online, Tier.net, SINJANI and PHCIS.  
 : Supportive administration functions. Register patients on the Patient  
 : Administration System (PHCIS). Responsible for reception Hygiene (i.e. file,  
 : retrieve, archive, and dispose folders). Maintain patient appointment system for  
 : different programs. Responsible for effective management of communication  
 : (telephonic enquiries).

**ENQUIRIES APPLICATIONS** : Ms M Manuel Tel No: (044) 604-6106  
 : 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.  
 : 28 December 2021

**POST 44/262** : **FOOD SERVICES SUPERVISOR**  
 : Central Karoo District

**SALARY CENTRE REQUIREMENTS** : R147 459 per annum  
 : Nelspoort Hospital  
 : Minimum educational qualification: General Education and Training Certificate  
 : (GETC) /grade 9 (Std 7). Experience: Appropriate Food Service experience in  
 : an Industrial Food Services Unit, within a Hospital setting. Appropriate  
 : supervisory experience. Inherent requirements of the job: Valid (Code B/EB)  
 : driver's licence. Willingness to work shifts (weekends and public holidays).  
 : Competencies (knowledge/skills): Sound communication (read, speak and  
 : write) and numerical skills in at least two of the three official languages of the  
 : Western Cape. Knowledge and skills with regards to the operational procedures  
 : in an Industrial Food Services Unit. Knowledge of WCHD Food Service Policy  
 : and monitoring process, hygiene, occupational health, HACCP and safety  
 : principles and the incumbent must be able to work according to rules and  
 : standards and meet deadlines. Computer literate in Microsoft Office (Excel,  
 : Word and Outlook), (Attach proof or mention it in the CV). Ability to effectively  
 : multi-task, function independently and under pressure.

**DUTIES** : Implement standard menu, production planning and correct procedures for  
 : receipt, storage, preparation, portioning and distribution of food. Implement,  
 : maintain and effectively supervise safety and security measures as well as  
 : hygiene and infection control. Implement and maintain and effective food  
 : services financial management system to ensure that food expenditure remains  
 : within the budget. HR relative matters which include, compiling of duty rosters,

		keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules and SPMS.
<b><u>ENQUIRIES</u></b>	:	Ms SC James Tel No: (023) 416-1600
<b><u>APPLICATIONS</u></b>	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<b><u>FOR ATTENTION</u></b>	:	Ms S Pienaar
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may have to undergo a practical skills test.
<b><u>CLOSING DATE</u></b>	:	28 December 2021
<b><u>POST 44/263</u></b>	:	<b><u>CLEANER</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	Nelspoort Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of domestic and hospital cleaning services. Inherent requirements of the job: Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and hospital cleaning services. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.
<b><u>DUTIES</u></b>	:	General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Ensure effective Waste Management, Linen control Laundry and Food services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhering to general hygienic and safe environment in terms of standards and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr I James Tel No: (023) 416-1600
<b><u>APPLICATIONS</u></b>	:	The Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<b><u>FOR ATTENTION</u></b>	:	Ms S Pienaar
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	28 December 2021
<b><u>POST 44/264</u></b>	:	<b><u>DRIVER (LIGHT DUTY VEHICLE)</u></b> (Overberg District)
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	Grabouw CHC (Theewaterskloof Sub-district)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in the transportation of staff and goods. Inherent requirements of the job: Willingness to be on standby and work overtime. Valid (Code B/EB) driver's license. Valid Public Driving Permit (PDP). Competencies (knowledge/skills): Knowledge of Transport Regulations, routine maintenance and inspections for defects on vehicles and Circular no4 of 2000. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility, to work independently. Ability to read and understand road directions and traffic signs. Knowledge of routine, maintenance, Inspections for defects on vehicles.
<b><u>DUTIES</u></b>	:	Daily transport collection and delivery of goods, services, clients and personnel, from one point to another. Adhere to departmental codes and procedures by ensuring accurate and detailed completion of logbooks, trip authorities and any other administrative duties associated with driving, deliveries and collections. Conduct routine maintenance, inspection of vehicles and timely reporting of defects. Ensure that all vehicles are kept clean and tidy. Perform and conduct minor maintenance duties when required.
<b><u>ENQUIRIES</u></b>	:	Ms L Van Wyk Tel No: (021) 859-1301
<b><u>APPLICATIONS</u></b>	:	The District Director: Overberg District Office, Private Bag X07, Caledon Hospital, 7230.
<b><u>FOR ATTENTION</u></b>	:	Ms A Kriel
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	28 December 2021
<b><u>POST 44/265</u></b>	:	<b><u>FOOD SERVICES AID</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum

- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape.
- DUTIES** : Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.
- ENQUIRIES** : Ms R Keyser Tel No: (021) 938-4135
- APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.
- FOR ATTENTION** : Ms VG De Jager
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 28 December 2021