

**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 14/137** : **ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)**  
Directorate: Infrastructure Planning

**SALARY** : Grade A: R728 829 per annum  
Grade B: R821 775 per annum  
Grade C: R939 621 per annum  
(A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Head Office, Cape Town

**REQUIREMENTS** : University degree in Mechanical Engineering (B Eng./BSC and 3 years appropriate/recognizable post qualification engineering experienced required. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: **Grade A:** At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g., BSc (Eng.). **Grade B:** At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. **Grade C:** At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirement 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). A health-sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Knowledge and experience in terms of fire regulations is a recommendation. Experience in the preparation of reports, submissions and presentations in English and sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES APPLICATIONS** : Mr I Parker Tel No: (021) 483-9359 or [Imran.Parker@westerncape.gov.za](mailto:Imran.Parker@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.  
**CLOSING DATE** : 13 May 2022

**POST 14/138** : **ASSISTANT MANAGER NURSING (SPECIALTY: NIGHT DUTY)**

**SALARY** : R624 216 (PN-B4) per annum  
**CENTRE** : Red Cross War Memorial Children`s 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in one of the specialties: Medical and Surgical Nursing Science: Critical Care Nursing: Child, Trauma and Emergency or Medical and Surgical Nursing Science: Operating Theatre Nursing, Ophthalmological Nursing, Oncology or Child Nursing Science or Advanced Psychiatric Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Deputy Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery in a Paediatric environment. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy in MS Word, Excel, PowerPoint and Outlook.

**DUTIES** : Coordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively manage and coordinated nursing care within set standards and within a legal/Professional framework. Effectively manage and coordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed Effectively manage and co-ordinate the provision of clinical nursing care for the area. Effectively participate and commit to a people centered approach to management in the Nursing Division, Institution and Department of Health.

**ENQUIRIES** : Ms M Franken Tel No: (021) 658-5187  
**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** : 13 May 2022

**POST 14/139** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATAL)**  
 Central Karoo District

**SALARY** : Grade 1: R388 974 (PN-B1) per annum  
 Grade 2: R478 404 (PN-B2) per annum  
 (Plus non pensionable rural allowance of 12% of your annual basic salary)

**CENTRE** : Beaufort West Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice.

<b><u>DUTIES</u></b>	:	Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislations. Effective manage and utilize human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development, and research within the nursing department. Provision of Support to Nursing Services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr TW Ntombana Tel No: (023) 414-8200
<b><u>NOTE</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>CLOSING DATE</u></b>	:	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, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application or on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Occupational Health Nursing Science with the South African Nursing Council."
<b><u>POST 14/140</u></b>	:	13 May 2022
<b><u>SALARY</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)</u></b> Chief Directorate: Metro Health Services
<b><u>CENTRE REQUIREMENTS</u></b>	:	Grade 1: R388 974 (PN B1) per annum Grade 2: R478 404 (PN B2) per annum Wesfleur Hospital
<b><u>DUTIES</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. A post-basic nursing qualification, with duration of at least 1 year in Medical and Surgical Nursing Science: Operating Theatre Nursing accredited with SANC. Certificate of competence in Termination of pregnancy or willing to undergo the training. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job Willingness to perform relief duties for Operational Manager Willingness to perform standby duties for Emergency Theatre cases Willingness to assist with specialized outreach clinics. Provide Termination of Pregnancy service and Family planning services Work weekends, public holidays and overtime. Competencies (knowledge/skills): Ability to communicate in at least two of the official languages of the Western Cape. Good communication, interpersonal, problem solving, report writing, liaison and facilitation skills. Be able to function independently and as part of a multi-disciplinary team. Basic Computer Literacy Knowledge of the relevant legislation and policies of the DOH WC. Leadership towards the realization of strategic goals and objectives of the Theatre complex with regards to emergency, non-emergency, and day patient care.
<b><u>ENQUIRIES</u></b>	:	Render an optimal, holistic, specialized Nursing Care service within set standards and within a professional and legal framework as a Professional Nurse in an Operating Theatre. Effective supervision and provision of assistance to sub-ordinates within the Department; Initiate and participate in training, development, and research within the nursing division. Effective utilization of financial resources. Ensure the promotion of Quality Assurance, Infection control and Occupational Health & Safety within the Department. Deliver an effective support service to the Operational Manager and ensure effective coordination of the Department. Maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms LA Abrahams Tel No: (021) 816-8556, Email: Lee-Anne.Abrahams@westerncape.gov.za

<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. "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 who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Medical and Surgical Science: Operating Theatre Nursing with the South African Nursing Council."
<b><u>CLOSING DATE</u></b>	:	13 May 2022
<b><u>POST 14/141</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: CLINICAL NURSE TRAINING)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R260 760 (PN-A2) per annum Grade 2: R320 703 (PN-A3) per annum Grade 3: R388 974 (PN-A4) per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Khayelitsha District Hospital 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: Proof of current registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Basic computer literacy and presentation skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
<b><u>DUTIES</u></b>	:	Initiate, participate and facilitate training, development and research within the Nursing Department. Identify and facilitate learning opportunities for all Nursing and support staff, as well as student nurses in the Nursing Department. Facilitate / implement the planned clinical training programmes. Assist and support the integration of newly qualified and/ or appointed nursing personnel and learners in training. Ensure accompaniment of nursing personnel and students.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms G Mashaba Tel No: (021) 360-4511 / 4408
<b><u>NOTE</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications") No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Medical and Surgical Science: Operating Theatre Nursing with the South African Nursing Council."
<b><u>CLOSING DATE</u></b>	:	13 May 2022
<b><u>POST 14/142</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 3 (ARV)</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R260 760 (PN-A2) per annum Grade 2: R320 703 (PN-A3) per annum

<b><u>CENTRE REQUIREMENTS</u></b>	<p>Grade 3: R388 974 (PN-A4) per annum</p> <p>Saldanha Bay Sub-district</p> <p>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: Proof of current registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 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. Ability to work in a multi-disciplinary team across service platforms. Willingness to work after hours, travel and to meet the operational requirements. Competencies (knowledge/skills): Working experience in the HAST program and implementation of ARTherapy in the Sub-district. Knowledge of the Nursing Act and relevant regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act and other relevant legislation, Knowledge of relevant legislation and policies. Computer literate in Microsoft office programs. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.</p>
<b><u>DUTIES</u></b>	<p>Treatment of patients on Primary Health care level with regards to ARTherapy, Mental Health, Women's and Child Health, Antenatal Services and Chronic Diseases. Management and execution of all relevant HAST Programmes (TB, STI and HIV/AIDS). Active integration of patients on ART into the mainstream services.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>Ms AR Louw Tel No: (022) 709-5066</p> <p>Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")</p>
<b><u>NOTE</u></b>	<p>No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status"</p>
<b><u>CLOSING DATE</u></b>	<p>13 May 2022</p>
<b><u>POST 14/143</u></b>	<p><b><u>ARTISAN PRODUCTION: GRADE A TO C (X2 POSTS)</u></b> Central Karoo District</p>
<b><u>SALARY</u></b>	<p>Grade A: R193 512 per annum Grade B: R227 943 per annum Grade C: R266 109 per annum</p>
<b><u>CENTRE REQUIREMENTS</u></b>	<p>Laingsburg Hospital (X1 Post) Beaufort West Hospital (X1 Post)</p> <p>Minimum educational qualification: Appropriate Trade Test Certificate in Electrician / Electrical Fitter, Mechanical, Millwright / Fitter and Turner. Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Central Karoo District, should the need arise. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills) A practical, working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. A practical, working knowledge of the working principle, parts and assembly, testing, routine &amp; breakdown maintenance of the following: Domestic and light commercial laundry and kitchen equipment. Access control, Fire Detection and Electrical Fencing Hardware. Basic building</p>

terminology and construction. Hospital Technical Systems and plant. HVAC equipment. Welding and Plumbing skills (Demonstrable). Ability to communicate in at least two of the three official languages of the Western Cape. Demonstrable computer literacy in at least MS Word and Excel (able to create and edit basic documents), efficiently use an email program and internet browser.

**DUTIES** : Repairs of equipment, reticulations and plant. Plan and design basic new installations and perform alterations. Do Installations of systems and equipment. Perform preventative maintenance tasks on equipment. Mentor other technical staff. Perform administrative and related functions regarding the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.

**ENQUIRIES** : Mr F H du Toit Tel No: (023) 414-8235  
**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** : 13 May 2022

**POST 14/144** : **ADMINISTRATION CLERK: SUPPORT (COMPREHENSIVE HEALTH)**  
 Garden Route District

**SALARY** : R176 310 per annum  
**CENTRE** : Garden Route District Office, George  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Office Administration. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer Literacy (MS Word, Excel and PowerPoint). Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge and experience in office administration, financial and procurement administration.

**DUTIES** : Provide general Administrative/Secretarial support to the Comprehensive Health staff. Create an office friendly environment by filing documents, keep all storerooms neat and organize pamphlets, posters and other IEC material. Support to the Comprehensive Health staff with program specific priorities and communication to the sub districts. Order stationary for the component and keep record of the assets. Organize meetings, compile agendas, take the minutes, type quarterly reports and complete monthly and quarterly statistics for all Comprehensive Health staff. Need to be able to carry heavy boxes.

**ENQUIRIES** : Ms G Terblanche Tel No: (044) 803-2700  
**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** : 13 May 2022

**POST 14/145** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**  
 Overberg District

**SALARY** : R176 310 per annum  
**CENTRE** : Caledon 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. Inherent requirements of the job: Valid Code (B/EB) drivers' license. Willingness to rotate within Supply Chain Section and relieve colleagues. Physically able to handle stock. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge and practical experience of the LOGIS system, Asset Management functions. 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 System (LOGIS) and filing of source documents. Conduct

stock-taking and ad-hoc inspections. Complete 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.

**ENQUIRIES APPLICATIONS** : Mr G Bucchianeri Tel No: (028) 212-1070  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 May 2022

**POST 14/146** : **ADMINISTRATION CLERK: WARDS**  
Chief Directorate: Metro Health Services

**SALARY** : R176 310 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience as an administration clerk or ward clerk in a hospital setting. Inherent requirement of the job: Computer literacy in Microsoft Office package. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to work shifts (overtime, weekends, public holidays and night duty) when required. Willingness to be rotated. Competencies (knowledge/skills): Knowledge of patient administration functions, e.g. Admissions, discharge and transfer processes. Knowledge of ordering of stock and supply chain management processes. Effective leadership, interpersonal, problem solving, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team.

**DUTIES** : Provide an effective administrative service to the Operational Manager, nurses and doctors in the wards. Order ward stock and responsible to manage ward storeroom. Provision of helpdesk functions to patients and visitors. Effective utilisation of resources to assist in achieving the objectives of the ward. Relief services to colleagues when needed. Delivering effective support to the Nursing Department.

**ENQUIRIES APPLICATIONS** : Ms E Linden-Mars Tel No: (021) 918-1276  
: 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** : 13 May 2022

**POST 14/147** : **ADMINISTRATION CLERK: SUPPORT**  
West Coast District

**SALARY** : R176 310 per annum  
**CENTRE** : Darling Clinic (Primary Health Care)  
**REQUIREMENTS** : Senior Certificate (or equivalent). Experience: Appropriate experience in a primary health care setting. Appropriate experience in rendering a support service. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of working on PHCIS, Sinjani and Tier.net. Computer literacy (MS Word, Excel, and PowerPoint) and Presentation skills. Good written and communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge of Health Information Management processes.

**DUTIES** : Diary Management, answer telephones, arrange appointments, handle enquiries and complaints from clients and where necessary refer to the Operational Manager, arrange referral of clients. Receive and refer visitors to the correct office/staff member. Retrieval, tracking and filing of patient records, provision of effective record keeping, binding and laminating of documents, coordination of training and liaison with service providers, prepare agendas, record minutes of meetings, typing and compiling reports. Render administrative support service to the Operational Manager (order, control and distribution of stock and complete the ordering forms and trip authorities for GG vehicles, complete maintenance requisitions.). Facilitate the appointment system. Provide efficient managing, collecting and capturing of electronic data.

**ENQUIRIES APPLICATIONS** : Ms H Andrew Tel No: (022) 482-2729  
: 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** : 13 May 2022

**POST 14/148** : **STERILISATION OPERATOR PRODUCTION**  
Central Karoo District

**SALARY** : R124 434 per annum  
**CENTRE** : Beaufort West Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) Grade 9(std. 7). Experience: Appropriate experience and knowledge of CSSD. Inherent requirements of the job: Will be required to do call outs afterhours, weekends and public holidays. Valid Code (B/EB) drivers' licence. Competencies (knowledge/skills): Knowledge and insight of relevant policies and procedures related to sterilization process. Good interpersonal skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : Effective application of sterilisation processes and techniques and promote/adhere to infection prevention and control measure as well as health and safety regulations. Monitor, control and maintain stock and equipment levels. Clean and collect soiled equipment and instruments and issue sterile stock according to departmental needs. Ensure effective management of the CSSD. Operate autoclaves and use consumables in a cost-effective manner. Support supervisor.

**ENQUIRIES** : Mr TW Ntombana Tel No: (023) 414-8200  
**APPLICATIONS** : The District 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** : 13 May 2022

**POST 14/149** : **OPERATOR (PNEUMATIC TUBE STATION)**

**SALARY** : R124 434 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience appropriate experience in a pneumatic tube station environment. Inherent requirement of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Competencies (knowledge/skills): Knowledge of the Tube distribution service. Ability to communicate (verbal & script) in at least two of the three official languages of the Western Cape. The successful incumbent must be willing to work under pressure and irregular hours as required.

**DUTIES** : Responsible for the operational function of the Pneumatic Tube System, the dispatch of tubes and telephonic queries/requests. Responsible for reporting defective specimens. Responsible for transporting specimens from various wards to various laboratories. Responsible for receipt/dispatch of specimens, postal forms, medical reports and other related documents.

**ENQUIRIES** : Mr JJ Roberts Tel No: (021) 938-4121  
**APPLICATIONS** : The Chief Director: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms Z Mtshisazwe  
**NOTE** : No payment of any kind is required when applying for this post. Short listed candidates may be subject to competency testing.  
**CLOSING DATE** : 13 May 2022

**POST 14/150** : **PORTER**  
West Coast District

**SALARY** : R104 073 per annum  
**CENTRE** : Vredenburg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in the porter services. Inherent requirements of the job: Willingness to work shifts including night shift, weekends and on public holidays. Must be able to work standby including weekends and on public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one's feet for long periods. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Ability to communicate in at least two of the three official



languages of the Western Cape. Good interpersonal and communication skills. Knowledge of infection prevention methods. Ability to work independently, under pressure, unsupervised and in a team context.

**DUTIES** : Efficient and safe handling and transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Effectively and efficiently manage Mortuary Services, including transportation of corpses from wards to the mortuary and entering details in mortuary register. Efficiently and effectively control equipment and reporting any defects to trolleys/wheelchairs to supervisor. An effectively supported HR function.

**ENQUIRIES** : Ms JJ de Nobrega Tel No: (022) 709-5099

**APPLICATIONS** : The Manager: Medical Services, Vredenburg Hospital: Private Bag X3, Vredenburg, 7380.

**FOR ATTENTION** : Ms DI Links

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

**CLOSING DATE** : 13 May 2022

**POST 14/151** : **LAUNDRY AID**  
Central Karoo Health District

**SALARY** : R104 073 per annum

**CENTRE** : Prince Albert Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a linen bank in a hospital/health facility environment. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to work with laundry machinery and equipment. Willingness to work overtime, weekends and public holidays when operationally required. Willingness to be trained and relief personnel in other departments as the need arises (CSSD, Workshop, Housekeeping, Kitchen) etc. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Computer Literacy will be an advantage. Ability to read, speak and communicate (verbal and written) in two of the three official languages of the Western Cape. Experience in a laundry environment will be an added advantage.

**DUTIES** : Daily sorting, wash, dry, prepare, fold and iron of linen. Load/unload soiled or clean linen. Empty soiled linen bags for sorting and counting and the sealing and stacking of clean linen bags for dispatching. Assist with the mixing of chemicals and the washing of linen. Do linen counts and statistics within the laundry unit. Pushing heavy linen trolleys to and from the linen bank and wards/departments in the hospital. Follow and maintain general hygiene and safety directives in the linen bank. Maintain safety measures for apparatus and equipment and report broken apparatus and equipment. Assist with the informal in-service training of new employees. Stock control in the laundry unit as well as in the hospital.

**ENQUIRIES** : Ms C Frolick Tel No: (023) 541-1300

**APPLICATIONS** : The District 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** : 13 May 2022

**POST 14/152** : **GENERAL WORKER STORES**  
Chief Directorate: Rural Health Services

**SALARY** : R104 073 per annum

**CENTRE** : Worcester Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeric and literacy skills. Inherent requirement of the job: Physically fit to handle heavy boxes and equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Knowledge of Basic SCM rules and regulations according to stock control. High level of excellence and accuracy in work.

**DUTIES** : Keep Bin Cards Up to date. Cleaning of shelves and general stores area as well as yard around stores. Distribution and delivery of stock to all departments of Worcester Hospital. Maintain stock levels on shelves. Responsible for the safekeeping of all stock in the stores and on shelves according to SCM prescripts and regulations. Assist Store Clerk with picking and unpacking of

store stock. Assist with unloading of delivery vehicles when necessary. Provide effective support to supervisor and colleagues.

- ENQUIRIES** :
- APPLICATIONS** : Mr PW Ruiters Tel No: (023) 348-1106
- FOR ATTENTION** : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester Hospital, 6849.
- NOTE** : Mr RM Hill
- CLOSING DATE** : No payment of any kind is required when applying for this post.
- : 13 May 2022