

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 23/440 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT**

SALARY : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : West Coast District Office
Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e., Excel spreadsheets, report-writing, drafting of Word documents and MS PowerPoint presentations).

DUTIES : Responsible for the budget control and monitor expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversee the payment process to NPOs. Ensure compliance to Finance and Supply Chain policies, PFMA and Regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain. Management indicators and performance of the district. Provide oversight and management of Transport and Support services in the Sub-structure office. Responsible for the Human Resource Management of personnel in the division.

ENQUIRIES APPLICATIONS : Dr T Hawkridge Tel No: (022) 487-9208
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
08 July 2022

POST 23/441 : **CHIEF RADIOGRAPHER: GRADE 1 (NUCLEAR MEDICINE)**

SALARY : Grade 1: R473 112 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Nuclear Medicine). Registration with a professional council: Registration with the HPCSA as a Radiographer (Independent Practice) Nuclear Medicine. Experience: A minimum of 3 years' appropriate experience as a Radiographer (Nuclear Medicine) after registration with the HPCSA. Inherent requirement of the job: Must be able to manage and supervise a subsection of the department with knowledge, experience, and skills in general imaging, positron emission tomography, in vitro techniques, theranostics and PACS. Must be able to do on call duty as required. Competencies (knowledge/skills): Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Nuclear Medicine. Computer literate and communicate in at least two of the three official languages of the Western Cape (written and verbal). Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills.

DUTIES : Be responsible for the control, supervision, delegation, and co-ordination of activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Participate in the management of the cost centre (ordering of radiopharmaceuticals, radioisotopes, and general consumables). Manage radiography, nursing, and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment

and the purchase, use and care of suitable radiation protection equipment. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Head of department.

ENQUIRIES : Mr G Malan Tel No: (021) 404-4103/4389/6247
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 July 2022

POST 23/442 : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**

SALARY : R571 242 (PN-B3) per annum, (Plus non-pensionable rural allowance of 8% of your annual basic salary)

CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualifications: 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. A post-basic nursing qualification with the duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma/Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma/Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays, and night duty). Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma/Emergency Critical Care Services and ability to implement it. Leadership and interpersonal skills. Computer skills.

DUTIES : Supervise, plan, and implement the provision of effective and efficient patient care in the Emergency Centre Participate in the analysis, formulation, and implementation of the nursing guidelines practices, standards, and procedures. Provide effective leadership and management of People Management, Financial and Physical resources to ensure optimal operational functions. Supervise, plan, and implement the provision of effective and efficient infection control measures. Maintain professional growth/ethical standards, and self-development, and participate in interprofessional and multidisciplinary teamwork. Support to Supervisor and Management.

ENQUIRIES : Ms H Human Tel No: (044) 203-7203
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 July 2022

POST 23/443 : **OPERATIONAL MANAGER NURSING: SPECIALTY (PSYCHIATRY)**
(Contract until 31 March 2023)

SALARY : R571 242 (PN-B3) per annum, (Plus a non-pensionable rural allowance of 8% of your annual basic salary).

CENTRE : George Regional 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 one year, accredited with the SANC in Advanced Psychiatric Nursing Science in terms of R212. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of 2022 annual registration with the SANC. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 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 as mentioned above. Inherent requirements of the job: Ability to work shifts, weekends, and public holidays, and overtime when required by supervisor. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office). Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning, and implementation of nursing care, and the guidance of nursing and other personnel. Bed Management. Manage human resources efficiently and effectively. Manage material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others.

ENQUIRIES : Ms J Ehlers Tel No: (021) 802-4536
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.

CLOSING DATE : 08 July 2022

POST 23/444 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) CLINICAL FACILITATOR**

SALARY : Grade1: R388 974 (PN-B1) per annum
 Grade 2: R478 404 (PN-B2) per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: A Basic R425 qualification (i.e., diploma/degree in nursing) or an 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 Medical and Surgical Nursing Science: Advanced Psychiatry Nursing Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent Requirements of the job: Must be prepared to work shifts, weekends, and public holidays Competencies (knowledge/skills): Basic Computer Literacy Ability to communicate in at least two of the three official languages of the Western Cape Knowledge and insight related to the Specialty area. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good Organizational Skills and the ability to function under pressure.

DUTIES : Facilitate the development of learning opportunities for all nursing personnel and students. Facilitate the in-service training, updating of skills and competencies as well as the orientation programme for nurses and students. Evaluate and assess the competencies and skills of nursing personnel and students, appropriate placement and accompaniment of nursing personnel and nursing students. Effective Management of Physical, Human and Financial resources. Promote Research.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview. 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. "Candidates who are

not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant Council (including individuals who must apply for change in registration status)".

- CLOSING DATE** : 08 July 2022
- POST 23/445** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
(Contract: Until 31 March 2023)
West Coast District
- SALARY** : Grade 1: R388 974 (PN-B1) per annum plus 37% in lieu of service benefits
Grade 2: R478 404 (PN-B2) per annum plus 37% in lieu of service benefits
- CENTRE** : Bergriver Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Computer literacy (MS Word, Excel). Knowledge of Community Oriented Primary care.
- DUTIES** : Co-ordination and effective implementation and efficient management of the Psychiatric Services in the sub-district. Involvement in training programmes in conjunction with People Development Unit. Liaise with all relevant role players within a multi-disciplinary Team in the sub district. Liaise with multi sectorial role players in the management of Psychiatric patients. Monitoring of the Psychiatric Services program.
- ENQUIRIES** : Ms E Engel (Dietrich) Tel No: (022) 913-3062
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "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.
- CLOSING DATE** : 08 July 2022
- POST 23/446** : **ASSISTANT DIRECTOR: SUPPORT SERVICES**
Chief Directorate: Rural Health Services
- SALARY** : R382 245 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualifications: Appropriate 3-year National diploma/degree. Experience: Appropriate Support Services and staff supervision experience in a health care environment. Inherent requirement of the job: Ability and willingness to avail oneself for emergencies/mass incidents. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Computer literacy in Microsoft Excel, Word, and PowerPoint. Ability to work under pressure and independently with good management skills, leadership skills, report-writing skills, interpersonal skills, problem solving skills as well as excellent verbal and written communication skills. Knowledge and a good

<u>DUTIES</u>	: understanding of the Core Values of the Western Cape Government. Knowledge and a good understanding of contract management processes. Responsible for effective and efficient management of all Support Services sections i.e., food services, linen and laundry services, switchboard services, residence management, transport services, registry services and porter services. Effective and efficient management of the outsourced services and public private partnerships. Management of interdepartmental Human and Financial Resources.
<u>ENQUIRIES APPLICATIONS</u>	: Ms ZZZ Kwinana Tel No: (023) 348-1277 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to assessments, tests, practical exercises to assess skills.
<u>CLOSING DATE</u>	: 08 July 2022
<u>POST 23/447</u>	: <u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTRE SOURCING)</u> Directorate: Supply Chain Sourcing Sub-directorate: Infrastructure Sourcing
<u>SALARY</u>	: R382 245 per annum. Service benefits: 13th cheque, employer's contribution to the pension fund, housing, and medical aid allowance.
<u>CENTRE REQUIREMENTS</u>	: Head Office, Cape Town : Minimum educational qualifications: Appropriate 3-year National Diploma/Degree. Experience: The ideal candidate will have appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies. Appropriate experience in executing procurement projects from needs analysis through to contract management stage. Appropriate experience in procurement processes prescribed by the Construction Industry Development Board. Appropriate experience in local built environment industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc.; and Human resource management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, ie. plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrate stakeholder engagement, influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills. Human resource management.
<u>DUTIES</u>	: Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation, and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department. Human resource management.
<u>ENQUIRIES APPLICATIONS</u>	: Ms E du Plessis, Eloise.Du Plessis@westerncape.gov.za : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: Shortlisted applicants will be required to undergo competency assessments/proficiency tests. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 08 July 2022

POST 23/448 : **QUALITY ASSURANCE CO-ORDINATOR**
Garden Route District

SALARY : R382 245 per annum
CENTRE : Garden Route District Office
REQUIREMENTS : Minimum educational qualifications: Appropriate 4-year Health related Diploma/degree or equivalent qualification that is registrable with any of the statutory bodies of South Africa. Experience: Appropriate experience in Quality Assurance (QA). Appropriate experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). Appropriate experience in health science practice and health services management. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel extensively within the Rural Districts. Competencies (knowledge/skills): Experience in Management. Ability to analyse and interpret Health Systems Information, compile reports, and present the data to direct planning. Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint, and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Support the Health Establishment staff with the implementation of the Ideal Clinic Realisation and Maintenance (ICRM) and Ideal Hospital. Realisation and Maintenance. Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning, and addressing Quality Improvement (QI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs and maintaining and updating the Health Establishment training data base. Monitor data quality in the Health Establishment.

ENQUIRIES : Mr E Engle Tel No: (044) 803-2752
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. This post does not form part of OSD.

CLOSING DATE : 08 July 2022

POST 23/449 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
Overberg District

SALARY : R321 543 per annum
CENTRE : Overberg District Office
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e., Excel spreadsheets, report-writing, drafting of Word documents and MS PowerPoint presentations).

DUTIES : Responsible for the budget control and monitor expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversee the payment process to NPOs. Ensure compliance to Finance and Supply Chain policies, PFMA and Regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain. Management indicators and performance of the district. Provide oversight and management of Transport and Support services in the Sub-structure office. Responsible for the Human Resource Management of personnel in the division.

ENQUIRIES : Mr C Goliath Tel No: (028) 214-5802
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 July 2022

POST 23/450 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)**
Directorate: Supply Chain Sourcing
Sub-directorate: Infrastructure Sourcing

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Head Office, Cape Town
: Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Human Resource Management. Experience: Appropriate experience in all aspects of Human Resource Administration. Appropriate PERSAL knowledge and experience. Inherent requirements of the job: Valid driver's license (Code B/EB). Ability to travel to institutions and Provincial Office when necessary. Competencies (knowledge/skills): Good communication skills, both verbal and written, in at least two of the three official languages of the Western Cape to ensure effective report-writing. Knowledge and application of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to interpret policies/procedural manuals. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Practical computer skills in MS Word, Excel, PowerPoint. Ability to function independently and under pressure.

DUTIES : Ensure adherence and correct application to all human resource practices, policies, and procedures, including all employment practices, conditions of service and terminations. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as compliance reports. Render support and advisory services regarding personnel administration and human resource management. Perform investigations at health facilities in the Overberg District in terms of the correct application of Human Resource legislation, policies, practices, collective agreements, and conditions of service. Effective management of staff. Act as System Controller for PERSAL. Optimal support to supervisor.

ENQUIRIES APPLICATIONS : Ms E du Plessis, Eloise.Du Plessis@westerncape.gov.za
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.

CLOSING DATE : 08 July 2022

POST 23/451 : **ELECTRO ENCEPHALOGRAPHIC ASSISTANT: GRADE 1 TO 2**

SALARY : Grade 1: R213 726 per annum
Grade 2: R251 754 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification (with duration of at least 2 years) or prescribed in-service training (with duration of at least 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Electro Encephalographic. Registration with a professional council: Registration with the HPCSA as Electro Encephalographic Assistant. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. Inherent requirement of the job: Willingness to do in-service training. Competencies (knowledge/skills): Ability to work with patients of all ages. Ability to work independently, as well as in a team and with minimal supervision. Good communication skills. Ability to maintain patient confidentiality. Basic computer literacy.

DUTIES : Preparation of EEG patients. Perform high-quality EEG's. Assist with the sleep EEG's and mobile EEG's. Perform general administrative tasks and keep EEG patient statistics. Maintain electro-encephalographic equipment. Assist with stock-taking and maintenance of EEG machines.

ENQUIRIES APPLICATIONS : Mr DI Le Roux Tel No: (021) 938-5500
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 08 July 2022

POST 23/452 : **ADMINISTRATION CLERK: SUPPORT (WORKSHOP)**
Chief Directorate: Rural Health Services

SALARY : R176 310 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in office practice and/or administration. Appropriate experience in EPS (Electronic Procurement System). Appropriate LOGIS experience (Mainframe and Procurement Integration). Competencies (knowledge/skills): Ability to organize and prioritize activities. Knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer Systems. Ability to communicate in at least two of the three official languages of the Western Cape. Excellent computer proficiency in Word, Excel and PowerPoint.

DUTIES : Ensure effective and efficient procurement service to the Workshop Department. Receive, compare, and submit all invoices to Finance/SCM unit for goods and services delivered/rendered in. Capture data, collate, compile, and distribute workshop activity reports and statistics. Support Workshop Supervisor including responding to basic queries, schedule appointments, diary management, taking of messages and minutes, copying, office administration, faxing and sending of notices.

ENQUIRIES : Mr L Du Plessis Tel No: (044) 802-4488
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 July 2022

POST 23/453 : **FOOD SERVICES AID**
West Coast District

SALARY : R104 073 per annum
CENTRE : Vredendal Hospital
REQUIREMENTS : Minimum educational qualification: Basic numerical and literacy skills. Experience: Appropriate experience in an appropriate industrial food service environment. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays, overtime and to be rotated. Incumbent must be physically fit to lift heavy objects, be on their feet the entire day and to work in large scale freezers and cold rooms. Competencies (knowledge/skills): Ability to function in a group and to work under pressure, as well as fluency in at least two of three official languages of the Western Cape. Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles and attend training. Assist the supervisor with ad hoc tasks (inc. informal training of new employees).

DUTIES : Facilitate Assist with the receipt and storage of all provisions and stock in the food service unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils, and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.

ENQUIRIES : Mr D Snell Tel No: (027) 213 2039
APPLICATIONS : Ms. E Tangayi to the Manager: Medical Services: Vredendal Hospital, Private Bag X21, Vredendal, 8160.

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 July 2022

POST 23/454 : **DRIVER (LIGHT DUTY VEHICLE)**
(Garden Route District)

SALARY : R104 073 per annum
CENTRE : Ladismith Hospital, Kannaland Sub-district
REQUIREMENTS : Minimum educational qualification: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (EB) (Code 08) driver's licence. Valid Public Driving Permit (PDP). Willingness to work

overtime and to perform standby duties. Competencies Knowledge/skills: Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the Garden Route District Region. Knowledge of basic grounds and building maintenance skills.

DUTIES

: Daily transporting of official passengers, patients, post, packages, medication, goods, and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required. General grounds and building maintenance duties as requested.

ENQUIRIES

: Mr E Adcock Tel No: (028) 551-1010

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

: 08 July 2022