

**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 02/342** : **MANAGER: MEDICAL SERVICES GRADE 1**  
Cape Winelands District

**SALARY** : R1 227 255 per annum, (A portion of the package can be structured according to the individual's personal needs) plus a non-pensionable rural allowance of 18 % of basic annual salary)

**CENTRE** : Langeberg Sub-district

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: A minimum of three years appropriate experience after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid driver's license (Code B/EB) and willingness to travel. Willingness and skills to do after-hour's clinical work. Competencies (Knowledge/skills): Language proficiency in two of the three official languages of the Western Cape. Knowledge of organisational and management practices as applied to the analysis and evaluation of programmes and policies. Strong leadership, managerial and organizational skills. Good interpersonal skills, including public relations, negotiation, facilitation, and counselling skills as well as presentation and public speaking skills.

**DUTIES** : Ensure effective internal governance through efficient and effective strategic, operational and risk management of all health facilities in the Langeberg Sub District. Ensure effective external governance through liaison with all external stakeholders influencing service delivery within the Sub District, including statutory community governance structures such as the Health Facility Board and Clinic Committees, Non-Governmental Departments, and private partners. Ensure cost-effective delivery of health care services in Hospitals and Primary Health Care facilities and the community. Ensure effective management and control of human resources, employee relations and staff wellness in the Langeberg Sub-District. Ensure effective and efficient clinical and support services within the Sub-District. Ensure effective and efficient information management within the Sub District.

**ENQUIRIES** : Ms H Liebenberg Tel No: (023) 348-8102

**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. Applicants will be subjected to competency assessment and practical test. "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 on or before the day of the interview."

**CLOSING DATE** : 10 February 2023

**POST 02/343** : **MEDICAL OFFICER GRADE 2 TO 3**  
(Emergency and Clinical Services Support)

**SALARY** : Grade 2: R981 639 per annum  
Grade 3: R1 139 217 per annum  
(A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Directorate: Clinical Service Improvement

**REQUIREMENTS**

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Current registration with the HPCSA as a Medical Practitioner. Experience: Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years of relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Services as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years of relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Services as required in South Africa. Inherent requirement of the job: Valid driver's license. Willingness to travel nationally or provincially. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Office based position. No work from home. Competencies (knowledge/skills): Advanced computer literacy. Ability to work under pressure and to meet deadlines. Ability to perform a detailed and critical analysis of the performance of the health care services and propose constructive interventions. Project management. Ability to review research papers/publications and to provide recommendations appropriate for the health system. Ability to investigate and interpret data. Clinical skills and insight. Sound written and communication skills in at least two of the three official languages of the Western Cape. Knowledge of innovations and improvements science methodologies. Good interpersonal skills and ability to work well with stakeholders at all levels. Ability to function independently and to be able to work in or lead a team. Appropriate knowledge/experience in Public Health policy development and implementation. Appropriate Qualification in Public Health. Ability to travel to various districts and national office.

**DUTIES**

: Management of Financial and Human Resources. The incumbent will work closely with public health specialist to ensure a congruent approach within the Department of Health Western Cape. Contribute towards ensuring the effective rendering of Clinical Service improvement support in the Western Province. To streamline the care continuum across the province (identify and address bottlenecks). Drive the deployment of new service design strategies to ensure relevant, efficient and effective clinical care services in the WCGH&W health system. To lead and manage service design and re-design initiatives in the Directorate Clinical Service Improvement aligned to the departmental service priorities. The purpose of the Job is to provide Public Health Skills and technical support to the Directorate Clinical Service Improvement.

**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**

: 10 February 2023

**POST 02/344**

: **PRIMARY HEALTH CARE MANAGER**  
Garden Route District

**SALARY**

: R908 502 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE**

: Mossel Bay Sub-District

**REQUIREMENTS**

: Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent, registrable with a South African Statutory Health Professions Council or South African Nursing Council (SANC). Experience: Appropriate/recognisable experience in District Health Systems and Management. Inherent requirements of the job: Valid driver's license (Code B/EB). Willingness to attend to community needs after hours. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Good organisational, interpersonal, creative problem solving and research skills. Knowledge and understanding of the District Health System and

		Comprehensive Service Plan. Basic knowledge and experience in office administration, financial and procurement administration.
<b><u>DUTIES</u></b>	:	Overall strategic management of the PHC facilities in the sub-district. Manage the implementation of the COPC approach and support the external and internal interface, with all the appropriate Health Programme. Manage/support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM). Ensure efficient financial planning, control and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning and Labour relations of PHC staff within the Sub-district. Ensure that prescribed policies and procedures are implemented and adhered to.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr J Botma Tel No: (044) 604-6101
	:	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>	:	10 February 2023
<b><u>POST 02/345</u></b>	:	<b><u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL) (EMERGENCY, ICU AND THEATRE)</u></b>
<b><u>SALARY</u></b>	:	R881 961 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE</u></b>	:	Tygerberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., Degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) drivers license. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management. Ability to communicate verbally and in writing in at least two of the three official languages of the Western Cape and the ability to work on MS packages (Word, Excel and PowerPoint).
<b><u>DUTIES</u></b>	:	Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Clinical Governance, manage quality improvement of nursing care. Manage financial resources, assets and consumable resources for the designated areas. Manager Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective care.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms F Baartman Tel No: (021) 938-4055
	:	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>	:	10 February 2023
<b><u>POST 02/346</u></b>	:	<b><u>DEPUTY DIRECTOR: COMMUNICATION</u></b> Directorate: Communication
<b><u>SALARY</u></b>	:	R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree in Marketing/Communication/Public Relations/Advertising/ or equivalent qualification. Experience: Appropriate (mid to senior level) experience in communication/ and or marketing environment. Appropriate experience in reputation management through educational campaigns for a large organisation, incorporating all aspects of campaign elements. Appropriate experience with regard to culture change and change

management. Inherent requirements of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to think strategically, recommend and implement ideas Sound problem-solving and presentation skills. Ability to inspire and motivate towards a shared vision Ability to handle matters of a confidential nature. Computer literacy (MS Excel, Word, PowerPoint, Outlook and social media). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Coordinate and facilitate the design and implementation of the communication plans, programmes and campaigns. Client management. Identify and maximise opportunities to enhance the transversal departmental reputation across internal and external stakeholders. Building the brand and reputation via public relations and issues monitoring through media liaison. Supervisory functions.

**ENQUIRIES** : Ms M Champion Tel No: (021) 483-3245

**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** : 10 February 2023

**POST 02/347** : **DEPUTY DIRECTOR: FINANCIAL INFORMATION MANAGEMENT AND SUPPORT**

Directorate: Management Accounting

**SALARY** : R766 584 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: Undergraduate Degree, Relevant 3 year qualification (NQF level 6 or 7): Majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics or Accounting. Microsoft Certified Solutions Associate (MCSA) / Microsoft Certified Solutions Expert (MCSE) certification will be advantageous. Experience: Appropriate experiences in financial data analysis. Appropriate experience with Microsoft Technologies. Specifically, Power BI, SQL Server, etc. Competencies (knowledge/skills): Knowledge of Public Service Acts: policies and regulations; ICT Training, People Management, Finance, ICT Systems, ICT Security, Business and Systems analysis, Architecture and Frameworks, Technical standards and procedures, Needs and priorities of stakeholders, Planning and organising, Project Management, Managerial functions, Organising, Research, Computer utilisation, Policy formulation, Financial management, Project management, Decision making, Exceptional creativity is required to develop completely new methods / policy / strategy / understanding / thought leadership; Planning and co-ordination; Problem solving, Change and diversity management, Conflict management, Analytical thinking, Thought leadership, Management to ensure that performance standards remain adequate and that responsibilities are adhered to within budget limits, Adaptability to meet the goals of the organisation.

**DUTIES** : Manage and promote the integrity of financial data quality. Maintain the Cost Centre Master File (CCMF) at Health Facilities and Operational MESOs in the WCGH. Liaison with all stakeholders to ensure data integrity towards the monitoring of relevant financial data and data fields. Assess and monitor data source updates. Facilitate engagements with all stakeholders for review and improvement of financial related data and knowledge. Develop financial business reports which inform planning, statutory compliance and decision making. Manage the financial data, analytics. Provide oversight on the statistical analysis and data collection instruments to ensure reliability and validity. Ensure data analysis regarding financial business intelligence on predetermine times and on request to inform cost effective strategic management decisions. Ensure optimisation of current financial processes and efficient data analysis to inform strategic management decision-making. Capacitate all departmental stakeholders on the financial data collection instruments. Provide oversight on the statistical analysis of the quantitative data collected to report on specific financial programmes, Liaison with all stakeholders relating to standardised reporting requests as well as ad hoc requests. Provide guidance and financial expertise regarding the implementation of financial software solutions in terms of departmental planning and management decision making. Collate input regarding the

reporting requirements to inform the design and of financial software solutions/ programmes. Participates in and collaborates with IT professionals in the development and testing of the software solutions to ensure the business requirements are met. Ensure the implementation of financial software solutions at all health facilities. Plan, organise and control activities of staff as well as the performance management of team.

**ENQUIRIES APPLICATIONS** : Ms D Mogane Tel No: (021) 815-8786  
**NOTE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**CLOSING DATE** : No payment of any kind is required when applying for this post.  
 : 10 February 2023

**POST 02/348** : **CANDIDATE QUANTITY SURVEYOR**  
 Directorate: Engineering and Technical Services  
 (3 Year Contract)

**SALARY** : R559 905 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Head Office, Cape Town  
 : Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Registration with a professional council: Registration as Candidate Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP). Experience: No 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): Knowledge of risk analysis and risk mitigation strategies. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

**DUTIES** : Support the QS to develop, interpret and customize cost, functional and technical norms and standards. Support the QS to develop templates and assist in the drafting of standard tender and contract documentation. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare schedules for Capital and maintenance projects for U-amp and budget statements. Contribute towards the compilation of briefing documentation and specifications. Support the monitoring the implementation of Programs and projects of the implementing agent and the adherence to the Service level agreement including commissioning of buildings. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES APPLICATIONS** : Mr C Badenhorst Tel No: (021) 918-1890  
**NOTE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**CLOSING DATE** : No payment of any kind is required when applying for this post.  
 : 10 February 2023

**POST 02/349** : **CHIEF RADIOGRAPHER: NUCLEAR MEDICINE**

**SALARY** : R487 305 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Nuclear Medicine Radiographer. Registration with a professional council: Registration with the HPCSA as a Radiographer in Nuclear Medicine. Experience: A minimum 3 years appropriate experience after registration with the HPCSA as Radiographer in Nuclear Medicine. Inherent requirement of the job: Must be able to work with Adults and Paediatric patients. Must be willing to work shifts as determined by the radiography management. Must be willing to work in a multidisciplinary team. Competencies (knowledge/skills): The candidate must have managerial skills and experience. Must have knowledge of radiation protection and safety. The candidate must have thorough knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety. The ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy (MS Windows, Word, Excel, and PowerPoint). Good interpersonal skills.

**DUTIES** : Be responsible for the control, supervision, delegation, and coordination of activities in the department. Produce Nuclear Medicine imaging and laboratory

procedures of high standards. Manage workflow on a Nuclear Medicine information management system. Provide optimal patient care. Ensure quality assurance and application of suitable radiation protection. Knowledge of use and care of Imaging Equipment. Supervise production radiographers re performance.

**ENQUIRIES** : Ms M Klein Tel No: (021 938 4268/6002).  
**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** : 10 February 2023

**POST 02/350** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (CLINICAL NURSE TRAINING UNIT)**  
Chief Directorate: Metro Health Services

**SALARY** : R464 466 per annum (PN-A5)  
**CENTRE** : Victoria 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 Professional Nurse. Registration with a professional council: Current Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: ay be required to work shifts and public holidays, provide after-hours cover for hospitals, and assist in departments. Willingness to assist accredited Training schools with external practical examination assessment of students as required. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (Word, Excel, PowerPoint). Appropriate recognisable experience in nursing training. Ability to facilitate training, critical thinking, reasoning and excellent interpersonal and leadership skills. Knowledge and understanding of the SANC Education and Training regulations as stipulated in the Nursing Act 33 of 2005; New Nursing Qualifications as per the national Qualifications Framework; Skills Development Act; Department of health training policies and procedures i.e. Study by Assignment; community, Problem and Outcomes Based Education. Excellent communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Management of the Clinical Training Unit – effective supervision and leadership Strategic and annual operational planning; implement advanced technology (multi-media training modules). Ensure the unit meets the regulatory SANC accreditation and office of Health Standards Compliance for training. Clinical Training program coordination - Facilitate informal and formal nurse education and in-service training; induction and orientation; manage basic and post-basic course programs and accompaniment; Coordinate formal training processes; Liaise with relevant stakeholders, nursing colleges and Higher education Institutions regarding student matters. Provide professional, technical and educational support for the maintenance of quality childcare through proper management of nursing care programmes. Resource management – Student coordination and internal placement; Performance evaluation; Discipline and conflict management. Equipment and Financial management. Quality Assurance – Skills audits, training impact analysis, nursing education surveys and research; information management; Monitoring and evaluating training programs, service quality, standard operating procedures and quality improvement programs. Delivering an effective support service to the Nursing Component and the institution.

**ENQUIRIES** : Ms M Dubru-Shunmugam Tel No: (021) 799-1125  
**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** : 10 February 2023

**POST 02/351** : **MEDICAL PHYSICIST: GRADE 1 TO 3 (5/8TH POST)**

**SALARY** : Grade 1: R432 678 per annum  
Grade 2: R490 071 per annum  
Grade 3: R590 334 per annum

		(A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital
	:	Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Physicist. <b>Grade 2:</b> 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. <b>Grade 3:</b> 16 Years appropriate after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.
<b><u>DUTIES</u></b>	:	Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Divisions of Diagnostic Radiology and Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Ensure compliance with regulator compliance. Assistance with equipment tender preparation, evaluation and commissioning. Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Trauernicht Tel No: (021) 938-6027, E-mail: <a href="mailto:cjt@sun.ac.za">cjt@sun.ac.za</a>
	:	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 CLOSING DATE</u></b>	:	No payment of any kind is required when applying for this post.
	:	10 February 2023
<b><u>POST 02/352</u></b>	:	<b><u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3</u></b> Chief Director: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R413 688 per annum Grade 2: R487 305 per annum Grade 3: R574 020 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gugulethu Community Health Centre
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Experience: <b>Grade 1:</b> None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Inherent requirement of the job: Willingness to perform after-hour and weekend duties. A valid driver's licence (Code B/EB. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis and be able to serve patients in at least two of the three official languages of the Western Cape. Ability to work independently and

in a team with good interpersonal skills. Thorough knowledge of ante-natal, ante-natal Doppler paediatric, gynaecology- and abdominal-ultrasound studies. Completion of supplementary courses on diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and postgraduate level.

**DUTIES** : Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (OSG) imaging in Gugulethu CHC/ MOU). General care of patients as part of a multidisciplinary team. Effective administration within the ultrasound unit regarding patient service. Appropriate referral as well as equipment management. Maintain case records and statistics. Actively take part in CPD- program, as a learner as well as in In-service training.

**ENQUIRIES** : Sr T Kami Tel No: (021) 699-8624/Tandiswa.Kami@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. Shortlisted candidates will be subjected to a competency test. "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 on or before the day of the interview." 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 a change in registration status)"

**CLOSING DATE** : 10 February 2023

**POST 02/353** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY)**  
Garden Route District

**SALARY** : Grade 1: R400 644 per annum (PN-B1)  
Grade 2: R492 756 per annum (PN-B2)

**CENTRE** : Knysna/Bitou 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. Post-basic qualification with a duration of at least 1 year in Ophthalmic Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and proof of current registration. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable 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/recognizable experience in Medical and Surgical Nursing Science: Ophthalmology after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for the operational management of Sub-district Ophthalmic Health Services, (i.e. hospitals; CDC's, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Knysna/Bitou sub-district to ensure appropriate service delivery.

**ENQUIRIES** : Ms PM Peters Tel No: (044) 302-8436  
**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. "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 on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: in Medical and Surgical Nursing Science: Ophthalmological Nursing with the South African Nursing Council."

- CLOSING DATE** : 10 February 2023
- POST 02/354** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (CLINICAL TRAINING CO-ORDINATOR FOR PRIMARY HEALTH CARE AND ACUTE SERVICES)**  
Garden Route District
- SALARY** : Grade 1: R400 644 per annum (PN-B1)  
Grade 2: R492 756 per annum (PN-B2)
- CENTRE** : Knysna 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 a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care and acute services field of practice. Communication skills in at least two of the three official languages of the Western Cape. Basic computer skills in MS Word, Excel, and Outlook. Relevant knowledge, skills and experience in training and practical mentorship.
- DUTIES** : Training needs analysis of health science professionals and health workers. Planning and coordinating clinical training programmes and maintenance of competence intervention of health personnel. Presentation, facilitation and coordinate of formal and in-service training programmes. Monitoring, evaluation and reporting on health/clinical training and skill development programmes (quarterly and annual reports). Conduct the necessary administrative and interactive, communicative duties required for efficient and effective training and skills development. Monitor and assist with the improvement of technical quality which includes morbidity and mortality reviews.
- ENQUIRIES** : Ms PM Peters Tel No: (044) 302-8400
- 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** : 10 February 2023
- POST 02/355** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**  
Garden Route District
- SALARY** : Grade 1: R400 644 per annum (PN-B1)  
Grade 2: R492 756 per annum (PN-B2)  
(Plus a non-pensionable rural allowance of 8% of basic salary).
- CENTRE** : Dysselsdorp Clinic
- 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 in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification in the relevant specialty of learning opportunities that foster professional growth and improvement in nursing and health care. Inherent requirements of the job: Registration with the SANC as a Professional Nurse and proof of current registration. Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).

**DUTIES** : Management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision. Financial, SCM, Strategy & Health Support, Infrastructure & Equipment Management.

**ENQUIRIES** : Ms J Matyhila Tel No: (044) 203-7205

**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** : 10 February 2023

**POST 02/356** : **PROFESSIONAL NURSE: GRADE 1 TO 2 SPECIALTY: THEATRE (CLINICAL FACILITATOR)**

**SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum

**CENTRE** : Tygerberg Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least one year, in Operating theatre technique, registered with the South African Nursing Council. 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 Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 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. Inherent requirement of the job: Must be prepared to work shifts, weekends, and public holidays.

**DUTIES** : Identify and co-ordinate learning opportunities for all nursing and related staff as well as students in the Specialty area. Initiate and participate in training, development, and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES** : Ms F Baartman Tel No: (021) 9384055

**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** : 10 February 2023

**POST 02/357** : **ASSISTANT DIRECTOR: FINANCE**

**SALARY** : R393 711 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 requirement 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 polies 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 Mabuda Tel No: (021) 940 4402
- 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** : 10 February 2023

**POST 02/358** : **ASSISTANT DIRECTOR: HR (PEOPLE ADMINISTRATION)**  
Directorate People Management Planning and Practices (Based on the premises of Karl Bremer Hospital)

- SALARY** : R393 711 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources related field Experience: Appropriate experience in all aspects of people administration. Appropriate experience in people development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience Inherent requirements of the job: Valid (Code B/EB) driver's license.

**DUTIES** : Responsible for the rendering of an efficient people administration service to the Directorates Engineering and Technical Services, Facility Management as well as Health Technology relating to all aspects of people administration such as appointments, secondments, transfers, probations, OSD matters, all termination types, allowances as well as leave administration. Responsible for effective management and monitoring of APL, Recruitment and Selection processes, establishment Control and Performance Management System. Ensure compliance with Auditor-General's requirements and responsible for HR audit reports and HR compliance Monitoring instruments. Management of the EPWP Program and recruitment and placement of Interns as well as the budget process. Ensure the Implementation of People development policies, prescripts and Institutional Workplace Skills Plans. Responsible for Labour Relations matters and provide expert advice and guidance to management and employees. Management and development of staff.

- ENQUIRIES** : Mr H Herbert Tel No: (021) 483 4029
- 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** : 10 February 2023

**POST 02/359** : **SCRUM MASTER: INFORMATION TECHNOLOGY**  
Directorate: Information Technology

- SALARY** : R393 711 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in IT Project Management (or equivalent) and appropriate experience in Project Management. Experience: Appropriate experience in Agile Project Management. Appropriate experience in IT Systems Development. Inherent

requirements of the job: Valid Code (B/EB) drivers license. Willingness to travel. Competencies (knowledge/skills): Knowledge of Project Management, Scrum Master, PMBOK, PRINCE2, Supply Chain Management experience. Budgeting. IT Technical skills. Computer Literacy (MS Office package), MS Outlook. Problem solving and reporting, data analysis skills. Time management. Sound knowledge regarding matters related to the post.

**DUTIES** : Manage and implement standards and procedures related to systems development Plan and Co-ordinate key projects. Manage project resources and co-ordinate project forums/ meetings. Agile ceremonies and practices. Manage risks and impediments related to Development projects. Manage monitor and evaluate vendor performance against contracts and Service Level Agreements for Development Projects. Regular reporting to Management on the status of Development Projects. Manage the relationship between the Department and relevant stakeholders. Manage staff with reference to development, labour relations and people practices.

**ENQUIRIES** : Mr N Fredericks Tel No: (021) 483-5879

**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** : 10 February 2023

**POST 02/360** : **ASSISTANT DIRECTOR: HEALTH INFORMATION MANAGEMENT**

(Contract Appointment until 31 July 2026)

Emergency and Clinical Services Support

**SALARY** : R393 711 per annum, plus 37% in lieu of service benefits

**CENTRE** : Directorate: Service Priorities and Coordination

**REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Inherent Requirements: Advanced computer literacy in MS Office. Experience: Appropriate experience in Data Quality Management, Interpretation and Analysis. Appropriate experience in Health Sector HIV/Aids, Primary Health Care Systems, local and National Health management. Appropriate experience in the Monitoring and Evaluation of Programmes. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Valid Driver's license. Willingness to travel to the districts and national office (DOH). Competencies (knowledge/skills): Familiar with the health information systems within the WCDOH. Good written and communication and presentation skills in at least two of the three official languages of the Western Cape. Hands-on knowledge and skills in designing tools, planning, implementing, monitoring and evaluation of PMTCT, HIV Prevention & Treatment and TB programmes and the 909090 Framework. The ability to perform a detailed and critical analysis of the performance of the healthcare service and propose constructive interventions and reports of a high standard.

**DUTIES** : Assist with planning, developing, and implementing strategies and frameworks and refining a dashboard to track and trend performance towards 909090 in WCDOH. Coordinate and ensure updating of SPC Data Technical Support for WC Department of Health (DOH). Ensure effective inter-sectoral collaboration and Linkage between DoH and Non-Profit Organisations. Ensure monthly and quarterly reporting and monitoring and Evaluation of SPC programmes inclusive of 909090. Participate as key member of the Service Priority Coordination Team as required to give effect to a health systems response. Providing Health Information Systems Technical Support.

**ENQUIRIES** : Dr H Goeiman, Tel No: 021 483 5751

**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** : 10 February 2023

**POST 02/361** : **ASSISTANT DIRECTOR: FINANCE (PATIENT ADMINISTRATION, REVENUE AND INFORMATION MANAGEMENT)**

Chief Directorate: Metro Health Services

**SALARY** : R393 711 per annum

**CENTRE** : Valkenberg Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree Experience: -Appropriate experience in Revenue Management,

Patient Administration, Medical Records and Case Management. -Appropriate experience in Information Management, within the Clinicom environment. -Appropriate Management and supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge /skills): Extensive knowledge of medical records, revenue, information systems (HIS/Clinicom/JPFS, Sinjani and BAS), as well as ICD 10 coding. -Ability to compile, interpret, analyze reports, and knowledge of the Public Finance Management Act and Hospital Fees Memorandum Chapter 18. -Management supervisory and leadership skills, interpersonal relations and computer literacy (MS Word, Excel and PowerPoint). -Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal)

**DUTIES** : Overall management of the reception, admissions, medical records, revenue and information management sections. -Budget, cash and debt management. -Monitor, control, analyze, interpret and report monthly statistics of departments. -Maintain financial and patient information systems and provide technical support to end users. -People management functions within sections.

**ENQUIRIES** : Ms C Pelsler Tel No: (021) 8265 791

**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 requested to complete a practical test.

**CLOSING DATE** : 10 February 2023

**POST 02/362** : **ORAL HYGIENIST GRADE 1 TO 3**  
Central Karoo District

**SALARY** : Grade 1: R332 427 per annum  
Grade 2: R389 754 per annum  
Grade 3: R459 126 per annum

**CENTRE** : Central Karoo District Office (PHC Outreach & Support)

**REQUIREMENTS** : Minimum educational qualification: Bachelor's degree in Oral Health or Diploma in Oral Health accompanied by a certificate of expanded functions. Experience: **Grade 1:** None after registration as Oral Hygienist with the HPCSA in respect of SA qualified employees. 1 year relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with a professional council: Registration with the HPCSA as Oral Hygienist. Inherent requirement of the job: Valid (Code B/EB) drivers license and willingness to travel long distances.

**DUTIES** : Organise and conduct oral health promotion campaigns throughout the Central Karoo District. Rendering of preventive oral health services throughout the Central Karoo District, both at clinics and at creches / schools. Rendering oral health treatment services throughout the Central Karoo District as per scope of practice. Monitoring and evaluation of preventive programmes. Performing administrative duties.

**ENQUIRIES** : Dr V Arendse Tel No: (023) 414 8200

**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** : 10 February 2023

**POST 02/363** : **MEDICAL TECHNOLOGIST GRADE 1 TO 3 (REPRODUCTIVE BIOLOGY)**

**SALARY** : Grade 1: R332 427 per annum  
Grade 2: R389 754 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	: Grade 3: R459 126 per annum : Grootte Schuur Hospital, Observatory : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Competencies (knowledge/skills): Knowledge and skills in the techniques required to work in a human gamete and embryology laboratory are essential. This includes competencies in assisted reproductive technology, andrology, quality control and management including handling and maintenance of laboratory equipment. In addition, knowledge of the key principles of human reproduction are needed. Additional necessary competencies include skills in human interaction, communication, multi-disciplinary team participation as well as computer skills.
<b><u>DUTIES</u></b>	: He/she will be expected to provide laboratory services related to assisted reproductive technology (ovum pick-ups, in vitro fertilization, assisted fertilization, embryo transfer and oocyte and embryo cryopreservation). Sperm analysis, sperm preparation, sperm cryopreservation as well as participation in the laboratory quality assurance and quality control programme are important components of the job. Administrative tasks relate to the daily running of the laboratory and include record-keeping and data capture. The incumbent will be expected to be part of the provision of patient-centred care. Additional outputs include supervision and training of junior staff and participation in other academic and in research activities of the laboratory and unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Prof S Dyer Tel No: 021 404 4485 : 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 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.
<b><u>CLOSING DATE</u></b>	: 10 February 2023
<b><u>POST 02/364</u></b>	: <b><u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)</u></b> Chief Directorate: Metro Health Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R331 188 per annum : Valkenberg Hospital : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate hospital experience in the areas of Patient Administration (includes Mental Health Care and Waiting List Coordination), and Case Management. Appropriate experience in Hospital Information Systems. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): -Computer literate in MS Office. Basic understanding of patient service delivery. Knowledge of UPFS, ICD-10 Coding, EDI Procedure, Medical Scheme Act 131 of 1998, PFMA of 1999, hospital information systems (e.g., Clinicom, AR, JAC, BI) and the Mental health Care act (No 17 of 2002). Good interpersonal skills and the ability to act independently, objectively and confidently. The ability to communicate in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	: Overall management and monitoring of admission, ward support, medical record, private patient fund, mental healthcare and waiting list sections. Improve patient flow and folder administration. Sound communication with respect to updating clinical information for externally funded clients and audit of H2-P invoices. Clear interpretation and implementation of policies, protocols and procedures relating to case management, admissions, ward administration, medical record, private patient fund and mental healthcare compliance. Supervision of staff and liaison with relevant role players in matters relating to the areas of admission, ward support, medical record, private patient fund and mental healthcare and waiting list sections. Evaluate and Monitor ICD 10- Coding for externally funded and all other patients.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms C Pelser Tel No: (021) 826-5791 : Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to undergo a practical test.  
**CLOSING DATE** : 10 February 2023

**POST 02/365** : **COMMUNITY LIAISON OFFICER**  
Central Karoo District

**SALARY** : R331 188 per annum  
**CENTRE** : Central Karoo District Office  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Social Science/Social Development/Communication/Community Development. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid driver's licence (Code B) and willingness to travel. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination skills, project management skills and training skills. Computer literacy.

**DUTIES** : Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the communities and health in order to realize community participation in Health. Overall coordination and monitoring of the on-going activities within the committees and community structures within the Central Karoo District in order to build healthy communities (Wellness and events). Assist and support with the establishment and implementation of clinic committees/statutory structures. Consolidate and prepare all relevant reports.

**ENQUIRIES** : Ms J Nel Tel No: (023) 414-3590  
**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** : 10 February 2023

**POST 02/366** : **ARTISAN FOREMAN: GRADE A (ELECTRICAL)**  
Cape Winelands Health District

**SALARY** : Grade A: R318 090 per annum  
**CENTRE** : Ceres Hospital/Witzenberg Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Certificate in Electrical Artisanhip. Experience: 5 years' appropriate post-qualification experience in the relevant field of electrical. Inherent requirements of the job: Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. A valid wireman's license. Ability and willingness to be available for emergencies/mass incidents. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Microsoft Excel, Word and PowerPoint. Sound knowledge of managing a workshop and staff members including all maintenance facets. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.

**DUTIES** : Implement the operational planning of the electrical component, including preventative maintenance, repairs and report writing. Management of budget and expenditure. Manage risks in accordance to the OHS Act. Management of Human Resources.

**ENQUIRIES** : Ms A Pietersen Tel No: (023) 316-9601  
**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. Shortlisting candidates may be subjected to a practical and/or competency test as part of the interview process.

**CLOSING DATE** : 10 February 2023

**POST 02/367** : **INDUSTRIAL TECHNICIAN PRODUCTION (ELECTRICAL/MECHANICAL) (X2 POSTS)**  
Engineering and Technical Services (Professional Service, Bellville)

**SALARY** : R269 214 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: National Diploma in Engineering (Electrical/Mechanical), or an equivalent relevant qualification. Experience: Appropriate post-qualification experience. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province. Valid driver's licence. Competencies (knowledge/skills): Knowledge of the Occupational Health and Safety Act of 1993, the Health Act and Regulations, Act 61 of 2003 and the Engineering Profession Act of 2000. A good knowledge of computer programs such as MS Office and Auto Cad. Ability to draft specifications. Good written and verbal communication.

**DUTIES** : Assist the Engineering component with technical activities in line with statutory and regulatory requirements. Produce technical designs with specifications. Assist the Engineering component to maintain a maintenance strategy through the provision of appropriate structures, maintenance standards, specifications and contract- and project management. Maintain the system to collect credible data on the use of utilities by Health facilities. Assist to control, monitor and report on all resources to ensure sound risk practices. Provide management information into the operations of the professional services component. Liaising with clients, stakeholders and relevant councils.

**ENQUIRIES** : Mr C Badenhorst Tel No: (021) 830-3757  
**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 the post.  
**CLOSING DATE** : 10 February 2023

**POST 02/368** : **ADMINISTRATIVE OFFICER: HEALTH SUPPORT (INSPECTORATE)**  
Directorate: Assurance

**SALARY** : R269 214 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: A Higher Certificate (NQF5) in Administration/Business/Finance/Health field (or equivalent). Experience: Appropriate experience in general office administration. Appropriate experience in a business management environment. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team-building skills within and outside the Licensing and Inspectorate Component and Directorate Assurance. Client and task orientated. Sound knowledge of the functions and duties of the Provincial Government Western Cape. Sound knowledge of Western Cape Provincial Notice 187 of 2001 and Mental Health Care Act no 17 of 2002. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Assist in the office with regard to private health facility and community mental health licensing and inspections, planning and assisting in the execution of such inspections and handling the correspondence relating to services inspections. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Comprehensive administrative support to the Offices of the Assistant Director and Deputy-Director with the appropriate documentation and administration before, during and after meetings. Perform office support service effectively and professionally. Human Resource Management as it relates to the supervision of support staff and assisting with the management of the duties of the division. Execute the correct procedure in levying and collecting of inspection fees from private health services in terms of applicable health legislation.

**ENQUIRIES** : Mr B Sinoni Tel No: (021) 483-9259/ 061 433 6711  
**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** : 10 February 2023

**POST 02/369** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**  
Overberg District

**SALARY** : R181 599 per annum  
**CENTRE** : Caledon Clinic, Theewaterskloof Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent).  
Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of and experience in health information management systems (PHCIS/CLINICOM/Sinjani/Tier.net) will be to your advantage. Training Skills. Proficiency in at least two of the three official languages of the Western Cape. Ability to function independently and within a team context. Advanced computer literacy (Ms Office: Word, Excel, and PowerPoint).

**DUTIES** : Collect, verify, and validate data (incl. data auditing), with submission to District Information Office in a prescribed format, within set time frames and according to Information Management Policy. Responsible for health information management training and monitoring data trends in Sub-district. Implement Information Management Policies and Guidelines. Engagement with stakeholders, i.e., verbal, telephonic and written correspondence. Data administration and maintenance of accurate filing systems (hard copy/electronic), DITCOM processes and IT assistance (locally) in conjunction with the provincial office.

**ENQUIRIES** : Mr M Engelbrecht Tel No: (028) 212-1572  
**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** : 10 February 2023

**POST 02/370** : **ADMINISTRATION CLERK**  
(1-Year Contract Post)  
Supply Chain Management (Western Cape Health Warehouse)

**SALARY** : R181 599 per annum, plus 37% in lieu of service benefits  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Senior certificate or equivalent qualification. Inherent requirement: Valid Code (EB/B) drivers' licence. Competencies (knowledge/skills): Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Experience: Experience in office administration and rendering support services in an administrative environment, store or warehouse. Experience in providing support service functions in an administrative setting.

**DUTIES** : Render an effective and efficient administrative support service in the Western Cape Health Warehouse. Render effective and efficient Warehouse related support functions. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.

**ENQUIRIES** : Mr Q Manuel Tel No: (021) 483-6407 or email: [Quinton.Manuel@westerncape.gov.za](mailto:Quinton.Manuel@westerncape.gov.za)

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Candidates may be required to do a practical test.  
**CLOSING DATE** : 10 February 2023

**POST 02/371** : **ADMINISTRATION CLERK: ADMISSIONS (SUPPORT)**  
Garden Route District

**SALARY** : R181 599 per annum  
**CENTRE** : Oudtshoorn Clinic, Oudtshoorn Sub-district.  
**REQUIREMENTS** : Minimum educational qualification: Senior certificate / Grade 12. Experience: Appropriate Administrative experience in a Health Facility. Appropriate experience in PHCIS. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official Languages of the Western Cape. Excellent filing and recordkeeping skills. Ability to work

independently and in a multi-disciplinary team. Computer literacy and data capturing.

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

**ENQUIRIES** : Ms LM Muller Tel No: (044) 272-7682

**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** : 10 February 2023

**POST 02/372** : **ADMINISTRATION CLERK: FINANCE**  
Garden Route District

**SALARY** : R181 599 per annum

**CENTRE** : Garden Route District Office

**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 focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience in BAS (Basis Accounting System). Inherent requirement of the job: A valid (Code B/EB) drivers' license. Willing to travel and overnight away from home to assist with work in Sub-districts. Competencies (knowledge/skills): Competent in MS Word and MS Excel (level 1). Assets and Liabilities account especially Debt Management. Debtors Payments. Financial Management Procedures. Financial Month, Year-end book closing procedures.

**DUTIES** : Control manage and clear various Assets and Liabilities accounts. Process BAS payments, Journal entries and other miscellaneous BAS entries. Control of Petty Cash payments. Reconcile of debtor's accounts, NPO claims, S&T claims. Management of Staff Debt. File and safekeeping of financial records.

**ENQUIRIES** : Ms PVV Arries Tel No: (044) 803-2773

**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** : 10 February 2023

**POST 02/373** : **ADMINISTRATION CLERK: SUPPORT**  
Directorate: Service Priorities Coordination  
Directorate: Government to Government, Rural Health Services, Garden Route District Office, George  
(G2G Fixed Term 12 Months Contract)

**SALARY** : R181 599 per annum, (Annual salary plus 37% in lieu of service benefits)

**CENTRE** : Emergency and Clinical Services Support

**REQUIREMENTS** : Minimum educational qualification: A Senior Certificate (or equivalent). Experience: Appropriate office administrative experience. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel on a regular basis to facilities in the Garden Route District. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge of Health Sector HIV/AIDS and Primary Health Care Systems. Ability to communicate in two of the three official languages of the Western Cape. Good interpersonal skills and the ability to act independently, objectively and confidently. Ability to work under pressure, handle a high workload and adhere to deadlines.

**DUTIES** : (key result areas/outputs): Provide general administrative support to the Directorate: Service Priorities Coordination Department, G2G agreement. Provide administrative support with programme logistics, minute taking during meetings and telephonic and email communications and follow-ups when required. Provide administrative support with record keeping, filing and archiving. Provide administrative support with travel arrangements of staff in the department. Collect, administrate and monitor receipt of data/information for the compilation of health programme reports.

**ENQUIRIES** : Ms A Van Zyl Tel No: (021) 815-8706

- 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. Candidates will be subjected to a practical test.
- CLOSING DATE** : 10 February 2023
- POST 02/374** : **ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMINISTRATION) (X3 POSTS)**
- SALARY** : R181 599 per annum
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: A Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration. Inherent requirement of the job: Must be willing to work 12-hour shifts. Comply with internal rotation schedules within the component to ensure continued development and growth for future opportunities. Competencies (knowledge/skills): Computer literacy in terms of collating, interpreting and inserting data into a spreadsheet. Excellent written and verbal communication in at least 2 of the official languages of the Western Cape. Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision.
- DUTIES** : Handling of state monies. Perform all duties associated with collating data onto CLINICOM and rendering of an invoice. Ensure correctness of patient invoices. All reception, clinic, ward duties as well as special offices. Working knowledge of CLINICOM. Collection of valid documents in order to classify patients into correct tariff category. Ensuring all appointments are captured and admitted daily. Maintaining correct filing system.
- ENQUIRIES** : Mr LJ Heynes Tel No: (021) 938 5186
- 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** : 10 February 2023
- POST 02/375** : **ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT (PEOPLE MANAGEMENT)**  
Chief Directorate: Rural Health Services
- SALARY** : R181 599 per annum
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualification: Grade 12 or equivalent qualification. Experience: Appropriate experience in Human Resource Management. Competencies (knowledge/skills): Computer literacy. Good communication skills. Good interpersonal skills. Proficiency in two of the three official languages of the Western Cape. Ability to meet deadlines and maintain confidentiality.
- DUTIES** : Responsible for preparation and capturing of appointments, resignations, leave, service benefits, allowances, pension administration, salary administration, housing, injury on duty, distribution of monthly payslips, debt management, verify documents, qualifications, audits. Attend to personnel enquiries and correspondence. Filing of personnel data. Responsible for capturing of all personnel transactions. Maintain registers ie PILIR, RWOOE, Appointments, and Service Terminations. Provide effective support to supervisor and colleagues.
- ENQUIRIES** : Mr CL Appollis Tel No: (021) 860-2845
- 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** : 10 February 2023
- POST 02/376** : **ADMINISTRATION CLERK: REGISTRY (PAIA UNIT)**  
Directorate: Information Technology (Sub-directorate: Records Management)
- SALARY** : R181 599 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Grade 12 / Senior certificate (or equivalent). Experience: Appropriate experience administration and clerical functions.

Appropriate PAIA experience. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge /skills): Computer literacy. Attention to detail. Ability to maintain and exercise confidentiality. Ability to cope with pressure and adhere to deadlines. Good customer care, interpersonal and communications skills. Organisational and networking skills.

**DUTIES** : Assist clients to correctly access the PAIA process. Screen all PAIA requests for procedural correctness. Maintain an accurate register of PAIA requests. Source and obtain records from within the Department of Health. Maintain all PAIA records and correspondence. Monitor and report on the progress of all PAIA requests. Provide support, feedback and data to the supervisor.

**ENQUIRIES** : Mr E Reynolds Tel No: (021) 483-4661

**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** : 10 February 2023

**POST 02/377** : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)**

**SALARY** : R181 599 per annum

**CENTRE** : Tygerberg Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Medical Records or Registry Services. Inherent requirements of the job: Willingness to rotate and/or relief personnel. -Willingness to work shifts. Competencies (knowledge/skills): Computer Literacy. Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Issue and receive folders. Prepare of folders for scanning. File tracking on Hospital Information System and Trace misfiles. Handle telephone enquiries. Responsible for archiving folders. Issue folders on micro bundles. Ensure folders are indexed correctly. Scan folders daily.

**ENQUIRIES** : Ms M Xontana Tel No: (021) 938-4512

**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** : 10 February 2023

**POST 02/378** : **HEALTH PROMOTER (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R151 884 per annum

**CENTRE** : Bothasig Community Day Centre (X1 Post)  
Ruyterwacht Community Day Centre (X1 Post)

**REQUIREMENTS** : Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Computer literacy.

**DUTIES** : Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Assist and strengthen COPC in the community. Liaise with the community's health co-ordinating structures, departments, local government and other stakeholders to promote an integrated approach to health care. Implement service delivery programmes. Ensure effective and efficient utilisation of all available resources. Keep an effective record of activities and consumables. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services). Support to Manager at Facility.

**ENQUIRIES** : Ms C Lloyd Tel No: (021) 818-0940

**APPLICATIONS** : The People Management Manager: Metro Health Services, Northern/Tygerberg Sub-Structure Office, Bellville Health Park, Private Bag X 1, Bellville, 7535.

**FOR ATTENTION** : Mr C Davids

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

**CLOSING DATE** : 10 February 2023

**POST 02/379** : **TELECOM OPERATOR**

**SALARY** : R151 884 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard in a hospital environment, a messaging, paging and VoIP system. Inherent requirements of the job: Shift work, night shift including weekends and public holidays. Work overtime when required by operational requirements. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal skills. Excellent telephone etiquette. Computer literacy (MS Office: Word and Excel). Ability to operate electronic Switchboards and paging system. Knowledge of handling alarm systems related to the switchboard.

**DUTIES** : Effective telecommunication skills. Effective performance of duties, paging, handling and answering and directing of calls. Maintain internal telephone directory. Report all faults and other technical services to the supervisor. Ensure that the switchboard and telephone equipment is in working order. Report all faults to technical service providers. Assist with administration duties at the Telephone Exchange. Provide secretarial, clerical and administrative support to the supervisor.

**ENQUIRIES** : Ms SL Daniels Tel No: (021) 860-2857  
**APPLICATIONS** : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.  
**FOR ATTENTION** : Mr. K Cornelissen.  
**NOTE** : Short-listed candidates may be subjected to competency testing. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 10 February 2023

**POST 02/380** : **FOOD SERVICES SUPERVISOR**

**SALARY** : R151 884 per annum  
**CENTRE** : Wesfleur Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7 certificate). Experience: Appropriate Food Services Experience within a similar environment. Inherent Requirement of the Job: Willingness to work shifts, weekends and on public holidays. Physically fit to lift heavy objects and be on their feet the entire day. Computer literate (Windows, Word, Excel). Competencies (knowledge/skills); Recommendations for additional educational qualifications and/or experience: Knowledge of the Labour Relations Act, Occupational Health and Safety Act and protocol with regards to nutrition. Sound interpersonal and communication skills. Knowledge of the handling of industrial equipment. Ability to work under pressure. Willingness to perform shift duty. Ability to speak two of the three official languages of the Western Cape.

**DUTIES** : Adhere to and implement Occupational Health and Safety standards. Effective Human Resource Management within the unit. Adhere to and implement Food Hygiene policies and protocols. Cost-effective stock supply and control. Supervise, plan and execution of activities within the Food Service Department. Responsible for monthly reporting.

**ENQUIRIES** : Mr R Cupido Tel No: (021) 571-8040  
**APPLICATIONS** : The Director: Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945.  
**FOR ATTENTION** : Mr.F.Le Roux  
**NOTE** : No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 10 February 2023

**POST 02/381** : **ARTISAN ASSISTANT**  
Garden Route District

**SALARY** : R151 884 per annum  
**CENTRE** : Oudtshoorn and Kannaland Sub-district (Stationed at Oudtshoorn Hospital)  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of hospital plant, laundry equipment and machinery. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to work overtime and do standby duties. Must be able to perform physical labour. Competencies (knowledge/skills): Ability

to function independently, plan ahead (proactive) and work in a team. Ability to adhere to safety standards, handle conflict and problem-solving situations.

**DUTIES** : Assist with repairs and installation of objects, emergency breakdowns, supervise and in- service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical. Assist in preventive maintenance procedures, including autoclave, and water tanks. Basic welding repairs and installations. Obtain quotations, order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.

**ENQUIRIES** : Mr. A Roets Tel No: (044) 203-7267

**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. A practical test may be conducted during the interview process.

**CLOSING DATE** : 10 February 2023

**POST 02/382** : **LINEN SUPERVISOR**  
Garden Route Health District

**SALARY** : R151 884 per annum

**CENTRE** : Riversdale Hospital

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate linen management experience in a healthcare environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts (weekends and public holidays). Must be able to lift heavy linen bags. Dress according to the departmental specifications. Competencies (knowledge/skills): Sound communication with internal and external clients (read, speak and write) and numerical skills in at least two of the three official languages of the Western Cape. Knowledge and the ability to interpret the Western Cape Hospital Linen Management Policy. 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, maintain and effectively supervise safety and security measures as well as hygiene, quality- and infection control and the implementation and maintaining of an effective laundry services management system to ensure that laundry expenditure remains within the budget. Monitoring of contractual obligations with regards to the contracted Hospital linen Service. Provider in issuing, receiving, counting and reconcile of bulk soiled and clean linen. Collect, counting and reconcile of bulk soiled linen from the Wards and Clinics. Issue, counting and reconcile of bulk clean linen from the Wards and Clinics. Perform relief duties within the Hospital linen department. Be part of the Linen pre-condemning committee in the Hospital. Monthly and yearly linen count and stock taking. People Management and administrative matters which include, compiling of duty rosters, keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules, SPMS, filing, computer related tasks and to liaise with internal departments in respect of Hospital Linen Bank matters.

**ENQUIRIES** : Mr. A Roets Tel No: (044) 203-7267

**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** : 10 February 2023

**POST 02/383** : **TRADESMAN AID (X2 POSTS)**  
Central Karoo District

**SALARY** : R151 884 per annum

**CENTRE** : Beaufort West Hospital

**REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirement of the job: Valid Code B/EB drivers' licence. Competencies (knowledge/skills): Physically able to do hard manual labour. Ability to do overtime and standby duties. Ability to read and write written instructions. Effective communication skills in at least

- two of the three official languages of the Western Cape. Relief work at other Institutions within the Central Karoo District.
- DUTIES** : Assist with the maintenance of buildings and equipment. Assist with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Assist with other support functions of a workshop as well as control of tools. Maintain professional growth/ ethical standards and self-development.
- ENQUIRIES** : Ms A Jooste Tel No: (023) 414-3590
- 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** : 10 February 2023
- POST 02/384** : **CHILD MINDER**  
Chief Directorate: Metro Health Services
- SALARY** : R128 166 per annum
- CENTRE** : Lenteguur Hospital
- REQUIREMENTS** : Basic literacy and numeracy skills and a Child Care Certificate. Experience: Appropriate experience in Child Minding. Inherent requirements of the job: Willingness to work shift and/or rotation basis. Competencies (knowledge/skills): Good interpersonal, and supervisory skills. Ability to work independently and within a team. Edu care teaching and training skills and the ability to perform child minding activities. Ability to multitask and overall responsibility for each child. Computer literacy in MS Excel and Word. Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Provide quality childcare to children at the Lenteguur Hospital Childcare Centre. Ensure safe supervision for children between the ages of 0 to 6 years. Provide effective communication within and outside the institution. Developing a healthy multi-disciplinary environment. Ensure the development of Children.
- ENQUIRIES** : Ms A Brandt Tel No: (021) 830 2704.
- 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** : 10 February 2023
- POST 02/385** : **HOUSEHOLD AID (X5 POSTS)**  
Chief Directorate: Metro Health Services
- SALARY** : R107 196 per annum
- CENTRE** : New Somerset Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate household experience in a hospital environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. - Render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Minimum educational qualification: -Basic literacy and numeracy.
- DUTIES** : Render effective, efficient, and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. -Contribute to effective utilization and functioning of apparatus and equipment. -Adhere to loyal service ethics. -Contribute to effective management of domestic responsibilities.
- ENQUIRIES** : Ms NG Mhlaba Tel No: (021) 402 6204
- 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. A practical test may be conducted during the interview process.
- CLOSING DATE** : 10 February 2023

**POST 02/386** : **HOUSEHOLD AID**  
West Coast District

**SALARY** : R107 196 per annum  
**CENTRE** : Vredenburg Hospital, Saldanha Sub-district  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate cleaning experience. Experience in working with customers/people. Inherent requirements of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, night-duty and overtime. Competencies (knowledge/skills): Good interpersonal skills. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge of the use of cleaning equipment, materials and detergents and the management of stock.

**DUTIES** : Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Handle clean and dirty linen as required. Handle waste according to infection control principles and procedures. Serve meals and beverages to patients. Assist with the routine stock control of linen and non-surgical equipment. Cost effective utilisation of consumable or resources. Assist with the loading and off-loading of stock. Optimal support to supervisor and colleagues.

**ENQUIRIES** : Ms S van Wyk Tel No: (022) 814-0057  
**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** : 10 February 2023

**POST 02/387** : **DRIVER (LIGHT DUTY VEHICLE)**  
(Contract Post until 31/03/2025)  
Garden Route Health District

**SALARY** : R107 196 per annum  
**CENTRE** : Mossel Bay Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in transportation of personnel and goods in health environment. Inherent requirement of the job: Valid code (C1/EC) (Code 8) 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.

**DUTIES** : Daily transporting of official passengers, 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.

**ENQUIRIES** : Mr B Caffoen Tel No: (044) 604-6114  
**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. Shortlisted candidates may be subjected to a practical test.  
**CLOSING DATE** : 10 February 2023

**POST 02/388** : **DRIVER (LIGHT DUTY VEHICLE)**  
(Contract Post: Contract until 31 March 2025)  
Central Karoo District

**SALARY** : R107 196 per annum  
**CENTRE** : (Stationed at Beaufort West Hospital)  
**REQUIREMENTS** : Minimum educational qualification: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate driving experience. Inherent



requirement of the job: Valid Code B/EB driver's licence. After hours standby duties. Ability to lift heavy items. Must have sober habits. Competencies (knowledge/skills): The ability to communicate in two of the three official languages in the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Regulations.

**DUTIES** : Transport official passengers, post, packages, and equipment. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes and procedures. Ensure accurate completion of logbooks and routine administration. Ensure that all vehicles are kept clean and tidy. Effective delivery and collection of all blood products/specimens. Deliver medication, goods, and equipment within the PGWC.

**ENQUIRIES** : Mr H van Wyk 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** : 10 February 2023

**POST 02/389** : **DRIVER (LIGHT DUTY VEHICLE)**  
(Contract until 31 March 2025)  
West Coast District Office

**SALARY** : R107 196 per annum  
**CENTRE** : Saldanha Bay Sub-district (Stationed at Vredenburg Hospital)  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience of transporting personnel and goods. Inherent requirements of the job: Valid (Code B/C1/EB) driver's licence. Must be physically fit and able to load/unload heavy goods/equipment. Competencies (knowledge/skills): Must be able to speak clearly and legible. Must be able to speak in two of the three official languages of the Western Cape. Knowledge of Transport regulations (Handbook 1 of 2019). Ability to accept accountability, and responsibility and to work independently. Must be able to read and write accurately.

**DUTIES** : Daily transporting of post, packages, medication, goods, and equipment and if necessary official passengers. Daily completion of logbooks. Conduct routine inspection, maintenance, cleaning of vehicle and report any defects. Perform routine administrative duties when required and respond to emergencies when necessary. Support to supervisors and clinics when required.

**ENQUIRIES** : Mr H van Wyk Tel No: (023) 414-8200

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

**FOR ATTENTION** : Mrs DI Links

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

**CLOSING DATE** : 10 February 2023

**POST 02/390** : **DRIVER (LIGHT DUTY VEHICLE)**  
(Contract until 31 March 2025)  
Garden Route District

**SALARY** : R107 196 per annum  
**CENTRE** : Knysna Hospital  
**REQUIREMENTS** : Minimum educational qualifications: Basic numeracy and literacy. Experience: Appropriate experience in the transportation of personnel and goods. Inherent requirement of the job: Valid Code B/EB driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies (Knowledge/skills): Ability to communicate in two of the three official languages in the Western Cape. Ability to accept responsibility, keep accountable and work independently. Knowledge of Transport Regulations and good knowledge of road networks.

**DUTIES** : Daily transporting of official passengers, post, packages, medication, goods and equipment. Effective delivery and collection of all blood products. Assistance to Transport Officer in conducting routine maintenance inspections of vehicles and timeously reporting of defects. Ensure accurate completion of logbooks and routine administrative duties.

**ENQUIRIES** : Ms R Quine Tel No: (044) 302-8400

**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** : 10 February 2023

**POST 02/391** : **PORTER**  
Chief Directorate: Metro health Services

**SALARY** : R107 196 per annum  
**CENTRE** : Metro TB Complex (Brooklyn Chest Hospital)  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numerical skills. Experience: Appropriate experience a Porter in a Hospital Environment. Competencies (knowledge/skills): Knowledge and understanding of Occupational Health and Safety Act. Ability to communicate efficiently in at least two of the three official languages of the Western Cape.

**DUTIES** : Provide a high standard of porter services. Transporting of mobile machine to wards and back to storeroom. Golf-cart and wheelchair maintenance. Support role to supervisor and colleagues.

**ENQUIRIES** : Mr C Van Houten Tel No: (021) 508-8333/Mr M Goolam Nabie Tel No: (021) 508-7413

**APPLICATIONS** : The Chief Executive Officer: Metro TB Hospital Complex: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.

**FOR ATTENTION** : Ms QC Lentz  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 February 2023

**POST 02/392** : **CLEANER**  
Cape Winelands Health District

**SALARY** : R107 196 per annum  
**CENTRE** : Franshoek Groendal CDC (Stellenbosch Sub-district)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Cleaning experience in a Health Environment. Inherent requirements of the job: Willingness to rotate to other clinics. Physically able to lift/move heavy objects and supplies. Ability to operate machinery and equipment. Competencies (knowledge and skills): Good interpersonal and organisational skills. Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Appropriate knowledge of infection control and safety procedures in a Health environment.

**DUTIES** : Provide a clean, hygienic and safe environment within the Clinic i.e. dust, sweep, polish, scrub and mop floors, passages, empty dustbins and sort soiled linen according to correct cleaning procedures. Safe handling, maintenance and storage of cleaning equipment. Effective use of cleaning agents and stock, including elementary stock control.

**ENQUIRIES** : Ms. M.M. Muller Tel No: (021) 808-6109  
**APPLICATIONS** : The Manager, Medical Services, Stellenbosch Sub-District, Private Bag X5027, Stellenbosch, 7599.

**FOR ATTENTION** : Mr L Cornelius  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 February 2023

**POST 02/393** : **HOUSEHOLD AID (X2 POSTS)**  
Garden Route District

**SALARY** : R107 196 per annum  
**CENTRE** : Oudtshoorn Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning and housekeeping experience. Cleaning in a health environment will be a further advantage. Inherent requirement of the job: Willingness to work shifts, weekends, night duty and overtime. Ability to do physical work and operating machines or equipment in a cost-effective manner. Physically strong to lift heavy objects and be on their feet the entire day. Willingness to undergo formal and informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team as well as the public. Ability to work in a team environment and independently. Good communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Effective linen management. Serving meals and beverages to patients on ward level. Cost effective utilization of consumables or resources. Assist with loading and off-loading of stock. Attending in-service training appropriate to services delivery and optimal support to the supervisor and colleagues. Effective support in the management of waste.

**ENQUIRIES APPLICATIONS** : Ms H Human Tel No: (044) 203-7203

**FOR ATTENTION NOTE** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**CLOSING DATE** : Ms S Pienaar  
No payment of any kind is required when applying for the post.  
10 February 2023

**POST 02/394** : **LINEN STORES ASSISTANT 5/8<sup>TH</sup> POST**  
Overberg District

**SALARY CENTRE REQUIREMENTS** : R107 196 per annum  
Hermanus Hospital  
Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Hospital/Clinic or other Health Facility laundry experience. Inherent requirement of the job: Ability to work with heavy duty Laundry/cleaning equipment. Competencies (knowledge/skills): Ability to work with heavy duty Laundry/cleaning equipment. Basic knowledge of infection control and safety procedures of a Laundry/Hospital environment. Basic knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing of linen. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Must be able to count well.

**DUTIES** : Accurate recording of all incoming and outgoing linen on a daily basis to hospital, clinics and EMS services. Correct handling, receiving and dispatch of soiled and clean linen to the wards and clinic according to internal protocol and infection control measures. Cleaning of laundry and laundry equipment on a daily basis. Follow and adhere to Health and Safety Regulations. Render a support service to supervisor.

**ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Mr NK Adams Tel No: (028) 313-5204  
The Director: Overberg District Office, Private Bag X10, Caledon, 7230.  
Mr W Teegler  
**CLOSING DATE** : No payment of any kind is required when applying for this post.  
10 February 2023

**POST 02/395** : **FOOD SERVICES AID (X5 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY CENTRE REQUIREMENTS** : R107 196 per annum  
Metro TB Hospital Complex (Brooklyn Chest Hospital)  
Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in as a Food Service Aid in a Hospital Environment. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Knowledge and understanding of the basic food groups and cooking methods. Ability to communicate efficiently in at least two of the three official languages of the Western Cape. Ability to be trainable in preparing of normal and therapeutic diets.

**DUTIES** : Rendering of food services. Apply occupational health and safety measures Effective utilization of stock and equipment. Support the Human Resources function.

**ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Ms X Witbooi Tel No: (021) 508 7450  
To the: Chief Executive Officer, Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.  
Ms QC Lentz  
**CLOSING DATE** : No payment of any kind is required when applying for this post.  
10 February 2023

**POST 02/396** : **FOOD SERVICES AID (X6 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R107 196 per annum  
Groote Schuur Hospital, Observatory  
Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate Catering experience. Appropriate experience of therapeutic diets,

food groups, preparation and cooking methods, and quality and portion control of food according to standardised recipes. Inherent requirement of the job: Must be willing to work shifts (weekends, night, and public holidays). Must be willing to enter hospital wards and serve patients. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to communicate in at least two of the three official languages of Western Cape. Ability to function within a team and work under pressure. Ability to do work of physical natures.

**DUTIES**

: Prepare, cook, plate, regenerate, serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC Receipts and Menus. Clean and maintain the kitchen area and equipment. Follow and adhere to health and safety regulations. Weigh, dish and distribute to various wards. Assist in the receipt and storage of the provision and stock in the food service unit. Communicate with patients and kitchen staff as well as give feedback about problems and make recommendations to the Food Service Supervisor. Dress according to Departmental specifications and adhere to Hospital / PASWC Policy. Support human resources.

**ENQUIRIES**

: Ms AS van Schalkwyk Tel No: (021) 404-4042

**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**

: 10 February 2023