

**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.

**ERRATUM:** Kindly note that the advert for the post of Post 2/342: Manager: Medical Services Grade 1 Cape Winelands District. Salary: R1 227 255 per annum Centre: Langeberg Sub-district advertised in the Public Service Vacancy 2 dated 13 January 2023 with reference number: Post 2/342 has been cancelled.

**OTHER POSTS**

**POST 03/325** : **PHARMACEUTICAL POLICY SPECIALIST GRADE 1**  
Chief Directorate: Emergency & Clinical Service Support

**SALARY** : Grade 1: R938 748 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE REQUIREMENTS** : Medicine Management and Laboratory and Blood Services Support  
: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: Grade 1: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Willingness to travel and stay overnight for extended periods. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound knowledge of pharmaceuticals listed in the Primary, Adult and Paediatric Hospital Levels and Tertiary/Quaternary National Essential Medicine Lists. Sound knowledge of the Pharmacy Act 53 of 1974, the Medicines and Related Substances Act 101 of 1965, and the Public Finance Management Act 66 of 1995. Knowledge of financial prescripts and the ability to set up and monitor budgets. The incumbent must demonstrate a high level of knowledge of the expanded programme on immunization and the management of thermolabile medicines. The incumbent must demonstrate a sound level of clinical knowledge and must be computer literate (MS Office: Word, Excel and PowerPoint). Advanced verbal and written communication skills and excellent analytical, research, report writing, presentation and interpersonal skills are required. The incumbent must be able to demonstrate training skills. A Master's degree in a relevant health-related field is an advantage.

**DUTIES** : Ensure the safe and effective vaccination practices and management of thermolabile medicines and vaccines including those used in Expanded Programme on Immunisation within the Province. Provide pharmaceutical and management support to the EPI programme. Support the provincial antimicrobial stewardship champion with strategies to identify and correct inappropriate antimicrobial use. Develop strategies to improve the rational medicine use of medicines in the province. Establish the practice of ward pharmacy at hospitals in the Western Cape for pharmacists to deliver pharmaceutical care to patients in hospital wards.

**ENQUIRIES APPLICATIONS** : Ms Helen Hayes Tel No: 021-483 4567  
: 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 03/326** : **ASSISTANT MANAGER NURSING (SPECIALTY: PSYCHIATRY, THEATRE, TRAUMA AND EMERGENCY)**  
Chief Directorate: Metro Health Services

**SALARY** : R642 942 per annum (PN-B4)  
**CENTRE** : Mitchells Plain District Hospital

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the post. (Psychiatry, Theatre, Trauma and Emergency). Advance Psychiatry Nursing Science; or Medical and Surgical Nursing Science: Operating Theatre Nursing; or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency Care. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period above must be appropriate / recognizable experience in the specific specialty after obtaining the one year Post Basic Qualification in the relevant specialty. At least 3 years of the period above must be appropriate / recognizable experience at management level. Inherent requirements of the job: Willingness to deputise / stand in for Nursing Service Manager. Willingness to do distant management. Ability and willingness to work shifts which may include after hour hospital cover (Night duty relief, weekends, public holidays) and overtime should the need arise. Competencies (knowledge/skills): Ability to communicate in any 2 of the 3 official languages of Western Cape. Skilled nurse clinician able to lead and manage the nursing service within the scope of Practice and accepted nursing standards. Excellent communication skills (written and verbal). In depth knowledge and understanding of legal and ethical legislations, Acts and Policy's related to nursing practice, Health Care, National Core Standards and the Public service. Knowledge of South African Triage and emergency care system. Basic computer literacy (MS Word, Excel and Power Point presentation).
<b><u>DUTIES</u></b>	:	Clinical governance - Provide leadership, technical and management support for the provision of adequate and efficient comprehensive holistic patient care. Total Quality Management – facilitate and ensure the provision of cost-effective quality health care; evaluate nursing service practices and clinical outcomes; ensure legal and National Core Standard compliance. Resource planning and management in accordance with relevant directives and Legislation (human, health technology, financial and physical). Information management and utilization of information technology – data collection and analysis. Service delivery – Assist with meeting service delivery targets as per Annual Operational Plans; Patient Health education and promotion strategies. Promote and maintain constructive working relationships with all stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr R Geswindt Tel No: (021) 377-4410
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 03/327</u></b>	:	<b><u>ASSISTANT DIRECTOR RADIOLOGY</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R491 403 per annum
<b><u>CENTRE</u></b>	:	Mitchell's Plain District Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA in Diagnostic Radiography (Independent Practitioner). Experience: A minimum of 3 years appropriate experience in Diagnostic Radiography (Independent Practitioner) after registration with the HPCSA. Inherent requirement of the job: Must be able to manage and supervise radiography service delivery with knowledge and skills of general radiography and mobile radiography. Willingness to work shifts when required. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Management competencies including human and physical resource management, strategic and operational planning, and implementation as well as financial management. Strong leadership motivational, interpersonal and computer skills and ability to work in a team. Good organisational, decision-making and conflict resolution skills, understanding of quality assurance and strong commitment to high service standards. Should be an experienced Diagnostic

		Radiographer with demonstrable expertise in the field with experience in teaching.
<b><u>DUTIES</u></b>	:	Responsible for planning, managing, coordinating, and maintaining an optimal radiography service aligned with the strategic core business of Mitchell's Plain District Hospital and the Western Cape Department of Health and Wellness. Manage and utilise staff, financial and physical resources effectively to ensure optimal operational functioning of the standards. Facilitate and participate in training of staff and students within the Radiography Department. Maintain ethical standards and promote professional growth and staff development. Provide support to Head of Department (HOD) and Management of Mitchell's Plain District Hospital.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr J Marszalek Tel No: (021) 377-4779
	:	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>	:	17 February 2023
<b><u>POST 03/328</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum
<b><u>CENTRE</u></b>	:	Stellenbosch PHC, Stellenbosch Sub District
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms D Johnson Tel No: (021) 808-6108
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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 Advanced Psychiatric Nursing Science with the South African Nursing Council."
<b><u>CLOSING DATE</u></b>	:	17 February 2023

<b><u>POST 03/329</u></b>	:	<b><u>CHIEF DIETICIAN GRADE 1</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with the HPCSA as Dietician. Experience: A minimum 3 years appropriate experience after registration with the HPCSA in Dietetics in respect of RSA qualified employees. Inherent requirements of the job: Required to participate in weekend duties. Required to accumulate CEU points for continued registration with HPCSA. Competencies (knowledge/skills): Fluent in at least two of the three official languages of the Western Cape. Computer literate (MS Windows, Word, Excel and PowerPoint). Relevant experience in student training. Experience and skills in therapeutic nutrition. Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Experience in HACCP and Personnel management in a Tube Feed Production Unit, Milk Kitchen or Food Service Unit. Relevant experience in student training.
<b><u>DUTIES</u></b>	:	Render a therapeutic service to in- and outpatients (both adults and paediatrics). Specialised nutritional support. Responsible for the smooth running of the Tube Feed Production Unit and Milk Kitchen. Manage dietetic and support personnel of the Tube Feed Production Unit and Milk Kitchen. In-service training to personnel and dietetic students. Support to supervisor. Physical and Human Resource management.
<b><u>ENQUIRIES</u></b>	:	Ms C Schübl Tel No: (021) 938-4351
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 03/330</u></b>	:	<b><u>ICT CAPACITY BUILDING OFFICER: INFORMATION MANAGEMENT</u></b> Directorate: Information Management (Head office based at Groote Schuur Hospital)
<b><u>SALARY</u></b>	:	R393 711 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Information Management and Information Systems Training. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and experience in Information technology applications/software training. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Access). Experience in conducting workshops and presentations to different stakeholders across all levels of business. Training event management. Experience using task/project management tools (DevOps, JIRA, Confluence, etc.). People management practices and procedures.
<b><u>DUTIES</u></b>	:	Analysis and requirements for applications/software training needs for the Department. Develop and maintain training policies and procedures. Manage a team of application/software trainers. Complete training documentation for the software being developed or procured. Plan, organise and conduct workshops and presentations. Contribute to testing software being developed. Assist in the development of training material for systems. Provide second line support for key ICT solutions. Market and promote Information Technology training courses.
<b><u>ENQUIRIES</u></b>	:	Mr N Fredericks Tel No: (071) 682-5817
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	10 February 2023
<b><u>POST 03/331</u></b>	:	<b><u>ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE) (X2 POSTS)</u></b> Directorate: Assurance
<b><u>SALARY</u></b>	:	R393 711 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office : Minimum educational qualification: Appropriate health-related qualification (degree/diploma) or equivalent that is registrable with the South African Nursing Council (SANC) and or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in Health Science practice, and Health Service Management and appropriate experience in a mental healthcare environment would be advantageous. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of and insight into Private Health Establishment Regulations, Ambulance Service Regulations, Mental Health Care legislation, as amended and applicable legislation. An understanding of clinical activities, needs, norms and standards across all types of health services. Leadership qualities with excellent people, technical, conceptual, and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to health care, infrastructure and infrastructure design i.e., PN 187, PN 180, NCS, IUSS, OHSC. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills.
<b><u>DUTIES</u></b>	: Conduct health facility inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – PN187as amended, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise health facility management on technical, clinical, and operational aspects relating to corrective steps where facilities do not conform to governing legislation. Review building plans (facility layouts and design in terms of current clinical best practice and legislation). Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Licensing & Inspectorate. Supervise support staff and assist with the management duties of the division. Knowledge of budgeting processes, financial management, the levying, and collection of fees in terms of applicable legislation. Ability to communicate in at least two of the three official languages of the Western Cape.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms K Jacobs Tel No: (021) 483-3303 : 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. : 17 February 2023
<b><u>POST 03/332</u></b>	: <b><u>LAUNDRY MANAGER: CONTROL: LINEN MANAGEMENT</u></b> Directorate Facility Management Sub-directorate - Laundry Services (Bellville, M4 Building)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R393 711 per annum : Head Office, Cape own : Minimum educational qualification: Appropriate three year National Diploma/Degree. Experience: Appropriate management experience. Inherent requirements of the job: Willing to travel throughout the Western Cape Province. Valid driver's license (Code B). Competencies (knowledge/skills): Knowledge of public service sector procurement, PFMA and regulations. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Extensive knowledge and experience in the functional fields of Laundry, Linen operations and/or Auditing.
<b><u>DUTIES</u></b>	: Manage linen stock levels at health institutions within the Western Cape Government and provide accurate statistics on linen stock levels and production rates at health institutions to management monthly. Manage the Provincial Linen Depot. Manage the Annual Linen Audits. Manage the Linen Contract. Manage and provide training regarding control of linen at hospitals and institutions in terms of set policy and guidelines. Manage and provide an effective linen support service to health institutions within the Western Cape Government. Manage the Monitoring and Evaluation of Linen Service. Perform regular inspections of linen stock levels at health institutions within the Western Cape Government. Manage of the Linen Audit Team.

**ENQUIRIES** : Mr A Jantjies Tel No: (021) 918-1702  
**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** : 17 February 2023

**POST 03/333** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES (PENSIONS)**

**SALARY** : R331 188 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources Management. Experience: Appropriate supervisory experience of pension administration in a high-volume production unit. Experience in all aspects of personnel and salary administration. Supervision experience. Inherent requirement of the job: Willingness to perform overtime when required. Competencies (knowledge/skills): Good working knowledge and experience of PERSAL and the relevant functions. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Good mathematical skills, Computer literacy and People Management skills. Ability to communicate in at least two of the three official languages of the Western Cape. Proven knowledge of Public Service Pension Prescripts (Regulations/Acts that govern the GEPF and also those that applied to older funds). The interrelationship between older and newer public service pension funds.

**DUTIES** : Manage and supervise of the pension's office with a very high workload, which are responsible for all personnel and pension related matters. Implement and monitor the relevant policies, procedures, prescripts with regard to personnel, salary, pension, leave and administration in general as applicable in a staff office. Provide assistance to clients, personnel, management, and supervisors. Act as reviser of PERSAL work. Audit and revise leave, personnel and pension files as well as other work within the relevant section. Manage the implementation of Human Resource policies in as far as they pertain to Pension Administration. Ensure that correct procedures are followed to effect timeous payment of pension benefits. Supervise and manage staff and verify the correctness of their work. Oversee and perform various other non-pension related tasks.

**ENQUIRIES** : Mr DM Rensburg Tel No: (021) 938-4905  
**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 this post.  
**CLOSING DATE** : 17 February 2023

**POST 03/334** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE AND SUPPLY CHAIN MANAGEMENT**  
Cape Winelands Health District

**SALARY** : R331 188 per annum  
**CENTRE** : Stellenbosch Hospital/ Stellenbosch Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree Experience: Appropriate experience in Finance/Revenue and Supply Chain Management. Appropriate supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures. Sound knowledge of all financial systems: BAS, LOGIS. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. An aptitude for working with financial figures, good organisational, managerial, and leadership skills. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS and Electronic Procurement Solutions (ePS) and Microsoft Office. Good interpersonal relations skills.

**DUTIES** : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management within the sub-district. Inventory control and warehouse management. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on

EPS. Management of Creditor's Payments and Management of contract payments. Effective and efficient Account Management. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Ensure audit compliance and handle audit queries related to Finance, SCM. Render a support function to management. Manage all People Management related functions allocated to the post of SAO within the SCM, Finance components.

**ENQUIRIES** : Mr Lee-Roy Sauls Tel No: (021) 808 6112  
**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** : 17 February 2023

**POST 03/335** : **COMMUNICATION OFFICER**  
Directorate: Communications

**SALARY** : R331 188 per annum  
**CENTRE** : Head Office Bellville Health Park, Bellville, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Journalism, Public Relations or Marketing. Experience: Appropriate experience in Communication/media related working environment/field. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Well-developed writing and editing skills in English, Afrikaans or Xhosa. The ability to work independently operational management capability analytical and problem-solving abilities.

**DUTIES** : Reputation Management including through media liaison (handling of media queries, writing of media releases, media monitoring and evaluation) for Emergency and Clinical Support Services (ECSS). Generating positive and pro-active content/campaigns for the portfolio. Developing and executing awareness communication campaigns. Compiling of research, co-ordination, editing and producing communication material. Support internal campaigns/projects through internal communication.

**ENQUIRIES** : Mr B La Hoe at (072) 368-0596  
**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** : 17 February 2023

**POST 03/336** : **ADMINISTRATION CLERK: ADMISSIONS**  
Cape Winelands Health District

**SALARY** : R181 599 per annum  
**CENTRE** : Stellenbosch Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient administration on Clinicom or any other patient registration systems. Appropriate experience in a Patient Admission/Reception environment. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Outlook, Ms Word, Excel, Clinicom). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape.

**DUTIES** : Render an effective patient registration service, ensure audit compliance and maintain accurate data recording within Admissions. Admit, register, assess patients, open folders and raise invoices as per WCG Hospital Fees policies and procedures. Medical records functions - keep record, file and retrieve folders. Handle and receive public money, issue receipts and safe keeping of state money. Effective assistance and support to supervisor, colleagues and other departments

**ENQUIRIES** : Mr Q Jacobs Tel No: (021) 808-6115  
**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 03/337** : **DRIVER (LIGHT DUTY VEHICLE)**  
(Contract until 31 March 2025)  
Central Karoo District Office

**SALARY** : R107 196 per annum, plus 37% lieu in service benefits  
**CENTRE** : Prince Albert Hospital  
**REQUIREMENTS** : Minimum educational requirements: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate driving experience. Inherent requirements 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. Support and relief duties to supervisor when required. Perform routine administrative duties when required and respond to emergencies when necessary.

**ENQUIRIES** : Ms C Frolick Tel No: (023) 814-2994  
**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 required to undergo a competency test.

**CLOSING DATE** : 17 February 2023

**POST 03/338** : **HOUSEHOLD AID (X3 POSTS)**  
West Coast District

**SALARY** : R107 196 per annum  
**CENTRE** : ID Hospital, Malmesbury  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. 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. Ability to operate machinery and equipment.

**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. Contribute to effective management of domestic responsibilities. Assist laundry department. Adhere to loyal service ethics.

**ENQUIRIES** : Ms M Sedeman Tel No: (022) 487 3294  
**APPLICATIONS** : To the Director: West Coast District, Private Bag X15, Malmesbury, 7299.  
**FOR ATTENTION** : Mr D Pekeur  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 February 2023

**POST 03/339** : **CLEANER**  
Chief Directorate: Metro Health Services

**SALARY** : R107 196 per annum  
**CENTRE** : Lotus River CDC, Southern/Western Sub-structure  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Inherent requirement of the job: Must be physically fit to lift heavy objects. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment. Knowledge of covid-19 infection control processes.

**DUTIES** : Maintain a high standard of neatness and hygiene in the facility by the implementation infection control policy and standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables.



Effective Waste Management. Render support services to Housekeeper supervisor and management.

**ENQUIRIES** : Ms G Jones Tel No: (021) 703-3131

**APPLICATIONS** : The Director: Metro Health Services, Southern/Western Sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION** : Mr.F.Le Roux

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

**CLOSING DATE** : 17 February 2023

**POST 03/340** : **DRIVER (LIGHT DUTY VEHICLE)**  
Contract until 31 March 2025  
Garden Route District

**SALARY** : R107 196 per annum, plus 37% lieu in service benefits

**CENTRE** : Oudtshoorn and Kannaland Sub-district (Stationed at Oudtshoorn Hospital)

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements 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 log books and routine administration duties.

**ENQUIRIES** : Mr SR Papa Tel No: (044) 203-7314

**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 required to undergo a competency test.

**CLOSING DATE** : 17 February 2023

**POST 03/341** : **GENERAL WORKER (STORES)**  
Overberg District Office

**SALARY** : R107 196 per annum

**CENTRE** : Swellendam Hospital

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

**DUTIES** : Keep Bin Cards Up to date. Cleaning of shelves and general stores area as well as yard around stores. Distribution of stock to all departments of Swellendam & Cape Agulhas Sub District. Maintain stock levels on shelves. Responsible for the safekeeping of all stock in the stores and on shelves according to SCM prescripts and regulations. Assist Store Clerk with pick and unpacking of store stock. Assist with unloading of delivery vehicles when necessary. Provide effective support to supervisor and colleagues.

**ENQUIRIES** : Ms SL Twala Tel No: (028) 514-8400

**APPLICATIONS** : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION** : Mr E Sass

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

**CLOSING DATE** : 17 February 2023