

**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 12/292 : **DEPUTY DIRECTOR: LABOUR RELATIONS (COLLECTIVE BARGAINING)**
Directorate: Employee Relations (stationed on the premises of Stikland Hospital)

SALARY : R766 584 per annum (A portion of the package can be structured according to the individual).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Degree/Diploma in Public Management, Labour Relations or Human Resource Management. Experience: Appropriate experience in collective bargaining. Inherent requirement of the job: Ability to communicate in two of the three languages of the Western Cape. Competencies (knowledge/skills/experience): Basic computer literacy. Good communication and interpersonal skills. Knowledge of all relevant Public Service legislation and prescripts. Knowledge of all relevant Labour Law legislation and prescripts. Knowledge of rules and prescripts of the relevant Bargaining Councils. Knowledge and skills to bargain, consult and interact with organize Labour/Unions. Ability to work under pressure.

DUTIES : (key result areas/outputs): Providing formal legal advice and guidance pertaining to collective bargaining matters. Building and transforming of collective workplace relations, e.g. monitoring functioning of IMLC's; attend the relevant Bargaining Councils and Chamber meetings. Interpreting of the relevant Labour legislation and collective agreements. Developing and monitoring of policy and prescripts with reference to collective bargaining. Provide Training with regards to collective bargaining matters. Attend and participated in Labour Relations Officers forums, and other forums as requested. Management of support services within the Directorate- Employee Relations. Management of staff within the sub-directorate.

ENQUIRIES : Adv W Small, tel. no. (021) 831-5852

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

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

CLOSING DATE : 21 April 2023

POST 12/293 : **PROGRAMME MANAGER**
Directorate: Information Technology

SALARY : R766 584 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in an IT Environment and Project Management. Appropriate experience in managing a team. Inherent requirements of the job: Certification in Project Management Methodology, COBIT and ITIL frameworks. Valid (Code B/EB) driver's licence. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to travel. Competencies (knowledge/skills): Extensive understanding of COBIT and ITIL principles. Operational management skills Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to work with complexity and ambiguity. Knowledge of Project Management Lifecycle and Processes. Ability to oversight and manage vendor contracts and SLA's. Analytical and strategic thinking. Budgeting and financial management skills. A high level of computer literacy (Advanced MS Office). An understanding of ICT and other relevant WCG legislation and policies. An understanding of ICT Governance.

DUTIES : (key result areas/outputs): Assist the director in programme and operational management. Provide project management oversight for new and existing health ICT Systems. Establish and maintain IT project management framework. Develop and

implement a change management framework. Facilitate directorate resource capacity planning. Financial Management. People Management.

ENQUIRIES : Mr S Mkhonza, email: Sibusiso.Mkhonza@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 April 2023

POST 12/294 : **REGISTERED COUNSELLOR: GRADE 1**
(Contract Until 31 March 2024)
Central Karoo District

SALARY : Grade 1: R605 469 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Central Karoo District Office

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Computer literacy (i.e. MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment.

DUTIES : (key result areas/outputs): Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers, Form part of the sub-district and district mental health teams.

ENQUIRIES : Ms J Nel, tel no. (023) 414 -3590, E-Mail: Janine.Nel@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 change in registration status)"

CLOSING DATE : 21 April 2023

POST 12/295 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District

SALARY : R642 942 per annum

CENTRE : Wellington CDC, Wellington Area, Drakenstein Sub-district

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 and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at nursing management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to

attend to community needs after hours. Ability to effectively communicate (written and verbal) in two of the three official languages of the Western Cape. Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team and the ability to direct the team to ensure Quality, Primary health Care services. Demonstrate an in-depth knowledge of the Core Package of Primary Health Care Services and public service legislation and various Health Related Acts. In depth knowledge of the National Core Standards/Ideal Clinic standards. Computer literacy (MS Word and Excel). Knowledge of Labour Relations and Disciplinary procedures.

DUTIES : (key result areas/outputs): Operational and strategic management of service in sub-district (CDC, Clinics, Satellites and Mobile). Facilitate the development of community participation programmes and facility-based services based on COPC principles. Ensure that SHERQ and Clinical prescribed policies and procedures are implemented and adhered to. Manage and promote the professional development of personnel at PHC level. Assist PHC Manager with the management of PHC services and related people management duties. Ensure quality patient care, efficient financial control and the effective use of all resources. Management, Implementation and Monitoring of Quality Assurance Programmes. Management of health programmes, HRD Nurse Training supervision.

ENQUIRIES APPLICATIONS : Ms S Theron, tel. no. (021) 862-8861
: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 April 2023

POST 12/296 : **OPERATIONAL MANAGER NURSING: SPECIALITY (PAEDIATRIC WARD)**
Cape Winelands Health District

SALARY : R588 378 per annum (plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : Brewelkskloof Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualifications (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration as a Professional Nurse with the South Africa Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Child Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e. annual licencing receipt of 2023). Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays, on day and night duty when required. Valid (code B / EB) driver's licence. Compulsory standby for hospital. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing with the public sector and basic computer literacy (MS Word, Excel and MS Outlook). Effective communication, interpersonal, leadership, decision-making, conflict resolution skills and have the ability to function independently as well as part of the multi – disciplinary team. Good organizational skills and the ability to function under pressure.

DUTIES : (key result areas/outputs): Plan, manage, co-ordinate and maintain an optimal quality Nursing Service as an operational manager in child nursing setting within standards and the professional/legal framework. Manage and coordinate effective utilization of human resources of the unit and staff development and training of nursing component. Manage, utilize and monitor proper financial and physical resources and information management: Participate in the analysis, formulation and implementation of nursing and quality assurance guidelines, legislation, policies, practices, standards, and procedures. Maintain constructive working relationship with external and internal stakeholders and participate in research studies.

ENQUIRIES APPLICATIONS : Ms AE Klaasen, tel. no. (023) 348-1311
: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 April 2023

POST 12/297 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (2 POSTS)**
Chief Directorate: Metro Health Services

- SALARY** : Grade 1: R413 688 per annum
Grade 2: R487 305 per annum
Grade 3: R574 020 per annum
- CENTRE REQUIREMENTS** : Du Noon CHC (1 Post), Vanguard CHC (1 Post)
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Experience: **Grade 1:** 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. **Grade 2:** 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. **Grade 3:** 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: Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. A valid driver's licence (Code B/EB. Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Experience and Diploma in Diagnostic Radiography will be an advantage.
- DUTIES** : (key result areas/outputs): Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. To service geographical areas in the sub district.
- ENQUIRIES APPLICATIONS** : Mr R Christoffels, tel no. (021) 200-4500
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 change in registration status)"
- CLOSING DATE** : 21 April 2023
- POST 12/298** : **BED MANAGER**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum
Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate three National Diploma/ Degree registrable with an appropriate Health Professional Council. Experience: Appropriate experience in a hospital setting in Nursing, Healthcare or Therapy. Appropriate managerial experience. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Valid Code B/EB driver's licence. Willingness to work shifts. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to bed management within the public sector, and the ability to deliver quality service. Ability to promote a quality service through the setting, implementation and monitoring of policy and standards. Ability to think and function independently, to collect and collate information, and to critically analyse data and produce reports. Computer literacy skills.
- DUTIES** : (key result areas/outputs): Responsible to plan, manage, co-ordinate and maintain patient flow activities relating to bed management at Groote Schuur Hospital. Utilise and manage resources with a focus on cost containment. Participate in training, development, quality improvement initiatives and research. Deliver support and provide feedback to the institution and department regarding optimal utilisation of Hospital

inpatient facilities and resources. Manage, evaluate and report on all aspects of patient flow management.

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

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 April 2023

POST 12/299 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)**
Directorate: Supply Chain Sourcing, Sub-Directorate: Infrastructure Sourcing

SALARY : R331 188 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies; in particular: Executing procurement projects from needs analysis through to contract management stage; The procurement processes prescribed by the Construction Industry Development Board; The local built environment industry, incl. cost drivers, supply & demand, innovations, vendor landscape, etc. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services e.g., plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills.

DUTIES : (key result areas/outputs): Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department.

ENQUIRIES : Ms P Snel, email: priscilla.snel@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 April 2023

POST 12/300 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER**
West Coast District

SALARY : R331 188 per annum
CENTRE : West Coast District Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree in Safety Management or Occupational Health and Safety Environmental Management. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work after hours, travel and to meet the operational requirements. Valid driver's licence (Code B/EB). Sleep out/over in the district and extensive driving. Ability to communicate in two of the three official languages of Western Cape. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills as well as ability to work in a team across service platforms. Knowledge of relevant legislation, policies incl. Health care 2030 Understanding of the OHS Act 1093 and related regulations. Excellent planning and organizational skills in OHS. Computer Proficiency (MS Office, Word, Ms Excel, MS PowerPoint and Email. Statistical analysis and analytical Skills. Presentation and facilitation skills. Creative, self-motivation and assertiveness. Ability to function under pressure and handle high work volume. Ability to prioritize work and work independently without supervision.

DUTIES : (key result areas/outputs): Promotion of a safe health care environment through monitoring and management of the Occupational health and safety risks within the district. Oversee district and facilities compliance with relevant occupational health and safety requirements, legislation, codes of practice, standards, and norms. Education and training within areas of control. Ensuring effective administration of the occupational health and safety activities. Continuous Professional Development.

ENQUIRIES : Ms E Van Ster, tel. no. (022) 487-9269

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

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

CLOSING DATE : 21 April 2023

POST 12/301 : **INDUSTRIAL TECHNICIAN PRODUCTION (MEDICAL GAS)**

SALARY : R269 214 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: National Diploma or equivalent (T- or N- or S-Stream) in Electrical Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate/recognisable experience in the area after obtaining the relevant minimum educational qualification. Inherent requirement of the job: Valid (Code B/EB) drivers license. Good communication skills in at least two of the three official languages of the Western Cape. Competencies (Knowledge/Skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure. Computer literacy with the ability to write Specifications. Multitask and skills in Project Management and Medical Gas Field.

DUTIES : (key result areas/outputs): Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division's control. Collect, log, and track repair requisitions. Assist in ordering and controlling the workshop materials, gasses and tools. Manage all contractors, contracts and liaise with Engineering. Keep record of all repairs and perform the necessary administrative functions. Liaise with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment.

ENQUIRIES : Mr. R van Schalkwyk, tel. no. (021) 404-6289, Mr. D Smith, tel. no. (021) 404-6201

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

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

CLOSING DATE : 21 April 2023

POST 12/302 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**

SALARY : Grade A: R 199 317 per annum,
Grade B: R 234 780 per annum,
Grade C: R 274 092 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's license (Code B / EB) and own reliable vehicle. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Competencies (knowledge/skills): Appropriate experience in the mechanical field, general mechanical repairs and the ability to carry out basic welding. Appropriate knowledge of air conditioning equipment and medical gas plants. Ability to work independently and under pressure, with good organisational as well as team skills. Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.

DUTIES : (key result areas/outputs): Maintenance and repair of all plant and equipment at RXWMCH under the supervision of the Artisan Foreman. Perform standby and overtime duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of engineering projects / repairs at hospitals and health institutions. Maintain and repairs of mechanical

installations and equipment at health institutions. Assist Artisan Foreman with their duties.

ENQUIRIES : Mr M Bhorat, tel. no. (021) 658-5124
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 April 2023

POST 12/303 : **ADMINISTRATION CLERK: FINANCE**
Garden Route District

SALARY : R181 599 per annum
CENTRE : Oudtshoorn & Kannaland Sub-district, stationed at Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA'S) of the post. Experience: Appropriate experience in a creditors environment. Appropriate experience in capturing information on Logis and BAS systems. Inherent requirements of the job: Willingness to work overtime on short notice to meet operational requirements. Good communication and writing skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge of BAS and LOGIS systems. Ability to accept accountability and responsibility and to work independently.

DUTIES : (key result areas/outputs): Clearing suspense amounts and capture journals and payments on BAS system. Process logis payments on system. Assist with calculations and checking of subsistence and travel claims when required. Assist with Debt Management and related functions. Effective and efficient financial control of all financial transactions. Perform statement Reconciliation and document control of payment batches.

ENQUIRIES : Ms C Roman, tel. no. (044) 203-7264
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 21 April 2023

POST 12/304 : **ADMINISTRATION CLERK: SUPPORT (MANAGER: MEDICAL SERVICES: THEATRE)**

SALARY : R181 599 per annum
CENTRE : Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate/Grade 12 certificate (or equivalent). Experience: Appropriate administrative experience in a theatre environment. Inherent requirements of the job: Excellent communication skills, written and verbal in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Exceptional typing skills must be able to type at a speed of at least 50 words per minute, high accuracy. Computer Literacy in MS Word, MS Excel and MS PowerPoint, as well as proof of formal training in these. Knowledge/skills: High sense of responsibility. Must be able to work independently and should be able to take initiative. Proven data capturing experience. Experience in pressure conditions while delivering a high output.

DUTIES : (key result areas/outputs): Maintenance of Manager: Medical Services (MMS) diary. Maintenance of effective communication of the office of the MMS. Production of documents for office of MMS. Effective office administration of MMS' office. Taking of minutes of meetings.

ENQUIRIES : Dr AJA Muller, tel. no. (021) 938-4139
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. It will be expected of candidates shortlisted to undergo a typing test. Furthermore, a computer practical test will be taken to assess candidates' computer literacy.

CLOSING DATE : 21 April 2023

POST 12/305 : **ARTISAN ASSISTANT**
West Coast District

SALARY : R151 884 per annum

**CENTRE
REQUIREMENTS**

: Bergrivier Sub-district on the premises of Radie Kotze Hospital
: Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance and repairs. Appropriate experience in workshop related tasks. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to do stand-by duties. Willingness to assist in all facilities in the Sub-district within the workshop set-up. Willingness to be on standby, work overtime and to work on weekends and public holidays. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and welding tasks. Ability to handle heavy equipment, heights and narrow spaces.

DUTIES

: (key result areas/outputs): Assist with the execution of engineering/projects/repairs and internal maintenance in regard of plumbing, carpentry, electrical, glazing and building works. Maintain, repair and cleaning of drains on a regular basis. Maintain and repair general kitchen and laundry equipment. Strict adherence to the Occupational health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment and material.

ENQUIRIES

: Mr BF Abrahamse, tel. no. (022) 913 1337, Email:
Bennet.Abrahamse@westerncape.gov.za

APPLICATIONS

: To the Manager: Medical Services, Radie Kotze Hospital, Main Street, Private Bag x126,
Piketberg 7320.

FOR ATTENTION

: Ms LM Titus

NOTE

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

CLOSING DATE

: 21 April 2023