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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 36 OF 2023

DATE ISSUED 06 OCTOBER 2023

### 1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

### 2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### 3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

### 4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

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

*In line with the Employment Equity Plan of the Department of Health and Wellness, 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 36/104** : **OPERATIONAL MANAGER NURSING: (SPECIALTY: CRITICAL CARE) (HIGH CARE, ICU AND NEPHROLOGY)**  
Chief Directorate: Rural Health Services

**SALARY CENTRE REQUIREMENTS** : R627 474 (PN-B3) per annum  
Worcester Regional Hospital  
Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African 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 Medical and Surgical Nursing Science: Critical Care Nursing Science: General or Child. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Flexibility to perform after-hour and weekend standby duties for the hospital. Willingness to work night shifts, and act on behalf of supervisor and/or colleague. Competencies knowledge/skills): Managerial and leadership skills and values aligned with the WCG values: integrity; innovative visionary; catalyst for change; self-awareness and confidence; delegation; critical thinking; accountability; problem solving and decision making. Clinical Governance, staff empowerment and development. Human Resource and Financial Management – including computer literacy [MS Word, Excel, PowerPoint and Outlook]. Extensive knowledge in general nursing, infection prevention and control and quality assurance. Knowledge in critical care and nephrology. Knowledge of relevant legislation pertaining to labour relationships, nursing legislation, related legal ethical and evidence-based nursing practices, and relevant public sector policies and protocols.

**DUTIES** : Responsible for the coordination and delivery of quality nursing care within the Obstetrics and Gynaecology Functional Business Unit, which includes Obstetrics; Postnatal and Neonatal Low Care; Gynaecology; TOP; OPD and MOU services. Development, monitoring and implementation of evidence-based WCG/SANC/facility policies, guidelines, standards, procedures and regulations within nursing. Management of human, physical and financial resources – including staff performance, overtime, skills development, labour relations and bed management. Effective and efficient functional business unit management – including risk management, and information management to enhance service delivery and quality patient care.

**ENQUIRIES APPLICATIONS** : Ms RM Bezuidenhout Tel No: (023) 348 1104  
Applications are submitted online via [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 could be subjected to a competency test on the day of the interview.

**CLOSING DATE** : 27 October 2023

**POST 36/105** : **OPERATIONAL MANAGER NURSING: SPECIALTY (OBSTETRICS AND GYNAECOLOGY)**  
Chief Directorate: Rural Health Services

**SALARY** : R627 474 (PN-B3) per annum

<b><u>CENTRE REQUIREMENTS</u></b>	: Worcester Regional Hospital : Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing and midwife) or equivalent qualification that allows registration with the South African 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 Advanced Midwifery and Neonatology. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the speciality of Obstetrics after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Flexibility to perform after-hours and weekend standby duties for the hospital. Willingness to work night shifts, and act on behalf of supervisor and/or colleague. Competencies (knowledge/skills): Managerial and leadership skills and values aligned with the WCG values: integrity; innovative visionary; catalyst for change; self-awareness and confidence; delegation; critical thinking; accountability; problem solving and decision making. Clinical Governance, staff empowerment and development. Human Resource and Financial Management – including computer literacy [MS Word, Excel, PowerPoint and Outlook]. Extensive knowledge in general nursing, infection prevention and control and quality assurance. Extensive knowledge in midwifery and neonatology. Knowledge of relevant legislation pertaining to; labour relationships, nursing legislation, related legal and ethical and evidence-based nursing practices, relevant public sector policies and protocols.
<b><u>DUTIES</u></b>	: Responsible for the coordination and delivery of quality nursing care within the Obstetrics and Gynaecology Functional Business Unit, which includes MOU services. Development, monitoring and implementation of evidence based WCG/SANC/facility policies, guidelines, standards, procedures and regulations within nursing. Management of human, physical and financial resources – including staff performance, overtime, skills development, labour relations and bed management. Effective and efficient functional business unit management – including risk management, and information management to enhance service delivery and quality patient care.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms RM Bezuidenhout Tel No: (023) 348 1104 : 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. Shortlisted candidates could be subjected to a competency test on the day of the interview.
<b><u>CLOSING DATE</u></b>	: 27 October 2023
<b><u>POST 36/106</u></b>	: <b><u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u></b> Garden Route District
<b><u>SALARY</u></b>	: R627 474 (PN-B3) per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Great Brak River CC : 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 Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): In-depth knowledge and application of Ideal Clinic and Office of Health Standard Compliance. Knowledge of Human Resources and Financial policies. Computer literacy (MS Word and Excel, PowerPoint, and emails.)
<b><u>DUTIES</u></b>	: Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and

infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according to their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols. Improve the quality of services and deliver a patient-centered service.

**ENQUIRIES** : Ms A Lamprecht Tel No: (044) 604 6106  
**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** : 27 October 2023

**POST 36/107** : **PROGRAM CO-ORDINATOR (TRAINING) CORPORATE AND WELLNESS TRAINING**  
 Directorate: People Development

**SALARY** : R424 104 per annum  
**CENTRE** : Head Office, Cape Town (based at Plumstead)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year Health-related Diploma / Degree or equivalent, registrable with the South African Council for Social Service Professions (SASSP) or Health Professions Council of South Africa (HPCSA). Experience: Appropriate/ recognisable experience in adult training and facilitation. Appropriate/ recognisable experience in training coordination. Appropriate experience in adult training and facilitation and curriculum design. Appropriate experience in training material and assessment development. Appropriate experience in coordination and project management. Inherent requirements of the job: Valid code (B/EB) driver's license. Willingness to travel and work. Ability to work independently, under pressure, unsupervised and in a team context. Competencies (knowledge/skills): Knowledge of applicable Western Cape Health policies regulations and guidelines Service. Good interpersonal and communication skills. Ability to use all relevant computer applications effectively, independently and with ease. In-depth knowledge and understanding of the public health sector and adult education practices. Knowledge and understanding of project management and implementation. Ensure that corporate and wellness training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design.

**DUTIES** : Coordinate the development and operational implementation of the Corporate & Wellness training component calendar. Coordinate the Corporate and Wellness educational programmes developed for healthcare workers. Coordinate the in-service training and updating of skills and competencies. Coordinate the assessment of the competencies and skills of healthcare workers. Conduct content management and development of training outlines in respect of training programmes for health care workers. Assist with designing and conducting additional training as required. Effective management and utilisation of human resources.

**ENQUIRIES** : Ms N Calvert Tel No: (021) 763 5320  
**APPLICATIONS** : Applications are submitted online via [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** : 27 October 2023

**POST 36/108** : **SENIOR PERSONNEL PRACTITIONER (X2 POSTS)**  
 Chief Directorate: Metro Health Services

**SALARY** : R359 517 per annum  
**CENTRE** : Office of the Chief Directorate: Metro Health Services (Bellville Health Park)  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Personnel and Benefits Administration in the Public Service. Appropriate supervisory experience. Appropriate experience and knowledge of the PERSAL system. Inherent requirements of the job: Valid driver's licence. Willingness to travel to institutions within the Chief Directorate. Competencies (knowledge/skills): Computer literacy in MS Office. Ability to work under pressure and meet deadlines.

**DUTIES** : Perform relief functions at Health facilities in the absence of People Management Staff. Assist with People Management processes with regard to identified functions. Ensure rectifications of Auditor-General Reports, Internal Auditors reports as well as People Strategy Advisory Compliance reports, People Management Legislation, policies, practices and conditions of service and give guidance/advice to line managers. Perform client services function e.g., helpdesk regarding Conditions of Service. Identify training needs, implement programs for training of staff as well as conduct and facilitate. Provide formal functional training regarding the correct application of Human Resource Legislation, policies, practices and conditions of service.

**ENQUIRIES** : Ms L Du Plessis Tel No: (021) 815 8752  
**APPLICATIONS** : Applications are submitted online via [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 may be subjected to a practical assessment.

**CLOSING DATE** : 27 October 2023

**POST 36/109** : **SENIOR STATE ACCOUNTANT: FINANCE (DICU) (X2 POSTS)**  
Directorate: Financial Accounting

**SALARY** : R359 517 per annum  
**CENTRE** : Head Office, Cape Town on the premises of Stikland Hospital  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Finance, Accounting or Auditing. Experience: Appropriate experience and knowledge in Finance and Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) manual driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, Supply Chain Management and Financial Accounting. The ability to interpret and apply financial policies, procedures, and prescripts. Ability to compile reports on non-compliance and presentation thereof to management. Knowledge of contract management policies, prescripts, and procedures. Knowledge of inventory, assets, irregular expenditure, commitments, and accruals. Knowledge of transfer payments. Computer literacy (Microsoft Excel, Word, PowerPoint).

**DUTIES** : Evaluate data of finance and SCM systems of the institutions to ensure credibility thereof by using the internal and compliance assessment tools. Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Report any discrepancies found and assist Institutional management to implement corrective measures. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on the accounting systems of the department.

**ENQUIRIES** : Mr N de Bruyn Tel No: (021) 940 8731  
**APPLICATIONS** : Applications are submitted online via [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 may be subjected to a practical assessment.

**CLOSING DATE** : 27 October 2023

**POST 36/110** : **SENIOR ADMINISTRATIVE OFFICER: EMPLOYEE RELATIONS**  
Directorate: Employee Relations

**SALARY** : R359 517 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Human Resource Management or Labour Relations/Labour Law. Experience: Appropriate experience in dealing with labour disputes within the Public or Private Sector. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of Labour Relations with specific reference to misconduct, grievances and dispute resolution. Knowledge of labour law. Presentation and Facilitation. Computer Literacy in MS Office. Report writing skills.

**DUTIES** : Handling of misconduct cases, investigating misconduct, representing the employer in disciplinary hearings. Handling grievances, investigating grievances and drafting investigation reports with recommendations. Dispute resolutions represent the employer in dispute resolution forums. Facilitate

		Labour Relations training. Monitoring and Evaluation of Labour Relations Practices. Report writing.
<b><u>ENQUIRIES</u></b>	:	Ms Z Rikwe Tel No: (021) 831 5861
<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>	:	27 October 2023
<b><u>POST 36/111</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u></b>
		Office of the Deputy Director: Chief Operations (2-Year Contract Post)
<b><u>SALARY</u></b>	:	R294 321 per annum. Plus 37% in lieu of service benefits.
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and meeting management experience. Appropriate administrative experience at the executive management level will be an advantage. Appropriate experience in a legal environment will be an advantage. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel and work irregular hours. Competencies (knowledge/skills): Appropriate computer literacy (Word, Outlook, PowerPoint, Excel, Teams). Excellent meeting management and writing skills. Knowledge of SCM and financial procedures. Ability to function independently and in a team.
<b><u>DUTIES</u></b>	:	Office and administrative support including but not limited to letter and report-writing, and database management. Meeting management, including logistics and minute-writing. Regular liaison with departmental and Higher Education institution representatives. Financial support service including processing of submissions, follow-up of payments and monitoring of expenditures. Procurement includes ordering of goods and services, processing requisitions, and liaison with service providers.
<b><u>ENQUIRIES</u></b>	:	Ms N Petersen Tel No: (021) 483 5618
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <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. A competency test will form part of the interview process.
<b><u>CLOSING DATE</u></b>	:	27 October 2023
<b><u>POST 36/112</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A TO C (PLUMBING)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R220 533 per annum Grade B: R258 753 per annum Grade C: R299 361 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Perform standby duties and work overtime when required. Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Learn and comply with in-house systems and procedures. Computer literacy (MS Word and MS Excel). Conversance with the Machinery and Occupational Health and Safety Act.
<b><u>DUTIES</u></b>	:	Repair and install systems in the plumbing field attend to emergency breakdowns after hours and stand in when the Artisan foreman is off duty. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to the supervisor on service and maintenance issues. Exercise control over tools and materials. Learn and comply with in-house systems and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr K Mgcodo Tel No: (021) 404 6251
<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>	:	27 October 2023

**POST 36/113** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**  
Chief Directorate: Rural Health Services

**SALARY** : R202 233 per annum  
**CENTRE** : George Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Competencies (knowledge/skills): Proven knowledge and exposure to the duties and responsibilities of the personnel administration section. Computer literate (i.e., MS Office package, e-mail, and internet). Knowledge of applicable policies, legislation, guidelines, standards, procedures, and applicable practices. Knowledge of PERSAL.

**DUTIES** : Perform all administrative duties pertaining to the personnel administration section e.g., appointments, service terminations, transfers, pension administration, salary administration, leave administration, housing, injury on duty, distribution of monthly payslips, debt management and verify documents. Responsible for capturing transactions on PERSAL, audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations, and circulars. Maintenance of registers, i.e., PILIR, RWOPS, Appointment and service terminations. Act as an adviser during recruitment and selection processes. Support supervisor and management and assist members of the Public regarding Human Resource and Personnel matters.

**ENQUIRIES** : Ms L Du Plessis Tel No: (044) 802 4357  
**APPLICATIONS** : Applications are submitted online via [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** : 27 October 2023

**POST 36/114** : **PERSONNEL OFFICER: EMPLOYEE SOURCING**  
Chief Directorate: Metro Health Services

**SALARY** : R202 233 per annum  
**CENTRE** : Southern/Western Sub-structure Office  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in recruitment and selection. Competencies (knowledge/skills): Ability to work under pressure, meet deadlines and maintain confidentiality. Computer literate (i.e. MS Word, Excel, Outlook, E-recruitment system and PERSAL). Good interpersonal, decision-making, problem-solving skills and the ability to function in the team as well as independently. Ability to execute duties accurately and thoroughly.

**DUTIES** : Perform all administrative duties pertaining to the employee sourcing section e.g., assist with the compilation of advertisements, recruitment and selection processes, logistical arrangements for all posts, verifications of documents, transfers and general administrative duties, including handling of correspondence and enquiries. Perform secretarial duties before, during and after interviewing processes. Liaise with relevant role-players with regard to recruitment and selection matters. Assist with the drafting of motivations and submissions. Maintain and update databases. Provide an effective support service to supervisor, managers and assist managers with the E-recruitment system.

**ENQUIRIES** : Ms A Jacobs Tel No: (021) 202-0957  
**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** : 27 October 2023

**POST 36/115** : **ARTISAN ASSISTANT**  
Chief Directorate: Metro Health Services

**SALARY** : R171 537 per annum  
**CENTRE** : Mitchell's Plain District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience and knowledge of Hospital mechanical plant equipment, Carpentry, Electrical, Painting, Refrigeration and air conditioning, Plumbing, Machinery and Glazing within a Health environment. Inherent

requirements of the job: Valid (Code B/EB) driver's licence. Must be prepared to work overtime and do standby duties within the Metro East Hub. Physically fit to perform duties and work at heights and in confined spaces. Must be physically fit to perform duties as required. Competencies (knowledge/skills): Ability to work independently and under pressure. Ability to adhere to Safety Standards. Ability to manage conflict and problem-solving situations. Strict adherence to the Occupational Health and Safety Act.

**DUTIES** : All repairs and general maintenance of plant equipment and buildings in the hospital. Maintain plant rooms, equipment, and work areas in a clean and safe condition. Assist Artisans with maintenance, repairs, and installation projects. Complete and return repair requisitions and keep a record of all repairs. Assist in ordering and controlling the materials and workshop tools. Train and develop staff and clean areas where work has been carried out.

**ENQUIRIES** : Mr N Hermans Tel No: (021) 377 4344/4802  
**APPLICATIONS** : The Chief Executive Officer: Mitchells Plain District Hospital, Private Bag X9, Mitchells Plain, 7789.

**FOR ATTENTION** : Ms CC Johnson  
**NOTE** : Shortlisted applicants will be subjected to a practical test. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 27 October 2023

**POST 36/116** : **SCANNING OPERATOR (ENTERPRISE CONTENT MANAGEMENT)**  
Chief Directorate: Metro Health Services

**SALARY** : R171 537 per annum  
**CENTRE** : Mitchells Plain District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/ medical records. Appropriate scanner operator experience. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, and quality assurance of files. Knowledge of the Western Cape Archive Act. Computer literacy (MS Windows, Word, Excel). Knowledge of Enterprise Content Management (ECM).

**DUTIES** : Collect patient folders in the wards and other service areas/ Follow-up on outstanding folders in wards. Ensure that folders returned are processed into batches and tracked on the ECM tracking tool. Prepare episode folders for scanning. Scanning of folders. Deal with emergency requests for finalising of QA Process. Ensure that an electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Inter-filing of scanned documents into patient folders. Ensure the workspace is tidy and organised.

**ENQUIRIES** : Mr A Moses Tel No: (021) 377 4497  
**APPLICATIONS** : The Chief Executive Officer: Mitchell's Plain District Hospital: AZ Berman Drive, Lentegour or Private Bag X9, Mitchell's Plain 7789.

**FOR ATTENTION** : Ms CC Johnson  
**NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

**CLOSING DATE** : 27 October 2023

**POST 36/117** : **HEALTH PROMOTER**  
Chief Directorate: Metro Health Services

**SALARY** : R171 537 per annum  
**CENTRE** : Kleinvlei Community Day Centre  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Must be able to work flexible hours. Competencies (knowledge/skills): The ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge and skills to plan, manage, monitor, and evaluate a project, including simple research and situation/needs analysis.

**DUTIES** : Assist with the planning and implementation of health projects in facilities, schools, and communities to meet objectives. Liaise with stakeholders to promote an integrated approach to health care. Health education sessions and



support to clients. Assist teams with health promotions during campaigns and keep effective record of activities and consumables. Distribute condoms (internally and externally) and account for the numbers on a weekly and monthly basis. Working together with students and assist them with health promotion projects and compile community profiles. Effective development of clients through projects to change behaviour.

**ENQUIRIES** : Ms C Fisher Tel No: (021) 904 4410  
**APPLICATIONS** : The Director: Khayelitsha/Eastern Sub-structure, Corner of Walter Sisulu and Steve Biko Road, Khayelitsha, 7784.  
**FOR ATTENTION** : Ms D Abrahams  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 October 2023

**POST 36/118** : **PORTER**  
 Chief Directorate: Metro Health Services

**SALARY** : R125 373 per annum  
**CENTRE** : Mitchells Plain District Hospital/ EC HUB (Operating between institutions and Heideveld Emergency Hub)

**REQUIREMENTS** : Minimum requirement: Basic reading and writing skills. Experience: Appropriate Porter/mortuary experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends, and Public Holidays. Willingness to handle corpses (deceased bodies). Willingness to work overtime when required. Must be of sober habits, and physically fit to lift patients/corpses from/onto beds, trolleys, vehicles, wheelchairs, and heavy equipment. Willingness to cover shifts in the absence of colleagues. Prepared to work in all departments /wards in hospital and Heideveld EC Hub. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of safe infection prevention methods. Ability to work under pressure, unsupervised, and in a team context.

**DUTIES** : Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/treatment areas and assist with shifting medical equipment to and from rooms. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in the mortuary which include mortuary registers. Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and assist with loading of patients in/out of ambulances/vehicles. Responsible for the cleanliness of trolleys, wheelchairs, and working areas and report any defects to trolleys/wheelchairs to the supervisor and reply to requests from wards/clinics.

**ENQUIRIES** : Mr M Pedro Tel No: (021) 377 4327  
**APPLICATIONS** : The CEO: Mitchell's Plain Hospital: AZ Berman Drive, Lentegour or Private Bag X9, Mitchell's Plain 7789.

**FOR ATTENTION** : Ms CC Johnson  
**NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

**CLOSING DATE** : 27 October 2023

**POST 36/119** : **CLEANER**  
 Chief Directorate: Emergency and Medical Services Support

**SALARY** : R125 373 per annum  
**CENTRE** : Emergency Medical Services, College of Emergency Care  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a training environment/ hospital/Health Facility environment/ or other areas with an influx of people. Inherent requirement of the job: Willingness to work extra hours, and on weekends when required.

**DUTIES** : Provide a clean, safe, and hygienic environment to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls, and all toilets, sluices, and drains. Provide health and safety duties and assist with cookery during meetings. Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. Relief and assistance in other programmes according to the needs of the service.

**ENQUIRIES** : Ms C Mabaleka Tel No: (021) 938 6270/4115  
**APPLICATIONS** : The Director Emergency Medical Services, Private Bag X24, Bellville 7530.  
**FOR ATTENTION** : Ms M Lambert  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 20 October 2023

**POST 36/120** : **MESSENGER (X2 POSTS)**

**SALARY** : R125 373 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in messenger service delivery. Inherent requirements of the job: Physically fit and able to be on your feet for long periods. Relief work in other departments. Competencies (knowledge/skills): Good Interpersonal and communication skills. Basic computer literacy skills.

**DUTIES** : Collecting and delivery of posts (i.e., letters, memos, etc.), folders, X-rays, case notes and any other documentation. Assist Ward Clerks to locate patient folders throughout the entire Hospital. Deliver and collect blood specimens, blood hampers, or any other blood-related products (i.e., Plasma), etc. Collect medication at the Pharmacy as well as assist with the collection of Folders from the Medical Records department. Perform relief duties as well as basic record-keeping of all documentation.

**ENQUIRIES** : Mr A Mohapi Tel No: (021) 404 2301  
**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** : 27 October 2023