

**SALARY** : Grade 1: R264 750 per annum  
Grade 2: R306 411 per annum  
Grade 3: R330 540 per annum

**CENTRE REQUIREMENTS** : Hawston Clinic, Overstrand Sub-district  
: Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Post-basic) Institutional or Pharmacist's Assistant (Post-basic). Registration with a professional council: Registration with the SAPC as Pharmacist's Assistant (Post-Basic) or Pharmacist's Assistant (Post-Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: A valid driver's license. Willingness to work overtime when necessary. Relief duties within Sub-district when the need arises. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

**DUTIES** : (key result areas/outputs): Support with the execution of statutory related laws and regulations in terms of Medicine and related Substance control act applicable to provincial health facilities. Accurate medicine supply management according to the PFMA. Financial management and budget adherence. Provide pharmaceutical service for managing the burden of disease. Logistic support to service with CDU operations in Overstrand.

**ENQUIRIES APPLICATIONS** : Ms J Nel, tel. no. (028) 313 -5746  
: 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 will be subjected to a written/practical and oral assessment. "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)". Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable.

**CLOSING DATE** : 14 April 2026, 17:00 PM

**POST 11/244** : **ARTISAN PRODUCTION GRADE A TO C (AIRCONDITIONING AND REFRIGERATION)**

Directorate: Engineering and Technical Support Services

**SALARY** : Grade A: R243 597 per annum  
Grade B: R285 816 per annum  
Grade C: R332 061 per annum

**CENTRE REQUIREMENTS** : Head Office, Cape Town  
: Minimum educational qualification: Appropriate Trade Test Certificate in Airconditioning/Refrigeration. 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 requirement of the job: A valid driver's licence (Code B/EB) (Manual). Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85) and SANS 10147 and SANS 347. Ability to fault-find and repairs down to component level.

**DUTIES** : (key result areas/outputs): Service, repair and fault finding of domestic, commercial and industrial refrigeration units. Service, repair and fault finding

of various domestic, commercial and industrial Airconditioning units. Service, repair, fault finding of Air handling units, chiller plants heat exchangers, heat pumps. Compile and submit inspection reports as required on all Airconditioning and refrigeration equipment stipulate on the preventative maintenance plan of the workshop to comply with SANS regulations. Give in service training to Handyman, Tradesmen Aid and Interns. Assist with the executing of all Refrigeration and Airconditioning system projects.

**ENQUIRIES** : Mr R Cleophas, tel. no. (021) 370-1118  
**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. Short-listed candidates might be subjected to a practical test.  
**CLOSING DATE** : 14 April 2026, 17:00 PM

**POST 11/245** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**  
Chief Directorate Metro Health Services

**SALARY** : R228 321 per annum  
**CENTRE** : Mitchells Plain District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management in a hospital environment. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Access). Maintain positive inter-personal relations with all categories of staff in the execution of his/her supervisory functions. Excellent filing, monitoring recordkeeping and training skills.

**DUTIES** : Key result areas/outputs): Collect, collate and analyse information. Daily capturing of data from all units at facilities. Compilation of daily, weekly and monthly statistics and abide to due dates. Weekly reporting on facility stats performance. Completing and reporting of routine monthly report. Effective recordkeeping of data and ensuring the security and confidentiality of files and data. Assist staff with basic training when needed. Assist with data management quality monitoring. Rendering a support service to the supervisor and staff at both facilities.

**ENQUIRIES** : Mr A Moses, Tel. No. (021) 377-4497  
**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. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

**CLOSING DATE** : 14 April 2026, 17:00 PM

**POST 11/246** : **ADMINISTRATION CLERK: SUPPORT**  
Garden Route District

**SALARY** : R228 321 per annum  
**CENTRE** : Mossel Bay Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration in the hospital environment. Appropriate experience in Logis and Clinicom. Inherent requirement of the job: Willingness to do relief duties in the hospital when needed. Competencies (knowledge/skills): Computer proficiency in Word, Excel, Access and PowerPoint. Good communication skills (verbal and written).

**DUTIES** : (key result areas/outputs): Provide secretarial and administrative support to the departments of Nursing. Maintenance of the attendance registers, leave and allowances. Handling of all correspondence for the Nursing Manager. Responsible for handling all administrative tasks related to the Nursing Department, including tasks related to supply chain management, HR processes and asset management. Serves as liaison officer between Finance and HR for these departments. Relieves and provides administrative support for ward clerks in other units during periods of leave or absence to ensure continuity of services.

**ENQUIRIES** : Ms JA Mahlangu, tel. no. (044) 604 - 6104