

**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. Shortlisted candidates with disabilities are to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation.

**MANAGEMENT ECHELON**

**POST 23/275** : **CHIEF SPECIALIST: HEAD OF LEVEL 2 CLINICAL SERVICES: ORTHOPAEDIC SURGERY (2 POSTS)**

**SALARY** : Remuneration package: R 746 181 per annum (A portion of the package can be structured according to the individuals personal needs) plus a non-pensionable scarce skills allowance of 15% of annual basic salary (Commuted overtime is available depending on the specific needs of the Department)

**CENTRE** : Tygerberg Hospital, Parow Valley (with responsibilities for Metro East) (1 post) Groote Schuur Hospital, Observatory (with responsibilities for Metro West) (1 post) The Level 2 Head will be a member of the Joint Staff with the relevant University. The academic status of the successful candidates will be determined by the relevant university. This will be commensurate with the incumbent's academic qualification and experience.

**REQUIREMENTS** : Applications are awaited from persons who are registered with the Health Professions Council of South Africa as Specialist and have: Appropriate clinical experience of 5 years or more, gained after registration. Appropriate management experience of clinical services. Appropriate qualification and experience to supervise and train staff and students. Strong leadership ability. Demonstrated effective decision-making and problem-solving skills. Good organisational, planning and management skills. Language proficiency in two of the three official language of the Western Cape. The following will serve as recommendations: Appropriate knowledge and understanding of Public Sector Policies governing Financial Management, Human Resource Management, Development and Labour Relations and application thereof when applicable. Excellent communication and interpersonal skills. Computer literacy, especially MS Word, Excel, Access, PowerPoint, as well as Internet and e-mail. Self-motivated and ability to work under pressure. Conflict management skills and experience in organisational change management. Note: The person appointed to this position will be subjected to security clearance, the signing of a performance agreement and an employment contract. Applicants will be subjected to a competency assessment test. Applications must be submitted on a Z83 form (obtainable from any Public Service Department) and must be accompanied by a concise CV with the latest three referee reports, together with certified copies of qualifications.

**DUTIES** : This is a senior position in the Department and responsibilities will primarily revolve around the following: Develop, co-ordinate and deliver a comprehensive Level 2 clinical service in line with the Department of Health's Comprehensive Service Plan (Healthcare 2010). Render general specialist services at the base hospital. Co-ordinate 24-hour general specialist care across platform, including emergency service delivery, in and outpatient services and where appropriate, high care. Establish clinical governance within the discipline across the platform. Outreach and support to level 1 and interface with level 3 services, clinical audit. Performance management of the clinical staff at the base hospital and advisory to the Chief Executive Officer in Level 2 facilities outside of the base hospital. Provide leadership and management within the discipline (strategic planning, monitoring and evaluation, advocacy for resources). Form part of the cost centre

management of the base hospital. Supervision of undergraduate and postgraduate students. Conduct and supervise research activities.

**ENQUIRIES** : Dr B Engelbrecht, tel.no. (021) 483-3478/Dr K Vallabhjee, tel.no. (021) 918-1506  
**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town 8000.  
**FOR ATTENTION** : Mr G Limby  
**CLOSING DATE** : 19 June 2009

#### **OTHER POSTS**

**POST 23/276** : **SENIOR SPECIALIST (PSYCHIATRIST/LECTURER, ADDICTION AND ACUTE SERVICES)**  
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

**SALARY** : Remuneration package: R 407 745 per annum (a portion of the package can be structured according to the individual's personal needs) plus a non-pensionable scarce skills allowance of 15% of basic annual salary.

**CENTRE** : Stikland Hospital, Bellville  
**REQUIREMENTS** : Registration with Health Professions Council of South Africa as Specialist Psychiatrist. Ability to adapt to a flexible working environment. Inherent requirements: Fluency in at least two of the three official languages of the Western Cape. Valid code B/EB driver's license. The following will serve as recommendations: Work experience in the field of Addiction Psychiatry. Appropriate teaching experience. Appropriate research experience.

**DUTIES** : Co-ordination, management and supervision of designated in- and outpatient addiction and acute service initiatives. Rendering of clinical services with regard to aforementioned initiatives. Clinical training and supervision of junior staff. Teach selected pre- and postgraduate modules at the Faculty of Health Sciences of the University of Stellenbosch. Perform general, academic and clinical administrative tasks associated with the appointment. Perform clinical research and publish its findings.

**ENQUIRIES** : Prof W Pienaar, tel.no. (021) 940-4504  
**APPLICATIONS** : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.

**FOR ATTENTION** : Ms B Hermes  
**CLOSING DATE** : 3 July 2009

**POST 23/277** : **HUMAN RESOURCE PRACTITIONER**  
Chief Directorate: Human Resources, Directorate: Transformation Sub Directorate: Employment Equity

**SALARY** : R117 501 per annum.

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum education qualification: Tertiary qualification in the field of human resources or related. Inherent requirements of the job: Valid Code B driver's licence. Willingness to travel and overnight. Competencies (Knowledge/skills): Research. Adequate presentation skills. Adequate writing skills. Knowledge of labour law and employment legislation.

**DUTIES** : Key result areas/outputs: Interpretation and application of Employment Equity related policies. Assist with the implementation of Employment Equity policies and Affirmative Action measures. Determination of Numerical goals for Employment Equity through statistical analysis. Maintain database to assist with the development of Employment Equity strategies. Assist with development of training material and conducting training. Co-ordination of logistics for committees, meetings and event management. Assist with providing reasonable accommodation to persons with disabilities.

**ENQUIRIES** : Ms Lynn Bouwer, tel. no. (021) 483-3080.  
**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Mr G Limby  
**CLOSING DATE** : 26 June 2009

**POST 23/278** : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT**  
 Directorate: Nursing Services

**SALARY** : R76 194 per annum.  
**CENTRE** : Western Cape College of Nursing  
**REQUIREMENTS** : Minimum education qualification: Senior (or equivalent) Certificate. Experience: Extensive experience in using Microsoft Package (MS). Competencies (Knowledge/skills): Strong interpersonal skills. Note: The Provincial Government of the Western Cape is presently finalising and Agency agreement for the Western Cape College of Nursing to be managed in terms of its academic function on an agency basis by the Cape Peninsula University of Technology with the possible relocation in the future.

**DUTIES** : Key result areas/outputs: Ensure and promote sound skills development at the College. Minute taking at skills development meetings. Assisting with required Skills Development and submissions. Collating of reports and recording statistics. Maintenance of HR intranet information and PHRD database systems. Provide skill administrative support to the Programme Manager. Assist with the development of a skills profile and define a skill gap. Assist with training and monitoring of the development plan. Establish skills priorities. Advise on the promotion of skills development. Ensure and promote sound performance management at the Western Cape College of Nursing.

**ENQUIRIES** : Mr C Brown, tel. no. (021) 684-1280.  
**APPLICATIONS** : The College Principal, Western Cape College of Nursing, Private Bag, Surwell, 7762.

**FOR ATTENTION** : Ms S Telemachus  
**CLOSING DATE** : 26 June 2009