

**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.

**OTHER POSTS**

**POST 04/123** : **ASSISTANT MANAGER: NURSING (PRIMARY HEALTH CARE)**  
Cape Winelands District

**SALARY** : R 314 427(PN-B4) per annum  
**CENTRE** : Wellington Community Day Centre, Drakenstein Sub-District  
**REQUIREMENTS** : Minimum education qualification: Basic R425 qualification (diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Post-basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care, accredited with the South African Nursing Council (R48). Experience: A minimum of 10 years appropriate/recognisable nursing experience 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 1-year post-basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid driver's license (Code EB). Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team and make decisions. Understanding of the District Health System and Comprehensive Service Plan.

**DUTIES** : Key result areas/outputs: Facilitate the development of community participate programmes and facility-based services. Ensure that prescribed policies and procedures are implemented and adhered to. Manage and promote the professional development of personnel at PHC level and promote research in nursing. Manage Wellington Community Day Centre, attached clinics and mobile clinics. Ensure quality patient care, efficient financial control and the effective use of all resources. Identify nursing care needs and set standards for patient care. Participate in Human Resource Management and Skills Development and assist with budget control and financial management.

**ENQUIRIES** : Ms S Theron, tel. no. (021) 870-1117  
**APPLICATIONS** : The District Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

**FOR ATTENTION** : Ms MM Janse van Rensburg  
**CLOSING DATE** : 12 February 2010

**POST 04/124** : **ADMINISTRATIVE OFFICER (LICENSING)**  
Directorate: Health Facility Licensing

**SALARY** : R 130 425 per annum.  
**CENTRE** : Head Office, Cape Town,  
**REQUIREMENTS** : Minimum education qualification: A recognised, appropriate tertiary administrative qualification. Experience: Appropriate experience in the public and/or private healthcare sector administrative environment or appropriate exposure within a business management environment. Knowledge of the regulatory process of Private Healthcare Establishments in the Western Cape Province. Proven experience in an office environment. Proven, extensive minute taking experience. Competencies (Knowledge/skills): Computer literacy (Microsoft Word, Excel, PowerPoint, Access and E-mail). Minute taking skills. Excellent interpersonal, communication and organisational skills.

- DUTIES** : Key result areas/outputs: Provide administrative assistance within the sub-directorate with regard to general office administration and the application process in the licensing of private healthcare facilities. Co ordinate and provide the support to the Adjudication Committees with the appropriate documentation, arrangement of meetings and extensive minuting of relevant adjudication meetings. Handle correspondence from license applicants as well as telephonic and written contact with the applicants' with regard to the applications process. Manage enquiries and relevant documentation with regards to licensing of private health establishments.
- ENQUIRIES** : Ms J Hendricks, tel. no: (021) 483-6177
- APPLICATIONS** : The Director, Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000
- FOR ATTENTION** : Ms C Versfeld
- CLOSING DATE** : 19 February 2010