

**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 08/83 : **DEPUTY DIRECTOR: MEDICAL PHYSICS**

SALARY : R856 911 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Current and active registration with the HPCSA as a Medical Physicist. Experience: A minimum of 3 years appropriate experience after registration as a Medical Physicist. Competencies (knowledge/skills): A strong academic, teaching and research background with a thorough knowledge of physics concepts and its link to medical applications. Exceptional technical, management, administration, communication and interpersonal skills as pertaining to the scope of profession of Medical Physicist, both within service delivery as well as teaching environment. Knowledge of computer and software used in radiotherapy, radiology and nuclear medicine. Experience in the implementation of advanced medical physics techniques, including a clear understanding of the legislative impact, quality assurance required and efficiency processes associated with such implementations. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for the management of radiation protection functions of the hospital in general, as well as the dosimetry, quality assurance and service delivery associate with the use of radiation emitting devices in the divisions of Medical Physics, Radiation Oncology, Nuclear Medicine and Diagnostic Radiology. Active participation in the routine execution of clinically related medical physics tasks. Perform equipment tender preparation and commissioning. Assist with management of staff and departmental administration. Supervise and lecture the under- and postgraduate teaching and training programmes of the Medical Physics Division. Responsible for the management of the research and development programme of the Medical Physics Division.

ENQUIRIES : Ms H Burger, tel. no, (021) 404-6240/6266 email: Hester.Burger@uct.ac.za
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 10 March 2017

POST 08/84 : **DEPUTY MANAGER: NURSING (LEVEL 1 AND 2 HOSPITALS)**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R705 057 (PN-A8) per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Hospital

REQUIREMENTS : 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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Expertise in management of human resources within the public sector. Knowledge of financial and supply chain management processes within a functional business unit and cost centres.

Computer literacy in all MS Office packages. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Note: Shortlisted candidates will undergo a competency test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Provide comprehensive strategic management and leadership within the Nursing Component, including clinical governance. Manage financial resources, including planning and control. Manage comprehensive human resource management and development. Manage effective information management to ensure appropriate action plans.

ENQUIRIES : Ms E Vosloo, Tel no. (021) 348-1113

APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms G Owies

CLOSING DATE : 10 March 2017

POST 08/85 : **PHARMACY SUPERVISOR GRADE 1**

SALARY : R686 322 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Piketberg CDC (Stationed at Radie Kotze Hospital) (West Coast District)

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Proof of current registration with the SAPC as a Pharmacist. Experience: A minimum of 3 year's appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Ability and willingness to supervise, tutor and train staff. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good communication skills in at least two of the three official languages of the Western Cape. Interpersonal skills and computer literacy. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Ensure quality provision of pharmaceutical care by implementing and monitoring work procedure, policies and guidelines in keeping with Batho Pele, SAPC and the National Drug Policy and National and Provincial ARV treatment guidelines. Manage and ensure effective drug supply management (Procurement, storage, control and distribution of pharmaceuticals) for ARV and general medicines. Implement and monitor security measures to ensure safekeeping of all pharmaceutical within the pharmacy and CHC. Manage, compile and monitor pharmacy budget and expenditure. Manage and provide professional advisory services to other healthcare workers, including training and development of pharmacy staff. Represent the pharmacy department at management level (meetings/strategic planning), control and manage resources within the pharmacy.

ENQUIRIES : Mr L Kloppers, Tel no: (022) 487-9209

APPLICATIONS : The Director: West Coast District, Private Bag X15, Malmesbury, 7299.

FOR ATTENTION : Mr E Sass

CLOSING DATE : 10 March 2017

POST 08/86 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) 2 POSTS**

SALARY : R465 939 (PN-B3) per annum

CENTRE : Post 1: Nolongile Community Day Centre, Post 2: Mfuleni Community Day Centre (Chief Directorate: Metro District Health Services)

REQUIREMENTS : 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 accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2017). Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as 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 specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work after-hours. Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays and weekends to manage hospital after-hours. Competencies (knowledge/skills):

Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making, conflict resolution, organisational skills and basic computer literacy (MS Word, Excel and Outlook). Ability to effectively communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Co-ordinate and render holistic and quality care. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards. Ensure quality patient care through the setting of standards, implementation and monitoring thereof. Provide effective support, leadership, direction and management of human and financial resources. Assist and manage of training and personal development and participate in nursing research. Monitor and submit statistics as per relevant policy.

ENQUIRIES : Ms C Steyn, Tel no: (021) 360-4713

APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure Office, Corner of Walter Sisulu and Steve Biko Drives, Khayelitsha, 7784.

FOR ATTENTION : Mr A Horak

CLOSING DATE : 10 March 2017

POST 08/87 : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)**

SALARY : Grade 1: R 327 600 per annum

Grade 2: R 385 889 per annum

Grade 3: R 454 569 per annum

CENTRE : Vanguard Community Health Care (Chief Directorate: Metro District Health Services)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer (Ultrasound). Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Ultrasound Radiographer. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Ultrasound Radiographer. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Obstetric, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage. 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom 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)".

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.

ENQUIRIES : Mr M Mbanga, tel. no. (021) 695 8244/8242

APPLICATIONS : The Director, Metro District Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P O Box 30360, Tokai, 7966

FOR ATTENTION : Mr F Le Roux,

CLOSING DATE : 10 March 2017

POST 08/88 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

SALARY : R311 784 per annum

CENTRE : Directorate: Supply Chain Sourcing (Head Office, Cape Town)

REQUIREMENTS : Minimum educational qualification: Relevant post-matric qualification in procurement and/or the built environment. Experience: Appropriate experience in

procurement of built environment-related goods and services in a healthcare environment 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 and demand, innovations, vendor landscape, etc, Human Resource Management. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, i.e plumbing, electrical and mechanical maintenance, HVAC and fabric repairs. Demonstrate 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. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills. Knowledge of Human resource management. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo a competency test.

- 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. Human resource management.
- ENQUIRIES** : Ms S van Breda, tel. no. (021) 483-7810
- APPLICATIONS** : The Director: People's Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
- FOR ATTENTION** : Ms C Dawood
- CLOSING DATE** : 10 March 2017

POST 08/89 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
 Directorate: Supply Chain Sourcing

- SALARY** : R311 784 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Relevant post-matric qualification in procurement and/or the built environment. Experience: Appropriate experience in procurement of built environment-related goods and services in a healthcare environment 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 and demand, innovations, vendor landscape, etc, Human Resource Management. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, i.e plumbing, electrical and mechanical maintenance, HVAC and fabric repairs. Demonstrate 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. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills. Knowledge of Human resource management. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo a competency test.

- 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. Human resource management.

ENQUIRIES : Ms S van Breda, tel. no. (021) 483-7810
APPLICATIONS : The Director: People's Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 10 March 2017

POST 08/90 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R142 461 per annum, Level 05
CENTRE : Comprehensive Health Services, Southern/Western Substructure (Chief Directorate: Metro District Health Services)

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in office management and financial administration. Competencies (knowledge/skills): Computer proficiency in MS Word, Excel and MS Office. Knowledge of reconciliation of payments. Ability to interpret and implement relevant financial instructions. Ability to think analytically and logically and ability to work under pressure. Good interpersonal relations, communication and organisational skills. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Note: Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Provide effective and efficient general office administration, including coordinating meetings and visits, minute taking, file administration and coordinating training. Administrative support to the Community Based Service Programme including support to funded NPO partners. Ensure compliance with the PFMA and FA 21/2015. Scrutinize claim documents, reconciliation of claims, and preparing claim for payment. Prepare NPO budget breakdowns and contract documents

ENQUIRIES : Ms C Levendal tel. no. (021) 2020-912
APPLICATIONS : The Director: Metro District Health Services, Southern/ Western Substructure Office, D P Marais Nurses Home, cnr of White and Main Roads, Retreat, 7945
FOR ATTENTION : Mr F Le Roux
CLOSING DATE : 10 March 2017