

**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 34/203 : **OPERATIONAL MANAGER NURSING (SPECIALITY AREA: PAEDIATRICS ONCOLOGY WARD)**

SALARY : R499 953 (PN-B3) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of R212 in Medical and Surgical Nursing: Oncology Nursing OR Child Nursing. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: Minimum of 9 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Plan, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in a Paediatric Oncology setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Baartman, Tel no: (021) 938 4055
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
CLOSING DATE : 08 September 2017

POST 34/204 : **ASSISTANT MANAGER NURSING (AREA)**

SALARY : R499 953 per annum (Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : Cape Winelands TB Centre Cape Winelands Health District
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 Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Ability to perform compulsory stand-by duty. Work shifts and overtime and when required. Competencies (knowledge/skills): Computer literacy (MS Word and

Excel) and report writing skills. Ability to effectively communicate in two of the three official languages of the Western Cape. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance the nursing service at the institution. Note: A competency test will form part of the selection process. No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Ensure the delivery of high quality patient care through the implementation of different health programs. Participation in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Involvement in training programs in conjunction with Human Resources Department for skills development. Collect, validate and interpret statistical data. Manage Financial and Human resources in relevant nursing departments. Co-ordinate and monitor critical hospital support function afterhours in collaboration with relevant role players and relieve Head of Nursing.

ENQUIRIES : Ms R Van Rooyen, Tel no: (023) 348 1309
APPLICATIONS : The District Director: Cape Winelands Health District, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms J Salie
CLOSING DATE : 08 September 2017

POST 34/205 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC ARV CLINIC)**
 Chief Directorate: Metro District Health Services

SALARY : Grade 1: R 340 431 (PN-B1) per annum,
 Grade 2: R 418 701 (PN-B2) per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : 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. A 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 the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse (proof of license for current year with the SANC 2017). Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good written and communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Internet and online submissions of data. Computer literacy (MS Word, Excel and Outlook). Strong administrative skills. Appropriate experience in the management of HIV infected patients. 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 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)"

DUTIES : Key result areas/outputs: Assist in the management of an ambulatory clinic for HIV infected patients, with the focus on the management of ARV care and provide holistic health care to HIV infected patients/family/community. Clinical management of HIV infected patients on anti-retroviral therapy. Participate in the training of staff, patients, their families and the community. Keep record on administrative activities, including completing the ARV register and the formulation of monthly, quarterly and annual reports on ARV activities. Assist with the nutritional program. Attend relevant clinical and community meetings. Effective utilisation of human and financial resources. Maintain professional growth, self-development and participate in training and research.

ENQUIRIES : Ms I Adams, Tel no: (021) 918 1386
APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.

FOR ATTENTION : Ms A Dyers
CLOSING DATE : 08 September 2017

POST 34/206 : **ASSISTANT DIRECTOR: HUMAN RESOURCES AND FACILITY MANAGEMENT**
Chief Directorate: Metro District Health Services

SALARY : R334 545 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate 3 year tertiary qualification (i.e. degree/diploma). Experience: Appropriate management experience and appropriate experience in Human Resources and Facility Management matters. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. High level of computer literacy (Microsoft Office package). Ability to work independently. Advance PERSAL knowledge. Working knowledge of support services management or facility management. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Ensure effective and efficient management of all aspects of Human Resources Management, including Labour Relations and Human Resource Development. Provide training advice and support to staff and supervisors on the interpretation of HR policy, practices, circulars, as well as aspects of conditions of service. Exercise control over the Support Services and Facility Management functions e.g. maintenance, switchboard, grounds, food services and contracted services. Handle disciplinary, grievances and all Labour Relations matters` which include acting as Chairperson on the IMLC. Manage and coordinate all personnel development matter (HRD) in terms of Departmental policy and directives. Ensure that audit investigations and follow up investigations, as well as feedback on Auditor General enquiries/action plans are done timeously. Implement and maintain policy documents/circulars within the institution.

ENQUIRIES : Dr Z Mc Conney, Tel no: (021) 571-8040 (Ext 8052)
APPLICATIONS : The Senior Medical Superintendent: Wesfleur Hospital, Private Bag X1 Reygersdal, 7352.

FOR ATTENTION : Mr J Smit
CLOSING DATE : 08 September 2017

POST 34/207 : **PERSONAL ASSISTANT**

SALARY : R226 611 per annum
CENTRE : Overberg District Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate with an appropriate post matric Secretarial or Office Management Qualification of a minimum duration of 12 months. Experience: Appropriate experience in rendering a support services to senior management. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, Excel, Outlook and facsimile literate). Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good planning and organisational skills, including office management. Note: A competency test will form part of the interview process. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Provide a secretarial, receptionist and administrative support service to the District Director. Support function with the administration of the Director's budget requirements. Keep abreast with relevant Public Service and Departmental prescripts/policies/procedures.

ENQUIRIES : Ms W Kamfer, Tel no: (028) 214 5801
APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Ms A Brits
CLOSING DATE : 15 September 2017

POST 34/208 : **PHARMACIST ASSISTANT GRADE 1 TO 2 (BASIC) 3 POSTS**
Directorate: Pharmacy Services, Cape Medical Depot

SALARY : Grade 1: R108 240 per annum
Grade 2: R146 688 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Grade 1: Senior Certificate with Mathematics as a passed subject (Certified proof of Senior Certificate). Grade 2: Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Basic) (Warehousing/Wholesale). Registration with a professional council: Grade 1: Registration with the South African Pharmacy

Council (SAPC) to study towards a basic Pharmacist Assistant (Basic) (Warehousing/Wholesale).

Grade 2: Registration with the SAPC as a Pharmacist's Assistant (Basic) (Warehousing/Wholesale). Inherent requirements of the job: Physical ability to pick and remove heavy boxes. Competencies (knowledge/skills): Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures. Good numeric skills, meticulous and attention to detail. Proficiency in at least two of three official languages of Western Cape. Note: No payment of any kind is required when applying for this post. All short listed candidates may undergo a technical competency test. Candidates registered in categories other than "Warehousing/Wholesale" may also apply, on condition that registration in the category "Warehousing/Wholesale" is obtained within 12 months. Appointments will be done on probation until the registration certified in the required category is obtained. Failure to comply will lead to the termination of services in the cases of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post. Note: 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 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)".

DUTIES : (key result areas/outputs): Effective booking in of received pharmaceutical products from suppliers. Effective control of pharmaceutical stock. Issuing of stock against orders from health facilities. Efficient and secure packaging of pharmaceutical products for delivery. Effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good warehouse practice.

ENQUIRIES : Ms N Sampson, Tel no: (021) 483-0714
APPLICATIONS : the Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood
CLOSING DATE : 08 September 2017

POST 34/209 : **FOOD SERVICES AID**
Chief Directorate: General Specialist and Emergency Services

SALARY : R90 234 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale Food Service Unit. Inherent requirements of the job: Ability to work shifts, which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day
Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write 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. Shortlisted candidates may be subjected to a practical test.

DUTIES : Key result areas/outputs: Assist in the receipt and storage of all provisions and stock in the Food Service unit. Pre-prepare and cook all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Unit. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.

ENQUIRIES : Ms R Potgieter, Tel no: (021) 503 5023
APPLICATIONS : The Chief Executive Officer: Alexandra Hospital, Private Bag X1, Maitland, 7405.
FOR ATTENTION : Ms RA Potgieter
CLOSING DATE : 15 September 2017

POST 34/210 : **CLEANER**

SALARY : R83 766 per annum
CENTRE : Nieuveland Park Community Clinic Eden District
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner in a Health Facility. Experience with the use of cleaning equipment, materials and detergents. Inherent requirement of the job: The

incumbent must be strong enough to lift/move heavy equipment and supplies and be on their feet the entire day. Competencies (knowledge/skills): Good interpersonal skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Perform effective routine cleaning in and around the building, offices and dissection areas by utilising the available resources. Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection. Ensure that cleaning equipment, (i.e. polishing and scrubbing machines, mops, brooms and buckets) are clean after usage and securely stored. Effectively support the supervisor by establishing a hygienic environment.

ENQUIRIES : Mr WJ Erasmus, tel. no. (023) 414-8200
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 15 September 2017

POST 34/211 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGIST): 32 SESSIONS**
contract till 31 march 2019

SALARY : Grade 1: R 477 per hour
Grade 2: R 546 per hour
Grade 3: R 633 per hour

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational requirements: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiologist. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Anaesthesiology. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognisable foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Anaesthesiology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognisable foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Anaesthesiology. Competencies (knowledge/skills): Relevant anaesthetic clinical skills and competencies. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Knowledge of relevant medico-legal matters. Leadership, organisational, interpersonal skills and strong ethical principles. Ability to initiate own research projects and supervise research projects. 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 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)"

DUTIES : (key result areas/outputs): Pre-operative care. Intro-operative care and anaesthesia. Post-operative care including monitoring and management of the post-operative patients. Active clinical teaching and training of post graduate students. Assist with research projects within the department.

ENQUIRIES : Prof A Levin, Tel no: (021) 938-9226 or Dr AJA Muller, Tel no: (021) 938-4139
APPLICATIONS : The Chief executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V de Jager
CLOSING DATE : 08 September 2017

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs
CLOSING DATE : 11 September 2017 @ 16:00
NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment

will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

<u>POST 34/212</u>	:	<u>DEPUTY DIRECTOR-GENERAL: STRATEGY PLANNING AND CO-ORDINATION REF NO: TPW 2017-125</u>
<u>SALARY</u>	:	All –inclusive salary package of R 1 299 501 – R 1 463 892 per annum (Salary level 15). Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government. A relevant undergraduate qualification (NQF 7) and a post-graduate qualification (NQF 8) as recognised by SAQA; and A minimum of 8 years appropriate experience at a senior management level. Recommendations: None. Competencies: In-depth knowledge of the following: Applicable policies and procedures; Management principles; Public service procedures; HR procedures; Employee relations; Financial management; Empowerment; Capacity building; Project management; and Community facilitation.
<u>DUTIES</u>	:	Strategic capability and leadership (including Change Management); Programme and Project Management; and Ensure efficient and effective oversight and management for all financial resources/ aspects of the branch and all performance requirements as related to the Public Finance Management Act and corporate governance; Management of the human resource of the branch to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.
<u>ENQUIRIES</u>	:	Ms JT Gooch Tel no: (021) 483 2826