

**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.

**MANAGEMENT ECHELON**

**POST 46/411** : **CHIEF EXECUTIVE OFFICER**  
Chief Directorate: General Specialist and Emergency Services

**SALARY** : R 948 174 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Lentegeur Hospital

**REQUIREMENTS** : Minimum educational qualification: A Degree/advanced Diploma in a health or Social Science or related field or a 4-year Degree in an appropriate management field. Experience: Appropriate experience and proven track record in all major aspects of Health management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Strong management skills in all aspects within a health care environment. Note: Shortlisted candidates will be subjected to competency test. No payment of any kind is required when applying for this post.

**DUTIES** : (Key result areas/outputs): Overall responsibility for clinical service delivery of agreed package of care. Overall responsibility for Clinical Governance of the hospital i.e ensure effective and efficient management of all aspects of patient care ensuring the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance including all aspects of Human Resource Management and Development, Financial Management and management of Support Services. Manage the health facility efficiently and effectively in terms of the management framework of the Public Service in accordance with the strategic direction of the National/Provincial Health department.

**ENQUIRIES** : Dr S Kariem, tel. no. (021) 815-8708

**APPLICATIONS** : The Director: People Practices and Administration, Department of Health, P O Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Ms C Dawood

**CLOSING DATE** : 01 December 2017

**OTHER POSTS**

**POST 46/412** : **ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY (CARDIOLOGY)**

**SALARY** : R459 558 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist (Cardiology). Registration with the professional council: Registration with the HPCSA in Clinical Technology in Cardiology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist (Cardiology). Inherent requirements of the job: Willingness to work 24-hour shifts. Willingness to provide standby cover for junior staff members. Competencies (knowledge/skills): Good computer skills in MS Word, Excel and Access. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work with and without supervision and work within a group with all levels of staff. Above average

academic record, work record and managerial skills. Commitment to uphold the standards of the Division of Cardiology. Extensive exposure in Clinical Technology (Cardiology). Exposure in Teaching and Research. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Deliver a clinical technology service with the Department of Cardiology in Tygerberg Hospital. Actively involved in research and training of technology staff and students. Administrative functions, as well as support to the Head of Cardiology. Supervise and control the clinical technology staff and service within Cardiology. Monitor and maintain equipment. Perform diagnostic and/or corrective procedures on patients with the aid of electronic equipment to determine and/or support cardiac function. Provide optimal patient care in Cardiology. Continuous develop and obtain clinical and technical skills required for optimal service delivery in the department. Effective delivery of training, teaching and research within the cardiology department.

**ENQUIRIES** : Prof A Doubell, tel. no. (021) 938-4400  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms V Meyer  
**CLOSING DATE** : 01 December 2017

**POST 46/413** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: MEDICAL WARD)**

**SALARY** : R394 665 (PN-A5) per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : 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 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays and weekends. After-hours or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer skills (MS Word, Excel, PowerPoint and E-mail). Ability to manage finances to stay within allocated budgets. Knowledge of FBU Management. Appropriate knowledge/skills in general nursing science. Note: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview.

**DUTIES** : (key result areas/outputs): Responsible for the coordination and delivery of person-centered quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

**ENQUIRIES** : Mr A Mohamed, Tel. No. (021) 404-2071  
**APPLICATIONS** : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.  
**FOR ATTENTION** : Ms N Mbilini  
**CLOSING DATE** : 01 December 2017

<b><u>POST 46/414</u></b>	:	<b><u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (NEUROPHYSIOLOGY)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R 281 148 per annum Grade 2: R 331 179 per annum Grade 3: R 390 123 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Neurophysiology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist in Neurophysiology. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Willingness to work overtime when required. Must be able to function in all areas of the hospital, e.g laboratory, ICU, theatres, etc. Competencies (knowledge/skills): Advanced knowledge of Clinical Neurophysiology and the skill to work with Paediatrics, Adult and Geriatric patients. Relevant experience in all aspects of Clinical Neurophysiology. Experience in intra-operative monitoring 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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Perform good quality diagnostic procedures such as: EEG, EMG/ENG, Evoked potentials, Polysomnographs/ MSLT and Long-Long EEG Monitoring. Carry out all duties pertaining to laboratory patient administration. Training of Neurological Clinical Technologists and Registrars. Assist with research and clinical trials.
<b><u>ENQUIRIES</u></b>	:	Mr DI Le Roux, Tel. No. (021) 938-5994
<b><u>APPLICATIONS FOR ATTENTION</u></b>	:	the Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<b><u>CLOSING DATE</u></b>	:	Ms V Meyer 01 December 2017
<b><u>POST 46/415</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u></b> West Coast District
<b><u>SALARY</u></b>	:	R226 611 per annum
<b><u>CENTRE</u></b>	:	Vredenburg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience and knowledge of support services with reference to facility management and supervision. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills in at least two of the three official languages of the Western Cape. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making,

problem-solving and interpersonal skills. Note: No payment of any kind is required when applying for this post. A practical test may form part of the interview process.

**DUTIES** : (key result areas/outputs): Effective management and supervision of staff for the support sections including Control Room, Porter services, Laundry, Transport Section, Registry, Messenger Service, Workshop and out-sourced contractors. Responsible for the effective and efficient rendering of porters and helpdesk co-ordination, burial and bereavement services, security management. Effective and efficient management of the Registry Section according to Policy. Effective contract management of all out-sourced firms operating at Hospital and Clinics. Effective HR functions of Support Services section's staff, discipline and provide support to facility Manager (HRM).

**ENQUIRIES** : Ms ME Van Vuuren, Tel. No. (022) 709-7213

**APPLICATIONS** : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380

**FOR ATTENTION** : JI Engel

**CLOSING DATE** : 08 December 2017

**POST 46/416** : **ADMINISTRATION CLERK: ADMISSIONS**  
(Chief Directorate: General Specialist and Emergency Services)

**SALARY** : R152 862 per annum

**CENTRE** : Oral Health Centres, Tygerberg

**REQUIREMENTS** : Requirements. Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient administration. Appropriate Clinicom knowledge and experience. Competencies (knowledge/skills): Knowledge and experience in Clinicom and Accounts Receivable Systems, UPFS manual, Hospital Memorandum Chapter 18, PFMA (Public Finance Management Act) and BAS. Knowledge and experience in Public Hospital Patient Fees. Good interpersonal skills and the ability to maintain confidentiality. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

**DUTIES** : (key result areas/outputs): Ensure accurate assessment of patients according to the means test and billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS manual, Clinicom and Hospital Memorandum 18. Responsible for sound cash management. Register new patients. Capture payments and journals on BAS and Accounts Receivable Systems. File and draw folders. Handle telephone enquiries and any ad-hoc admin duties.

**ENQUIRIES** : Ms C Paulsen, Tel. No. (021) 937-3047

**APPLICATIONS** : To the Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505.

**FOR ATTENTION** : Ms P de Bruin

**CLOSING DATE** : 08 December 2017

**POST 46/417** : **DRIVER (LIGHT DUTY VEHICLE) (6/8<sup>th</sup>)**  
Chief Directorate: General Specialist and Emergency Services

**SALARY** : R67 677 per annum

**CENTRE** : Lentegeur Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate driving experience in a health environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence with PDP. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility, work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the greater Cape Town area. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Schedule and plan transport routes for the transport of goods, services and personnel from one point to another. Conduct routine maintenance, inspection of vehicles and timeous reporting of defects. Ensure accurate completion of log books and routine administration. Ensure that all

vehicles are kept clean and tidy. Effective delivery and collection of all blood products and shuttle service for Lentegeur Hospital.

**ENQUIRIES** : Ms A Amansure, tel. no. (021) 370-1122  
**APPLICATIONS** : The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.  
**FOR ATTENTION** : Mr T Simpson  
**CLOSING DATE** : 08 December 2017

#### **DEPARTMENT OF PROVINCIAL TREASURY**

**CLOSING DATE** : 27 November 2017 @ 16:00  
**NOTE** : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. 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**

**POST 46/418** : **DIRECTOR: FINANCIAL GOVERNANCE (PT 2017-12)**

**SALARY** : All-inclusive salary package of R 948 174– R 1 116 918 per annum (Level 13). 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.

**CENTRE REQUIREMENTS** : Department of Provincial Treasury, Western Cape Government  
A relevant B-degree; At least 6 years relevant management experience; A valid code B driver's license; and Must be willing to travel. Recommendations: Good working knowledge of the Public Finance Management Act (PFMA) and the Municipal Finance Management Act (MFMA); and Strategic Management Competencies: Knowledge of policy development processes; Conceptual and formulation skills; Knowledge of financial management processes; Problem solving and decision making; and Communication (verbal and written).

**DUTIES** : Monitor compliance in respect of legislation, norms and standards, develop assessment frameworks, perform assessments, compile reports and participate in high level engagements; Research, develop update and issue financial management capability building norms and standards and capacity building and training frameworks and monitor and report on the implementation thereof; Develop, implement and monitor financial/ corporate governance assurance norms and standards; Develop, implement and monitor policy and guidelines relating to sound financial governance and render advisory services on the application of financial legislation; and Strategic management of the directorate.

**ENQUIRIES** : Mr AA Hardien (021) 483 4550  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)