

**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 50/375 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (RADIOLOGY)**

SALARY : R 1 550 331 per annum (A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE : Tygerberg Hospital (This is a joint staff appointment with the Stellenbosch University-FMHS)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Diagnostic Radiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: A minimum of 3 years appropriate clinical experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Radiology. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Broad, current knowledge of clinical radiology. Good communication skills. Highly developed Interpersonal skills. Knowledge of modern postgraduate educational and assessment techniques. Ability to draft scientific manuscripts. Leadership experience in a clinical radiology environment. Experience in the management of a clinical radiology service. Experience in service delivery in an area of special-interest. Experience in in-service supervision of Radiology Registrars. Experience in the supervision of Masters level research in clinical radiology. Note: No payment of any kind is required when applying for this post.

DUTIES : Provide a comprehensive, modern, efficient, cost-effective and safe diagnostic imaging service, including advanced imaging techniques, particularly in the domain of cross-sectional imaging. Participate in a comprehensive, modern, innovative, postgraduate teaching and training program in diagnostic imaging. Conduct and supervise research in clinical radiology. Manage the cross-sectional imaging service at TBH. Provide support to the digital cross-sectional imaging reporting platform of TBH referral hospitals. Participate in continuing medical education, as required by the Health Professions Council of South Africa.

ENQUIRIES : Prof R Pitcher, Tel. No. (021) 938-9320 or Dr R Mistry, Tel. No. (021) 938-6267

APPLICATIONS : The Director: Peoples Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 29 December 2017

POST 50/376 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: PULMONOLOGY)**

SALARY : Grade 1: R 1 151 088 per annum, Grade 2: R 1 316 136 per annum, Grade 3: R 1 439 112 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Pulmonology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Pulmonology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Pulmonology. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a

recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Pulmonology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Pulmonology. Competencies (knowledge/skills): Extensive specialist knowledge in Pulmonology and areas of research. Specialist knowledge in teaching of all aspects of Pulmonology. 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** : Provide and manage both in- and out-patient specialist Pulmonology services within the Division of Pulmonology, Department of Medicine. Provide specialist clinical service to General Medicine in- and out-patients in Grootte Schuur hospital and affiliated hospitals. Supervise and train under-and post-graduate students in the Department of Medicine. Conduct research. Provide support in respect of administrative and management functions.
- ENQUIRIES** : Prof N Ntusi, Tel. No. (021) 406-6200
- APPLICATIONS** : The Chief Executive Officer: Grootte Schuur Hospital, Private Bag X4, Observatory, 7935.
- FOR ATTENTION** : Ms N Mbilini
- CLOSING DATE** : 29 December 2017

OTHER POSTS

- POST 50/377** : **OPERATIONAL MANAGER NURSING (SPECIALITY: CRITICAL CARE)**
Chief Directorate: General Specialist and Emergency Services

- SALARY** : R499 953 (PN-B3) per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) 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 accredited with the SANC in Medical and Surgical Science: Critical Care Nursing: general /Child Nursing.. Registration with a professional council: Registration with the SANC as Professional Nurse and midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing 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 speciality after obtaining the one year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend standby duties for the hospital. Willing to work night shift wen required. Competencies (knowledge/skills): Management skills: leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing, as well as Midwifery and Neonatology. Knowledge of relevant legislation pertaining to: labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Note: No payment of any kind is required when applying for this post.

- DUTIES** : Responsible for the coordination and delivery of quality nursing care within the Critical Care department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Management of human resources – including staff performance, people development and disciplinary processes. Management of material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.

- ENQUIRIES** : Ms RM du Plessis, tel. no. (023) 348-1104

APPLICATIONS : The Chief Executive Officer, Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms L Koopman

CLOSING DATE : 29 December 2017

POST 50/378 : **QUALITY ASSURANCE COORDINATOR (8) POSTS**
Chief Directorate: Rural District Health Services

SALARY : R334 545 per annum

CENTRE : Overberg District (1 post)
Cape Winelands District (2 posts)
West Coast District (2 posts)
Eden District (2 posts)
Central Karoo District (1 post)

REQUIREMENTS : Minimum educational qualification: Appropriate 4 year diploma/degree in Health Sciences. Experience: Appropriate experience in Quality Assurance (QA). Experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). Project or Programme Management will be an added advantage. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel extensively within the Rural Districts. Competencies (knowledge/skills): Experience in Management. Ability to analyse and interpret Health Systems Information, compile reports and present the data to direct planning. Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook). Ability to communicate effectively (verbal and written) 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 : Support the Health Establishment staff with the implementation of the Ideal Clinic Realisation and Maintenance (ICRM) and National Core Standards (NCS) requirements. Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs and maintaining and updating the Health Establishment training data base. Monitor data quality in the Health Establishment.

ENQUIRIES : Overberg District: Ms R Zondo, tel. no. (028) 214-5804
Cape Winelands District: Ms S Neethling, Tel. No. (023) 348-8102
West Coast District: Mr D Schoeman, Tel. No. (022) 487-9333
Eden District: Ms E Swanevelder, Tel. No. (044) 803-2709
Central Karoo District: Ms A Jooste, Tel. No. (044) 414-3590

APPLICATIONS : Overberg District: Ms A Brits, Overberg District Office, Private Bag X07, Caledon, 7230.
Cape Winelands District: Ms W Swart-Mouton, Cape Winelands District Office, Private Bag X3079, Worcester, 6849.
West Coast District: Mr E Sass, West Coast District Office, Private Bag X15, Malmesbury, 7297.
Eden and Central Karoo District: Ms S Pienaar, Eden District Office: Private Bag X6592, George, 6530.

CLOSING DATE : 29 December 2017

POST 50/379 : **ASSISTANT DIRECTOR: FINANCE**
Directorate: Management Accounting (Policy Compliance and Capacity Building based at Stikland Hospital)

SALARY : R334 545 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate three year degree or National Diploma (with Mathematics or Accountancy or a relevant finance subject). Experience: Appropriate experience especially in respect of Patient Fees, Patient Reception, Patient Administration, Billing and Pharmacy systems. Training in Clinicom, Billing and JAC Pharmacy systems. Training in BAS System. Training in MS Office. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Knowledge of

Accounting Systems. Innovative thinking abilities. Effectively extracts, synthesizes and interprets data from multiples sources, using system applications. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Knowledge of Hospital Fees policies and procedures Knowledge of the Uniform Patient Fee Schedule tariffs. Excellent written and verbal communication skills 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. Candidates will be subjected to a competency test.

DUTIES : Evaluate compliance of Billing Systems, Hospital Fees policies and procedures at all provincial institutions in the Western Cape. Analyse and reconciliation of data in regard of Accounts Receivable, Underlying Systems and third parties systems. Drawing of reports and monitoring data quality. Analyse and record findings on internal assessments programme. Provide support regarding Billing Systems to clients. Effective scheduling of staff and monitoring productivity levels. Supervision of staff and general HR matters. General office and management duties. Provide ad-hoc support to supervisor as required. Effective training of staff.

ENQUIRIES : Mr R Bardien, tel. no. (021) 940-4456
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
CLOSING DATE : 05 January 2018

POST 50/380 : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) 31 POSTS (12 MONTHS CONTRACT)**

SALARY CENTRE : Grade 1: R226 083 (PN-A2) per annum plus 37 % in lieu of service benefits
Groote Schuur Hospital (1 post)
Tygerberg Hospital (5 posts)
Paarl Hospital (2 posts)
Mowbray Maternity Hospital (1 post)
New Somerset Hospital (1 post)
George Hospital (1 post)
Worcester Hospital (1 post)
Khayelitsha Eastern Sub Structure (2 posts)
Klipfontein Mitchell's Plain Sub Structure (3 posts)
Southern Western Sub Structure (4 posts)
Tygerberg Northern Sub Structure (2 posts)
Cape Winelands (1 post)
Eden District (2 posts)
West Coast District (5 posts)

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 a Professional Nurse. Experience: Grade 1: None. Inherent requirements of the job: A valid driver's licence (Code B/EB) for West Coast District. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice or quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively.

ENQUIRES : Groote Schuur Hospital, Observatory: Mr A Mohamed: 021 404 2071.
Tygerberg Hospital, Parow Valley: Ms F Baartman: 021 938 4055.
George Hospital: Ms GE Sellars: 044 802 4536/38
Paarl Hospital: Mr S Bruiners: 021 860 2500, extension: 2507
Worcester Hospital: Ms RM Duplessis: 023 348 1104
New Somerset Hospital, Green Point: Ms S Basardien: 021 402 6572
Northern/Tygerberg Sub-structure: Mr A Patientia: 021 815 8894
Western/Southern Sub-structure: Ms L Appolis: 021 202 0993/883
Klipfontein/Mitchells Plain Sub-structure: Ms Z Xapile: 021 370 5008

Khayelitsha/Eastern Sub-structure: Ms C Steyn: 021 360 4713
 Khayelitsha/Eastern Sub-structure: Khayelitsha District Hospital: Ms G Mashaba: 021 360 4511
 Klipfontein/Mitchells Plain Sub-structure: Mitchells Plain Hospital: Ms A Brown: 021 377 4410
 Cape Winelands Health District: Ms W Swart-Mouton: 023 348 8121
 Eden District: Ms S Pienaar: 044 803 2700
 West Coast District: Ms A Campbell: 022 487 9301
 Groote Schuur Hospital, Observatory, Applications: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory 7935.
 Tygerberg Hospital, Parow Valley: The Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505
 George Hospital: The Chief Executive Officer: George Hospital, Private Bag X6534, George 6530
 Paarl Hospital: The Manager: Medical Services, Paarl Hospital, Private Bag X3012, Paarl 7620
 Worcester Hospital: The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester 6850
 New Somerset Hospital, Green Point: The Manager: Medical Services, New Somerset Hospital Private Bag, Green Point, 8051
 Northern/Tygerberg Sub-structure: The Director: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Bellville 7500
 Western/Southern Sub-structure: The Director: Western/Southern Sub-structure Office, DP Marais Nurses Home, Cnr White and Main Roads, Retreat 7945
 Klipfontein/Mitchells Plain Sub-structure: The Director: Klipfontein/Mitchells Plain Sub-structure Office, Lentegeur Hospital, Cnr AZ Berman and Highlands Drive, Mitchells Plain 7785
 Khayelitsha/Eastern Sub-structure: The Director: Khayelitsha/Eastern Sub-structure Office, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Drive OR Private Bag X6, Khayelitsha 7784
 Khayelitsha/Eastern Sub-structure: Khayelitsha District Hospital: The Chief Executive Officer: Khayelitsha District Hospital, Private Bag X6, Khayelitsha 7784
 Klipfontein/Mitchells Plain Sub-structure: Mitchells Plain Hospital: The Deputy Manager: Nursing, Mitchells Plain District Hospital, Private Bag X9, Mitchells Plain 7789
 Cape Winelands Health District: The Director: Cape Winelands Health District, Private Bag X3079, Worcester 6849
 Eden District: The District Manager: Eden District Office, Private Bag X6592, George, 6530
 West Coast District: The Director: West Coast District, Private Bag X15, Malmesbury, 7299

APPLICATIONS

FOR ATTENTION

NOTE

in a specific category with the relevant council (including individuals who must apply for change in registration status)
29 December 2017

CLOSING DATE :

POST 50/381 : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: General Specialist and Emergency Services

SALARY : R152 862 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Development, Training and Labour Relations. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Ability to compile reports. Computer literacy (MS Office). Knowledge of personnel administration systems or other systems. Understanding of LR and HRD and Training policies and prescripts, manage/monitor its implementation. Note: No payment of any kind is required when applying for this post.

DUTIES : Assist with the needs analysis, co-ordination of training, information sessions, sourcing of service providers, process nominations, confirmation letters, attendance registers and statistics. Complete and submit HRD records, statistics, training reports and in-service course and administer function within the component. Assist with the implementation, administration and evaluation of Learnership, internships, ABET/AFET, and Workplace Skills Plan. Assist Line managers on all LR and HRD and Training policies, procedures and interventions. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Assist the Senior Officer with the secretariat service to the Institutional Management, Labour Committee (IMLC) as well as the HRD and Training Committee Training or forums and provide feedback/advice accordingly.

ENQUIRIES : Ms M Van Buuren, Tel.No. (021) 370-2319
APPLICATIONS : To the Chief Executive Officer: Western Cape Rehabilitation Centre, Private Bag X19, Lentegueur, 7789.

FOR ATTENTION : Ms Y Mbongo
CLOSING DATE : 05 January 2018

POST 50/382 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: General Specialist and Emergency Services

SALARY : R152 862 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Grade 12 /Senior Certificate. Experience: Appropriate administrative experience. Competencies (knowledge/skills): Good verbal, written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Ability to follow through instructions independently. Computer proficiency (MS Office: Word, Excel). Note: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a computer literacy test.

DUTIES : Provide effective and efficient frontline and general administration duties in the X-Ray Department and relief/rotation through other clinical areas (Wards and Therapy areas) as required. Maintain effective filing systems. Assist with ordering and monitoring of stock levels, equipment and assets. Daily, monthly and quarterly statistical recording and reporting, including Clinicom. Perform any other ad hoc administrative duties as required.

ENQUIRIES : Ms L Phillips, Tel. No. (021) 370-2377
APPLICATIONS : To the Chief Executive Officer: Western Cape Rehabilitation Centre, Private Bag X19, Lentegueur, 7789.

FOR ATTENTION : Ms Y Mbongo
CLOSING DATE : 05 January 2018

POST 50/383 : **FOOD SERVICE SUPERVISOR**

SALARY : R127 851 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in food service

environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to do physical tasks. Willingness to work shifts, weekends and public holidays. Physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Literacy with sound numerical skills. Ability to work in large scale freezers and cold rooms. Ability to work according to the rules or standards and to meet deadlines. Sound interpersonal communication skills in at least two of the three official languages of the Western Cape. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets or large scale food preparation according to standard recipes. Note: No payment of any kind is required when applying for these post.

DUTIES : Support the principal food services supervisors and food service manager or senior in the execution of their tasks. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan (patients and private patients).

ENQUIRIES : Ms R Keyser, tel. no. (021) 938-4135

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Mr R McKenzie

CLOSING DATE : 05 January 2018

POST 50/384 : **FOOD SERVICES AID (7 POSTS)**

SALARY : R90 234 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Experience in a large scale Industrial Food Service Unit. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to work in large scale freezers and cold rooms. The 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.

DUTIES : Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.

ENQUIRIES : Ms R Keyser, Tel. No. (021) 938-4135

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms VG Meyer

CLOSING DATE : 05 January 2017

POST 50/385 : **PORTER**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 90 234 per annum

CENTRE : Western Cape Rehabilitation Centre, Mitchell's Plain

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Inherent requirement of the job: Physically fit to perform tasks such as lifting of patients from beds or onto bents and wheelchairs. Experience: Experience in general porter duties within a Hospital or Community Health Centre. Competencies (knowledge/skills): Good interpersonal skills. Ability to work in a team and independently. Ability to 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 : Assist in positioning, escorting and transporting disabled patients. Assist with the dressing and feeding of disabled patients. Render assistance to nursing staff with the transfer of patients to beds/wheelchairs and vice versa. Respond to request from wards and departments. Communicate meaningfully with patients, families and co-workers.

ENQUIRIES : Ms RC Adams-Canham, tel. no. (021) 370-2394
APPLICATIONS : The Chief Executive Officer: Western Cape Rehabilitation Centre, Private Bag
X19, Mitchells Plain, 7789.
FOR ATTENTION : Ms Y Mbongo
CLOSING DATE : 05 January 2018