

**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 14/48 : **CLINICAL MANAGER GRADE 1(MEDICAL) GRADE 1**
Cape Winelands Health District

SALARY : R1 052 712 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Drakenstein PHC

REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong organisational skills and management experience of healthcare services. Language proficiency in at least two of the three official languages of the Western Cape. Thorough knowledge of the DOH Policies/Protocols. Good Communication and relationship skills.

DUTIES : Leadership in addressing the burden of disease by ensuring quality clinical care. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Supervise, support and develop medical, medical auxiliary staff and pharmaceutical. Ensure a cost efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Provide and efficient administration service regarding all clinical and medico-legal work. Communication with various stakeholders regarding clinical and related services within the GSA.

ENQUIRIES : Ms S Theron, Tel No (021) 862-4520

APPLICATIONS : The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms JB Salie

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 26 April 2018

OTHER POSTS

POST 14/49 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District

SALARY : R499 953 (PN-B3) per annum

CENTRE : Patriot Plein Clinic, Drakenstein Sub-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 a Professional Nurse. Post-basic nursing qualification with duration of at least one-year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current Registration with the SANC as Professional Nurse. 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 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 interpersonal, leadership, communication skills, strong sense of responsibility and ability to effectively communicate in two of the three official languages of the Western Cape. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation and knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

DUTIES : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees and Community Participation. Effective communication on all levels of service delivery.

ENQUIRIES : Ms J Bosch, Tel No (021) 862-4520

APPLICATIONS : The District Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms JB Salie

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 26 April 2018

POST 14/50 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (FACILITY BASED SERVICES)**
Chief Directorate: Metro District Health Services

SALARY : R394 665 (PN-A5) per annum

CENTRE : Khayelitsha/Eastern Sub-structure Office

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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership and project management skills. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint). Appropriate knowledge and experience in Primary Health Care and Facility Based Services.

DUTIES : Facilitate, coordinate, monitor and ensure adequate integration of all Facility Based Services within the PHC Programme in the delegated Sub-district of the Khayelitsha/Eastern Sub-structure. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promote effective and efficient Health Care to the communities of the delegated Sub-district. Facilitate, support and assist in training, motivation and development of delegated staff. Facilitate effective management and utilisation of resources in accordance with relevant directives and legislation. Assist with NPO contract management.

ENQUIRIES : Ms S Mc Cloen, Tel No (021) 360-4673

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

FOR ATTENTION : Ms E Weaver

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 20 April 2018

- POST 14/51** : **CHIEF ARTISAN GRADE A (BUILDING)**
Directorate: Engineering and Technical Services
- SALARY** : R343 329 per annum
CENTRE : Bellville Mobile Workshop
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 10 years' appropriate post- qualification experience as Artisan/Artisan Foreman. Inherent requirements of the job: Willingness to work overtime and perform standby duties. Valid (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape Province and stay over. Competencies (knowledge/skills): Computer literacy (i.e. MS Office, E-mail and Web Based applications). Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Working knowledge of Human Resources practices. Working knowledge and skills of Supply Chain Management and Financial practices. Management skills.
- DUTIES** : Supervise and manage the applicable workshops and workshop staff. Control over workshop, equipment, tools, plant and spares. Scope maintenance projects and subsequent generation of a bill of quantities. Supervise and assist with the execution of engineering projects/repairs at various Health Institutions and Clinics. Liaise with engineering management and private sector. Plan/schedule staff project plants, repairs and equipment. Budget and expenditure control in respect of workshop. Draft monthly reports.
- ENQUIRIES** : Mr S Reichert, Tel No (021) 918-1569
APPLICATIONS : Applications must be submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 April 2018
- POST 14/52** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATOLOGY ICH/HCU)**
Chief Directorate: General Specialist and Emergency Services
- SALARY** : Grade 1: R340 431(PN-B1) per annum
Grade 2: R418 701(PN-B2) per annum
CENTRE : New Somerset 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. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of R212 as Medical and Surgical Nursing Science: Critical Care Nursing: Child or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2018. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing 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 in the specific speciality after obtaining 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Extensive knowledge of Neonatal Nursing. Good leadership and interpersonal skills. Proficient in at least two of the three official languages of the Western Cape.
- DUTIES** : Responsible for provision of holistic maternal and neonatal care. 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. Maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms S Basardien, Tel No (021) 402-6430
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15 Parow, 7500.
FOR ATTENTION : Ms G Owies
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the

general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "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)"

- CLOSING DATE** : 26 April 2018
- POST 14/53** : **PROJECT MANAGER - MHEALTH (12 MONTHS CONTRACT)**
Directorate: Information Management
- SALARY** : R334 545 per annum
CENTRE : (C11 HIS application Centre (Tygerberg Hospital))
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in project management. Appropriate experience in implementing information systems. Knowledge and experience of programme design and implementation. Appropriate experience in Prince2 or PMBOK methodology. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and be away from home. Competencies (knowledge/skills): Advanced MS Office. Ability to implement internal systems and controls. Excellent interpersonal and communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA's. Knowledge of Systems Development Lifecycle.
- DUTIES** : Plan, implement and co-ordinate key projects related to mobile health. Manage project resources and co-ordinate project forums/meetings. Manage the associated risks. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements. Oversee user support and maintenance of systems implemented.
- ENQUIRIES** : Mr A Mkosi, Tel No (021) 483-6293
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : A competency test will form part of the interview process. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 20 April 2018
- POST 14/54** : **QUALITY ASSURANCE COORDINATOR (2 POSTS)**
Central Karoo District and Eden District
- SALARY** : R334 545 per annum
CENTRE : Central Karoo District Office (1 post)
Eden District Office, based in George (1 post)
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year diploma/degree in Health Sciences. Experience: Appropriate experience in health-related Quality Assurance (QA). Experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). 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.
- 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 : Central Karoo District: Ms A Jooste, Tel No (023) 414-3590
Eden District: Dr T Marshall, Tel No (044) 803-2700
APPLICATIONS FOR ATTENTION : The Manager: Eden District Office, Private Bag X 6592, George, 6530.
NOTE : Ms S Pienaar
CLOSING DATE : No payment of any kind is required when applying for this post.
20 April 2018

POST 14/55 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3 (CHEMISTRY)**

SALARY : Grade 1: R281 148 per annum
Grade 2: R331 179 per annum
Grade 3: R390 123 per annum

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Experience: Grade 1: None after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Leave is dependent on departmental needs. Competencies (knowledge/skills): Proficient in Word, Excel and Access. Ability to perform calculations to determine concentrations and ratios. Ability to work both independently and cooperatively as a team member. Extensive laboratory experience and/or training that demonstrates the ability to successfully process samples and perform analysis. Ability to perform meticulous measurement of delicate samples and assist in the production of radiopharmaceuticals.

DUTIES : Perform in vitro investigations using Radio immuno assays such as glomerulo filtration rate determination. Provide a thyroid screening service using neonatal cord blood samples. Produce or assist with the production of radiopharmaceuticals. Act as radiation protection officer and assist in the safe ordering, storage and usage of radio-isotopes. Maintain accurate department records, assist in reports to statutory bodies and provide statistical data as required. Perform required laboratory administrative duties (including laboratory management, quality control, safety processes, process improvement, and ordering supplies), training of other staff, and other duties and projects as required.

ENQUIRIES : Dr A Brink, Tel No (021) 658-5367
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
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".

CLOSING DATE : 20 April 2018

POST 14/56 : **SUPERVISOR STERILISATION OPERATOR: (CSSD AND GAS)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R152 862 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9) (Std 7). Experience: Appropriate experience and knowledge of Gas/Sterilisation processes and biological monitoring. Inherent requirement of the job: Ability and willingness to work shifts, including weekends and public holidays as requested. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal, decision-making and problem solving skills, as well as computer literacy. Knowledge of tracking and tracing systems in CSSD. Ability to manage others and work in a cooperative way within a team context. Proof of completion of the foundation and basic (Sterilisation and Decontamination) courses in Central Sterile Services will be an added advantage.

DUTIES : Effectively supervise and manage CSSD/Gas staff, (i.e. responsible for planning duty rosters, daily tasks, annual leave, performance evaluation, in-service training and assist in discipline and grievance handling), develop and implement basic standard operating procedures. Quality assurance by means of effective infection prevention control and risk management, implement relevant policies, protocols and procedures and ensure maintenance of a clean, safe and hygienic environment at all times and compliance with National Core Standards. Stock control, which includes management, order, control of equipment, supplies, up-to-date inventory and loss control of equipment and theatre linen and Cost effective use, monitoring and evaluation of consumables as well as implementation and adherence to policies, prescripts and procedures. Assist with planning, organisation and monitoring of all activities within the CSSD/Gas sterilisation department, as well as the management of loan sets. Liaise with internal and external stakeholders.

ENQUIRIES : Ms S Nieuwoudt, Tel No (023) 348-6455
APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms H Swart
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 26 April 2018

POST 14/57 : **BUILDING MANAGEMENT SYSTEMS OPERATOR**

SALARY : R152 862 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: Appropriate NQF level 4 Certificate plus Technical Matric Certificate. Experience: Appropriate experience in operation of Building Management Systems (BMS) software. Electrical or Electronic background will be an added advantage. Competencies (knowledge/skills): Ability to monitor and acknowledge faults through the BMS software. Ability to carry out general electrical and/or electronic tasks. Ability to perform minor general BMS repairs and maintenance. Ability to communicate in at least two of the three official languages of the Western Cape. Computer Literacy (MS Word, MS Excel, MS Outlook).

DUTIES : Provide effective technical support to the supervisor. Control over service contractors in the division. Keep an up to date record of systems and administration functions regarding the BMS functioning, equipment maintenance and evaluation. Manage, monitor and assist with general BMS related tasks. Undertake the input of information in computer applications. Handle BMS machinery and equipment as well as telephonic queries. Assist other departments within the department set-up when it is required.

ENQUIRIES : Mr AK Mgcodo / Mr I Jacobs, Tel No (021) 404-6314 / 5055

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
NOTE : No payment of any kind is required when applying for this post. Successful candidates might be subjected to a competency test.
CLOSING DATE : 26 April 2018

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only via www.westerncape.gov.za/jobs
CLOSING DATE : 23 April 2018
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. 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.

MANAGEMENT ECHELON

POST 14/58 : **DIRECTOR: PROVINCIAL TRANSPORT REGISTRATION, REF NO: TPW 2018-24**
SALARY : All –inclusive salary package of R948 174 - R1 116 918 per annum (Level 13). 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 Transport and Public Work, Western Cape Government
 A relevant undergraduate qualification (NQF 7) as recognised by SAQA; A minimum of 5 years' middle/senior management experience; Valid Driver's licence. 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; Community facilitation; and Transport legislation and policies; Additional consideration of the following: Conflict management / resolution experience; Legal/quasi-legal experience; Court procedures; and Legal writing.
DUTIES : 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 Directorate 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 employee relations.
ENQUIRIES : Mr Y Ahmed at (021) 483 2137

OTHER POST

POST 14/59 : **STATE ACCOUNTANT: BUDGET REVENUE AND EXPENDITURE, REF NO: TPW 2018-59**
SALARY : R281 418 (Level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A relevant National Diploma with a minimum of 1-year relevant experience in the management accounting/financial accounting environment Recommendations:

Experience in the following: Management Accounting and/or Financial Accounting field; Database Management and administration; Project Management. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding financial matters, especially the PFMA; Budget Management, compilation and reporting procedures; Ability to interpret applicable policies, legislation, guidelines, standards, procedures and best practices; Knowledge and experience in Financial systems; Proven advanced computer skills, especially Excel; Policy formulation and ability to interpret and apply policy; Report writing and formulation skills; Problem solving and analytical skills; Communication skills (written and verbal) in at least two official languages of the Western Cape Province.

- DUTIES** : Budget planning and preparation for a Programme; Budget monitoring, analysing and reporting on expenditure for a Programme; Adjustments estimate for the programme; Annual Financial Statements. Collate financial supporting documents.
- ENQUIRIES** : Ms S Jaffer at (021) 483 3426
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. 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.
- CLOSING DATE** : 23 April 2018